

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA
May 21, 2012
5:30 PM**

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Introduction of Karen Stites, Labor Representative | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. June 6, 2012, Regular Meeting <i>(Catherine Golding)</i> | |
| | B. June 20, 2012, Work Session <i>(Faith Hagenhofer)</i> | |
| IV. | APPROVAL OF MINUTES - April 16, 2012 | 1 min. |
| V. | CONSUMER ISSUES CHECK-IN | 3 min. |
| | <i>(This is to see what issue topics there are in order to allocate time).</i> | |
| VI. | NEW BUSINESS | |
| | A. 2012 Self-Assessment <i>(Rhodetta Seward)</i> | 10 min. |
| | B. Nomination's for Officers <i>(Rhodetta Seward)</i> | 10 min. |
| | C. 2011 Vanpool Program update <i>(Carolyn Newsome)</i> | 15 min. |
| | D. Hybrid Coach Efficiency <i>(Karl Shenkel)</i> | 20 min. |
| | E. Funding of Centennial Station Maintenance & Operations | 20 min. |
| | <i>(Rhodetta Seward)</i> | |
| VII. | CONSUMER ISSUES - All | 20 min. |
| VIII. | REPORTS | |
| | A. May 2, 2012, Regular Meeting <i>(Jill Geyen)</i> | 3 min. |
| | Highlights Attached | |
| | B. May 16, 2012, Work Session <i>(Matthew Connor)</i> | 3 min. |
| IX. | THE NEXT MEETING - June 18, 2012 | |

ADJOURNMENT

Attendance Report is Attached

**MINUTES
INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
April 16, 2012**

CALL TO ORDER

Chair S. Abernathy called the April 16, 2012, meeting of the Citizen Advisory Committee (CAC) to order at 5:30 p.m. at the administrative offices of Intercity Transit.

Members Present: Gerald Abernathy; Steve Abernathy; Wilfred Collins; Matthew Connor; Valerie Elliott; Sreenath Gangula; Jill Geyen; Catherine Golding; Roberta Gray; Meta Hogan; Julie Hustoft; Don Melnick; Joan O'Connell; Charles Richardson; Carl See; Kahlil Sibree; Michael Van Gelder; and Rob Workman.

Absent: Faith Hagenhofer

Staff Present: Mike Harbour, Rhodetta Seward, Ann Freeman-Manzanares, Dennis Bloom, and Shannie Jenkins.

APPROVAL OF AGENDA

It was M/S/A by Collins and Connor to approve the agenda.

MEETING ATTENDANCE

- A. **April 18, 2012, Work Session** - Gerald Abernathy.
- B. **May 2, 2012, Regular Meeting-** Matthew Connor.

APPROVAL OF MINUTES - March 19, 2012

Correction to the minutes: Joan O'Connell was not present at the March 19, 2012, meeting.

It was M/S/A by Melnick and Collins to approve the minutes of the March 19, 2012, meeting as amended.

Geyen arrived.

CAC MEETING MINUTES

April 16, 2012

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NEW BUSINESS

A. Olympia Transit Center Expansion Update - Freeman-Manzanares presented an update on the Olympia Transit Center Expansion. She explained we are right in the midst of doing all the work to get from preliminary design to final design. We continue to work with SRG Partnership and our sub-consultants on a variety of issues. The soils are contaminated, but the water is not. From the results of the findings, we will cap the site and drive pilings for our foundations. The results also lead us to the decision to not build a rain garden to help process storm water. The grassy area will be covered with the building and concrete, so we are now looking for ways to responsibly treat storm water runoff without running it through the contaminated soil.

We are in the process of hiring a Section 106 consultant to do an archeological review of the site. The Olympia Transit Center is on fingers of land surrounded by fill. Its estimated native soils are approximately five to seven feet below the surface. With this review, we can finish our SEPA/NEPA documentation.

We are starting the process to hire a consultant to design a security camera system. The project will include not only the Olympia Transit Center but also the Lacey Transit Center and the Pattison Street facility. Purchasing a system to cover the existing Olympia Transit Center will come before the CAC and then to the Authority as a new project. This will be with the 2014 budget proposal.

Staff is researching with a landscape architect, mechanical/electrical engineers, and our cost estimators to determine if we want to install an extensive planted roof. They are more expensive but there are some benefits. Our primary interest was a planted roof, but we are also looking into the idea of a community solar project. This is where a governmental entity can lease their roof space to a group of investors who buy and maintain the solar equipment.

