

**INTERCITY TRANSIT
 COMMUNITY ADVISORY COMMITTEE
 AGENDA
 July 17, 2023 - Olympia Transit Center
 5:30 PM**

Join on your computer: [Click here to join the meeting](#). The meeting ID: 296 665 141 595
 Passcode: Zv2YwR; or call in (audio only) +1 929-229-5501, 739413519# United States,
 New York City Phone Conference ID: 739 413 519#

CALL TO ORDER

- | | | |
|--------------|--|---|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS
A. Intercity Transit Authority Representative (<i>Clark Gilman</i>) | 1 min. |
| III. | MEETING ATTENDANCE
A. July 19, 2023, ITA Meeting- (<i>Lloyd Peterson</i>)
B. August 2, 2023, ITA Meeting - (<i>Doug Riddels</i>)
C. August 16, 2023, ITA Meeting - (<i>Edwina Waehling</i>) | 3 min. |
| IV. | APPROVAL OF MINUTES - June 26, 2023 | 1 min. |
| V. | NEW BUSINESS
A. Martin Way Park and Ride Update (<i>Eric Phillips</i>)
B. Update Route Webpages (<i>Nicky Upson and Rob Rinehart</i>)
C. SHIFT Onboard Study Update
<i>(Ryan Olson and Courtney Donovan)</i>
D. September Service Change and TDP Overview (<i>Rob LaFontaine</i>)
E. Public Records Request Policy Update (<i>Amanda Collins</i>)
F. Cancel August CAC Meeting (<i>Emily Bergkamp</i>) | 30 min.
20 min.
20 min.
20 min.
10 min.
5 min. |
| VI. | CONSUMER ISSUES - All | 10 min. |
| VII. | REPORTS
A. General Manager's Report (<i>Emily Bergkamp</i>) | 10 min. |
| VIII. | NEXT MEETING - September 20, 2023 | 1 min. |
| IX. | ADJOURNMENT | 1 min. |

Attendance Report Attached.

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

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

If you need special accommodations to participate in this meeting, please call us at (360) 705-5857 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 705-5857.

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

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
June 26, 2023 - Virtual Meeting

CALL TO ORDER

Chair Smit called the virtual June 26, 2023, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Chair Nicole Smit; Vice Chair Jihan Grettenberger; Harrison Ashby; Clair Bourgeois; Nikki Crist; Ursula Euler; Ty Flint; Doug Riddels; Lloyd Peterson; Marilyn Scott; Rachel Weber, and Eliane Wilson.

Absent: Alejandro Garcia; Betty Hauser; Trina Primm; Allison Spector; Edwina Waehling.

Staff Present: Amanda Collins; Emily Bergkamp; Duncan Green; Eric Phillips; Zach Heinemeyer; Peter Stackpole; Michael Maverick; Noelle Gordon; Jessica Gould; and Daniel Van Horn.

APPROVAL OF AGENDA

It was M/S/A by LLOYD PETERSON and TY FLINT to approve the agenda.

INTRODUCTIONS

Smit introduced Authority member, Sue Pierce, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. July 5, 2023, ITA Meeting - Cancelled
- B. July 19, 2023, ITA Meeting - Lloyd Peterson
- C. August 2, 2023, ITA Meeting - Doug Riddels

MOTION TO APPROVE MINUTES

It was M/S/A by NICOLE SMIT and CLAIR BOURGEOIS to approve the May 15, 2023, minutes.

NEW BUSINESS

- A. **Bicycle Community Challenge Update** - (*Duncan Green*) Intercity Transit's Bicycle Community Challenge (BCC) encourages community members to ride their bikes for transportation, as well as participant's own health and well-being. The program celebrated its 36th year and works to promote the public transportation benefit area's vision for a transportation system that supports an accessible, sustainable, livable, healthy, and prosperous community. Intercity Transit began hosting the program in 2006 and it has continued strong even throughout the pandemic.

