

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
October 19, 2015
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative RYAN WARNER
<i>(Victor VanderDoes)</i> | 1 min. |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. October 21, 2015, Work Session <i>(Michael Van Gelder)</i> | |
| | B. November 4, 2015, Regular Meeting <i>(Billie Clark)</i> | |
| | C. November 18, 2015, Work Session <i>(Mitchell Chong)</i> | |
| | D. December 2, 2015, Regular Meeting <i>(Ursula Euler)</i> | |
| IV. | APPROVAL OF MINUTES - August 17, 2015 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN
<i>(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).</i> | 3 min. |
| VI. | NEW BUSINESS | |
| | A. LEADERSHIP APTA GRADUATE <i>(Heather Stafford Smith)</i> | 15 min. |
| | B. DISCOUNTED BUS PASS PROGRAM <i>(Ann Freeman-Manzanares)</i> | 15 min. |
| | C. 2016 DRAFT BUDGET <i>(Ben Foreman)</i> | 20 min. |
| | D. STRATEGIC PLAN 2016-2021 <i>(Ann Freeman-Manzanares)</i> | 30 min. |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. August 19, 2015, Work Session <i>(Lin Zenki)</i> | |
| | B. September 16, 2015, Joint Meeting <i>(Ann Freeman-Manzanares)</i> | |
| | C. October 7, 2015, Regular Meeting <i>(Victor VanderDoes)</i> | |
| | D. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| IX. | NEXT MEETING - NOVEMBER 16, 2015 AT 5:30 PM. | |
| X. | ADJOURNMENT | |

Attendance report is attached.

Intercity Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit 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 FTA Circular 4702.

For questions regarding Intercity Transit's Title VI Program, you may contact the agency's Title VI Officer at (360) 705-5885 or bholman@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
CITIZEN ADVISORY COMMITTEE
August 17, 2015

CALL TO ORDER

Chair VanderDoes called the August 17, 2015, meeting of the Citizen Advisory Committee (CAC) to order at 5:35 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Victor VanderDoes; Kahlil Sibree; Billie Clark; Lin Zenki, Sue Pierce; Ursula Euler; Carl See; Julie Hustoft; Mitchell Chong; Denise Clark; and Aariah Perez.

Absent: Charles Richardson; Michael Van Gelder; Leah Bradley; Quinn Johnson and Jan Burt.

Staff Present: Ann Freeman-Manzanares; Dennis Bloom and Nancy Trail.

APPROVAL OF AGENDA

It was M/S/A by PIERCE and CLARK, D. to approve the agenda.

INTRODUCTIONS

VanderDoes introduced Authority members, DON MELNICK & RYAN WARNER.

VanderDoes welcomed ARIAH PEREZ, as a youth representative to the CAC.

MEETING ATTENDANCE

- A. August 19, 2015, Special Meeting - Lin Zenki
- B. September 2, 2015, Regular Meeting - Carl See
- C. September 16, 2015, Joint Meeting of ITA/CAC - All
- D. October 7, 2015, Regular Meeting - Victor VanderDoes

APPROVAL OF MINUTES

It was M/S/A by HUSTOFT and CLARK, D. to approve the minutes of the July 20, 2015 meeting.

NEW BUSINESS

- A. **2015 CITIZEN ADVISORY COMMITTEE RECRUITMENT** - (*Nancy Trail*) Trail relayed information regarding the recruitment process for the four open positions, and the Authority's decision to utilize a fall timeline again this year due to last year's success. We are in the process of updating the application packets and getting them assembled for distribution. The process involves formation of an ad hoc committee with three volunteers from the CAC committee and three volunteers from the Authority board to interview the applicants and make a recommendation to the Authority.

Freeman-Manzanares added the applications are due October 29th and asked if any committee members were interested in serving on the ad hoc committee. Pierce and Clark,

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 2 of 9

D. offered to serve on the committee. Due to a shortage of members present the third position was left vacant at that time.

B. AUTHORITY PLANNING SESSION - (*Ann Freeman-Manzanares*) Freeman-Manzanares indicated the Authority planning session is this Friday, August 21st. The Authority typically takes one day a year to work on larger issues. This year there are three issues and this item is to help the CAC provide feedback to the Authority. First, how to best deliver on increasing demand for service to our community and as a caveat, how do we know there will be increased demand for service. Second, how do we fund our short and long range goals; and third, how do we best communicate with the community. The Authority is interested in the CAC's thoughts and opinions on how to move forward.

Freeman-Manzanares stated the Authority had made the decision to move forward with the ballot measure for the last one-tenth of one percent in sales tax last year. The decision was delayed based on the potential of receiving additional sales tax authority from the legislature. In the end, the legislature decided not to include our request in the legislation last year. The agency has been working with the transportation committee and they noted that we were not at the maximum nine-tenths of a percent. This year the legislature went over for those agencies that were at the maximum tax rate. There is no federal transportation package yet, and we are hopeful that it may come by the end of the year. We would like them to address the significant reduction in federal transportation funding and the elimination of discretionary funds. The picture is further complicated by the volatility in our sales tax funding and fuel costs. All of this leads to how the CAC can help the authority define the game plan for the future.

Freeman-Manzanares indicated the agency currently has a Request for Qualifications in process for a community conversation project. The agency needs to determine what the community and our stakeholders want us to look like. In this process we will have conversations with the community, jurisdictions, chambers, social services agencies, and members of the medical and educational community to put these pieces together. The project will take place in the spring of next year. Ryan and Don will take the feedback you provide to the planning session on Friday.

Freeman-Manzanares stated the cost for a ballot measure can be upwards of \$300,000 if it is only us on the ballot. If the county is on the ballot it would be significantly less. It is based on the number of voters within the PTBA, which are approximately 170,000 at \$2.00 per voter. These are additional considerations on when to move forward.