An Arts Committee is now in place. The CAC made a recommendation to the Authority in favor of supporting funds for public art, and the Authority directed staff to move forward. We selected an eight-member committee consisting of Freeman-Manzanares, CAC member Faith Hagenhofer, Marketing and Communications Manager Meg Kester, Dial-A-Lift Dispatcher Christina Anderson, Customer Service Representative Jennifer Mooney, Mary Amandes, Mary Grace Jennings, and Diana Fairbanks. The Committee is responsible for developing the scope of the work for the project and requesting artist solicitation. They will also select the jury panel members who will select the artist and the art itself.

CAC MEETING MINUTES

April 16, 2012

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Staff has worked with the City of Olympia staff on requirements and ordinances. We have very little space to design a lot of activities. Even mundane issues like where we store our trash and recyclables need to be considered. We're also talking about installation of an emergency generator; requesting use of all street parking on Washington, Olympia, and Franklin Streets; having discussions about ADA street parking because we only have space for transit vehicles; passenger drop-off and pick-up; package drop off for Greyhound; and visitor parking. There are many issues still to work through. We are looking at completing construction the summer of 2014.

Van Gelder asked at what stage SRG Partnership will give a presentation to the committee. Freeman-Manzanares will send Van Gelder the Design 3 which is the design approved by the Authority, the CAC, and received considerable public comment. Elliott asked if there will be scoping and public meetings for the NEPA and SEPA process. Freeman-Manzanares confirmed this is a public process, and we will advertise findings. Since this is not an environmental assessment, we will not be going through the scoping process. We need to finish the Section 106 environmental and should be finished in approximately two months.

Elliott asked if we are paving the rain garden area. Freeman-Manzanares explained there is no specific plan at this time. Melnick asked if we are doing any public participation in regard to hearings and reaching out to neighbors. Freeman-Manzanares replied we are walking the neighborhood and letting each know what is going on and providing contact information if there are any questions or concerns. Harbour added we did this at the conceptual stages as well.

Freeman-Manzanares reported the cost difference between floating and pilings is the cost to remove all of the contaminated soil.

Sibree asked if CAC members are welcome to come and view the process of selecting the art. Freeman-Manzanares reported the Committee will select the Jury, and the Jury will select the art. Individuals are welcome to view the process.

G. Abernathy asked if the pilings will contaminate the quality of the water when the soil is disturbed. Freeman-Manzanares responded we do not feel that is an issue but there is always a potential. Gray asked for a schematic to show a graphic display. Workman offered his services for decisions on the ADA parking for functionality.

B. Dash Update - The Authority asked staff to provide an update on ridership since the changes to Dash was implemented this past October. Bloom shared these updates. The reductions included moving weekday boardings from 6:40 a.m. to 7:05

CAC MEETING MINUTES

April 16, 2012

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a.m. Instead of ending the service at 7:30 p.m., we changed to 6:25 p.m. This was a savings of 917 hours. Another change was weekday campus service moved to 9:00 a.m. to 5:00 p.m. using two buses, and adding a third bus during the high frequent boarding. We knocked off Saturday service after Labor Day. This was the lowest ridership pattern we consistently have each year, and equivalent to 248 hours. The entire total is 1,318 hours with \$112,000.00 saved.

Bloom presented graphs the various services.

Jones arrived.

Dash ridership is down 8% compared to the same time last year. Daily ridership dropped off 40% after session. We are still figuring out what the cuts have done. When cuts happen, productivity goes up. We are pretty much holding steady.

The Children's Hands on Museum asked Intercity Transit to increase Dash service past the Farmers Market. The staff indicates their attendees are mainly Friday, Saturday, and Sundays. A round trip from the Museum to the Market is 1.2 miles. Their request is being discussed but is tabled at this point.

INTRODUCTION:

Nathaniel Jones, City of Olympia Councilmember, was introduced.

O'Connell questioned the activity for Dash in 2009. She noted it was a tough legislative session with a lot of demonstrations and new legislative initiatives, which brings a lot of visitors. Bloom confirmed those were some of the reasons for the activity.

Hustoft asked about the possibility of extending service to the Hands on Museum. Bloom responded it is still being reviewed; we will put out a survey with the visitors of the Museum. There are 80 parking stalls behind the Museum. Harbour added it is all about the cost. Gray noted she thought there would be more traffic to the Museum during the summertime, and then questioned why does Dash have to be free of charge. When considering adding the loop, consider adding revenue. Van Gelder commented when the Museum was on the capitol campus, parents drove children to the sight or by school bus. In summer, parents still drove and rarely used public transportation. See asked if we've looked at asking the Museum to help with costs. Harbour replied staff asked the Museum to consider contributing. We would extend service if we have a partnership. Collins commented Intercity Transit's reputation of taking care of peoples' transportation needs is good. When looking at the future with increased gas prices, we

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need to think out-of-the-box to maintain our reputation. Sibree feels if gas prices go up, the public would understand if we had to add a fare.

