

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
January 12, 2015
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative RYAN WARNER
<i>(Michael Van Gelder)</i> | 1 min. |
| III. | WELCOME NEW MEMBERS- Grace Arnis; Jan Burt; Billie Clark;
Denise Clark; Ursula Euler; and Lin Zenki <i>(Michael Van Gelder)</i> | 5 min. |
| IV. | MEETING ATTENDANCE | 3 min. |
| | A. January 21, 2015, Work Session <i>(Jan Burt)</i> | |
| | B. February 4, 2015, Regular Meeting <i>(Billie Clark)</i> | |
| V. | APPROVAL OF MINUTES - November 17, 2014 | 1 min. |
| VI. | 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. |
| VII. | NEW BUSINESS | |
| | A. EMERGENCY MANAGEMENT <i>(Jim Merrill)</i> | 30 min. |
| | B. 2015 PROCUREMENT PROJECTS <i>(Marilyn Hemmann)</i> | 30 min. |
| | C. SURPLUS VAN GRANT <i>(Carolyn Newsome)</i> | 20 min. |
| | D. DISCOUNTED BUS PASS PROGRAM <i>(Ann Freeman-Manzanares)</i> | 20 min. |
| VIII. | CONSUMER ISSUES - All | 20 min. |
| IX. | REPORTS | |
| | A. December 17, 2015 ITA Work Session <i>(Sue Pierce)</i> | |
| | B. General Manager's Report <i>(Ann Freeman-Manzanares)</i> | |
| X. | NEXT MEETING - February 9, 2015. | |
| XI. | 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
November 17, 2014

CALL TO ORDER

Chair Van Gelder called the November 17, 2014, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Chair Michael Van Gelder; Vice Chair Carl See, Victor VanderDoes; Sue Pierce; Julie Hustoft; Joan O'Connell; Leah Bradley; Mitchell Chong; Faith Hagenhofer and Kahlil Sibree.

Absent: Dale Vincent; Quinn Johnson; Charles Richardson; and Valerie Elliott.

Staff Present: Ann Freeman-Manzanares; Ben Foreman; Carolyn Newsome and Nancy Trail.

Others Present: Authority member, Don Melnick, Intercity Transit Authority.

APPROVAL OF AGENDA

It was M/S/A by HAGENHOFER and O'CONNELL to approve the agenda.

INTRODUCTIONS

Van Gelder introduced Authority member, Don Melnick.

MEETING ATTENDANCE

- A. November 19, 2014, Work Session - Michael Van Gelder
- B. December 3, 2014, Regular Meeting - Julie Hustoft
- C. December 15, 2014, Work Session - Sue Pierce

APPROVAL OF MINUTES

It was M/S/A by HAGENHOFER and HUSTOFT to approve the minutes of the October 20, 2014 meeting.

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

No issues were identified.

NEW BUSINESS

Intercity Transit Citizen Advisory Committee

November 17, 2014

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A. SURPLUS VAN GRANT - (*Carolyn Newsome*) Newsome stated the agency has held back 4 vans from the surplus vehicles for non-profits in our area. The agency has awarded 33 vehicles since the program began in 2004. Several community groups including the Boys and Girls Club, Catholic Community Services' - Drexel House, Wee Love Early Learning Center, Olympia Gospel Mission, Senior Services of South Sound, Thurston County Food Bank, Habitat for Humanity, Pacific Peaks Girl Scout Council, and Yelm Adult Senior Services have received vans.

Newsome relayed a story about the Pacific Peaks Girl Scout council and how they use their van for a special visitation program at Purdy Prison for girl's whose mothers are incarcerated.

Newsome indicated the agency has received fewer applications in the past few years. She did some follow up and most say they do not have the resources to maintain the vehicles.

Newsome provided information about the open house on Wednesday this week, where people can come see the vans and get more information. You do not need to attend the open house to be considered. It gives staff a chance to provide additional information about programs like the community van program for folks who don't fit into the Surplus Van Grant program.

Newsome answered questions.

O'Connell - stated that Community Youth Services (CYS) had received 3 vans and wondered if they could apply again or if there was a year on, year off requirement.

Newsome - responded that there is not a year on, year off requirement. Fifty percent of the grant application weight is based on the number of trips provided. CYS trips are usually high and that is what we are driving the process on.

