

**AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
November 16, 2016
5:30 P.M.**

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**
- 2) **INTRODUCTIONS** **1 min.**
Liz Midgett, Vehicle Service Worker (Paul Koleber)
- 3) **PUBLIC COMMENT** **10 min.**
Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening.
- 4) **APPROVAL OF CONSENT AGENDA ITEMS** **1 min.**
A. Computer Equipment Award – Authorize the General Manager to purchase 13 laptops, 13 monitors, and related peripheral equipment from Dell Incorporation in the amount of \$26,726.83, inclusive of tax.
- 5) **PUBLIC HEARING ON 2017-2022 DRAFT STRATEGIC PLAN** **10 min.**
(Ann Freeman-Manzanares)
- 6) **PUBLIC HEARING ON 2017 DRAFT BUDGET** *(Ben Foreman)* **10 min.**
- 7) **CITIZEN ADVISORY COMMITTEE REPORT** *(Denise Clark)* **5 min.**
- 8) **YOUTH PROGRAM UPDATE** *(Jessica Gould & David Copley)* **30 min.**
- 9) **COMMUNITY CONVERSATION CONTRACT AWARD** **10 min.**
(Ann Freeman-Manzanares)
- 10) **GENERAL MANAGER’S REPORT** **10 min.**
- 11) **AUTHORITY ISSUES** **10 min.**
- 12) **ADJOURNMENT**

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 coordinator at (360) 705-5857 or ntrail@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).

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 4
MEETING DATE: November 16, 2016**

FOR: Intercity Transit Authority
FROM: Jeff Peterson, 705-5878
SUBJECT: Computer Equipment Award

1. **The Issue:** Purchase 13 Dell laptops, 13 monitors and related peripheral equipment.

 2. **Recommended Action:** Authorize the General Manager to purchase 13 laptops, 13 monitors, and related peripheral equipment from Dell Incorporation in the amount of \$26,726.83, inclusive of tax.

 3. **Policy Analysis:** The procurement policy states the Authority must approve any contract over \$25,000.
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4. **Background:** The laptops being replaced have been out of warranty since April of 2016. Historically, computer hardware was refreshed on a 3-year cycle. Current technology is trending to 5-year life cycles and this purchase includes a 5-year warranty. Dell is a top tier manufacturer with a longstanding track record for offering high quality reliable computer equipment and support. By standardizing on Dell equipment, Transit continues to realize operational efficiencies by avoiding compatibility issues, minimizing support of disparate technologies and reducing learning curve.

To ensure price competitiveness, staff compared quotes from Dell Incorporation, a local supplier on the Department of Enterprise Services (DES) National Association of State Procurement Officers (NASPO) multistate purchasing cooperative contract, and a supplier on the King County Directors' Association (KCDA) cooperative contract.

5. **Alternatives:**
 - 1) Authorize the General Manager to purchase 13 laptops, 13 monitors, and related peripheral equipment from Dell Incorporation in the amount of \$26,726.83 inclusive of tax.
 - 2) Defer action and continue to operate with existing equipment.

6. **Budget Notes:** The 2016 budget includes \$155,000 for the replacement of aging computer equipment of which \$76,000 remains, enough to account for this purchase.

7. **References:** N/A.

8. **Goal Reference: Goal #5:** *“Align best practices and support agency activities and sustainable technologies.”*

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 5
MEETING DATE: November 16, 2016**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: 2017-2022 Draft Strategic Plan Public Hearing

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- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2017-2022 Draft Strategic Plan.
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- 2) **Recommended Action:** Conduct the public hearing to receive and consider comments on the 2017-2022 Draft Strategic Plan.
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- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides specific direction to the next year's budget by setting an expenditure ceiling, a capital program and a desired service level.
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- 4) **Background:** The Draft 2017-2022 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The strategic plan is updated yearly and covers a six-year period. The public is encouraged to comment.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes.** The Strategic Plan provides the basis for the development of the annual budget. Costs associated with developing the plan are minimal.
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- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all of the Authority goals.
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- 8) **References:** N/A.