See asked if there is consideration of further reduction of Dash service near the campus in the near future. Bloom responded not at this point, but we keep an eye on the routes with lower ridership outside of the Legislative Session.

Workman appreciates the free service and notices a lot of people depend on the service.

C. 2012 Youth Recruitment Process – Seward gave an update on the recruitment process. CAC members serve three-year terms, and may serve no more than two consecutive three-year terms. The youth position is a one-year term and may not seek re-appointment, but can apply for the regular three-year position.

At this time, we have potentially six positions open:

- G. Abernathy and Connor are leaving in June.
- Richardson leaves in June; however, he can apply for a 3-year position.
- Reid's position is open.
- Hustoft and O'Connell can seek re-appointment for another three-year term. If they do not, their positions will be open as well.

Posters and packets were delivered to the local high schools. Seward will send the application out electronically to the members. We also advertised for the youth position on Facebook. We already received follow-up calls from the high schools seeking more information.

We need three CAC member volunteers to serve on the interview panel. Melnick, Gray, Hogan, and G. Abernathy volunteered. Workman asked if staff could put posters at the top ten bus stops where student-age passengers ride. O'Connell likes the idea of advertising in the bus shelters. Seward will follow-up to see what we can do in regard to bus stops depending on how many posters are left.

D. 2012 Self-Assessment – Seward reported it is that time of year when the CAC members are required to complete an annual self-assessment. At the May meeting, she will distribute the self-assessment instrument. She commended members on their past participation as the goal is to have 100% participation in the assessment. If agreed to, the assessments would be due back to staff by June 8. Staff then compiles the results which are shared at the June 18 CAC meeting. At the last Authority meeting, discussion came up the Authority would like to review the CAC to discuss if any changes are needed. Now is the time to share any comments or suggestions the CAC

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may have for the Authority. The CAC and the ITA will discuss these results at a joint meeting; the date will be scheduled.

Melnick feels the self-assessment is productive and it is helpful to hear from the Authority on things the CAC could improve on. Jones commented the Authority was not looking at anything specific but just creating an opportunity to comment. Gray likes the consumer issues added to the agenda and this was a result of last year's assessment process.

There was some concern voiced that sometimes time runs short, and the CAC aren't able to get to the "consumer issues" portion of the agenda. It was suggested moving it up on the agenda. Staff voiced concern that often "consumer issues" can take as much as an hour or more, and the intent of the CAC is to provide the Authority advice on issues, and often some of the items brought before the CAC are time sensitive as they are also for the Authority. Perhaps one approach is being more cognizant of the time allotted for each agenda item and making a decision whether the CAC is willing to allocate more time to it if it appears it's going to run over.

See suggested asking early in the meeting if there are consumer issues to add to the agenda. If there are, the CAC will know there are items needing to be added at the end of the agenda.

CONSUMER ISSUES -

- Golding again voiced concern regarding the sound frequency when bus lifts are lowered. Harbour indicated Maintenance staff talked to the manufacturer, and it has to do with the decibal level. Staff still needs to find out how to lower the decibal. She asked about the bench at the stop on the southeast corner of Division. Bloom reported they are putting the bench back in this next month or two. She also mentioned the shelter at the north side of Harrison Avenue faces south and is very cold in the winter. Bloom will review bus stops on Harrison.
- Hustoft heard the construction on Yelm Highway should be completed at the end of May. G. Abernathy responded there are issues such as the final paving, part of the street needs to be torn up, landscaping, and it all depends on the weather. She also mentioned a few passengers complained bus drivers get impatient and start moving the bus while passengers are still standing. Harbour responded the general direction of the Authority is for operators to operate safety.

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April 16, 2012

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- Van Gelder asked about the practice of kneeling the bus; what are the requirements. Some drivers automatically lower it while others do not; therefore it is not consistent. Bloom feels it is a judgment call for the operator. Staff monitors and tracks the number of times the ramp is used and they build in time for that. Harbour reviewed the Operators Manual and it states the operator can kneel the bus whenever asked.
- Gray commented buses can still run while landscaping work is taking place on Yelm Highway. She also mentioned she doesn't think passengers know they can request the bus be lowered; she didn't understand she could make this request.
- O'Connell is concerned about the loud music being played at the OTC. The classical music is to try and keep young people from congregating at the OTC area.
- Elliott doesn't see the definition of a "senior" in the transit guide.

REPORTS

- A. **March 21, 2012, Work Session** – Workman provided an overview of work session.
- B. **April 4, 2012, Regular Session** – S. Abernathy shared highlights from the regular meeting.