O'Connell - asked if Newsome could speak to the gas mileage.

Newsome - indicated the mileage for the vans isn't great, but it is the number of people you are transporting with each trip that makes the difference.

Hagenhofer - asked if recipients can rebrand vehicles?

Newsome - responded yes, but the agency must approve it.

Melnick - asked if staff had reached out to Cielo, a Latino organization?

Newsome - indicated they had not, but would do so.

Van Gelder – asked if Intercity Transit could offer any in-kind service for maintenance if it is what is keeping applicants away?

Sibree arrived.

Freeman-Manzanares – stated as of yet the agency hasn't had to do that. We are still receiving well-qualified applications.

Sibree – asked if Yelm Senior Services has a van.

Newsome – responded yes, they got one 3 years ago.

See – asked if recipients/ drivers need a CDL?

Newsome – indicated the largest is 15-passenger and it doesn't require a CDL. You can go through our defensive driving program if they would like.

Freeman-Manzanares – stated the agency has been working on getting more exposure in *The Olympian*. In the past month there has been three articles, and we are hoping to get some coverage on the Surplus Van Grant program.

B. CAC APPLICANTS - (Ann Freeman-Manzanares) Freeman-Manzanares stated this gives the committee an opportunity to look at all the applications received and to make a recommendation to the Authority regarding who should be interviewed. Freeman-Manzanares provided background on the spring recruitment earlier this year and reiterated that none of the applicants were selected. Further, that the Authority directed staff to do an additional recruitment in the fall.

Bradley arrived.

Freeman-Manzanares indicated staff had already sent out a meeting request for interviews.

Freeman-Manzanares answered questions.

Van Gelder – asked the committee if they wanted to make a unanimous recommendation that the Authority interview all 11 applicants?

It was **M/S/A by VanderDoes and Sibree** to interview all applicants.

C. SCENARIO FINANCIAL PLANNING - (Ann Freeman-Manzanares & Ben Foreman) Freeman-Manzanares indicated the model is the same one the committee has worked with for a while now. The information represents our current status through 2028, and assumptions include bus replacement cycle, estimated fuel costs, sales tax at 3%, and added 1/10th of 1%. It also includes the hybrid vs. conventional vehicles

purchase. More recently we discussed extending the bus replacement cycle to 17 years, and maintenance staff feels comfortable with that. If we run out of money, we can't do that and will need to reduce service. Our financial viability depends on sales tax revenue, but there are a lot of moving parts.

Freeman-Manzanares provided different scenarios to get a sense of whether or not the committee needed more information before they provided feedback to the Authority. She identified the areas containing status-quo numbers, buying hybrid vehicles and replacement at 15 years. The second line is the operating reserve and the board requires a 90 day reserve. The 3 lines below that are showing the 1/10th of 1% sales tax in August 2015, 2016 or 2017 ballot measure.

This gives you some perspective on the choices that we have to make. The Authority has directed us to hold on to vehicles for 17 years. We don't want to be tied to that by a policy, because if can find grant funding we want to replace vehicles if the opportunity is available.

Freeman-Manzanares answered questions.

Hagenhofer – asked if there a mix and match for types of vehicles.

Freeman-Manzanares – responded we haven't done that here but we could in reality. When the agency went with hybrid vehicles it was what the federal government was funding at the time. In 2010 the standards changed. One of the things that maintenance is finding is that the difference in fuel is not huge. When we start looking at the finances, the numbers are getting further apart. The mid-life cost to rehab a hybrid is much larger than conventional. There is an environmental aspect, but a lot of cost difference too.

Sibree – asked if there has been a study that shows what the cost offsets is relative to the global warming. Does it make sense to spend more money to be green, or do the numbers justify going conventional.

Freeman-Manzanares – indicated the committee received a report from Paul Koleber at the joint meeting in September on the environmental impacts. The Authority was not ready to make that decision at that time. The off-set is dependent on what fuel costs are.

Foreman – provided that it is like comparing apples to oranges. It is not a one on one balance. This is the monetary difference that we are looking at now.

Hagenhofer – stated at midlife there is an environmental impact of the manufacturing of new engines, etc. She asked if there is a study available that others have done concerning the impacts. She then asked how moving forward

with the ballot measure would fit into the election cycle and if federal funding were to rise again would there be anything to consider in that realm.