Freeman-Manzanares reviewed sales tax history on the handouts provided and discussed the different scenarios showing when the agency runs into the red without additional funding.

Freeman-Manzanares indicated sales tax for 2015 thus far is at about 7.5% over the year. Far higher than we have seen for years. The model currently shows 5% for this year, and 3% for every year after. The first scenario shows what we're doing right now. Looking at that base scenario the agency goes into the red in 2019 in terms of our 90-day contingency and into the red in the ending cash in 2020.

Freeman-Manzanares stated the authority is looking at the diesel vehicles more favorably attempting a replacement cycle of 17 years if possible. Under that scenario we are under

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 3 of 9

ending cash in 2020 and in the red in ending cash in 2022. When we first looked at these scenarios last year we were in the red in 2019 and that is why the Authority pushed to go out for the ballot in 2015.

VanderDoes – stated he would like to see a breakdown of the sales tax by year.

Freeman-Manzanares – responded we can get that information for you.

Freeman-Manzanares indicated when the recession hit we pulled projections way back. From a finance perspective we feel more comfortable being conservative. Our focus is on supporting a consistency in service levels. We wanted to provide a little background about when we go into the red and it's important to keep those timeframes in mind.

Freeman-Manzanares remarked on the need to talk about the question of how we best deliver on the demand for increased service in our community. The authority has also asked how we know there is increased demand for service. Thurston Regional Planning Council (TRPC) provided some information on their basic needs assessment. TRPC had over 1,000 responses to the assessment. Freeman-Manzanares reviewed the statistics which provide that 80% reported trouble paying for housing and transportation costs over the past 12 months. They talk about basic needs and one of those from our perspective is transportation.

Chong arrived.

Freeman-Manzanares continued with information from the needs assessment which indicated 48% ranked access to a bus as one of the top three neighborhood features in deciding where to live. Interestingly the number of vehicles by household is going up, which could be influenced by a number of factors.

VanderDoes – stated it could be kids moving back home.

Freeman-Manzanares shared information on the Sustainable Thurston project led by TRPC and how the area will handle the additional population coming into Thurston County. The project showed the internal growth rate is as a result of people moving into the county.

Freeman-Manzanares shared information from TRPC on commute patterns which indicates 30,000 people leaving the county daily to find work. We are looking at economic development in the community and trying to balance all of that.

Pierce – remarked that Fort Lewis is technically in Pierce County, but isn't all the way to Tacoma or Seattle.

Freeman-Manzanares – indicated the State is focused on defining their role in a well-functioning I-5 so goods and services can get through.

Sibree arrived.

Freeman-Manzanares shared information on an informal computer based exercise TRPC did that gave participants \$500 and allowed them to use the money to improve transportation and help understand the trade-offs. This provided an understanding of how much it costs to

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 4 of 9

do these things. The exercise asked participants to identify what was important to them, and then the greater community. Individuals indicated bike lanes, sidewalks, trails and pavement. For the community it was inter-count transportation, bus, rail, vanpooling, park and ride, and CTR, paratransit and rural transit. In encouraging commerce the areas of importance were freeway widening, technology, fees, maintenance (pavement & bridges). Topics of interest include coordination of services, more density on the urban corridor, land use, climate change, CTR and technology.

Clark, D. - remarked that she participated in that exercise and it was interesting that there were only about 20 participants that were born here.

Bloom reviewed the information on the map handouts on the changing demographics of Thurston County. There is a system map showing the routing structure. Each of the maps from TRPC have the route structure overlay on them. The population density map shows it at the census block level. Census tracts are about a half-mile square. The census for downtown Olympia is done block by block. The maps with squares are tract level. Note that the density, low income, and employment maps show our current route structure meets the criteria on our service plan. We try to serve those low income areas and where we are getting our most bang for our buck. The map showing the population density of seniors 65 years and older shows where we need the Dial-A-Lift service. The maps depicting the density of youth (10-17 years), rental households, and zero vehicle households shows that our route structure is located appropriately.

Bloom stated this goes back to the question that the board is asking about how we anticipate service. These indicators from 2010 compared to the 2040 population density per acre indicate we are hitting just about all the areas with the exception of NE Lacey, a small area in Yelm, and SW Tumwater. The employment density follows the same patterns that we have now along the major corridors. The infrastructure for our bus service is in good shape. In terms of housing density the rule of thumb for population of our size is 6 to 8 housing units per acre. Most of the density is still at 1-5. You get density in downtown Olympia, along Martin Way, west of Panorama City, Fones Road, Tumwater and down in Yelm. The concentration is in the urbanized areas. When you get that kind of density you get more ridership. Comprehensive plans rely on public transit and encourage people to live along those corridors. The cities want this to happen. There is a piece in the comprehensive plans on funding that says they want to do that, but it is not specific. King County Metro is going to tax their entire county to provide more service within the city of Seattle.

Freeman-Manzanares indicated it is important for you to see how we are currently covering where housing/employment areas are located in our service area. In the past we have defined success in our strategic plan by increased ridership. Do we continue to use that benchmark? Do we continue to serve the way we are serving now, do we have more frequency, more coverage. The answer to those questions defines a bit about our ridership. If we provide coverage to those areas that are not that densely populated we are not going to get the ridership. It is important to see that in 2040 we are still serving those hot spots. There are a lot of things to consider and balance when we think about what we want to look like when we grow up.

VanderDoes - stated it doesn't look like any major route changes are required. There is the possibility of some social changes coming like millennials not using cars and 2040 is

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 5 of 9

a significant ways out. He has heard that in terms of communications email is for old people, and that texting, Facebook, and other social media are becoming the norm.

Zenki – indicated email is for long communications and text is for short things.