PUBLIC COMMENT – Gray is a Board Member at the Olympia Women's Club. The club was opened in 1883 and was the first club run by women. She invited members to attend a play on May 6 at 2 p.m. and 5:30 p.m. The play is based on the club's very first meeting minutes. The cost of tickets is \$10, and proceeds provide art scholarships.

Geyen is not able to attend the May 16 work session. Connor agreed to take her place and Geyen will attend the May 2 regular meeting.

NEXT MEETING: May 21, 2012.

ADJOURNMENT

It was M/S/A by G. Abernathy and Melnick to adjourn the meeting at 7:22 p.m.

Prepared by Shannie Jenkins, Executive/HR Assistant

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-A
MEETING DATE: May 21, 2012**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, ext. 5856

SUBJECT: 2012 Self-Assessment

1) **The Issue:** Complete the CAC self-assessment inclusive of June 2011-May 2012. Staff will share results of the assessment at the June 18 CAC meeting, and with the Authority at a joint meeting, tentatively in September.

2) **Recommended Action:** Complete the attached self-assessment and return it to staff by June 8, 2012, for compilation of results. Forms will also be sent electronically.

3) **Policy Analysis:** The Intercity Transit Authority requires the CAC to complete an annual self-assessment. Results are shared with the Authority at a joint meeting, to be held (tentatively) in September.

4) **Background:** The CAC conducts a self-assessment each May and discusses the results each June. The assessment tool had minor changes made to it in 2010; no changes were made since then.

The form is distributed to all members in May for completion. The CAC seeks 100% participation. Assessments are due June 8.

Staff compiles the results which are shared with the CAC at their June meeting. The CAC and Intercity Transit Authority meet jointly at least once each year, at which time; results are then shared with the Authority by the CAC Chair and Vice Chair. The joint meeting is *tentatively* planned for September 19, 2012. The CAC would not hold its regular September 17 meeting.

5) **Alternatives:** N/A

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

7) **Goal Reference:** N/A

8) **Reference:** 2012 Assessment Tool

Instructions: Complete the following assessment by marking the appropriate box that best fits the statement for you. Comments are welcome. If you choose to use this electronically, please note the lines may move on you.

Please return the form to **RHODETTA SEWARD** by **JUNE 8**. Any questions, contact Rhodetta at 705-5856. It is requested you include your name on the document, so Rhodetta will know who has or has not yet submitted a form. Names will not be shared as part of the results; it's for staff tracking purposes only as we seek 100% participation.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
SELF ASSESSMENT
MAY 2012**

<i>Total Members Eligible to Participate:</i>	<i>Members Participating in Survey:</i>
<i>% of Participation:</i>	

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
1. We remained faithful to our purpose.					

Comments: _____

Strongly Agree Somewhat Agree Somewhat Disagree Strongly Disagree Don't Know

2. The Citizen Advisory Committee represents the community.					
Comments: _____					

3. Intercity Transit and the community benefited from our input.					
Comments: _____					

4. We add value to the Transit Authority's decisions.					
Comments: _____					

*Strongly
Agree*

*Somewhat
Agree*

*Somewhat
Disagree*

*Strongly
Disagree*

*Don't
Know*

5. Our meetings are run well.

Comments: _____

6. I feel satisfied with my participation level within the Citizen Advisory Committee.

Comments: _____

7. I am prepared for the meetings.

Comments: _____

Strongly *Somewhat* *Somewhat* *Strongly* *Don't*
Agree *Agree* *Disagree* *Disagree* *Know*

8. I feel comfortable contributing at the meetings.					
Comments: _____					

Are there any topics, specific to Intercity Transit services, you are interested in discussing, getting further clarification on, or having presentations made available at CAC monthly meetings? If so, please share below:

Name: _____

(Please include your name so staff will know who has completed the form. Thank you.)

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-B
MEETING DATE: May 21, 2012**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward (705-5856)

SUBJECT: Nominations for Officers

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- 1) **The Issue:** To nominate members to serve in one-year terms as the officers of the group (Chair and Vice Chair) for the July 2012 – June 2013 year.
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- 2) **Recommended Action:** Nominate interested and willing CAC members for Chair and Vice Chair per the Operating Principles, page 3.
-
- 3) **Policy Analysis:** Per the CAC Operating Principles, officers will be nominated in May and elected in June for one year terms.
-
- 4) **Background:** Citizen Advisory Committee Chair Abernathy completed one year as Chair. Per the bylaws, he is eligible to serve a second year. Vice Chair Hagenhofer is completing her first year as Vice Chair, and she can also serve a second year as Vice Chair. See below:

OFFICERS/TERM OF OFFICE

“Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in May (either self-nomination or nomination by others) and affirmation by majority vote in June. *(Amended 07/16/01; 2/06/08)*”

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.”

