

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA  
January 13, 2014  
5:30 PM**

**CALL TO ORDER**

- I. APPROVE AGENDA 1 min.**
- II. INTRODUCTIONS & CELEBRATIONS 1 min.**
  - A. Martin Theis, Citizen Representative, Chair - Intercity Transit Authority Representative** (*Michael Van Gelder*)
  - B. Honoring Outgoing Member Jill Geyen** (*Michael Van Gelder*) **15 min.**
- III. MEETING ATTENDANCE 3 min.**
  - A. January 15, 2014, Special Meeting** (*Michael Van Gelder*)
  - B. February 5, 2014, Regular Session** (*Sue Pierce*)
- IV. APPROVAL OF MINUTES - November 18, 2013 1 min.**
- V. CONSUMER ISSUES CHECK-IN 3 min.**  
*(This is to identify what issues you wish to discuss later on the agenda in order to allocate time).*
- VI. NEW BUSINESS 60 min.**
  - A. ITA Issue for Discussion and Response: "What do you think is the regional role of Intercity Transit, keeping in mind our responsibility to provide service to the local PTBA?"** (*Michael Van Gelder*)
- VII. CONSUMER ISSUES - All 20 min.**
- VIII. REPORTS**
  - A. November 20, 2013, Work Session** (*Roberta Gray*)
  - B. December 4, 2013, Regular Meeting** (*Carl See/Faith Hagenhofer*)
  - C. December 18, 2013, Work Session** (*Jill Geyen*)
  - D. Discounted Bus Pass Program** (*Ann Freeman Manzanares*)
- IX. NEXT MEETING - February 10, 2014.**
- X. ADJOURNMENT**

**Attendance report is attached.**

**Minutes**  
**INTERCITY TRANSIT**  
**CITIZEN ADVISORY COMMITTEE**  
**November 18, 2013**

**CALL TO ORDER**

Chair Van Gelder called the November 18, 2013, meeting of the Citizen Advisory Committee (CAC) to order at 5:31 p.m. at the administrative offices of Intercity Transit.

**Members Present:** Chair Michael Van Gelder; Vice Chair Carl See; Leah Bradley; Mitch Chong; Valerie Elliott; Sreenath Gangula; Jill Geyen; Meta Hogan; Alyssha Neely; Joan O'Connell; Sue Pierce; Kahlil Sibree; Faith Hagenhofer; Charles Richardson; Julie Hustoft; Roberta Gray and Dale Vincent.

**Absent:** Victor VanderDoes; Don Melnick and Quinn Johnson.

**Staff Present:** Ann Freeman-Manzanares; Meg Kester; Erin Scheel and Nancy Trail.

**Others Present:** Authority member, Joe Baker; Midge Welter – former CAC member.

**APPROVAL OF AGENDA**

**It was M/S/A by Elliott and Gray to approve the agenda as published.**

**INTRODUCTIONS**

**Van Gelder introduced Authority member, Joe Baker.**

**RECOGNITION**

Van Gelder read a proclamation and presented Welter with a clock in honor of her one year of service.

**MEETING ATTENDANCE**

**A. December 4, 2013, Regular Meeting – Faith Hagenhofer.**

**B. December 18, 2013, Work Session – Jill Geyen.**

*Bradley arrived.*

**APPROVAL OF MINUTES**

**It was M/S/A by Gray and Elliott to approve the minutes of the October 21, 2013 meeting.**

*Gangula arrived.*

**CONSUMER ISSUES CHECK-IN** – Issues for discussion later in the meeting include:

**None identified.**

*O'Connell arrived.*

**NEW BUSINESS**

*Sibree arrived.*

**A. Youth Education Update** (*Meg Kester and Erin Scheel*) –

Scheel stated the goals of the program are to promote safety, health, well-being, and choices including:

- Promote Transit – every bus trip begins and ends with biking or walking
- Promote regular physical activity
- Reinforce good traffic safety skills
- Focus safe walking and biking street improvements – specially within ½ mile of schools
- Coordinate and partner on school siting, design, education & encouragement.

Scheel stated the program has existed for 6 years. The goal is to teach young people and families about the resources available while improving the environment.

*Hustoft arrived.*

Scheel stated the evolution of the program began with community forums with students, parents, and teachers. The program now does approximately 200 events per year.

Scheel provided information on the Walk to School events (Walking School Bus) and invited CAC members to attend. TRPC makes a Walk Route Map for each of the events. This identifies sidewalks and side streets that are much safer.

*Vincent* – How do you deal with kidnapping fears of parents?

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*Scheel* – Parents indicated that traffic, distance and weather are their major concerns. Staff works with a counselor to teach Safety Without Fear, and work with the schools to produce information that is constructive and informative.

Scheel indicated the Youth Education Program works with Bike PARTners to collect bicycles that are refurbished with new parts. Bike PARTners teach students how to do basic bike maintenance. They also come to the schools and teach maintenance and safe riding skills. We make sure they know how to get from the school to their home safely. Approximately 100 kids participate in the program and they get to keep the bike.

