

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, March 16, 2022**  
**5:30 P.M.**

This meeting will be held remotely in accordance with the Open Public Meetings Act guidelines in the Governor's Proclamation [20.28.14](#).

**You can dial in using your phone. Dial in at 5 p.m. for a sound check.**

United States (Toll Free): 1-866-899-4679 / Access Code: 357-551-061

- One-touch: <tel:+18668994679,357551061#>

The public may join using Facebook: <https://www.facebook.com/IntercityTransit/>

**CALL TO ORDER**

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|----|--|---|
| 1) | <b>APPROVAL OF AGENDA</b>  | <b>1 min.</b>                                     |
| 2) | <b>PUBLIC COMMENT</b><br>General public comment may be submitted prior to each Intercity Transit Authority meeting. <ul style="list-style-type: none"><li>• By Email to <a href="mailto:pmessmer@intercitytransit.com">pmessmer@intercitytransit.com</a> by 12 noon on March 16, 2022.</li><li>• By Phone - Contact the Clerk of the Board at 360-705-5860 by 12 noon March 16, 2022.</li><li>• By USPS - mail comments to "Public Comments" P. O. Box 659, Olympia, WA 98507.</li></ul> | <b>5 min.</b>                                     |
| 3) | <b>INTRODUCTIONS</b><br>A. Introduce Jeremy Eaton & Jackson Madison, Service Workers (Jonathon Yee)<br>B. Introduce Grant Sevens, DAL Dispatch Specialist (Kevin Karkoski)   | <b>15 min.</b>                                    |
| 4) | <b>NEW BUSINESS</b><br>A. Schedule 2023-2026 TIP Public Hearing (Jessica Gould)<br>B. 2022 Winter Bicycle Challenge & BCC Update (Duncan Green)<br>C. Vanpool Five-Year Demo Project Update (Cindy Waterhouse)   | <b>5 min.</b><br><b>20 min.</b><br><b>20 min.</b> |
| 5) | <b>COMMITTEE REPORTS</b><br>A. Thurston Regional Planning Council (Mar. 4) (Debbie Sullivan)<br>B. Transportation Policy Board (Mar. 9) (Don Melnick)  | <b>5 min.</b><br><b>5 min.</b>                    |
| 6) | <b>GENERAL MANAGER'S REPORT</b>  | <b>5 min.</b>                                     |
| 7) | <b>AUTHORITY ISSUES</b>  | <b>10 min.</b>                                    |

**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](mailto: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. 4-A**  
**MEETING DATE: March 16, 2022**

**FOR:** Intercity Transit Authority  
**FROM:** Jessica Gould, Grants Program Administrator, 360.705.5808  
**SUBJECT:** Schedule 2023-2026 TIP Public Hearing

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- 1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and scheduling a public hearing on the draft 2023-2026 Transportation Improvement Program (TIP).
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- 2) **Recommended Action:** Schedule a public hearing for April 20, 2022, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2023-2026 TIP.
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- 3) **Policy Analysis:** Federal regulations require Intercity Transit to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2023-2026 TIP is an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing, Intercity Transit provides information on the process and solicits public input via *Rider News* and by posting information on the agency website.
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- 4) **Background:** The draft 2023-2026 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the *2021-2026 Transit Development Plan*, and the *2022- 2027 Strategic Plan*. Both of these documents are published and available on the agency website. 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). Additionally, this process provides an opportunity to encourage public input and participation for the programming of federally funded projects.
- Program elements in the draft 2023-2026 TIP include:
- Preventive maintenance of vehicles in IT's fleet during the years 2023- 2026.
  - Acquisition of heavy-duty coaches to replace ones that are at or beyond their expected useful life.
  - Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
  - Purchase of replacement vanpool vans.
  - Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking 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.
- 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.
- Planning, design, and construction of Alternative Fuel Infrastructure systems.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **March 16, 2022** – Brief ITA on schedule and request Public Hearing Date
- **March 18, 2022 – April 20, 2022** – Publish Draft TIP & Public Comments period
- **April 20, 2022** – Public Hearing on Draft TIP
- **May 18, 2022** – Consideration of 2023-2026 TIP for adoption by the Authority
- **June 1, 2022** – Submit Approved TIP to MPO and State. Update Projects in STIP

Projects are identified in the draft TIP for public review, comment and consideration for ITA adoption on May 18, 2022. They are also 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. An updated list of projects and estimated Federal share will be available for the public following adoption of the schedule and will be reviewed with the ITA at the April 20, 2022, regular meeting.