Clark, D. – remarked that the agency should market “going green” and capitalize on the environmental trend. She also stated many people would ride the bus if there was service in NE Lacey.

Freeman-Manzanares – indicated the agency is working with the Lacey business community to access their needs.

Clark, D. – remarked that she sees a lot of growth in the area. People want community, where they can walk, ride, and bus. They don’t want apartment complexes, or building large developments with no transit service.

Pierce – stated 2040 is another 25 years from now and she is skeptical about the assumption that people aren’t going to have cars. She is unsure that the idea of we’ll build it and they’ll figure out how to live there is going to fly.

VanderDoes – indicated technology will change over the next 25 years, and the number of electric cars could change transit because it will be so much cheaper.

Euler – clarified on the page 3 lower right density map that ideally you would like to put service where there is density of 10 or more per acre.

See arrived.

Bloom – indicated the density is 6 - 8 per acre. The idea is to try to concentrate population in urbanized areas and preserve rural areas. There are some pockets of density and not sure we will ever be able to serve them.

Euler – asked if the agency is talking to cities to tax themselves – like a public transportation district.

Bloom – indicated the cities of Seattle and Bellingham are doing that. People outside the service area are paying to fund the service within the city. Presently the transportation districts use the funds for roads and infrastructure.

Freeman-Manzanares – the State and the City of Olympia used to fund part of the DASH and they pulled out but we still provide that service. We talk about that on a yearly basis and there is the potential that funding might come back. The conversation is what the community wants us to accomplish.

VanderDoes – asked if the agency had seen any routes where the ridership goes against the population density rule?

Bloom – responded that it follows general predictions. It follows major corridors and in that sense it is fairly traditional. There are routes that go to the Community College (SPSCC) that is not a major corridor, but it is for a destination. The same

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 6 of 9

thing can be seen to Evergreen State College, those buses are packed. They don't have cars and a lot have bikes. Those go against the density grain.

See - remarked looking at the system map one thing that came to mind is what kind of service we provide to parks and have we looked at ridership for instance to the Regional Athletic Complex (RAC). There is no service to LBA, Priest Point, etc.

Bloom - responded it is a potential market. The best ridership is to Rainier Vista Park. We don't have good ridership to the RAC.

See - stated people want a reason to ride the bus. Taking children on the bus isn't that common. It would help get younger people on the bus.

Pierce - stated she doesn't think increasing frequency will necessarily increase ridership. The ridership on some routes may shift taking the load off some buses.

Euler - asked if the financial scenarios kept service levels status quo.

Freeman-Manzanares - responded, yes. Until we go into the red. We have the ability in the model to reduce service levels to balance our budget.

Euler - inquired about the Authority giving consideration to those who are leaving town for employment, since there are so many. Those routes are not the best right now.

Freeman-Manzanares - indicated this was a good transition to a question - which was taking your temperature regarding the relative importance of all of our service. We have a tendency to focus on our fixed route service and DAL. More recently it has been getting people off DAL and on to fixed route, which is far less expensive service to run. Then we have a host of other things that we do, we have a robust vanpool, bus buddy, village vans, travel trainers, community vans, youth education, build a bike program, etc. That is beyond the smaller conversation looking at our local service, our express service and our circulator service DASH. Those are things that we need to balance out and how do we best do that.

Zenki - remarked that the DAL rates in Alameda County rose to \$4.00 each way as their way of encouraging people to ride fixed route. She would like to see trips prioritized instead of rates increased.

Freeman-Manzanares - stated when the authority raised the rates in 2013, they specifically chose not to do so for DAL customers.

Zenki - indicated that she is very appreciative because everyone looks at the cost of the service and how expensive it is.

Warner - stated the DAL rates can only be twice the cost of fixed route under the ADA.

Melnick - indicated Intercity Transit has a very thorough process for making sure that those who no longer need DAL aren't using it.

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 7 of 9

VanderDoes – stated this is the best run organization that he has ever been affiliated with, including the ones he ran. Everything Intercity Transit does is very important to the community.

Hustoft – stated we really need service out in NE Lacey looking at the population/employment density on Marvin RD and the projected growth out there. We really need to serve the area. If we increase service we have to have a bigger facility. We need more money for the Pattison street facility. Can we break up the construction project into smaller pieces?

Freeman-Manzanares –indicated we are doing that to some extent now. The project was originally in the \$25,000,000 range. We have a \$7,000,000 project now, \$4,000,000 of which is local dollars that we have set aside. We have done the design work. The remainder of the project is under ground, utilities, pavement, etc.

VanderDoes – remarked there are a lot national issues and until the nation sorts this out it's not going to happen.

Freeman-Manzanares – stated the thing we do have control over is the final one-tenth and economic development.

Melnick – indicated the survey work will yield some of the information we're looking for.

CONSUMER ISSUES

- *Pierce* – shared a concern about Martin Way and the entrance to the Martin Way Park & Ride and that it is often times blocked and the buses and cars are unable to get into or out of the park and ride. Pierce suggested painting a box as they have in Pierce County, or possibly a sign asking people not to block the entrance.

Freeman-Manzanares – indicated we have had this conversation with the City of Lacey. They believe it is a liability for them to paint stop bars on the street in case someone is counting on cars stopping and they do not. They also mentioned that it is against the law to block entry ways so they shouldn't have to paint a stop bar. You might want to contact the City of Lacey yourself, and have others that are also concerned about the issue to contact them as well.

- *Chong* – indicated there is a problem with DAL no-shows because people are not getting the proper attention that drivers are there to get them. He was on DAL in Los Angeles and they had an automated system that would call riders and let them know their ride had arrived.

Freeman-Manzanares – indicated she would speak to DAL about this issue.