Scheel stated the Youth Education program also teaches kids how to use the bus. The kids ride the bus to Intercity Transit and get a tour of maintenance. They get to walk under the bus, learn about biofuel, how to pay for fares, requesting a stop, and view the bus wash.

Scheel provided information on the 'Undriving Program' that is taken to events and gives kids the opportunity to pledge to use alternative forms of transportation. When the kids sign a pledge they receive an actual 'Undriving' license.

*Chong arrived.*

Scheel identified other innovative programs including street murals for traffic calming; and education on the science of transportation. The Transportation Alternatives Program provides 2 additional staff for 2013-2015.

*Hagenhofer* – Asked about the program expanding county-wide?

*Scheel* – The program is expanding to those schools served by transit. Some smaller towns take advantage of our pace program which is a pledge that drivers take to observe slower speed limits.

*Kester* – Indicated there may be another opportunity that could be modeled off some of the things we find to be successful.

*Geyen* – Do you have statistics on how many kids ride the bus to school? Bellevue does not have school buses – all use Metro.

*Scheel* – 46% of our regular riders are 25 and under, to include college students.

Scheel indicated the way to start transportation education is with the younger kids and this program identifies the proper environment to safely do so.

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Scheel stated The Healthy Kids – Safe Streets program has been incorporated into the Sustainable Thurston program.

Kester and Scheel answered questions.

*Van Gelder* – There were questions regarding the coordination between school districts and Intercity Transit. Members were asking if there is a move to reduce the number of school buses.

*Freeman-Manzanares* – Not that we are aware of at this time. There is a need to work together more closely to provide assistance to one another.

*See* – Regarding the Bike/Walk maps, is there an effort to work with cities to improve elements along the routes that have been identified by this work?

*Scheel* – Yes and we do apply for grants.

*Pierce* – Pointed out concerns regarding the photo showing the group walking in the bike lane and street.

*Scheel* – That was done for the photo and with assistance from the police department. We do ask them to stay on the sidewalk and the Tumwater Police are there helping get across the busy street safely. Crossing guards also assist.

*Gangula* – How are the maps made available?

*Scheel* – The maps are made available via the school's website. We also do a monthly Walk-N Roll newsletter.

*Freeman-Manzanares* – The schools have expressed their thankfulness to our Youth Education Staff and Intercity Transit for providing a wide variety of terrific programs in their schools. We have had a principal explain the amazing community benefit that was completely unanticipated originally. The number of school volunteers has increase substantially as has PTA membership. These programs create community and make our schools more effective.

*Kester* – Many people have contacted Intercity Transit to partner for grant applications and we are now 3 for 3.

*Van Gelder* – Discussed the inter-connections between the elements of learning and indicated this is an example of the role Intercity Transit plays in the community. This needs to be part of the message. Intercity Transit is more than just buses.

*Vincent* – Commented that parents can be great advocates.

**B. ITA Question: “What do you think is the regional role of Intercity Transit, keeping in mind our responsibility to provide service to the local PTBA?”**

*Van Gelder* – Identified the format for the discussion, and restated the question for comment. The strategic plan/budget impacts were discussed as well as defining the region – locally and outside the PTBA. The format allowed every member the ability to provide suggestions, comments and articulate a position. These were summarized as follows:

- Financial Sustainability
  - Maintain fiscal stability
  - Explore expanding revenue sources to ensure that IT finances are sustainable
  - Consider increasing tax to 9/10s
  - All while remaining the model of fiscal stewardship
- Communicate Intercity Transit’s story to the community
  - What services are provided, how are they provided, what are the benefits
  - Intercity Transit is more than transit
  - Expand consumer education – increase use and knowledge of service
  - All of this will increase support for sales tax increase (9/10s)
- Expand the scope of proposed consultant study to include impacts on Intercity Transit services of county-wide demographic changes and transportation needs/trends
  - Identify impacts on existing services both within the PTBA, and to those services within the county but outside the PTBA
  - Address whether a change to policies regarding the expansion of the PTBA boundaries and/or services outside of the PTBA would be recommended
  - Any such recommendations should address the costs/benefits to Intercity Transit, as well as alignment with the agency’s mission, vision and goals
- Land use/transit leadership
  - Transit benefits
  - Environmental benefits
  - Economic benefits
- Supporting those who need service
- Identifying target groups not served/underserved
  - Businesses
  - Sporting event fans

*Baker left.*

## **CONSUMER ISSUES**

- *Chong* – Indicated at the Martin Way Park & Ride there is a lack of signage for express routes and connection with 62A. There needs to be a sign directing people to Martin Way to connect to the 62A.

## **REPORTS**

*Freeman-Manzanares* provided an update on the November 6, 2013 ITA meeting on behalf of Quinn Johnson. Hearings were held for both the Strategic Plan and the Budget. The Authority approved the lighting upgrades at the Pattison facility to save money and energy. The November 20<sup>th</sup> work session was cancelled.

*Freeman-Manzanares* provided information on the I-5 at JBLM Corridor Plan Feasibility Study. The plan is available on the WSDOT website. The study encompassed Exits 119 to 123 and how to better direct the flow of those on/off ramps/intersections and presented numerous options for increasing through-put. There is an article in today's *Olympian*. The initial estimates to expand the area are at \$820M. Our comments included pushing commute trip reduction.