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 6
MEETING DATE: November 16, 2016**

FOR: Intercity Transit Authority

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

SUBJECT: 2017 Draft Budget - Public Hearing

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- 1) **The Issue:** To conduct a public hearing to receive and consider comments on the 2017 Draft Budget.
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- 2) **Recommended Action:** Receive and consider public comment on the proposed 2017 budget.
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting the annual budget. The draft budget documents rest heavily on the proposed Strategic Plan. The Strategic Plan states the Authority's wishes regarding service levels - the service levels are the prime driver of our proposed expenses for 2017.
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- 4) **Background:** Staff will present the draft budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The proposed operating budget for 2017, without any new projects, is \$42.2 million, a 6.1 percent increase from 2016. This increase incorporates a salary increase for our Amalgamated Transit Union (Operators, Dial-A-Lift Dispatchers and Customer Service) staff and an increase in operators from our current 190 to 191 for 2017. Provision for a general wage increase for non-represented employees and the International Association of Machinists (Vehicle Maintenance) staff is included in new projects. The capital budget, including rollover projects from previous years, is proposed at \$37.0 million, with \$16.9 million in new projects and \$20.1 million in projects from previous periods. Total proposed budget including staff recommended new projects/positions for 2017 is \$76.8 million. The major elements of Intercity Transit's 2017 budget are:

- Increase in existing Dial-A-Lift service levels by 2,000 service hours.
- Sales tax revenue for 2017 is projected to increase 3.0% compared to 2016 sales tax revenue. 2016 sales tax revenue is expected to be approximately 9% higher than our 2015 receipts.
- Purchase of seven replacement Dial-A-Lift Vans.

- Research/Replace our Computer Aided Dispatch/Automated Vehicle Locator/Radio System.
- Research/Replace our fare box/collection system.
- Complete our underground storage tank replacement project.
- Finalize design and begin construction on our Olympia Transit Center Expansion project.
- Add one new DAL Dispatch position.
- Add one new maintenance service worker.
- Add one new operator position.

5) **Alternatives:**

- A) Consider public comment received. Accept the draft budget as presented and formally adopt the budget at the December 7, 2016, Authority meeting.
- B) Direct staff to revise the proposed 2017 budget based on comments and adopt the budget, as revised at the December 7, 2016, Authority meeting.

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

7) **Goal Reference:** The annual budget impacts all agency goals.

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 8
MEETING DATE: November 16, 2016**

FOR: Intercity Transit Authority

FROM: Jessica Gould and David Copley, Youth Program, 705-5855

SUBJECT: Youth Program: Walking and Rolling, Today and Tomorrow

1) **The Issue:** To share the work of Intercity Transit's Walk N Roll youth education program and to show where we plan to head.

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

3) **Policy Analysis:** The Authority supports outreach and education to youth as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.

4) **Background:** Youth program staff would like to share the work that they did over the 2015- 2016 school year and introduce some changes and enhancements for this school year, including new outreach and new schools for the 2016- 2017 school year.

Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division.

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

6) **Budget Notes:** The agency's youth education work is funded with one permanent FTE position and a \$24,000 budget. Beyond this, the program has been very successful in creating partnerships and securing grant funding. We have applied for CMAQ funds to help fund the program this year and are awaiting that decision.

7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial limitation." **Goal #5:** "Align best practices and support agency activities and sustainable technologies."

8) **References:** Healthy Kids – Safe Streets Action Plan. Walk N Roll Schedule.

Healthy Kids – Safe Streets Action Plan



Initiatives to encourage kids to walk, bike & bus to school

Goals

- Build a generation of safe and healthy walkers, bike riders, and bus riders
- Promote regular physical activity so students stay strong, healthy, and ready to learn
- Reinforce good traffic safety skills

The Problem

Too few students walk, bike, or take the bus. Too many parents drive students to school. Too few students get enough daily physical activity. *Did you know that 50 % of students living within a 1/2 mile of school are driven to school?*