- *Chong* – commented there are a lot of make-shift chairs along Yelm Highway because the stops don't have seats. It looks inappropriate to have these chairs instead of something that transit installs.

Bloom – responded staff has removed the chairs several times and they keep returning.

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 8 of 9

- *VanderDoes* – commented about the pressure washing artwork at stops and that he likes it, but the agency will probably be getting a letter from his HOA. Someone pressure washed a happy face onto a wall near the stop on Barnes (#0101) and the HOA is assuming that transit did it. They were upset about it. Also, there is still no garbage can at the stop.
- *Clark, B.* – inquired about Intercity Transit’s policy on name tags and why drivers don’t wear them.

Freeman-Manzanares – responded she would check with Jim Merrill and follow up.

REPORTS

- *Pierce* – provided the report from the August 5, 2015, Authority meeting indicating they reviewed some of the same material the committee heard tonight in preparation of the planning session; and met new employees, Claudia Green and Lara Lowe. The highlights in the packet cover the rest of the information.

Perez arrived.

- *Freeman –Manzanares* - provided the General Managers report including July ridership 347,698 trips on fixed route which represents a 2.7% decrease from the same period last year. The pattern of weekday ridership being down and weekend ridership up continues. Dennis was just at a planning conference sponsored by APTA and discovered that our system was seeing far smaller reductions than other systems. You may have heard the Senate passed a transportation bill and we are now waiting for congress to get back into session in September to see what happens. We are hoping they push for a long term bill with more balance between formula funding and discretionary funding. You are aware the agency belongs to APTA, but we also belong to the Bus Coalition which represents mid-size systems, the group that was eliminated from the current funding structure.

Freeman-Manzanares recognized committee member Lin Zenki who is participating on a panel to assist with the selection of a consultant for the customer satisfaction survey project. This is slated to go before the Authority on Wednesday, August 19th.

We were invited to the Amtrak Centennial Station to meet the National Rail Road Passenger (NRRP) representative to chat about their mission. He was impressed with the station staff as they are all volunteers and have met every train coming into the facility for the past 21 or 22 years. Senator Fraser was there, and it was a nice opportunity to chat about bus connections. Amtrak, WSDOT, and ODOT are working on enhanced on-time performance. They are looking at adding a morning and afternoon trip between Portland and Seattle. A piece of that is a parallel on our conversation about density, everybody wants their own Amtrak depot, but stopping at every city wouldn’t get anyone anywhere fast.

- *Melnick* – recognized Intercity Transit staff for their outreach efforts at Panorama City. They have put together a “Drive Less – Go More” event set for September 16, 2015, to help residents who are faced with letting go of their license. The presentation will be followed by a series of TV shows.

NEXT MEETING: September 16, 2015 – Joint meeting of ITA/CAC.

Intercity Transit Citizen Advisory Committee

August 17, 2015

Page 9 of 9

ADJOURNMENT

It was M/S/A by HUSTOFT and SIBREE to adjourn the meeting at 7:32 pm

Prepared by Nancy Trail, Recording Secretary/
Executive Assistant & Public Records Officer, Intercity Transit
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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: October 19, 2015**

FOR: Citizen Advisory Committee
FROM: Heather Stafford Smith, 705-5861
SUBJECT: Leadership APTA Graduation

1) **The Issue:** To share information about the Leadership APTA program and highlights from her Leadership APTA team project.

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

3) **Policy Analysis:** N/A

4) **Background:** Leadership APTA is the American Public Transportation Association's premier professional development program designed to develop and support experienced managers and leaders aspiring to hold senior and executive leadership positions in APTA, their organizations, and the public transportation industry.

Heather Stafford Smith, Human Resources Director, was among 25 selected individuals from among APTA member applicants to participate in an intensive year-long program that includes skill-building workshops, conferences, executive roundtables, teleconferences, online meetings, and web-based events. Additionally, the class broke into five teams and completed a five month executive leadership project, which culminated in a 45-minute presentation in July, a 46-page white paper, and multiple presentations at the annual APTA conference in San Francisco earlier this month. Heather joined four other classmates from Dallas Area Rapid Transit, San Francisco Municipal Transportation Agency (MUNI), San Mateo County Transit District, and Suncoast Transit Authority to complete their executive leadership team project, "Maximizing the New Reality of a Revolving Workforce."

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

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

7) **Goal Reference:** Goal No. 2: "Provide outstanding customer service."

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: October 19, 2015**

FOR: Citizen Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: Discounted Bus Pass Program for Agencies Serving Low-Income Persons

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- 1) **The Issue:** To share a list of government agencies and non-profit organizations that have benefited from the Authority-approved Discounted Bus Pass Program with the amount received to date in 2015. Staff will also provide a timeline for the 2016 application process.
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- 2) **Recommended Action:** This is an informational item.
-
- 3) **Policy Analysis:** Resolution 3-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes for one year.
-
- 4) **Background:** The Authority adopted a resolution directing the General Manager to implement a discounted bus pass program providing up to \$200,000 to qualifying government agencies and non-profit organizations to serve the unmet public transportation needs of low income persons.

This is the fifth year of the program. A timeline for the program is as follows:

- | | |
|---------------------------------|---------------------------|
| ▪ Applications out to agencies | Week of October 26 |
| ▪ Applications due | November 20, 2015 4:00 pm |
| ▪ Present grant awards to ITA | December 2, 2015 |
| ▪ Passes mailed out to agencies | December 18, 2015 |
| ▪ 2015 program begins | January 1, 2016 |

If funding remains beyond this initial award period, this program has a rolling application process which awards on a first come, first serve basis.

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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** The Authority could forego sales of up to \$200,000 in passes and up to \$100,000 in revenue if all passes were purchased.