Freeman-Manzanares - indicated one of the things the Authority was talking about in their planning session was waiting to move forward with the ballot measure until 2015. Nothing has changed in the federal conversation. We do need to make the decision so we can prepare. Part of our vision is we need to take some information that we think is conservative and reasonable and project when we are going into the red. The only thing we can focus on is us, not federal dollars. This is what we feel comfortable with being true.

See - relayed there is a decrease in gas costs recently, and some say it could be longer term because of supply. Is it reliable enough to make that assumption?

Freeman-Manzanares - indicated we don't feel comfortable doing that yet. We keep really close tabs on fuel pricing and we want to be conservative on that. We try to be conservative enough to cover our budget.

Foreman- stated the analysis of conventional vs. hybrid provides it is \$24M to keep hybrids. The spread will get bigger because gas mileage is mitigated. Their mid-life rehab is \$350k vs. \$40k for a conventional. You can't rebuild hybrid motors; you have to buy a new one.

See - stated if we don't have the money to replace the engines, then the bigger tradeoff is there are more vehicles on the road if we have to reduce service.

Pierce - stated when Paul presented they didn't really know the life expectancy.

Freeman-Manzanares - indicated it continues to be a question. They typically do replacement around 350k miles. They have done surveys at King County Metro who have had them longer and it is where we are getting some other information on batteries, etc.

Pierce - asked if they are convinced they can get 15 - 17 years?

Freeman-Manzanares - stated that is the sense, but it is still new.

Freeman-Manzanares continued reviewing the remaining ancillary documents, including the Motor Vehicle - Excise Tax (MVET) historical information and stated the average sales tax has been 5.7%. She indicated the numbers would look a lot different if we used 5.7% versus 3%. The remainder of the state is recovering faster than Thurston County.

Van Gelder - asked if the sales tax was cumulative.

Foreman – indicated those numbers are actual true growth rates for our taxing district.

Freeman-Manzanares – the good news is that we haven't seen numbers like this since the great depression. Experts are saying we are looking at another 2 years.

Freeman-Manzanares reviewed the 2013 Service Route Summary and Fuel costs summary and the coach replacement cycle proposal. The authority wanted to know where the capital expenditures were in the long-term financials.

Freeman-Manzanares stated when talking about hours on the street, a conversation that will be important, particularly on the west side, is that congestion is getting worse. We're pulling back some of the service or eliminating some of the route so we can stay on time. On Martin Way the 15 minutes service is so crowded we needed to add equipment in addition to the operational cost of having 15 minutes service. We may not be able to serve as much area because of the congestion impact.

O'Connell – asked if looking at the map differently by not filtering routes into the transit centers helps.

Freeman-Manzanares – responded as we get bigger there are more areas where this may happen, but it takes more equipment. We have talked about doing some survey of our customers. And having a third party service planner look at our routes to see if we can better serve our population. If we need to add equipment/service hours how do we do it inside this model.

Melnick – stated he would like to give Ben & Ann credit for wading into this issue.

Van Gelder – provided Ben and Ann have done the costs and assumptions very well, and we should go around the room and allow everyone to weigh in.

Chong – asked if marketing advertising on the buses was calculated into the model.

Freeman-Manzanares – responded transit advertising is included the model. We are looking at expanding bus advertising on a pilot project.

Hagenhofer – provided her recommendation is scenario 3 with a 17 year replacement.

Sibree – asked if staff can get the numbers for offsetting impacts.

Van Gelder – indicated governments don't necessarily operate on black and white answers. What we saw from the federal government are some attempts to handle at least some of the climate change impacts and it doesn't necessarily follow that they had overwhelming evidence that there were specific benefits. There has been some data gathered over the past 10 years and it might be available on their website.

Hustoft – provided her recommendation is going forward with diesel and sales tax because we won't be in the red in the foreseeable future. If we can stay with biodiesel it is better than regular diesel.

See – provided his recommendation is diesel. He doesn't see the hybrid impacts being such a huge benefit over the diesel, compared to keeping cars off the road. He indicated he would be interested in seeing additional information on hybrids.

Freeman-Manzanares – stated the agency buys biodiesel. In the winter time we go down to 5% and the rest of the year is about 20%. When you start talking about biodiesel it brings up many, many questions and conversations that play into that. The board approved that we can go with biodiesel. The cost fluctuates. The cost is further apart now than when we started buying it. The assumption is that the older it gets the less expensive it gets and that is not happening with the vehicles or the biodiesel.