The Result

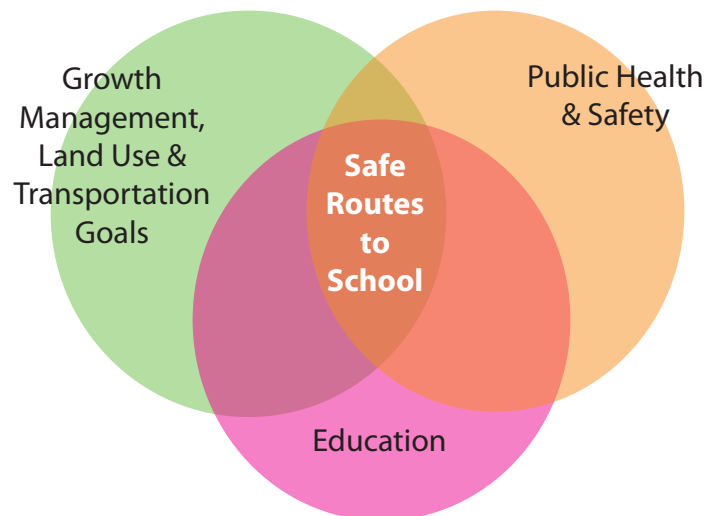
Parents driving students to school account for:

- 25% of morning peak hour traffic
- a decrease in safety, air quality, student health and readiness to learn (due to lack of exercise)
- a lack of knowledge and experience needed to be safe pedestrians and cyclists

Partners in the Plan:

Parents
Local School Districts & School Staff
Intercity Transit
Local Governments
Thurston Regional Planning Council
Thurston County Health & Social Services
Olympic Region Clean Air Agency
State Department of Transportation
State Department of Health

Healthy Kids - Safe Streets Action Plan Achieves Shared Goals



This Action Plan results from school and community stakeholder ideas and Walk & Roll demonstration project findings. The plan identifies strategies, programs and policies that address school, transportation, and community health issues.

Healthy Kids - Safe Streets Action Plan

Next Steps

- 1. Review of Action Plan.** Stakeholder groups commit to take action and identify advocates.
- 2. Create a Safe Routes to School Coordination Team** to advocate for the Action Plan initiatives; apply for funding to support programs and infrastructure improvements; and serve as a resource for school site analysis. Identify a facilitator for the team. Members should include at least school districts, and jurisdiction planning/public works. Adjunct representation should include Thurston County Health & Social Services, Intercity Transit and Thurston Regional Planning Council.
- 3. Identify a Safe Routes liaison within each school district** to act as a contact with school principals to develop the required Safe Routes Walking and Biking map and possible expansion of the Walk & Roll program.
- 4. Complete Safe Routes Walking and Biking Map for each school in the county.** State law requires Safe Routes maps for all schools by September 2013. Determine responsibility and most effective and efficient way to complete maps. Identify safety improvements as part of the process.

Programs to Develop or Expand

- 1. Develop Walk & Roll program template and "How To" manual** for program expansion to additional schools.
- 2. Identify ways to sustain and build Walk & Roll type school-based incentive programs at additional schools.**
- 3. Identify funds needed to support staff and program** such as stipends for school coordinators or incentive programs.

Policies to Incorporate in Plans

School District and Local Government:

- 1. Establish early communication about infrastructure improvements** to identify opportunities to collaborate, co-locate or connect facilities to encourage walking, biking, and transit use.
- 2. Consider the long range costs and benefits of school siting decisions** including long term transportation costs to the community as a whole (school districts, households), and the costs and benefits to student health.

- 3. Collaborate on school design and infrastructure improvements** at the beginning of the design process to maximize opportunities for walking, biking and transit use.

State:

- 1. Advocate state policy change for school siting guidelines.**
- 2. Encourage state policy change related to school retrofit and maintenance.**
- 3. Add state policy or incentive to locate schools on transit routes or within walking distance of large student populations.**
- 4. Advocate for state policy directive to contribute to infrastructure improvements and programs** targeted to students living within a mile of school – instead of yellow school bus funding in these areas.

For more information, including draft policy language, go to www.trpc.org/programs/transportation/regional+planning/walkandroll

The "Five E's" - Strategies for Healthy Kids - Safe Streets

Education

Teach children about the broad range of transportation choices; instruct them in lifelong bicycle and walking safety skills; and launch driver safety campaigns near schools.

