

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 17, 2020
5:30 P.M.

In order to comply with the [Governor's Proclamation 20-28.4](#), participation in this meeting will be through remote access only.

You can dial in using your phone. Dial in by 5:20 p.m.

United States: +1 (571) 317-3112 / **Access Code: 597-058-589**

One-touch: <tel:+15713173112,,597058589#>

The general public may also join using Facebook:

<https://www.facebook.com/IntercityTransit/>

CALL TO ORDER

- | | | |
|-----------|--|--------------------------------|
| 1) | APPROVAL OF AGENDA | 1 min. |
| 2) | PUBLIC COMMENT
General Public comment may be submitted by email to pmessmer@intercitytransit.com .
Public comments must be submitted by 12:00 p.m. on June 17, 2020.
Emailed comments and public hearing testimony will be provided to the Authority electronically prior to the meeting.

For questions, please contact the Clerk of the Board at 360-705-5860. | 5 min. |
| 3) | NEW BUSINESS
A. 2021-2024 TIP Adoption (<i>Jessica Gould</i>)
B. Adopt the September 2020 Service Changes (<i>Rob LaFontaine</i>) | 5 min.
5 min. |
| 4) | COMMITTEE REPORTS
A. Thurston Regional Planning Council (June 5) (<i>Carolyn Cox</i>)
B. Transportation Policy Board (June 10) (<i>Don Melnick</i>) | 3 min.
3 min. |
| 5) | GENERAL MANAGER'S REPORT | 10 min. |
| 6) | AUTHORITY ISSUES | 10 min. |

ADJOURNMENT

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 705-5860 at least three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 or 1-800-833-6384 and ask the operator to dial (360) 705-5860.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: June 17, 2020

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Administrator, 360.705.5808
SUBJECT: 2021- 2024 Transportation Improvement Program Adoption

- 1) **The Issue:** Whether to adopt the 2021-2024 Transportation Improvement Program (TIP) for projects with anticipated Federal funding over the next four years.

- 2) **Recommended Action:** Adopt the 2021-2024 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- 3) **Policy Analysis:** Federal grant guidelines require that the governing body adopt the TIP.

- 4) **Background:** The 2021-2024 Transportation Improvement Program (TIP) presented for adoption includes a listing of all capital projects anticipated to receive Federal funding over the next four years. The projects listed total more than \$65 million with more than \$52 million of federal funding anticipated.

As part of the formal public review, the Authority held a public hearing on the draft 2021-2024 Transportation Improvement Program (TIP) at the June 3, 2020, ITA meeting. Public comments received prior to the public hearing on June 3, 2020, were shared with the Authority. No additional public comments were received at the Public Hearing or following the public hearing.

The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). The draft 2021-2024 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning model (an internal planning document), the 2019-2024 Transit Development Plan, and the adopted Short and Long Range Plan. Both of these documents are published and available on the agency website.

Program elements in the draft 2021-2024 TIP include:

- Preventive maintenance of vehicles in IT's fleet during the years 2021-2024;
- Construction of Pattison Base Expansion and rehabilitation project which includes planned improvements on the North Parcel and rehabilitation on the main campus thru the program years;

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

Projects identified in the draft TIP are subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. The 2021-2024 TIP projects total more than \$65 million with more than \$52 million of federal funding planned/anticipated.

5) **Alternatives:**

A. Adopt the 2021-2024 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

B. Reject the draft TIP or refer for additional review. This will potentially delay federal grant funding programs.

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit’s 2021 through 2024 annual budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”*

8) **References:** Exhibit 1 – Proposed- *Final 2021-2024 TIP.*

2021- 2024 INTERCITY TRANSIT
Transportation Improvement Program-- proposed Final
June 17, 2020