Bradley – recommended moving forward with diesel, 17 year replacement, and 2015 ballot measure. People would rather see us functioning as opposed to the environmental effects.

VanderDoes – recommended the same thing, while continuing to look to future technology. He would look at the tax election in 2016. He asked if there are majority requirements.

Freeman-Manzanares – responded a simple majority.

Pierce – indicated she is leaning towards diesel and can see going for the levy in 2015, but also we might see a good turnout in 2016. All the way along we need to continue to build up the good things Intercity Transit is doing.

O'Connell – stated she trusts staff on the diesel issue and the voter turnout being better is interesting in 2016. Would like to utilize bus boards inside the bus to tell our story in an educational effort to get customers used to this being what we do.

Sibree – agrees with Pierce, O'Connell and VanderDoes.

Van Gelder – indicated some would tell you not to do it in an election year. The marketing survey is going to be done fall of 2015 and completed in 2016 and the

system plan consultant will be in 2016. The timing does not necessarily help going for a tax measure. It would be nice to know what the issue is going to be.

Freeman-Manzanares - indicated she doesn't think that when a 3rd party comes in and looks at our system that it will change our financial picture. It will most likely lend itself more to fine-tuning.

See - asked when the OTC going to be complete.

Freeman-Manzanares - provided the project is going through final design now and we're getting back with the design team and have met with the City of Olympia. The committee will have a presentation on the project in January.

Chong - stated when the government tightens up on the emissions, won't they be funding extra cash for transportation companies to get more environmentally better fuels.

Freeman-Manzanares - stated it hasn't been the case as of yet. With MAP-21 dollars were decreased almost 60%.

CONSUMER ISSUES

None identified.

REPORTS

- *Freeman-Manzanares* - Provided the report on the November 5, 2014 ITA meeting on behalf of Dale Vincent. Public hearings for the Budget and Strategic Plan were held - we had one public comment on taxi service and one on the cuts to 592.
- General Manager's Report - the agency is participating in a new advertising pilot program with king-kong advertising. These go from the bottom of the bus to the top of the bus. We decided to do a 6 month pilot and are looking for comments from riders and operators.

October's ridership numbers were 436,936 passenger trips - the 2nd highest ridership month ever, and a 7% increase over last year. We started a vanpool incentive in October. We have only done one in the past and it was very successful. We are rewarding the people who get into new vanpools and those who recruit people.

WSDOT is focusing on updating the statewide transportation plan, and we have staff participating in that process. We received a request from Tom Hansen at DOT for a CAC member to be on the committee. Michael and Carl will represent the CAC on that committee.

Intercity Transit Citizen Advisory Committee

November 17, 2014

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Freeman-Manzanares did a short survey of staff and provided a list of several of the local and regional groups that staff has met with in the community recently. She will find a way to communicate this to the committee.

- **Holiday Banquet on December 12, 2014 at 12:04 pm**

NEXT MEETING: December 15, 2014.

ADJOURNMENT

It was M/S/A by O'Connell and Hustoft to adjourn the meeting at 7:29 pm

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

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VII-A
MEETING DATE: January 12, 2015**

FOR: Citizen Advisory Committee

FROM: Jim Merrill, 705-5889

SUBJECT: Emergency Management

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- 1) **The Issue:** Staff will provide an overview of Intercity Transit's role in Emergency Management.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** Staff will provide periodic updates to the committee on agency efforts and structure.
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- 4) **Background:** Intercity Transit provides and participates in a variety of emergency management efforts with the local jurisdictions of Thurston County and beyond.

Examples of these collaborative efforts are:

- Coordinate planning to best provide fixed route and Dial-A-Lift service during weather emergencies,
- Provide transportation to evacuate and shelter local residents, or provide crowd control at the request of law enforcement,
- Take part in training exercises,
- Assist in developing plans such as the Natural Hazards Mitigation Plan for Thurston County and the Regional Transportation Recovery Plan.

Intercity Transit is very involved in local and regional efforts and has always been there when needed most.