7) **Goal Reference:** Goal No. 1: *“Assess the transportation needs of our community.*
Goal 4: *“Provide responsive transportation options.”*

8) **References:** 2015 Discounted Buss Pass Program Recipients

2015 Discounted Pass Program Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
1 Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Alliea Phipps 360/236-7121	\$11,070.00	\$22,140.00	Adult Youth
2 Capital Recovery Center 1000 Cherry Street SE Olympia WA 98501	Joshua Black 360-357-2582 Office 360-628-7603 Cell	\$2,592.00	\$5,184.00	Adult
3 Catholic Community Services Drexel House 604 Devoe Street SE Olympia WA 98501	Bary Hanson 360/ 753-3340 ext 21	\$7,560.00	\$15,120.00	Adult
4 Catholic Community Services Family Preservation 1011 SE 10th Ave Olympia WA 98501	Brooke Allinder 360/878-8248 Heidi Williams 360/878-8248	\$4,747.50	\$9,495.00	Adult
5 City Gates Ministires PMB 1910 East 4th Ave #108 Olympia WA 98506	Phil Prietto 360/359-1999	\$324.00	\$648.00	Adult
6 Community Action Council 420 Golf Club Road SE Suite 100 Lacey WA 98503	Diane Harris 360/438-1100 X 1136	\$8,640.00	\$17,280.00	Adult
7 Community Youth Services 711 State Ave NE Olympia WA 98506	Gretchen Grady 360/943-0780 X 120	\$12,300.00	\$24,600.00	Adult Youth
8 Family Support Center of S Sound P O Box 784 Olympia WA 98507-0784	Schelli Slaughter 360/754-9297 ext 211	\$5,724.00	\$11,448.00	Adult Youth
9 Garden Raised Bounty - GRUB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522	\$1,770.00	\$3,540.00	Youth
10 Gravity High School- ESD 113 502 Pear Street Olympia WA 98501	Russ SurrIDGE 360/464-6851	\$8,310.00	\$16,620.00	Adult Youth

11	New Market Skill Center 7299 New Market Street Tumwater WA 98501	Kassie Ketchum 360/570-4500	\$5,257.50	\$10,515.00	Adult Youth
12	Olympia High School Bear-GRuB 1302 North Street SE Olympia WA 98501	Blue Peetz 360/870-6580	\$1,620.00	\$3,240.00	Youth
13	Olympia High School O'SNAP & Americorp Program 1302 North Street SE Olympia WA 98501	Wendy Carpenter 360/596-7010	\$1,098.00	\$2,196.00	Adult Youth
14	Olympia Union Gospel Mission P O Box 7668 Olympia WA 98507-7668	Jerry Gatton 360/584-3505	\$3,212.00	\$5,904.00	Adult Youth
15	Out of the Woods 2300 East End Street NW Olympia WA 98502	Brett Rader 360/570-0423	\$648.00	\$1,296.00	Adult Youth
16	Pacific Mountain Workforce 1570 Irving Street SW Tumwater WA 98512	Pam Grindstaff 360/570-4249	\$2,394.00	\$4,788.00	Adult
17	SideWalk 1139 5th Ave SE Olympia WA 98501	Katie Rickman 360/562-0311	\$72.00	\$144.00	Adult
18	The Salvation Army P O Box 173 Olympia WA 98507	William Lay III 360/352-8596 ext 105	\$3,240.00	\$6,480.00	Adult
19	Thurston County Office of Assigned Counsel 926 24th Way SW Olympia WA 98502	Corrine Cole 360/786-5875	\$3,060.00	\$6,120.00	Adult Youth
20	Tumwater School District 621 Linwood Avenue SW Tumwater WA 98512	Tami Collins 360/709-7007	\$1,650.00	\$3,300.00	Adult Youth
21	United Way of Olympia 1211 Fourth Avenue E Suite 101 Olympia WA 98506	Sara Kukkonen 360/943-2773 X 22	\$270.00	\$540.00	Adult Youth
22	WA ST DSHS Olympia Community Service Office	Milton Caron 360/725-6530	\$12,780.00	\$25,560.00	Adult Youth

6860 Capital Blvd
Tumwater WA 98512

Carol MacCraken
360/725-6622

TOTALS: \$98,339.00 \$196,158.00

Beginning Balance of Grant Fund:	\$200,000.00
Total Amount of Grants Awarded:	(\$196,158.00)
Funds still Available to Award:	\$3,842.00

Path in Share drive: I: Departments, Finance, Bus Pass Grant Program

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: October 19, 2015**

FOR: Intercity Citizen's Advisory Committee

FROM: Ben Foreman, 360-705-5813, bforeman@intercitytransit.com

SUBJECT: 2016 Draft Budget

-
- 1) **The Issue:** To present the Draft 2016 Budget including new projects/positions.
-
- 2) **Recommended Action:** N/A - informational only. This same information will be presented to the authority on Wednesday, October 21st. Our public hearing for the 2016 budget is scheduled for November 4, 2015. The Authority will be asked to adopt the 2016 Budget at the November 18, 2015 meeting.
-
- 3) **Policy Analysis:** The draft budget documents rest heavily on the proposed Strategic Plan that the Authority will have the opportunity to adopt at this same meeting. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2016.
-
- 4) **Background:** The Budget Committee, which consists of the General Manager, and seventeen directors/managers and one representative from each of the union groups (total of twenty staff members) reviewed the proposed 2016 operating costs as contrasted against the 2015 adopted budget and reviewed each of the proposed 2016 new projects/positions. Based on that review, staff is recommending that the draft 2016 budget as contained in the 2016 Draft Budget document be taken forward to the public hearing.
-
- 5) **Alternatives:**
- A) The Authority may choose on October 21st to present the Draft Budget, as proposed, to the public at the November 4th Public Hearing.
 - B) The Authority may choose on October 21st to direct staff to revise the proposed projects for inclusion in the draft budget for presentation at the November 4th Public Hearing.
-
- 6) **Budget Notes:** All
-
- 7) **Goal Reference:** The annual budget impacts all agency goals.