IT #	Project	2021	2022	2023	2024	TOTAL 2021-2024	Federal	Type	Local	Total	Funding Source
1	IT 1601 Capital Preventive Maintenance (PSRC Earned Share)	\$320,000	\$320,000	\$320,000	\$320,000	\$1,280,000	\$1,024,000	PSRC Earned Share Sec. 5307 and Sec. 5339	\$256,000.00	\$1,280,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
2	IT 1603 Vanpool Vans - Replacement (PSRC Earned Share)	\$1,474,000	\$1,474,000	\$1,125,000	\$1,125,000	\$5,198,000	\$4,158,400	PSRC Earned Share Sec. 5307 and Sec. 5339	\$1,039,600.00	\$5,198,000.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
3	IT 1604 Bus Stop Enhancements & Accessibility - TRPC - FHWA Transfers (TA & CMAQ)	\$0	\$200,000	\$200,000	\$200,000	\$600,000	\$519,000	Local and Federal/Regional	\$81,000.00	\$600,000.00	TRPC Contingency project via Regional competition
4	IT 1605 Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (CMAQ & TA)	\$129,000	\$129,000	\$148,350	\$148,350	\$554,700	\$479,816	FHWA (TA in 2022) transfer to FTA	\$74,884.50	\$554,700.00	TRPC Anticipated Federal Funds
5	IT 1701 Replacement, heavy duty coaches - \$675k ea (PSRC earned share and Direct Apportionment)	\$2,193,750	\$2,193,750	\$2,193,750	\$2,193,750	\$8,775,000	\$7,020,000	Sec. 5307, 5339 & PSRC Earned Share est.	\$1,755,000.00	\$8,775,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
6	IT 1901 Replacement & Expansion Dial A Lift Propane ready vehicles - \$156K (TRPC- FHWA Transfers (CMAQ)	\$700,000	876,770	\$1,914,460	\$876,770	\$4,368,000	\$3,494,400	Regional Funds (STP/CMAQ) and State/WSDOT Consolidated Grant	\$873,600.00	\$4,368,000.00	Partially funded (includes State Consolidated grant and Fed CMAQ application)
7	IT 1801 Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$21,345,700	\$2,450,000	\$0	\$0	\$23,795,700	\$19,036,560	Federal 5339B Competitive	\$4,759,140.00	\$23,795,700.00	Partially funded. Recent FY20 5339 competitive application submitted.
8	IT1902 Martin Way Park & Ride Direct Access	\$400,000	\$850,000	\$750,000	\$400,000	\$2,400,000	\$1,920,000	State RMG & Federal 5339 & 5307	\$480,000.00	\$2,400,000.00	Unfunded
9	IT1903 High Capacity Corridor Service or BRT "light"	\$350,000	\$350,000	\$1,600,000	\$14,000,000	\$16,300,000	\$13,040,000	State RMG & Federal 5339 & 5307 or competitive	\$3,260,000.00	\$16,300,000.00	Partial funding, RMG project supports implementation plan
10	IT2001 Alternative Fuels Infrastructure: Environmental, Prelim Eng & Design	\$0	\$0	\$400,000	\$1,780,000	\$2,180,000	\$1,744,000	State RMG & Federal 5339 & 5307 or competitive	\$436,000.00	\$2,180,000.00	Unfunded/New
Total Federal Funded Projects		\$26,912,450	\$8,843,520	\$8,651,560	\$21,043,870	\$65,451,400	\$52,436,176		\$13,015,224.50	\$65,451,400.00	Secured and Estimated Federal Funding Sources

Notes
Grant type: Sec. 5307/ 5339 & PSRC* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration.
Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements are noted.
FY20 CARES Act: This federal funding does not require TIP approval.
*Puget Sound Regional Council