- Integrate bicycle, pedestrian, and transit education into school curriculum. ***SD**
- Assist school districts in creating **Safe Routes Walking and Biking Map** for each school per state law. **SD, TRPC, CO, PTO**
- Create a **community outreach plan** to raise awareness and promote walking and biking to school. **SD, IT, LG, CO**
- Address **parental concerns** through outreach campaign. **PTO**

Encouragement

Use events and activities to promote walking and bicycling.

- **Maintain and expand existing school-based encouragement programs** like Walk & Roll. **SD, IT, LG, TRPC, PTO**
- **Identify a leader** within the school to coordinate bike and walk programs. **SD**
- **Hold annual study sessions** with school boards to review new walking, biking, and transit related initiatives. **SD, SRTS**
- **Identify a funding source** to provide subsidized transit passes for the school community. **IT, SD**
- **Establish a school district policy** to give physical education credits to students for walking and biking. **SD**
- **Support state and local policies** encouraging flexible work hours so parents can walk or bike with children. **S**

Enforcement

Partner with local law enforcement and community programs to increase awareness, slow speeds, and increase traffic safety.

- **Slow speeds and reduce idling through "Pace Car" campaign.** Drivers pledge to drive within the speed limit and not idle. **IT, TRPC, SD, NA, PTO**
- **Initiate a Walking School Bus** (either school or parent-run) to give more students an opportunity to walk with an adult leader. **SD, PTO, CO**
- **Analyze the effect of shifting school start time** by 15 minutes to alter traffic volume and increase safety for biking and walking. **SD, LG, CO**
- **Work with high schools to develop alternatives** to drive alone vehicle use and encourage closed campuses at lunch to enhance student safety. **S**

Engineering

Improve opportunities to walk & bike through school siting & design of walkways, bikeways, & street connections.

- **Adopt a policy for school districts and jurisdictions on school and community facility siting and infrastructure planning and design.** **SD, LG**
- **Advocate changes to state policies relating to school size, school siting guidelines, and transportation funding** to encourage easily accessible neighborhood schools. **SRTS**
- **Make sidewalks, bike lanes, lighting and crossing improvements a high priority** within 1/2 mile of schools. **S**
- **Separate modes of travel at arrival points at schools** to avoid bike and pedestrian conflicts with cars. **SD, LG**

Evaluation

Monitor and document trends and outcomes to identify the most effective strategies.

- **Survey families annually to track successes and identify challenges.** Administer the Safe Routes to School Survey through schools. **SD, PTO, SRTS**
- **Engage Parent Leaders. Create a Walk & Roll Parent Steering Committee** to plan and share ideas between and among schools. **PTO, SRTS**
- **Seek input and leadership from school staff, parents and students** to fit strategies and messages to each school's needs. **PTO, SRTS**
- **Track vehicle use reductions around schools** to monitor success of walking and biking initiatives. **CO, LG, SRTS**



Walk & Roll is a grant supported project demonstrating how to build and sustain partnerships that will result in a new generation of healthy

and safe walkers, cyclists and bus riders and reduce trips to and around school. "Walking & Wheeling Wednesdays" are part of the project.



* STAKEHOLDERS

CO - Community Organizations
IT - Intercity Transit
LG - Local Government
NA - Neighborhood Associations
PTO - Parent-Teacher Organizations

S - Stakeholders
SD - School District
SRTS - Safe Routes to School Coordination Team
TRPC - Thurston Regional Planning Council

Testimonials

"This is really good because we need to get our kids healthy and doing active things at home and at school."

-Elementary school parent on International Walk to School Day

"It was a wonderful morning for the two of us to have the time to walk and notice the little things in the neighborhood."

-Elementary school parent

"We rode our bikes this morning. It was freezing, but it was great fun!"

-Madison Elementary parent on a Walking & Wheeling Wednesday

Did You Know...

40 years ago, 50% of students walked or rode bikes to school. Today fewer than 15% travel on their own steam.

Over the last 40 years, childhood obesity has gone from 4% to 17% (2008 figure). In the last decade, obesity in youth has doubled.

By the end of the Walk & Roll program's first year, 57% of students walked or cycled to school and only 17% arrived by car. At the beginning of the year 47% arrived by car and only 24% walked or cycled.