2023 BCC events included the Winter Bicycle Community Challenge in February, the Earth Day Market Ride in April, the Bicycle Community Challenge in May, Bike to Work Day in May, and the Youth Bike and Roll Challenge in May. The Winter BCC included over 380 participants riding over 27,888 miles, despite wintry conditions. The Earth Day Market Ride returned to its traditional format after several years of modified Earth Day rides during the pandemic. Over 130 riders celebrated by biking downtown towards the Heritage Park Fountain and onto the Farmer's Market as a one group. The Earth Day Market Ride also partnered with the City of Olympia and had police volunteers assist with providing traffic control for intersections along the route, which helped ensure the group stayed together throughout the ride. The BCC also collaborated with the Olympia Farmer's Market, who provided \$1 tokens to Earth Day Market riders and to anyone who arrived at the Farmer's Market by bicycle during the month of May. The Olympia Food Co-op also provided a small treat and opportunity to enter a prize drawing for cyclists who visited Co-op locations during the month of May. The Spring BCC saw an increase in participants and miles over last year, including 843 riders from 86 teams covering 82,077 miles. There were 208 first time riders and each rider averaged 97 miles and 9.8 days ridden during the Challenge. Duncan commented that the number of days and miles ridden per month has remained consistent throughout the event's history. Twenty-seven youth under the age of 18 successfully completed the Youth Bike and Roll Challenge by completing 10 rides during the month of May. And finally, the Bike to Work (and Everywhere) Day event included seven refreshment stations around town that counted approximately 200 cyclists who were participating.

In 2023, over 40 local businesses joined as BCC sponsors and helped Intercity Transit with prize items, event support, discount coupons, and more. Community support of the BCC continues to be strong despite the pandemic and other economic challenges. Some of the prizes for the May BCC event include a new bicycle donated by New Belgium Brewing, bike accessories donated by Ralph's Thriftway, and items from the Adventure Cycling Association. Green also acknowledged BCC's dedicated volunteers that include about 25 people with a passion for community and cycling. Volunteers contribute to the BCC by providing manpower to execute events and cheerful enthusiasm to motivate participants.

Green answered questions.

Doug Riddels asked about BCC sponsors and what the sponsorship entails (financial contribution, publicity, providing prizes, recruiting participants, etc.).

Green clarified Intercity Transit does not ask for money from BCC sponsors. Sponsorship is focused on a community-building effort, but sponsors do provide prize items, locations and staff for events, and discount coupons for participants. Sponsorship is very flexible to allow businesses and organizations to grow BCC's community network.

Ty Flint commented that he was impressed that the BCC has been going strong for 36 years and commended Green on his leadership for the program.

Green thanked Flint and added that this was his 15th year serving as staff support for the BCC.

- B. CAC Recruitment Ad hoc Committee** - (Emily Bergkamp) Bergkamp shared that it is time to begin recruitment efforts for CAC members whose term of service will begin in 2024. The Ad hoc Committee will be comprised of three Intercity Transit Authority (ITA) members and three Community Advisory Committee (CAC) members who will interview and

appoint CAC members to fill upcoming vacancies. The Ad hoc Committee will also select a youth representative to serve a one-year term. CAC member terms are three years long and members can serve no more than two consecutive terms. The exception would be the youth position, which serves a one- year term. The CAC is a 20-member group that is representative of our diverse service area. Staff will make applications available on September 1st, 2023, and collect responses by October 6th, 2023. The ITA will select interviewees on October 18, 2023, and interviews are planned for November 1, 2023, with candidate selection to follow.

Nicole Smit shared that last year, the CAC also identified members to serve on stand-by for the Ad hoc Committee.

Ty Flint, Clair Bourgeois, and Nicole Smit volunteered to serve on the Ad hoc Committee.

Eliane Wilson and Lloyd Peterson volunteered to serve on stand-by.

Bergkamp shared that Don Melnick, Sue Pierce, and Clark Gilman are serving as ITA representatives on the Ad hoc Committee.