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

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

7) **Goal References:** Goal #1, *"Assess the transportation needs of our community."* Goal #2, *"Provide outstanding customer service."* Goal #3 – *Maintain a safe and secure operating system.*

8) **References:** None.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VII-B
MEETING DATE: January 12, 2015**

FOR: Intercity Transit Authority
FROM: Marilyn Hemmann, 705-5833
SUBJECT: 2015 Procurement Plan

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- 1) **The Issue:** Review ongoing and planned agency projects that Procurement will present to the ITA for contract approval in 2015.
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- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$25,000. In 2015 Procurement will present a number of recommendations to the ITA for approval to enter into contracts. This is a review of ongoing and planned projects that will generate these recommendations.
-
- 4) **Background:** The Procurement division plans, organizes and manages a wide range of procurements from goods and services, agency vehicles, and capital construction projects. As part of the procurement process, the division is responsible for concept to completion project management including the direct administration of many contracts as well as providing consultation and oversight services to other divisions for the administration of their contracts. The Procurement division is also responsible for managing the acquisition and inventory of vehicle parts and the disposal of surplus property.
- All agency purchases must be obtained competitively. All projects costing \$10,000 or more must go through a formal solicitation and award process. Projects costing \$25,000 or more must be presented to the Authority for award of contract.
- When the Authority approves the annual budget each year, Procurement, with the assistance of each department Director and Manager, prioritizes all projects and develops a schedule for how the projects can be accomplished. The plan must accommodate the new projects, any ongoing projects that are continuing from the previous year, renewals for multi-year contracts and research for anticipated projects.
- Scheduling must consider the probable amount of time required for project development, appropriate sequencing of projects, timeline constraints, funding opportunities, escalation in importance based on new knowledge, and staff availability. A successful project not only requires Procurement staff but also

significant involvement by the other agency staff. Procurement coordinates with departments to ensure adequate staff time can be devoted to each project.

Highlights of the draft 2015 Procurement plan are included in the attached summary. Many things impact the flow of projects and the plan is adjusted as needed during the year.

5) **Alternatives:** N/A

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

7) **Goal Reference:** The 2015 project list represents all agency goals.

8) **References:** Attachment -- Highlights of the draft 2015 Procurement Plan

HIGHLIGHTS OF THE DRAFT 2015 PROCUREMENT PLAN

Procurement projects that will be ongoing in 2015	
2014 projects in the course of being completed	
Olympia Transit Center facility expansion	
Underground storage tank replacement project	
Transit signal prioritization project	
First Quarter Procurements	To the ITA?
Bus shelters new multi-year contract	Yes
Marketing and Communications renewal	Yes
Legal counsel renewal	Yes
Federal advocacy services renewal	Yes
Cat walk engineering contract	Yes
Stop pad engineering contract	Yes
Solar lighting for bus shelters purchase	Yes
Begin reviewing vehicles available for DAL purchase	Ongoing
Cameras - 5 additional or replacement for OTC and Pattison	Possibly
Cisco maintenance contract renewal	Possibly
Cisco consultant contract	Under threshold
Elevator maintenance contract	Under threshold
Second Quarter Procurements	
Utility relocation for OTC facility expansion	Yes
Stop pad construction contract	Yes
SAN replacement	Yes
Back up hardware and software	Yes
Ops digital voice recording system replacement	Yes
Map tablet lease for DAL	Yes
Security Services renewal	Yes
L&I third party assessment contract	Yes
Amtrak HVAC replacement	Yes
OTC HVAC replacement	Yes
Siemen's telephone maintenance renewal	Yes
Begin research enterprise systems to replace Fleetnet	Ongoing
Third Quarter Procurements	
Purchase replacement DAL vehicles	Yes
Cat walk construction contract	Yes
UST construction contract	Yes
ACS system maintenance renewal	Yes
Janitorial services renewal	Yes
Transit passes renewal	Yes
Interjurisdictional agreements for transit signal prioritization	Yes

Reviewing options for updating maintenance boiler and controls	Possibly
Reviewing options for Dispatch repairs and upgrades	Possibly
Website maintenance contract	Under threshold
Fourth Quarter Procurements	
OTC facility expansion construction contract	Yes
Survey services contract -- market segmentation and worksite survey, ridership survey, DAL marketing survey and Vanpool survey	Yes
ACS software integration for transit signal prioritization	Yes
Product purchase for transit signal prioritization	Yes
Telephone system consultant contract	Yes
Transit guides new multi-year contract	Yes
RouteMatch software maintenance renewal	Yes

INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VII-C
MEETING DATE: January 12, 2015

FOR: Citizen Advisory Committee
FROM: Carolyn Newsome, Vanpool Manager, 705 5829
SUBJECT: Surplus Van Grant Program

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- 1) **The Issue:** Whether to authorize the General Manager to grant up-to-four surplus vanpool vehicles to non-profit or public agencies within the Thurston County Public Transportation Benefit Area (PTBA).