Partnerships and Success Stories

Problem: How to build a generation of safe and healthy walkers, bike riders and bus riders

Action Taken:

Walk & Roll school-based encouragement demonstration programs at three elementary schools included: monthly flyers with walk/bike safety tips; "Walking & Wheeling Wednesday" encouragement, prizes for participation, contests, safety assemblies.

Walk & Roll Program Partnership included Thurston Regional Planning Council, Intercity Transit, Olympia School District and Madison, Roosevelt, and Pioneer elementary schools, Safe Kids, City of Olympia, State Department of Transportation - Highways and Local Programs – Safe Routes to School, U.S. Centers for Disease Control and State Department of Health.



Problem: Overcoming barriers regarding student travel to school

Safety Issue

Action Taken:

- "Stranger danger" fears addressed at two Walk & Roll sponsored "Safety Without Fear" interactive forums with a child development specialist.
- Pedestrian and bike safety education through monthly Walk & Roll event flyers, special walk/bike safety classes for students and parents, school safety assemblies with visits by police and Intercity Transit Youth Program coordinator.
- New "Pace Car" and Anti-Idling pledge program to slow driving speeds and promote clean air.
- Initiation of Walking School Bus with several parents walking with a group of students to and from school.
- Identification of infrastructure safety issues.

Distance Issue (i.e. too far to walk/bike)

Action Taken:

- Walk & Roll program focuses on urban schools and students living within a mile of school.
- Walk & Roll program addresses issues and supports a culture of changed attitudes toward student travel to school throughout the school community.
- Walk & Roll program encourages:
 - students traveling by bus to take the long way around the block to get to and from the bus stop;
 - students who must be driven encouraged to park several blocks from school and walk in.
- Action Plan recognizes the importance of school siting. The Plan recommends that school site cost/benefit analysis consider long term student transportation costs and the benefits of making walking and biking to school possible for more students.



Weather Issue

Action Taken:

- Walk & Roll encouragement programs, prizes and contests resulted in participation no matter what kind of weather. Ongoing survey data continues to inform the process.

For more information:

On Youth Programs, contact: **Erin Scheel**
Intercity Transit Youth Education Specialist
360-705-5839 or escheel@intercitytransit.com

On Action Plan, contact: **Kathy McCormick**
Thurston Regional Planning Council Senior Planner, AICP
360-956-7575 or mccormk@trpc.org

**Intercity Transit's Youth Education Program
2016- 2017 Walk N Roll to School Days**

Olympia School District						
School	Dates	Time	Meeting Location	School Contact	What to Expect	Intercity Transit Staff
Schools we encourage participation:						
Pioneer Elementary (1655 Carlyon Ave SE)	2016 Oct 5* Nov 2 Dec 7	TLC and Mormon church: Meet at 8:05am, Walk at 8:10am ORCC: Meet at 8:10am, walk to school at 8:15am School begins at 8:30am	Corner of Henderson and McCormick (near Transformation Life Center)	School contact: Principal: Mark Connolly Parent volunteers: Sarah Applegate Sherry Edwards	Meet a group (Principal will walk in from different locations) and walk in from the meeting locations. Otherwise, meet at the school to hand out high fives!	Jessica Gould Work phone: 360-705-5855 Cell (day of): 360-292-5720
	2017 Jan 4 Feb 1 Mar 1 Apr 12 May 3☐		3800 Henderson Blvd SE (Mormon Church)			
Garfield Elementary (325 Plymouth St NW)	2016 Oct 5* Nov 2 Dec 7	Meet at 8am, walk to school at 8:10am School begins at 8:40am	Corner of Division and Madison (near Evergreen Villages)	School contact: Principal: Brendon Chertok	Meet a group (Principal will be at Division/ Madison) and walk in from the meeting locations. Otherwise, meet at the school to hand out prizes and high fives.	Jessica Gould Work phone: 360-705-5855 Cell (day of): 360-292-5720
	2017 Jan 4 Feb 1 Mar 1 Apr 12 May 3☐ Jun 7		Corner of Perry and Harrison (near Gloria Dei Lutheran Church)			

*International Walk to School day

☐National Bike to School day



Intercity Transit's Youth Education Program 2016- 2017 Walk N Roll to School Days