8) References:

- 2016 Reconciliation Between Strategic Plan and Draft Budget;
- 2015 Ongoing Projects for 2016; and
- 2016 Proposed New Projects.
- 2016 Draft Budget Summary

The 2016 Draft Budget is located on our website at www.intercitytransit.com.

Reconciliation of Proposed 2016 Budget

Strategic Plan Operating Budget	38,447,751
Strategic Plan Capital Budget	<u>2,769,510</u>
Total Strategic Plan Budget for 2016	41,217,261
Capital and Major Projects Carryover from 2015	18,074,462
Total 2016 Proposed Budget Per the Strategic plan	<u><u>59,291,723</u></u>

PROPOSED 2016 BUDGET:

New Projects	863,674
Capital Expenditures	2,474,510
Ongoing Projects, including Carryover Projects	18,074,462
Operating Expenses	10,865,605
Salaries/Wages and Benefits	26,498,060
TOTAL PROPOSED 2016 BUDGET	<u><u>58,776,311</u></u>

ONGOING PROJECTS - Major purchases or contracted services that will not be completed in the previous year, but will be carried over to the current year.

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
MC-017	Market Segmentation Research	65,000	24
PL-009	Short/Long Range Service Plan	77,500	25
PL-010	Transit Signal Priority	900,000	26
PL-012	Fixed Route Customer Survey	55,000	27
PL-013	Bus Stop Enhancements	175,000	28
PRO-004	Olympia Transit Center Expansion	8,492,282	29
PRO-005	Hawks Prairie Park and Ride	2,500	30
PRO-007	Environmental Review	5,000	31
DAL-005	DAL Customer Survey	25,000	32
FAC-035	Pattison Admin HVAC Engineering	20,000	33
FAC-036	Repaint Interior Amtrak	10,000	34
FAC-051	Amtrak HVAC Replacement	30,000	35
FAC-058	Ops Dispatch Repairs/Upgrades	40,000	36
FAC-060	UST Replacement/Renovation	7,000,000	37
FAC-062	HVAC Replacement OTC	50,000	38
VM-010	Purchase Staff Electric Car	45,320	39
VM-013	Purchase Staff Station Wagon	26,780	40
VM-014	Purchase DAL Vans	1,050,080	41
VP-007	Vanpool Customer Survey	5,000	42
		<u>18,074,462</u>	

NEW POSITIONS/PROJECTS - Functions, activities and projects that the budget team determined might add to the service provided to our customers, or that would be considered "smart to do."

<u>Project #</u>	<u>Name</u>	<u>Amount</u>	<u>Page #</u>
FIN-010	General Wage Increase - Non reps	210,000	5
MC-018	Community Conversations	70,000	6
FAC-069	New Facilities Specialist	123,674	7
FAC-072	Maint Add New Lift and Cover Pit	200,000	8
FAC-074	Amtrak Tree Replacement	20,000	9
OP-006	Veh Camera Upgrade (Road View)	120,000	10
VM-018	New Vehicle Maintenance Supervisor	100,000	11
VM-019	Purchase A/C Recovery/Recycle	20,000	12
Total New Projects/Positions		<u>863,674</u>	

2016 Budget Summary

Draft October 2015

2016 Budget Highlights

Intercity Transit's 2016 budget is \$58.7 million. This includes an operating budget of \$39.9 million and capital budget of \$18.8 million. The 2016 budget includes:

- Upgrading bus stops, including improving accessibility and the installation of energy-efficient solar lighting.
- Replacing underground storage tanks for fuel and renovating the storage room for lubricants.
- Purchasing of seven Dial-A-Lift vans.
- Purchasing of 38 expansion and replacement vanpool vehicles.
- Completion of the Olympia Transit Center expansion design, engineering work, and significant construction progress.
- Four new positions: two Coach Operators, one Vehicle Maintenance Supervisor, and one Facilities Specialist.

Conclusion

We enter 2016 in good financial position but with an uncertain future. New federal funding programs provide Intercity Transit an increased level of allocated funding, but eliminate discretionary capital funding. This creates a significant challenge to fund the expansion and renovation of the Pattison Street facility and future bus purchases.

Implementing this budget addresses the transportation needs of our growing community, while serving as a model of an agency committed to sustainability and sound environmental practices. We continue to be a public transportation agency that is much more than a "bus company" - one that is committed to providing mobility to all members of our community. This budget will help us fulfill the Intercity Transit Vision:

Our vision is to be a leading transit system in the country, recognized for our well trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Revenues by Source and Expenditures by Function

with Beginning and Ending Cash Balances

	2015 Budget	2015 Projected	2016 Budget	2015 Projected vs. 2016 Budget
January 1 Cash Balance	\$28,113,306	\$33,194,635	\$39,341,044	18.52%

Revenues by Source				
Fares	4,906,530	4,732,650	5,012,362	5.91%
Advertising	344,655	344,655	356,718	3.50%
Interest Income	553,220	230,962	514,167	122.62%
Sales Tax	31,209,000	32,555,446	33,593,368	3.19%
Grants	11,148,662	6,338,596	13,564,040	113.99%
Miscellaneous	183,333	108,645	187,299	72.40%
Estimated Available Cash	\$76,458,706	\$77,505,589	\$92,568,998	19.44%