Per the Operating Principles, members may nominate members who are willing to accept the nomination and members may self-nominate. If you wish to nominate someone, it is best to contact the member ahead of the meeting to ensure they will accept the nomination. By conducting nominations at the May meeting, nominations will not be accepted at the June meeting.

Staff will prepare and distribute ballots at the appropriate time, if more than one person is nominated for either position, and the election will be held at the June meeting. Staff will collect the ballots and two people will count and verify the ballots. The CAC Chair will announce those elected before the meeting is adjourned. If a person is running unopposed, a unanimous ballot may be cast. Those elected take office at the July meeting.

5) Alternatives:

- A) Receive nominations for Chair and Vice Chair and conduct elections at the June meeting.
 - B) Receive nominations for Chair and Vice Chair and defer elections. Current officers will continue to serve until such time as elections are concluded.
 - C) If positions have only one person nominated for each position, staff recommends casting a unanimous ballot at the June meeting.
-

6) Budget Notes: N/A

7) Goal Reference: N/A

8) References: Pages 3 and 4 of the CAC Operating Principles.

Staff Liaison shall mail the agenda to CAC members at least five days prior to the meeting and will send a copy of the packet to each member electronically. (Amended 02/13/12)

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. (Amended 07/16/01)

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in May (either self-nomination or nomination by others) and affirmation by majority vote in June. (Amended 07/16/01; 2/06/08)

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. (Amended 07/16/01; 12/20/04)

Section 1. Chair

The Chair shall:

- preside at all meetings;

- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- provide leadership and direction for the CAC;
- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work sessions. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ***Presentations*** made by staff or others should be succinct and relevant.
- ***Discussion*** of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- ***Agreement*** on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (*Amended 2/19/01*)
- ***Opposing positions will be shared with the Authority.***
- ***Majority Vote*** is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process.

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-C
MEETING DATE: May 21, 2012**

FOR: Citizen Advisory Committee

FROM: Carolyn Newsome, Vanpool Manager, 705-5829

SUBJECT: 2011 Vanpool Program Update

1) **The Issue:** Update the Citizen Advisory Committee on the agency's Vanpool program.

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

3) **Policy Analysis:** The purpose of this presentation is to provide information on Intercity Transit's Vanpool program.

4) **Background:** Intercity Transit's vanpool program is 30 years old – the program began in May 1982 with two leased vans from the Washington State Department of Transportation. We currently have 210 active vanpool groups and expect to end 2012 with 213 vanpool groups.

Our vanpool program serves 1,550 commuters and includes 836 volunteer drivers. The program removes more than 1,400 cars off our congested roadways each commute day. Staff will share some program milestones and accomplishments.

5) **Alternatives:** N/A

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

7) **Goal Reference:** Goal #4: *"Provide responsive transportation options."* Goal #2: *"Assess the transportation needs of our community."*

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-D
MEETING DATE: May 21, 2012**

FOR: Citizen Advisory Committee

FROM: Karl Shenkel, 705 5884

SUBJECT: Hybrid Coach Efficiency

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- 1) **The Issue:** Review operational costs of hybrid coaches versus conventional clean diesel.
-
- 2) **Recommended Action:** This item is for information and discussion.
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- 3) **Policy Analysis:** Staff provides periodic updates on fleet performance.
-
- 4) **Background:** Intercity Transit began operating six Gillig Low-floor Hybrid powered coaches in the summer of 2010. Seven additional hybrid coaches have been ordered and will arrive in July 2012. We received federal funds for three additional coaches and are seeking funds for four more coaches. These coaches will complete the replacement of the fleet of 1998 low-floor coaches. We hope to be able to order these coaches in late 2013 or 2014. Staff anticipates these coaches will be hybrid coaches. The next fleet of coaches is due for replacement in 2018.

Maintenance now has sufficient data to make life-cycle cost projections and to compare operating and maintenance costs of hybrid coaches versus conventional diesel coaches. 2011 operating costs for the conventional clean diesel fleet (combined all fleets except hybrid) is \$1.14 per mile. The costs to operate our hybrid fleet is \$.76 per mile, approximately one-third less. Actual hybrid maintenance costs are lower; however, that is not unusual for a newer fleet. In addition, those costs are unlikely to remain low. Using assumptions noted below, Intercity Transit will save \$142,500 in lifetime fuel costs alone for each hybrid unit.

Staff will also discuss changes in hybrid technology and differences between the 2010 and 2012 fleets. Staff will also discuss potential changes in future purchases.