OLD BUSINESS

C. CAC Hybrid Meeting Discussion

Bergkamp re-introduced the topic of hybrid meetings, which is a discussion continuing from the May CAC meeting. During the May meeting, CAC members discussed the possibility of resuming in-person attendance, while still allowing for remote attendance in a hybrid format. A survey was conducted to ensure the CAC was taking a measured approach by gathering input from all interested members before implementing changes. The survey results were included in the meeting packet for members to review. The first question addressed the preferred format of meetings (Virtual Only, Hybrid, or In-Person Only) with 91% selecting Hybrid and 9% selecting In-Person Only. The second question addressed the preferred location of the meeting (Pattison Administrative Building (ADOPS), Olympia Transit Center (OTC), Virtual Only, or No Preference) with 54.5% selecting OTC, 27% selecting ADOPS, and 18% selecting no preference. The third question addressed the preferred time of the meeting (No Change or Proposed a Change) with 91% selecting no change and 9% selecting a proposed change. Finally, comments were collected from survey respondents.

Amanda Collins summarized the comments collected in the survey to include the support of hybrid meetings, the benefit of in-person discussion, and a question posed about dinner being provided again if in-person meetings are resuming.

Discussion ensued.

Nicole Smit asked if the ITA will be conducting an in-person or hybrid meeting for the joint ITA/CAC meeting in September.

Bergkamp responded that she was not sure and plans to check-in with the Chair and Vice Chair to collect their thoughts on meeting format.

Ty Flint asked if technology for hybrid meetings is available at the Olympia Transit Center since most respondents seemed to favor that location.

Intercity Transit Community Advisory Committee

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Collins responded that the hybrid format would work at either suggested location (OTC or ADOPS)

Doug Riddels asked if one location over the other was likely to face scheduling conflicts and if that should be taken into consideration when selecting a location.

Bergkamp responded that the OTC is mostly used for staff training and does not experience high demand for scheduling. However, the Board Room at ADOPS is used by several groups, including Operations Trainers, the ITA, and the GM Recruitment Committee that may pose conflicts. However, evenings are also less in demand and staff will work to reserve the desired location.

Riddels also asked if there was staff preference for the functionality of one location over the other.

Collins responded that she is confident staff can work with either space and that technology should be interchangeable between either location.

Clair Bourgeois expressed concerns about taking transit home from the ADOPS location following the meeting, which would require multiple buses. She also expressed her desire to take a vote on the recommended action at this meeting.

Lloyd Peterson expressed concern regarding Dial-A-Lift and if that service would be available to assist CAC members arriving and departing the CAC meeting locations.

Bergkamp responded that the DAL service has historically been used by eligible CAC members and that either location can be served by DAL.

Doug Riddels made a motion to begin hybrid meetings at the Olympia Transit Center.

Smit asked if that would begin in July and Riddels responded affirmatively.

Eliane Wilson asked about room capacity at the OTC and if there would be enough seating to host meetings at that location.

Bergkamp responded that there is ample room for seating at either location.

Sue Pierce added that if anyone has concerns about using fixed route transit or Dial-A-Lift services to attend the meeting to not worry. The CAC is very accommodating to members who may need to step out early if a meeting ran long in order to catch a bus.

Bergkamp responded that she was not sure and plans to check-in with the Chair and Vice Chair to collect their thoughts on meeting format.

Riddels commented that he was still awaiting a second on his motion.

It was M/S/A by DOUG RIDDELS and LLOYD PETERSON to approve hybrid meetings at the Olympia Transit Center starting on July 17, 2023.

CONSUMER ISSUES

Ursula Euler mentioned the concept of urban planning including train routes and expressed support in IT evaluating bus routes with the lens of planning for future advancements such as railways.

Eliane Wilson shared her experience with riding the route 13 bus recently and that it is consistently very full. She inquired if there will be any efforts to resume 15-minute intervals in service.

Bergkamp shared that Rob LaFontaine, Planning Manager is currently evaluating the feasibility of a service expansion for the September schedule. Planning is aware that route 13 has been on reduced service for quite some time. The modest service increase would put IT at 85% of pre-covid service levels, which is an increase from 78% of pre-covid service levels currently offered. Additionally, Bergkamp shared that she was riding routes 94 and 62 earlier that day for Ride Transit Month and that those routes, while not overcrowded were seeing steady usage too. Bergkamp plans to provide the CAC additional information about the September service increase as it becomes available.

Smit commented that she was surprised to hear the answer wasn't simply driver shortage.

Bergkamp responded that IT is continuing to make progress in the direction of hiring and training more drivers.