 - 2) **Recommended Action:** This item is for information and discussion.

 - 3) **Policy Analysis:** The Surplus Van Grant program supports the Transit Development Plan's goal of strengthening partnerships with local agencies and groups by assisting them in meeting their unmet need for group transportation.

 - 4) **Background:** On September 3, 2003, the Intercity Transit Authority adopted resolution 07-03 creating the Surplus Van Grant program. The program makes up to four surplus vanpool vehicles available annually to non-profit groups in the Thurston County Public Transportation Benefit Area to meet the transportation needs of their clients not met by Intercity Transit's regular services. Community groups have been granted 33 vans since the program began.

Staff sent notices to community groups, issued a press release, and utilized the Thurston Regional Planning Council's list of community service groups to announce the program. We sent applications to United Way groups and the Dial-a-Lift Manager sent out notices as well. The Vanpool Manager presented the program to the Citizen's Advisory Committee and Marketing staff utilized our website and social media to advertise the program. Staff also held a pre-application open house for interested parties.

A review team, consisting of Ann Freeman-Manzanares, Meta Hogan, former CAC member and Carolyn Newsome reviewed 7 applications received by the December 19 deadline. Utilizing selection criteria including passenger trips provided, community benefit, coordination of services, and ability to maintain vehicle and service, the team recommends award of vehicles to Boys & Girls Clubs of Thurston County, Community Youth Services, Olympia Union Gospel Mission and Senior Services for South Sound.

Boys & Girls Clubs of Thurston County will use their granted van to serve low income and at-risk youth for before and after school programs and field trips.

Community Youth Services operates Youth Build, a project to teach critical work skills such as punctuality and dependability, transporting youth to hands-on construction job sites. Community Youth Services serves abused, abandoned, neglected, low-income and homeless youth.

Olympia Union Gospel Mission serves as a "goal oriented" short-term residential shelter for single men and women and women with children. Vehicles will be used for trips to the food bank, support groups and other community services.

Senior Services for South Sound transports seniors to activities at the Senior Nutrition Program, Services to At Risk Seniors and Adult Day Care and Respite Programs.

5) **Alternatives:**

- A) Grant four surplus vanpool vehicles to Boys & Girls Clubs of Thurston County, Community Youth Services, Olympia Union Gospel Mission and Senior Services for South Sound.
- B) Don't make surplus vans available for the program in 2014.
- C) Delay action until a future date.

6) **Budget Notes:** The surplus van program will result in lost revenue to Intercity Transit from the sale of surplus vans. This is estimated at \$4,000 per vehicle or a total of \$16,000 for the four vehicles.

7) **Goal Reference:** Goal 4, *"Provide responsive transportation options."*

8) **References:** None.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VII-D
MEETING DATE: January 12, 2015**

FOR: Citizen Advisory Committee

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Discounted Monthly Bus Pass Program for Agencies Serving Low-Income Persons

1) **The Issue:** To share a list of government agencies and non-profit organizations set to benefit from the Authority-approved Discounted Bus Pass Program in 2015.

2) **Recommended Action:** This is an informational item. Staff will provide a list of grant applicants and the total amount being requested in discounted bus passes at this time.

3) **Policy Analysis:** Resolution 3-2012 directs the General Manager to implement a Discounted Bus Pass Program up to \$200,000 in bus passes each 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.

Staff issued the application October 20, 2014, with a due date of November 21, 2014. Staff provided a list of qualifying applicants at the December 3 Authority meeting. If funding remains beyond this initial award period, this program has a rolling application process which awards on a first-come, first-serve basis.

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

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 #1:** "Assess the transportation needs of our community."
Goal #4: "Provide responsive transportation options."