Data is based on budget analysis for FY 2011. Assumptions used: 700,000 mile vehicle life expectancy, \$4.00 per gallon. Facts used: 6.16 MPG for Hybrids, 4.69

for conventional diesel fleet. Operating costs, less fuel: \$.21 per mile Hybrid, \$.41 per mile conventional.

5) **Alternatives:** N/A

6) **Budget Notes:** Intercity Transit's operating budget and six-year financial projections assume the purchase of hybrid coaches through 2017.

7) **Goal Reference:** This item addresses the following goals:
Goal 2: *"Provide outstanding customer service."* Goal 5: *"Align best practices and support agency sustainable technology and activities."*

8) **References:** N/A

**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
AGENDA ITEM NO. VI-E
MEETING DATE: May 21, 2012**

FOR: Citizen Advisory Committee

FROM: Rhodetta Seward, ext. 5856 for Mike Harbour

SUBJECT: Funding of Centennial Station Maintenance and Operations

1) **The Issue:** To provide the Citizen Advisory Committee Authority information on the current funding of the operations and maintenance of Centennial Station and provide options for future funding.

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

3) **Policy Analysis:** Intercity Transit manages the operations and maintenance of Intercity Transit's Olympia-Lacey Amtrak Depot ("Centennial Station"). Funding is provided through an interlocal agreement with our local jurisdictions and revenue from Amtrak based on a Use Agreement in effect through September 2013. Any changes in the interlocal agreement or how the station is funded will require Authority approval.

4) **Background:** The funding of the operations and maintenance of Centennial Station became an issue in 2011 when the City of Olympia informed Intercity Transit it had not budgeted funds for its 2011 contribution to the station's maintenance. This led to Intercity Transit calling a meeting of all participating jurisdictions and the development of a single interlocal agreement to replace the multiple agreements between each jurisdiction and Intercity Transit. The City of Olympia reconsidered its decision and committed to participating in the current agreement which runs through 2013.

The participating jurisdictions asked Intercity Transit to consider other means of funding the station beyond the period of the current agreement. Staff explored several options. These options, the history of the station, and current expenses and revenues are detailed in the attached paper.

Staff's conclusion is the current funding arrangement and sharing of expenses is fair and reasonable; alternative arrangements all have significant issues. Staff seeks direction on whether additional options should be considered or if additional work is needed on this issue.

5) **Alternatives:** This is an information item.

6) **Budget Notes:** Intercity Transit's current allocated share of 2012 budgeted maintenance costs for Centennial Station is \$15,959. Other jurisdictions are allocated the balance of the \$63,836 total 2012 estimated costs (net of lease payments from Amtrak) for maintaining the facility and contributing to a reserve fund for future capital projects for the station.

7) **Goal Reference:** This agenda item addresses two goals of the Authority. Goal 2: *"Provide outstanding customer service."* Goal 4: *"Provide responsive transportation options."*

8) **References:** Paper - "Centennial Station - Funding the Operations and Maintenance of Thurston County's Amtrak Station," May 2012

**Centennial Station – Funding the Operations and Maintenance of Thurston County’s Amtrak Station
May 2012**

Current Funding and Operations: The operations and maintenance of Centennial Station are funded through an agreement between Intercity Transit and other local jurisdictions and agencies in Thurston County. Intercity Transit manages this agreement and performs or contracts for maintenance and other services needed to maintain the facility. Intercity Transit also works with the volunteer organization that staffs the facility to meet their needs and to respond to their requests.

This is a unique arrangement with Centennial Station being the only AMTRAK station completely staffed by volunteers. This significantly reduces the cost of operating the station, but there is still a need for ongoing maintenance, utilities, and operating supplies.

The following tables summarize the operating costs of the facility and the expected contribution by each of the partners.

Expense	2011	2012
Operations (Repair and maintenance supplies, equipment rental, miscellaneous)	\$6,000	\$7,000
Utilities (Electricity, phone, water, sewer)	\$16,900	\$16,500
Contracted services and maintenance (misc. repair, security, landscaping, janitorial)	\$34,000	\$36,000
Right-of-Way lease from BNSF	\$3,200	\$3,713
Contingency fund for major maintenance expenses	\$7,000	\$7,000
Insurance	\$2,500	\$2,500
Total Expenses	\$70,100	\$72,713
Revenue from Amtrak per Use Agreement	\$8,619	\$8,877
Expenses to Recover from Local Sources	\$61,481	\$63,836

Distribution of Expenses/Revenue Source	Jurisdiction Share	2011	2012
Intercity Transit	25%	\$13,796	\$15,959
Port of Olympia	6%	\$3,689	\$3,830
City of Lacey	16%	\$9,837	\$10,214
City of Olympia	18%	\$11,067	\$11,490
City of Tumwater	6%	\$3,689	\$3,830
City of Yelm	2%	\$1,230	\$1,277
Thurston County	27%	\$16,600	\$17,236
TOTAL	100%	\$61,481	\$63,836

History of Centennial Station Funding Agreement: Prior to 1993, the depot was located in East Olympia just off Rich Road. A group formed (Amtrak Depot Committee) to investigate potential sites for a new

facility. The current Centennial Station site was owned by Thurston County. It had been used as a gravel borrow pit but was no longer in use.