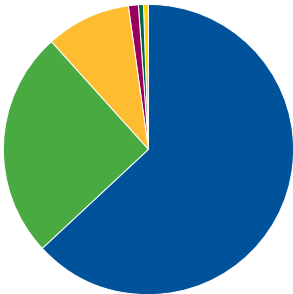
Expenditures by Function				
Vehicle Operations	18,006,094	17,975,429	18,123,299	0.82%
Vehicle Maintenance	9,325,390	8,223,459	9,281,326	12.86%
Non-Vehicle Maintenance	1,973,963	1,676,764	2,242,782	33.76%
Administration	9,303,443	7,726,084	9,709,482	25.67%
Vanpool	597,743	595,300	585,914	- 1.58%
Capital	15,907,607	1,967,509	18,833,508	857.23%
December 31 Cash Balance	21,344,466	39,341,044	33,792,687	-14.10%
Less Operating Reserve	-9,801,658	-9,049,259	-9,985,701	10.35%
December 31 Unreserved Cash Balance	\$11,542,808	\$30,291,785	\$23,806,986	-21.41%

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Capital Projects – 2015 Budget	
Staff Vehicles	122,100
Information System Equipment	555,500
Facility Enhancements	7,485,000
Park & Ride Lots	2,500
Olympia Transit Center Expansion	8,492,282
Dial-A-Lift Vans	1,049,616
Vanpool Vehicles	1,126,510
Total	\$18,833,508

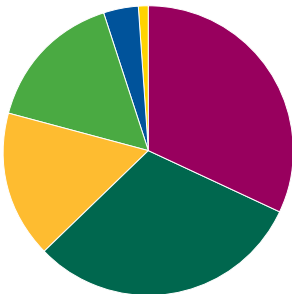
Facility Enhancements - Facility enhancements include adding a new vehicle lift to the Maintenance facility, installing additional solar lights in bus shelters, replacing underground storage tanks for fuel and renovating the storage room for lubricants.

Revenue by Source

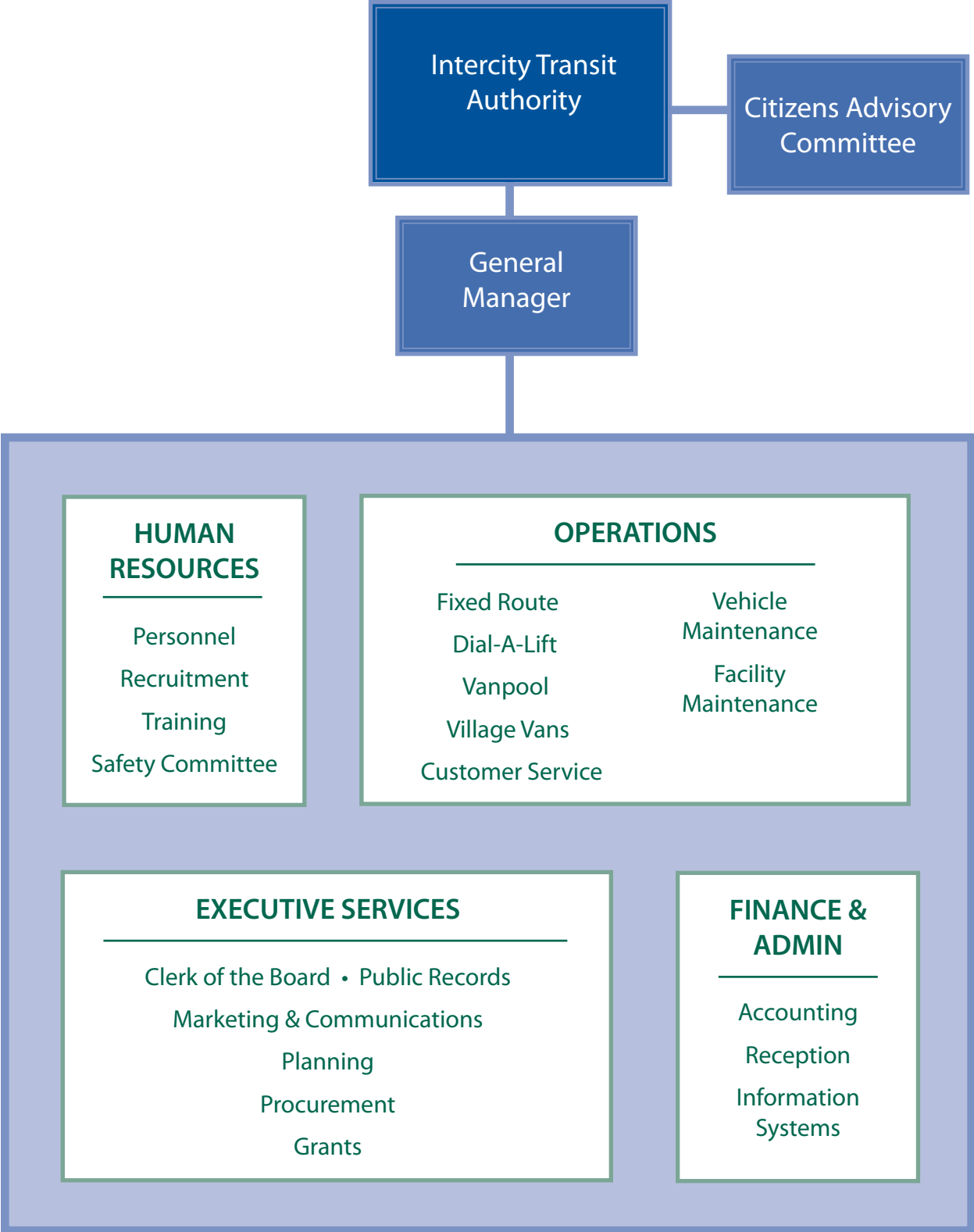


● Sales Tax	33,593,368	63.11%
● Grants	13,564,040	25.48%
● Fares	5,012,362	9.42%
● Interest	514,167	0.97%
● Advertising	356,718	0.67%
● Miscellaneous	187,299	0.35%
Total	\$53,227,954	

Expenditures by Function



● Capital	18,833,508	32.04%
● Vehicle Operations	18,123,299	30.83%
● Administration	9,709,482	16.52%
● Vehicle Maintenance	9,281,326	15.79%
● Non-Vehicle Maintenance	2,242,782	3.82%
● Vanpool	585,914	1.00%
Total	\$58,776,311	



**INTERCITY TRANSIT CAC
AGENDA ITEM NO. VI-D
MEETING DATE: October 19, 2015**

FOR: Intercity Citizen's Advisory Committee
FROM: Ann Freeman-Manzanares, 705-5838
SUBJECT: 2016-2021 Draft Strategic Plan

-
- 1) **The Issue:** To present the 2016-2021 Draft Strategic Plan.