## **ANNOUNCEMENTS**

The Intercity Transit Holiday Banquet is **Friday, December 13, 2013**, and all are welcome to attend. It is held in the Intercity Transit maintenance building and the recognition program begins at 12:00 pm.

The committee discussed canceling the December meeting due to lack of agenda items.

**It was M/S/A by Gray and Elliott to cancel the December meeting.**

**NEXT MEETING: January 13, 2014.**

## **ADJOURNMENT**

**It was M/S/A by Hustoft and Hogan to adjourn the meeting at 7:41 p.m.**

Prepared by Nancy Trail, Recording Secretary/  
Executive Assistant, Intercity Transit

**INTERCITY TRANSIT  
CITIZEN ADVISORY COMMITTEE  
AGENDA ITEM VI-A  
MEETING DATE: January 13, 2014**

**FOR:** Citizen Advisory Committee  
**FROM:** Michael Van Gelder, Chair, Citizen Advisory Committee  
**SUBJECT:** Discussion - Intercity Transits Regional and Local Role

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- 1) **The Issue:** Discuss the Authority question, "What is the regional role of Intercity Transit, keeping in mind the responsibility to provide service to the local PTBA."

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  - 2) **Recommended Action:** Discuss and report to the ITA.

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  - 3) **Policy Analysis:** The CAC is advisory to the Authority on a variety of issues.

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  - 4) **Background:** As part of the strategic planning process, the Authority considers issues of regional, local and circulator service. The Authority wishes to benefit from the CAC discussion on the matter.

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

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

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  - 7) **Goal Reference:** The purpose of the discussion supports Goal #1, "*Assess the transportation needs of our community.*"

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  - 8) **References:** N/A
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**Authority Meeting Highlights**  
*a brief recap of the Authority Meeting of December 4, 2013*

**Action Items**

Wednesday night, the Authority:

- Authorized the General Manager to enter into a one-year contract extension with Consolidated press in the not-to-exceed amount of \$35,000, including taxes, for the provision of printing and delivery of transit guides. *(Erin Hamilton)*
- Canceled the January 1, 2014, Intercity Transit Authority regular meeting due to the New Year's Day Holiday, and scheduled a special meeting for January 15, 2014, to conduct the regular business of the Transit Authority. *(Ann Freeman-Manzanares)*
- Adopted the 2014-2019 Strategic Plan. *(Ann Freeman-Manzanares)*
- Adopted Resolution 02-2013, establishing the 2014 Budget. *(Ben Foreman)*
- Authorized the General Manager to enter into a one-year renewal with RouteMatch for the maintenance of the DAL route scheduling and dispatch software in the amount of \$50,794, including taxes. *(Marilyn Hemmann)*
- Approved the revised Environmental & Sustainability Policy EX-0011 and associated Resolution 01-2013 effective December 4, 2013.
- Approved the 2014-2018 Intergovernmental Agreement for the Maintenance of the Centennial Station/ Amtrak Depot.
- Received an update on the 2014 Discounted Monthly Bus Pass Program.
- Received an update on the Collective Bargaining Agreement with the International Association of Machinists, District Lodge 160.

**Other Items of Interest**

- Intercity Transit started the **221<sup>st</sup> vanpool** today, breaking another record.
- Staff is working with DSHS to pilot a "**First Mile, Last Mile**" vanshare for bus riders trying to get to ACS Xerox in NE Lacey.
- Awarded **Surplus Van Grants** to Panza for Quioxote Village, the Boys' and Girls' Club, GRuB, and the Thurston County Food Bank.
- The **Holiday Banquet** is Friday, December 13. The program begins at 12 noon.

- The **10<sup>th</sup> Annual Toy Deployment** is Saturday, December 14, via the **Jingle Bus**, delivering toys to JBLM.


**Pat Messmer**

**Prepared: December 5, 2013**

**Attendance Tracking**

		11	12	1	2	2	4	5	6	7	8	9	10	11	12
CAC	Members	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Leah	Bradley														
Mitch	Chong														
Valerie	Elliott		Canceled												
Sreenath	Gangula		Canceled				Absent	Absent				Absent			
Jill	Geyen		Canceled									Absent			
Roberta	Gray	Absent	Canceled					Absent					Absent		
Faith	Hagenhofer		Canceled				Absent			Absent					
Meta	Hogan		Canceled	Absent											
Julie	Hustoft		Canceled		Absent										
Quinn	Johnson											Absent		Absent	
Don	Melnick	Absent	Canceled									Absent	Absent	Absent	
Alysha	Neely											Absent			
Joan	O'Connell	Absent	Canceled			Absent						Absent			
Sue	Pierce														
Charles	Richardson		Canceled		Absent					Absent		Absent			
Carl	See		Canceled												
Kahlil	Sibree		Canceled									Absent			
Victor	VanderDoes		Canceled										Absent	Absent	
Michael	Van Gelder		Canceled												
Dale	Vincent											Absent			

**MEETING CANCELLED**

 = Joint meeting does not count against required meeting attendance