WSDOT funded the original parking area and platform using State of Washington park-and-ride funds. The depot committee expanded its focus to develop the new site. Fundraising occurred, and the county made staff available to help manage construction of the site. The county hired one of the volunteers to be the site representative.

As the facility progressed, the county backed away from ongoing management of the facility. Although the cities and port have direct authority to operate such facilities, Intercity Transit was designated to take the administrative role. Intercity Transit's agreement with the jurisdictions was that if Intercity Transit took the facility over, the jurisdictions had to participate in its operational expenses. Cost-sharing would be based on how TRPC dues were then collected. Originally, the county kicked in 45% and so on down to Yelm's one percent. More recent agreements moved to cost-sharing based on population. These agreements were honored until 2010 when the City of Olympia paid only 50% of its assessment. The City of Olympia initially informed Intercity Transit it would not pay its assessment in 2011. This led to a meeting of all participating jurisdictions and a decision to replace individual agreements between Intercity Transit and jurisdictions with a single multi-party agreement. Olympia reconsidered their decision and entered into the agreement and participated in the funding of the facility maintenance and operations. Intercity Transit agreed to investigate other means of funding the facility's maintenance and operations. This is discussed below.

Intercity Transit's original share of costs was 6 percent, the same as Tumwater and the Port of Olympia. Over time, the Intercity Transit contribution rose to 25 percent and the county's share dropped. In the current contract, due to rapid Lacey and Yelm growth, those two cities' shares increased and Olympia and Thurston County dropped.

With the transfer of responsibility from the county to Intercity Transit, the county deeded the property to Intercity Transit, and the Amtrak Depot Committee granted all rights they might claim to improvements at the site.

The original discussion with the jurisdictions was they would fund staffing at the facility. However, an energetic volunteer committee and an even larger interested group of volunteers assumed the staffing role. These volunteers have mostly decided their own operating principles, and Intercity Transit has left them alone for the most part. From time to time, new phones, computers or other equipment are needed. One of the depot expenses is a payment to L&I for volunteer hours each quarter. Intercity Transit Accounting staff calculates and makes that payment. Intercity Transit also works with the volunteer staff to make sure they have basic office supplies.

Intercity Transit obtained state grant funds to rebuild the platform and expanded the parking to over 100 stalls. The parking lot expansion included a storm water retention facility. Intercity Transit recently repainted the facility and made other repairs.

Options for Funding Maintenance and Operating Costs at Centennial Station

Intercity Transit staff contacted Amtrak and reviewed the operations of other stations in the Northwest to determine if there are other means of financing the operations and maintenance for Centennial Station. There is no standard model for funding the operations and maintenance of an Amtrak station in a community. Some are part of the local transit systems basic infrastructure and are funded by the local transit system. Others are historic sites and are funded by the local city or by the local Chamber of Commerce. Almost all other station in the Northwest are located in or near a downtown area. Centennial Station is unique in being located a significant distance from a downtown area and on the edge of the urbanized area. This limits the ability to co-locate transit or tourist-related facilities with the station.

The other unique feature of Centennial Station is the volunteer-staffing of the facility. It is believed to be the only fully volunteer-staffed Amtrak station in the nation. This significantly reduces the cost of operating the station.

Amtrak suggested a number of options for funding the station but all involved ways of utilizing local tax revenue. They also suggested grant-funding may be available for capital improvements but not for ongoing operations and maintenance costs. Intercity Transit has been successful in obtaining grant funds for major capital improvements for the facility.

The following are potential options or options suggested for funding the operations and maintenance of the station.