 - 2) **Recommended Action:** For information and conversation only.

 - 3) **Policy Analysis:** The budget document and staff work plan is developed based on the Strategic Plan.

 - 4) **Background:** The Authority and the Citizen Advisory Committee have discussed and provided comment on various elements of the strategic plan over the last year. Those comments have been incorporated into the draft strategic plan. In addition, the 2016 budget is reflective of this document and those conversation. This is an opportunity to comment on the draft strategic plan before it goes to public hearing on November 4, 2015. The Authority is anticipated to approve the Strategic Plan at their November 18, 2015 meeting.

 - 5) **Alternatives:** This item is for information and conversation only.

 - 6) **Budget Notes:** The Strategic Plan drives the budget

 - 7) **Goal Reference:** The Strategic Plan impacts all agency goals.

 - 8) **References:** The Draft Strategic Plan is located on our website at www.intercitytransit.com.

Authority Meeting Highlights
A brief recap of the Authority Meeting of October 7, 2015

Action Items:

Wednesday night, the Authority:

- Scheduled a public hearing for Wednesday, November 4, 2015, 5:30 p.m., to receive and consider comments on the 2016-2021 Strategic Plan and the 2016 Budget. (*Ann Freeman-Manzanares*)
- Authorized the General Manager to enter into a three-year contract, with two possible annual extensions (five years total), with Cross Roads Collision Center for auto body repair services for coaches, paratransit, vanpool, and staff vehicles. The estimated annual value of the contract is \$158,000. (*Jeff Peterson*)
- Authorized the General Manager to enter into a contract, with Elert & Associates for telephone consultant services. The value of the contract is \$36,750.00. (*Jeff Peterson*)
- Reappointed Ryan Warner and Don Melnick to three-year terms as a Citizen Representative on the Intercity Transit Authority. New terms expire December 31, 2018.
- Conducted an Executive Session to discuss the performance of General Manager, Ann Freeman-Manzanares.

Other Items of Interest:

- Welcomed David Brandon, Vehicle Cleaner.
- Welcomed Katie Cunningham, Procurement Coordinator.
- Welcomed the new Operator Class of 15-02.
- Received a presentation from Tom Crawford of the Thurston Climate Action Team (TCAT) on Local Climate Change/Clean Energy Survey Results.
- Freeman-Manzanares, along with Authority members Nathaniel Jones, Jeff Gadman and Karen Messmer attended the APTA Annual Conference in San Francisco. She noted the conference was amazing with many informative presentations. In addition, Intercity Transit's Human Resource Director, Heather Stafford-Smith graduated from Leadership APTA, and Dial-A-Lift Manager, Emily Bergkamp, received a scholarship from the APTA Foundation.
- Today was International Walk-to-School Day, and Intercity Transit hosted at four schools. Many staff members participated as did staff from Vanpool and Travel Training. And thank you to Commissioner Blake for also participating.

- JBLM kicked off their “Go Lewis-McCord” on October 1, 2015. This free service is available to service members, family members, civilians and visitors. It operates weekdays 7 a.m. to 7 p.m. and weekends 10 a.m. to 6 p.m. The Vanpool staff is working with Pierce County, Pierce Transit, and people on the base. Currently, there are 200 vanpools, and there are more vans waiting to be filled. The campaign runs from October 1 to December 31. There is more information on our website and on the “Go Lewis-McCord” website.
- The Customer Satisfaction Survey is scheduled for October 10 through 17. Staff is finalizing the Vanpool Survey, the Market Segmentation Survey, and the Dial-A-Lift Survey. They will be ready to roll out soon.
- The Annual Holiday Banquet will be held on Friday, December 11 beginning at 10 a.m. until 4 p.m. There will be an award presentation at noon. All are welcome to attend.
- Staff is hoping to finish the business of the year by the December 2 Authority meeting, and to pass the 2016 budget at the November Work Session. There is the possibility of canceling the December 16 Work Session.
- Sales tax for September (which represents activity for July) was 9.34% over last year.

**Prepared by: Pat Messmer
October 8, 2015**

		9	10	11	12	1	2	3	4	5	6	7	8	9	
CAC	Members	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	
Leah	Bradley				MEETING CANCELLED				Absent	Absent			Absent	Absent	
Jan	Burt													Absent	Absent
Mitch	Chong		Absent						Absent				Absent		
Billie	Clark														
Denise	Clark												Absent		
Ursula	Euler								Absent						Absent
Julie	Hustoft	Absent					Absent				Absent	Absent			
Quinn	Johnson	Absent		Absent						Absent	Absent			Absent	Absent
Ariah	Perez													Absent	Absent
Sue	Pierce									Absent					
Charles	Richardson	Absent		Absent						Absent	Absent		Absent	Absent	
Carl	See		Absent						Absent						Absent
Kahlil	Sibree														Absent
Victor	VanderDoes														
Michael	Van Gelder												Absent	Absent	
Lin	Zenki						Absent							Absent	

= Joint meeting does not count against required meeting attendance