Marilyn Scott shared that she enjoyed the festivities of riding the parade bus in the Yelm parade and that she was surprised that only 6 riders participated in the parade. Marilyn also commented that children who were along the parade route seemed to get close to the bus to pop the bubbles, however the driver did a wonderful job keeping everyone safe.

Bergkamp shared that Ally McPherson, Marketing Coordinator is doing her best to promote opportunities to staff and drum up riders for the parade bus. The start of summer is also a busy time for families, which may have contributed to less riders.

Clair Bourgeois inquired about evening service and if it is scheduled to resume anytime soon. Bourgeois also asked about wheeled shopping carts and if they are allowed on the bus. A driver had counseled Bourgeois regarding her cart and implied that the cart would only be allowed if it had brakes. She expressed concern about the possibility of this rule negatively impacting seniors and other riders on the bus who rely on carts to tow their groceries and other belongings.

Bergkamp stated that she would review the existing policy regarding carts with Fixed Route Manager Cameron Crass and get back to the CAC with an explanation on the policy. Bergkamp also shared that she would request Rob LaFontaine to provide a service update to the CAC in the next couple of months to address questions regarding service expansion.

Lloyd Peterson inquired about the zero-fare pilot program launched in 2020 for a period of five years. Now that it is half-way into 2023, Peterson wondered if there were significant studies or discussions surrounding next steps of the program. Peterson expressed an interest in allowing the CAC to have input on the pilot program before it is finalized.

Bergkamp shared that due to the pandemic, the ITA voted to expand this pilot program through 2028. The ITA considers CAC input extremely valuable and intends to include the CAC in providing feedback as the program moves forward.

Nicole Smit inquired about the next planned community engagement survey to gauge interest in future service improvements, especially since IT is nearing pre-pandemic service levels.

Bergkamp shared that she doesn't quite have an answer for plans to gather additional public input, but staff has been considering the need to engage our community once again. Bergkamp also clarified that while we are closer to returning to pre-pandemic service levels that there are many facets of IT's long-range plan and Proposition 1 service increases that are yet to be realized. Marketing Manager Nick Demerice will also be instrumental in planning to solicit public input.

Marilyn Scott agreed with concerns brought up earlier by CAC Member Bourgeois regarding the exclusion of carts on buses. Scott expressed displeasure in the policy and stated that not allowing carts would place an undue hardship on seniors who use carts to run errands, such as grocery shopping.

Bergkamp shared that she plans to check-in with Cameron Crass and circle back with the group.

Clair Bourgeois asked about the Lacey Transit Center and the 620-route bus, if it will eventually pass the Lacey Transit Center and run from the Olympia Transit Center directly to the Martin Way Park and Ride.

Bergkamp responded that she is happy to do some fact-finding to address that question, but it would be better addressed by Planning staff. The 620 is not back to full service yet, so Bergkamp is unsure about future plans for that route.

REPORTS

- **May 17th ITA Report-** Jihan Grettenberger attended and shared that the meeting included a public hearing for the Transportation Improvement Program and a recommendation to repeal IT's Vaccination Requirement Policy. The General Manager's report also contained information for July's Rodeo.
- **June 7th ITA Meeting-** Nikki Crist attended and shared that two new employees were introduced including Fleet Manager David Chaffee and Planning Scheduler Paul Kierzek, both of whom were recruited from out of state. Two motions were approved to renew landscaping services and for the FleetNet support renewal and conversion to Avail Technologies. The General Manager's report included an announcement regarding Joe Schmidt who retired following a 41-year career at IT. Finally, Emily Bergkamp also announced Ride Transit Month and committed to riding the bus regularly.
- **June 21st ITA Meeting-** Ty Flint attended and shared that Duncan Green presented the Spring BCC update and Eric Phillips provided an update on the Martin Way Park and Ride construction efforts, which is on track for a grand opening towards the end of July.
- **General Manager's Report** – Bergkamp provided the General Manager's report including:

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- Bergkamp provided a 2023-2025 biennium funding update.
- Transportation Choices Coalition hosted a webinar titled “How Riders Can Shape Transportation” on June 21 with our very own ITA Citizen’s Representatives as panelists. The webinar focus was discussing how community advisory groups and direct board representation inform policies that affect transportation equity, funding allocation, and road use design.
- Staff are planning IT’s first, post COVID Transit Appreciation Day (TAD). Mark your calendars for Friday, August 4 from 10 am to 4 pm. Intercity Transit will provide a delicious meal for all current employees, volunteers, Community Advisory Committee and Authority Board members. Due to current construction, parking, and space constraints on our campus, we won’t be able to host activities in the bus yard or invite family members and retirees to join us at TAD as we have in the past. But this is a step in the right direction to returning to events that celebrate everything staff and volunteers do, every day, to bring high quality public transportation to our community. Special thanks to Executive Assistant Amanda Collins for her TAD planning efforts!
- Recently our State Auditor met with both finance staff, ITA Board Chair Clark Gilman and Emily Bergkamp to get the yearly audit underway.
- Work has started on activities for preparing the 2024 budget. Jana Brown, IT’s CFO, is leading staff through an updated capital budget process that effectively captures vehicle, facility, and technology lifecycles and replacement timelines to ensure funds are designated for future capital expenditure. In the coming months, staff will also be working on the operating budget as well. Part of this yearly process includes the General Manager engaging the board in discussion of pertinent policy issues and suggested actions to update the Strategic Plan with. Because we will be hiring a permanent General Manager by the end of this year but need to begin work to prepare a functional 2024-2029 Strategic Plan now, the update can remain status quo and simply align policy issues and actions with the current Strategic Plan. Significant funding information and associated timelines will be updated in the plan document for internal consistency. But this would save a more robust update process for the permanent General Manager to engage the ITA by enabling them to share their unique strategic vision. As it stands, in the current Strategic plan, the Authority directed staff to develop a work plan and budget remaining flexible as the COVID-19 situation evolved with a primary directive to focus on restoring service to pre-COVID levels. The September service change will bring IT up to 85% of pre-COVID service levels, service restoration will very much still be in progress in 2024 and possibly beyond. The 2024 budget and corresponding strategic plan will be brought before the board for their approval in December, following normal public process.

NEXT MEETING: July 17, 2023, at the Olympia Transit Center.

ADJOURNMENT at 6:41pm.

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-A
MEETING DATE: July 17, 2023**

FOR: Community Advisory Committee

FROM: Eric Phillips AICP- Strategic Programs Director 360-705-5885

SUBJECT: Martin Way P&R -Direct Access Project Update

1) **The Issue:** Provide an update on the Martin Way Park and Ride Direct Access Regional Mobility Grant Project.

2) **Recommended Action:** Presentation and discussion only.

3) **Policy Analysis:** Regular updates of ongoing projects undertaken by Intercity Transit consistent with the Strategic Plan and Long-Range Plan provide an opportunity for the CAC to learn more about projects, ask questions of staff, and provide feedback.

4) **Background:** The Martin Way Park & Ride is a key location for transit service. The need for a direct access connection for buses to enter the facility more efficiently is an identified project in the agencies adopted Transportation Improvement Program and is listed as a regionally significant project in *What Moves You* – the Regional Transportation Plan. The Martin Way Park and Ride direct access project will improve the safety of our operations by eliminating unsignalized left turns and reduce scheduled trip times eliminating circuitous routing getting into and out of the P&R. The facility changes result in more direct service and a reduction in schedule times for Olympia Express trips.

To advance this direct access construction project, Intercity Transit applied for and received a Regional Mobility Grant (\$2,153,000) from WSDOT to design and construct improvements at the Martin Way Park & Ride including a “bus only” direct access into the existing facility and a new “flyer” bus stop that would allow buses to stop on the NB on-ramp to board riders rather than deviate into the P&R. Additional improvements are also designed and part of the site changes proposed with the current grant project. This project update will cover construction progress, obstacles and schedule since construction began in early March.

5) **Alternatives:** N/A

6) **Budget Notes:** This grant funded project is included in the 2023 budget.

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 3:** “Maintain a safe and secure operating system.” **Goal 4:** “Provide responsive transportation options within financial and staffing limitations.” **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, access, and equity as a service provider and as an employer” **Goal 8:** “Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.”