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5) **Alternatives:**

- A. Refer the draft TIP for additional review and discussion. This will potentially delay federal grant funding programs.
- B. Defer action.

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6) **Budget Notes:** The TIP reflects projects and funding targets that may be considered when developing the 2023 through 2026 annual Intercity Transit budgets.

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7) **Goal Reference:** The TIP process is consistent with: **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.”

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8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: March 16, 2022**

**FOR:** Intercity Transit Authority

**FROM:** Duncan Green, BCC Specialist, 705-5874

**SUBJECT:** 2022 Winter Bicycle Challenge and BCC Update

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- 1) **The Issue:** Brief the ITA on the results of the 2022 Winter Bicycle Challenge, and progress on the 35<sup>th</sup> Annual Bicycle Commuter Challenge coming up in May.

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  - 2) **Recommended Action:** For information and discussion. Seeking concurrence to continue the “All Rides Count” philosophy and adjusting the event name to “Bicycle Community Challenge.”

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

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  - 4) **Background:** The Winter Bicycle Challenge (WBC), which runs the full month of February, had another record year in 2022. This year, a record 362 people participated in the event. Together we broke all the records by riding 28,800 miles on a total of 2,800 days, introducing many people to the benefits of bicycling even in winter, and adding to participants’ and our community’s health and well-being. Thirty people won prizes in random drawings and another 36 participated in the WalkNRoll Winter Scavenger Hunt.

Preparations are underway for the 35<sup>th</sup> Annual BCC in May. Items of note include proposing the program continue to evolve to better serve the community and meet our goal to support active transportation. One key element of this evolution would be to make the “All Rides Count” philosophy permanent and adjust the name of the event to **Bicycle Community Challenge** to reflect this change.

Bicycling is a significant element in Thurston County, and Intercity Transit’s incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency’s guidance, the program has seen increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC broadened and sustained successful partnerships

between Intercity Transit, local jurisdictions, the business community, and the general public as well as generated public goodwill.

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

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

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6) **Budget Notes:** The cost of the Bicycle Commuter Contest is largely staff time for one position. The annual budget for the BCC is \$25,000.

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7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

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8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: March 16, 2022**

**FOR:** Intercity Transit Authority

**FROM:** Cindy Waterhouse, 705-5829

**SUBJECT:** Update on Vanpool Five-Year Demonstration Project

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1) **The Issue:** To provide an update on the Vanpool Five-Year Demonstration Project

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2) **Recommended Action:** This is an informational item.

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3) **Policy Analysis:** The Intercity Transit Authority adopted the Vanpool Five-Year Demonstration Project on September 15, 2021.

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4) **Background:** The Vanpool Flat Rate fare structure was implemented on January 1, 2022. The new fare structure resulted in moving from over 2,000 price points to eight. The simplification of the fare structure is allowing us to better promote the program to form new vanpool groups and better serve the community. This change has been very well received by current vanpool customers and is leading to productive recruitment discussions promoting vanpool with both potential customers and employers. The success we are experiencing in Vanpool is in direct response to the support of the ITA and CAC. These changes are allowing us to address the complexity associated with changing commute behavior and engage with individuals and employers with a far simpler message. Along with the change in fare structure, newly purchased vanpool management software is currently being implemented with completion anticipated in September 2022.

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

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

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7) **Goal Reference:** **Goal #1:** "Assess the transportation need 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:** Integrate sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs and other critical challenges in the community, such as access and equity as a service provider and as an employer. "

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8) **References:** N/A.