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

2015 Discounted Pass Program Recipients

Name Of Recipient	Contact Person & Phone Number	Passes at Discounted Rate	Passes at Full Rate	Pass Type Ordered
Bear-GRuB Olympia High School 1302 North Street SE Olympia WA 98501	Wendy Carpenter 360/596-7010 Blue Peetz 360/870-6580	\$1,350.00	\$2,700.00	Youth
Behavioral Health Resources 3857 Martin Way East Olympia WA 98506	Alliea Phipps 360/236-7121	\$11,070.00	\$22,140.00	Adult Youth
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
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
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
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
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
Garden Raised Bounty - GRUB 2016 Elliott Ave NW Olympia WA 98502	Wade Arnold 360/753-5522	\$1,770.00	\$3,540.00	Youth
Gravity High School- ESD 113 502 Pear Street Olympia WA 98501	Russ Surridge 360/464-6851	\$5,760.00	\$11,520.00	Adult Youth
New Market Skill Center 7299 New Market Street	Kassie Ketchum 360/570-4500	\$7,395.00	\$14,790.00	Adult Youth

Tumwater WA 98501

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
Out of the Woods 2300 East End Street NW Olympia WA 98502	Brett Rader 360/570-0423	\$648.00	\$1,296.00	Adult Youth
Pacific Mountain Workforce 1570 Irving Street SW Tumwater WA 98512	Pam Grindstaff 360/570-4249	\$2,394.00	\$4,788.00	Adult
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
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
Tumwater School District 621 Linwood Avenue SW Tumwater WA 98512	Tami Collins 360/709-7007	\$1,650.00	\$3,300.00	Adult Youth
WA ST DSHS Olympia Community Service Office 6860 Capital Blvd Tumwater WA 98512	Milton Caron 360/725-6530 Carol MacCraken 360/725-6622	\$12,780.00	\$25,560.00	Adult Youth

TOTALS: \$85,902.50 \$173,985.00

Beginning Balance of Grant Fund:	\$200,000.00
Total Amount of Grants Awarded:	(\$173,985.00)
Funds still Available to Award:	\$26,015.00

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

Authority Meeting Highlights
a brief recap of the Authority Meeting of December 3, 2014

Action Items

Wednesday night, the Authority:

- 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)*
- Declared the property listed on Exhibit "A" as surplus. *(Marilyn Hemmann)*
- Adopted the 2015-2020 Strategic Plan. *(Ann Freeman-Manzanares)*
- Adopted Resolution 05-2014, establishing the 2015 Budget. *(Ben Foreman)*
- Passed a motion to proceed with a sales tax election to levy the additional one-tenth of 1% in August 2015.
- Authorized the General Manager to enter into a new five-year lease with Weyerhaeuser NR Company for use of their communications facility and tower located at Capitol Peak for \$13,218 as the rental fee for the first year of the lease. *(Marilyn Hemmann)*
- Authorized the General Manager, pursuant to Washington State Contract 03613, to issue a purchase order for the purchase of five 15-passenger and thirty-three 12-passenger Chevrolet Express vans from Bud Clary Chevrolet in the amount of \$1,094,889. Vanpool vehicles are exempt from sales tax. *(Marilyn Hemmann)*


Other Items of Interest

- The **Vanpool Incentive Program** brought in 51 new riders to date.
- The **Surplus Van Grant** application is online and due December 19, 2014, by 4 p.m.
- **Sales tax** for November was 8.2%.
- The **Holiday Banquet** is Friday, December 12. The program begins at 12 noon.

Pat Messmer

Prepared: December 4, 2014

		12	1	2	3	4	5	6	7	8	9	10	11	12	
CAC	Members	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	
Leah	Bradley	MEETING CANCELLED													
Mitch	Chong						Absent		Absent	Absent		Absent			
Valerie	Elliott													Absent	
Faith	Hagenhofer						Absent			Absent		Absent			
Julie	Hustoft			Absent								Absent			
Quinn	Johnson			Absent						Absent	Absent	Absent		Absent	
Joan	O'Connell										Absent	Absent			
Sue	Pierce					Absent									
Charles	Richardson							Absent			Absent	Absent		Absent	
Carl	See												Absent		
Kahlil	Sibree									Absent	Absent				
Victor	VanderDoes														
Michael	Van Gelder									Absent					
Dale	Vincent					Absent			Absent		Absent	Absent		Absent	

 = Joint meeting does not count against required meeting attendance