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

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-B
MEETING DATE: July 17, 2023**

FOR: Community Advisory Committee

FROM: Nicky Upson, 360-705-5891
Rob Rinehart, 360-705-5869

SUBJECT: Routes Pages Enhancement Update

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- 1) **The Issue:** Provide the CAC with an update on enhancements to the routes pages on the Intercity Transit website.
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- 2) **Recommended Action:** For information and discussion only.
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- 3) **Policy Analysis:** N/A.
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- 4) **Background:** Our website is the primary communications tool for the agency. As technology changes, our customers' expectations of site features continually increase. In addition, roughly 70 percent of our customers use a mobile device to access our website, which requires customization to display content satisfactorily on a range of mobile devices. Improving our website's accessibility and functionality to match current technology is vital to serving our customers.

In July of 2022, Intercity Transit entered into a Service Level Agreement (SLA) with Fruition Growth, LLC. (Fruition) to provide technical assistance in upgrading our website and platform to include web hosting and support services. In June of 2023, Intercity Transit renewed our web hosting SLA with Fruition through July 23, 2024. This agreement included an option to have Fruition provide as needed web development services at their standard hourly rate. In our ongoing effort to achieve a more customer-focused, modern, engaging, user-friendly website, Intercity Transit and Fruition began working on enhancing the routes pages of our existing website in December 2022.

Over the seven months, Intercity Transit and Fruition have been designing and implementing enhancements to our website based on user input and feedback. This project is nearing completion, with an anticipated launch date of July 20, 2023. The total amount budgeted for this project is \$56,575.

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

6) **Budget Notes:** Funds for developing and enhancing the website are included in the 2023 budget in the amount of \$250,000. This project falls within the budgeted amount.

7) **Goal References:** Goal 2: *“Provide outstanding customer service,”* and Goal 6: *“Encourage use of our services, reduce barriers to access and increase ridership.”*

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

INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-C
MEETING DATE: July 17, 2023

FOR: Intercity Transit Community Advisory Committee

FROM: Emily Bergkamp, Interim General Manager, 360-705-5889
Ryan Olson, PhD, Professor at Oregon Institute of Occupational Health Science
Courtney Donovan, MPH, CPH Research Project Manager at Oregon Institute of Occupational Health Sciences

SUBJECT: SHIFT Onboard Study - SHIFT stands for "Success and Health Impacts For Transit operators during Onboarding."

1) **The Issue:** Brief the CAC on Intercity Transit's participation in the SHIFT Onboard study conducted in partnership with the Oregon Institute of Occupational Health Sciences at Oregon Health & Science University (Portland, OR).

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

3) **Policy Analysis:** Intercity Transit's vision is to be a leading transit system in the country, recognized by our peers, community and customers for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all in Thurston County. Engaging in research and programs like SHIFT Onboard that identify factors contributing to the health and job success (including retention) of new Operators, cultivates this vision.

4) **Background:** The SHIFT program of research was started by occupational health scientists at Oregon Health Science University (OHSU) in 2006 with truck drivers. The program approach has used game-like challenges supported with body weight and behavior logging, trainings (sleep, stress, eating, and exercise), and health coaching to help commercial drivers improve their health. The program was hosted on a secure, mobile-friendly website. All participants received a free health screening with tailored feedback at the beginning and end of the program. To date, the original SHIFT program is the only US-based body weight management program for truck drivers to be established effective with a randomized controlled design.

In 2018, OHSU received funding from the National Heart Lung and Blood Institute for a new 5-year project to adapt the original SHIFT program to prevent weight gain and support early job success among newly hired Operators during their first year(s) of employment. Intercity Transit, among other regional transits participated in a random selection to integrate the SHIFT Onboard program into Operator's initial training and first year activities. Operators were followed and measured for their first two years on the job and received compensation for participating in the research and program.

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

6) **Budget Notes:** The cost of Intercity Transit's participation in the research and program was in-kind staff time coordinating timelines of new Operator classes and logistics with OHSU SHIFT Onboard research staff. The grant provided funding for OHSU staff and Operator pay and incentives.

7) **Goal Reference: Goal 2:** Provide outstanding customer service. **Goal 3:** Maintain a safe and secure operating system. **Goal 7:** Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer. **Goal 8:** Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.