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: June 17, 2020

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 360-705-5832

SUBJECT: September 20, 2020 Service Change Adoption

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- 1) **The Issue:** Consider final adoption of the September 20, 2020, service change package, which includes an adjustment of the Route 42 near South Puget Sound Community College (SPSCC).
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- 2) **Recommended Action:** Adopt the September 20, 2020, service change package with associated staff recommendations.
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- 3) **Policy Analysis:** Anytime there are meaningful changes to service (additions, modifications and reductions) staff recommendations are presented following development of alternatives, review with the public, and in consideration of the implementation timelines for operators, schedules, and on-street facilities. Approval by the ITA allows staff time to move forward with planned service changes which occur in March and September of each year, and typically takes 10 to 12 weeks to complete.
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- 4) **Background:** The service change package prepared for implementation on September 20, 2020 is revenue neutral. This is in part due to potential financial implications as well as operational realities related to COVID-19. The small changes proposed for September help bring us into alignment with the Authority approved Long Range and Strategic Plan which directed the recent growth of bus service and the implementation of the zero-fare demonstration. These policy decisions require us to update and expand the fleet to include replacing some of the smaller older coaches with larger 40-foot vehicles to support future ridership growth and fleet standardization. Moving toward a standardized fleet provides many operating efficiencies and allows more space for passengers. To accomplish this goal, some route adjustments are necessary in locations where a full size bus may not be able to consistently and safely maneuver. Some of the route adjustments have already been accomplished to accommodate larger vehicles. This recommended change transfers a portion of the Route 42 from internal campus roadways at SPSCC (Crosby Loop a.k.a. Community College Drive to Dr. Nels Hanson Way) onto Mottman Road between Crosby Blvd. and RW Johnson Blvd. Service on Mottman Road is the same pattern Route 42 riders are familiar with during snow detours or other campus closures.

The remaining changes being proposed for September 2020 are to support schedule adherence including adjustments to time-points in the public schedules.

This proposal was shared through a public outreach process that included placement on our Intercity Transit website, social media and Rider News, along with placement in the newspaper, a public hearing on June 3, and direct communication with students and faculty at SPSCC. During the outreach process Intercity Transit received four (4) written comments opposing the changed alignment of the Route 42. The recommended bus stops on Mottman Road to accommodate SPSCC travel have been preliminarily placed and designed and have highly favorable elements for access, lighting and serviceability. In preparation for this change staff is actively corresponding with SPSCC on a draft agreement addressing the placement and maintenance of transit infrastructure on college property.

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- 5) **Alternatives:** While adoption as presented is recommended, alternative actions by the Authority could include postponement of action, or adoption of the service change package with amendments to the staff proposal.
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- 6) **Budget Notes:** The 2020 budget includes planned service changes with considerations for equipment, human resources, and operational funding required to implement new and expanded public transportation services included in the adopted long range plan. The September 2020 service change package will not add any annual hours of fixed route service, or require any additional resources.
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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 #6:** *“Encourage use of our services.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands in our community.”*
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- 8) **References:** The [Intercity Transit Long Range Plan](#) adopted November 7, 2018.

Thurston Regional Planning Council (TRPC)
AFTER MEETING SUMMARY
June 5, 2020

Please use this after meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

Please note: In order to comply with the Governor's guidance to "Stay Home and Stay Healthy" and in keeping with the Proclamation by the Governor Amending Proclamation 20-05 Open Public Meetings Act and Public Records Act issued on March 24th 2020, participation in the June 5th TRPC meeting was through remote access.

Obligation Authority Review

Veena Tabbutt, Deputy Director, presented the draft Obligation Authority Policy for review. The policy is needed for better clarity on roles, responsibilities, and timelines to meet our annual federal funding obligation targets. Action will be taken on this item in July.

Commercial Aviation Coordinating Commission

David Fleckenstein, Washington State Department of Transportation Director of the Aviation Division, gave Council an update on the work of the Commercial Aviation Coordinating Commission to identify a location for a new primary commercial aviation facility in Washington. Locations in Thurston County are under consideration. The full presentation can be found here (<https://www.trpc.org/DocumentCenter/View/7856/2-Thurston-Regional-Planning-Council-003>)

Regional Transportation Plan

Katrina VanEvery, Senior Planner, reviewed public comment and staff responses for the draft Regional Transportation Plan. Katrina's presentation can be found here (<https://www.trpc.org/DocumentCenter/View/7857/3-2020-06-05-Public-Comment-and-1st-Review>)The Plan will be on Council's agenda for adoption in July.

2020 Federal Transportation Call for Projects – Project Review and Discussion

Paul Brewster, Senior Planner, and Karen Parkhurst, Planning and Policy Director, presented on the list of proposed projects submitted for the 2020 Federal Transportation Call for Projects. The Transportation Policy Board will develop a funding recommendation at their June 10 meeting, and Council will take action at their July meeting. The presentation can be found here: (https://www.trpc.org/DocumentCenter/View/7858/4-TRPC_2020FedFundingProjectReview_060520-FinalDraft)