1. Parking fees – Parking is available at the station for both short and long-term users. Long-term parkers may voluntarily list their vehicle with the volunteers staffing the station but this is only for information purposes or for if something happens to the vehicle. The lot is rarely full though the front lot is often at capacity.
A fee could be established for short and/or long-term parking. A short-term fee would be difficult to manage. A daily fee could be established for persons parking long-term. It is difficult to estimate the potential income from this source and would also require purchasing equipment and establishing a means of monitoring and policing the parking at the station. The cost of this could exceed potential revenue from this source.
2. Establish revenue generating activity at the station – One suggestion has been to establish an espresso/food facility at centennial station with lease revenues used to support the operation. There are several issues with this option. The first is our legal authority to use the station for this purpose. We could likely do this if the main function is to serve Intercity Transit customers. It would be difficult to generate adequate revenue with this restriction in place. Secondly, an expansion of the facility would be required to accommodate this use. It is unclear how this would be funded and if future revenue would justify this.
3. Utilize volunteers more extensively – It has been suggested volunteers be used to provide some of the services currently performed by contract employees. Approximately 50% of the annual budget, or \$36,000, is expended on landscaping services, janitorial and cleaning, and other

services. Staff has concerns about volunteers taking on some of these functions and believe relying on volunteers for these functions will increase Intercity Transit staff time and risk of injuries. It is also difficult to maintain consistent quality of work when relying on volunteers for these types of functions. The current volunteer effort at the station is very impressive and greatly reduces the cost of operating the station. Maintaining this level of volunteer involvement is a challenge and efforts to utilize volunteers should focus on this.

4. Increasing the Amtrak contribution to station operations – Amtrak currently provides \$8800 per year to assist in operating the station. Staff may request Amtrak provide additional functions, but it appears unlikely this would be successful. Amtrak also faces significant funding issues and is unlikely to increase funding to individual stations. The Olympia/Lacey station had 59,490 boardings and alightings in 2011 making it the fifth busiest station in Washington (behind Seattle, Tacoma, Vancouver and Bellingham). This is approximately 165 boardings and alightings each day.
5. Incorporate Centennial Station costs in Intercity Transit's annual operating budget. Intercity Transit could assume the full cost of operating and maintaining the station. This would increase Intercity Transit's costs by approximately \$50,000 per year. This is counter to the long-standing agreement by local jurisdictions to share the cost of the facility. Operating and maintaining the Amtrak station is arguably not part of Intercity Transit's core mission.

Authority Meeting Highlights
a brief recap of the Authority Meeting of May 2, 2012

Action Items

Wednesday night, the Authority:

- Authorized the General Manager to execute a one-year contract extension with Pierce County Security in the amount of \$165,280 for the provision of security services at the Lacey and Olympia Transit Centers. *(Erin Hamilton)*
- Scheduled a public hearing for June 6, 2012, at 5:30 p.m. to receive public comment on the draft Intercity Transit TIP. *(Bob Holman)*
- Authorized the General Manager to enter into a contract with Clear Channel Outdoor for Transit Advertising Services with a minimum revenue guarantee of \$1,250,000 over five years. *(Erin Hamilton)*
- Awarded a 4% one-time performance bonus of \$5,118 to the General Manager for his outstanding performance this past year. *(Rhodetta Seward)*

Other items of interest:

- April **ridership** is up 1% over 2011, which is a record April ridership of 412,000 boardings.
- April **sales tax** is up 5.22%.
- The **Hawks Prairie Park-and-Ride groundbreaking** is scheduled for Tuesday, May 8, 12:00 noon. Parking is available at the dog park.
- An **Editorial Board** is scheduled for May 9, with the Chair, Vice Chair, Mike and Meg attending. They will focus on sustainability efforts and the ridership and vanpool success.
- The **GoPass Program** for the City of Olympia employees began, similar to the STAR pass for state employees and the SPSCC and TESC programs. It's been very well received with good anecdotal feedback. A potential issue is as the pass programs become more successful, the more participants are asked to pay. The TESC program grows each year, and we've heard concern it is becoming expensive.
- The **NiteLine** service to TESC had high ridership this past weekend to the ArtsWalk and the Procession. We had back up buses on the 41 Friday and Saturday nights. Saturday was the highest ridership we've experienced.

- **No meeting on July 4;** we will have very busy June and July work sessions, which will be special meetings as action will be needed on several items. We will begin the **Strategic Plan** earlier this year, as Mike will be out of the office most of September.
- Intercity Transit received the Thurston Chamber honor as the **top Green Business of 2012.**
- **Bicycle Commuter Contest** officially launched May 1, and we estimate we will exceed last year's registrations. We had the largest participation yet for the Earth Day Market Ride on April 21 with approximately 200 cyclists. We completed 70 safety checks on 70 bikes at the **Wrencher's Ball.**
- We started a 7-week after school program for student's grades 3-6 on the "**Sciences of Transportation**" led by our Youth Education Assistant. Our Bike Partners and Walk n' Roll program activities are going strong.
- We met with the **ATU in mediation** and will meet again in mid-June.

Rhodetta Seward
prepared: May 6, 2012