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

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-D
MEETING DATE: July 17, 2023**

FOR: Community Advisory Committee

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

SUBJECT: Service Restoration Overview

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- 1) **The Issue:** Provide the CAC with an overview and discussion of the ongoing restoration of fixed route bus service during the COVID-19 pandemic.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** N/A.
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- 4) **Background:** Provide an overview of the adjustments made to fixed-route bus service during the COVID-19 pandemic, as well as a summary of anticipated restoration through the next 5 years.
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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 needs of our community throughout the Public Transportation Benefit Area.”* **Goal #2:** *“Provide outstanding customer service.”* **Goal #6:** *“Encourage use of our services.”*
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- 8) **References:** N/A.

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-E
MEETING DATE: July 17, 2023**

FOR: Community Advisory Committee

FROM: Amanda Collins, Executive Assistant/Public Records Officer

SUBJECT: Policy Update EX-0005 Public Records Requesting

1) **The Issue:** Provide the CAC with an overview of recommended updates to the Public Records Request Policy (EX-0005)

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

3) **Policy Analysis:** The Public Records Act (PRA) requires that all public records are maintained and made available to members of the public, with very narrow statutory exemptions. The PRA also requires that agencies adopt a specific policy to facilitate access to public records, while ensuring continuity of essential agency functions.

4) **Background:** Intercity Transit's Public Records Request Policy EX-0005 was approved on April 4, 2007, following the recodification of the Public Records Act, RCW 42.56. Since the approval of the policy, which was over 16 years ago, there have been developments in technology, best practices for processing records requests, and case law related to the Public Records Act. Notably, Intercity Transit's existing Public Records Request policy reserves any reference to processing requests for electronic records (WAC 44-14-050), which accounts for most of Intercity Transit's public records and requests for records. Staff have reviewed the existing policy to reflect the current agency address and staff contact information to access public records; schedule for availability of inspecting public records; current practices for processing public records requests; and current fee schedule for electronic records, paper records, and customized services needed to process certain requests.

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

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

7) **Goal Reference:**

Goal 2: "Provide outstanding customer service."

Goal 6: "Encourage use of our services, reduce barriers to access and increase ridership."

8) **References:** Draft Public Records Policy EX-0005

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 5-F
MEETING DATE: JULY 17, 2023**

FOR: Intercity Transit Community Advisory Committee

FROM: Emily Bergkamp, Interim General Manager, 360-705-5889

SUBJECT: Cancel August 21, 2023, Community Advisory Committee Meeting

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- 1) **The Issue:** Whether to cancel the August 21, 2023, Community Advisory Committee (CAC) meeting.
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- 2) **Recommended Action:** Cancel the Monday, August 21, 2023, CAC meeting.
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- 3) **Policy Analysis:** The CAC should take action to cancel a regularly scheduled meeting.
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- 4) **Background:** At this time, staff does not anticipate any agenda items scheduled for the August 21, 2023, meeting. Given the lack of agenda items, staff recommends canceling the meeting.
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- 5) **Alternatives:**
- A. Cancel the August 21, 2023, CAC meeting.
 - B. Maintain the schedule as it stands and meet on August 21, 2023.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.

COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12
CAC	Members	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Harrison	Ashby												
Clair	Bourgeois												
Nikki	Crist			Absent									
Ursula	Euler	Absent											
Ty	Flint		Absent										
Alejandro	Garcia	Absent	Absent	Absent	Absent	Absent	Absent						
John	Gear		Absent	Absent	Resigned								
Jihan	Grettenberger					Absent							
Betty	Hauser						Absent						
Marie	Lewis	Absent	Absent	Absent	Resigned								
Jeremy	Mott			Absent	Resigned								
Lloyd	Peterson	Absent		Absent		Absent							
Trina	Primm		Absent	Absent	Absent	Absent	Absent						
Doug	Riddels												
Marilyn	Scott	Absent	Absent			Absent							
Nicole	Smit												
Allison	Spector	Absent	Absent	Absent	Absent	Absent	Absent						
Edwina	Waehling	Absent		Absent	Absent	Absent	Absent						
Rachel	Weber	Absent											
Eliane	Wilson												

= Joint meeting does not count against required meeting attendance