Olympia School District						
School	Dates	Time	Meeting Location	School Contact	What to Expect	Intercity Transit Staff
Schools we encourage participation:						
Lincoln Elementary (213 21 st Ave SE)	2017 Jan 27 Feb 24 Mar 31 Apr 28 May 26	Meet up times TBD School begins at 8:40am	Meet up spots TBD	School contact: Principal: Marcela Abadi	Meet a group (Principal will join different groups) and walk in from the meeting locations. Otherwise, meet at the school to hand out prizes and high fives.	Jessica Gould Work phone: 360-705-5855 Cell (day of): 360-292-5720

Schools with student-led participation (for informational purposes only):						
Washington Middle School (3100 Cain Rd SE)	2016 Nov 2 Dec 7 2017 Jan 4 Feb 1 Mar 1 Apr 12 May 3 <input type="checkbox"/> June 7	School begins at 8:30am	Students walk or bike in from various neighborhoods.	School contact: Leadership teacher Lauren Herseth	Leadership students organize these Walk N Roll events. All students who walk/ bike receive a small incentive and a chance for a bigger raffle drawing.	Jessica Gould Work phone: 360-705-5855 Cell (day of): 360-292-5720

*International Walk to School day

National Bike to School day



Intercity Transit's Youth Education Program 2016- 2017 Walk N Roll to School Days

Tumwater School District						
School	Dates	Time	Meeting Location	School Contact	What to Expect	Intercity Transit Staff
Schools we encourage participation:						
Peter G Schmidt (225 Dennis St SE)	2016 Oct 5* Nov 2 Dec 7	Meet at 8 am, walk to school at 8:10 am School begins at 8:40am	Parking lot on the corner of Dennis Street SW & Linderson Way SW (north end of Tumwater High School Campus)	Principal Arend	Meet the group and walk in from the meeting location.	David Copley Work phone: 360-705-5855 Work cell: 360-701-8379
	2017 Jan 4 Feb 1 Mar 1 Apr 12 May 3☐ Jun 7					
Michael T Simmons (1205 South 2 nd Ave SW)	2016 Oct 5* Nov 10 Dec 8	Meet at 7:40am, walk to school at 7:45am. School begins at 8am	Meet at Park located at G St and Wrigley at the Ridge development	Principal Leatherwood and Asst. Principal Grunenfelder	Meet the group and walk in from the meeting location.	Jessica Gould Work phone: 360-705-5855 Personal cell (day of): 360-292-5720
	2017 Jan 12 Feb 9 Mar 9 Apr 13 May 11					

*International Walk to School day

☐National Bike to School day



Intercity Transit's Youth Education Program 2016- 2017 Walk N Roll to School Days

Tumwater School District						
School	Dates	Time	Meeting Location	School Contact	What to Expect	Intercity Transit Staff
Schools we encourage participation:						
Tumwater Hill (3120 Ridgeview Lp SW)	2016 Oct 5* Nov 2 Dec 7	Meet at 8:35am, walk to school at 8:40am.	Meet at Overlook Park (1205 Barnes Blvd SW) and walk to school with teachers and students.	PE teacher Elaine Gilmour and Principal Jessee	Meet the group and walk in from the meeting location.	Jessica Gould Work phone: 360-705-5855 Personal cell (day of): 360-292-5720
	2017 Jan 4 Feb 1 Mar 1 Apr 12 May 3☐	School begins at 9:05am	Other walking routes TBD by Ms. Gilmour aka "Waldo"			

*International Walk to School day

☐National Bike to School day



Intercity Transit's Youth Education Program 2016- 2017 Walk N Roll to School Days

North Thurston Public Schools						
School	Dates	Time	Meeting Location	School Contact	What to Expect	Intercity Transit Staff
Schools we encourage participation:						
Mountain View ES (1900 Judd St SE)	2016 Oct 5* 2017 Jan 25 Mar 1 May 3☐	Meet at 7:50am, walk to school at 7:55am. School begins at 8:40am	4 meet-up spots: --29 th and College St --Brentwood Dr. and 26 th Ave --Golf Club Road and 14 th Ave --16 th and College St.	School contacts: PE teacher Karen Steen	Meet a group and walk in from the meeting location. Assemble near the bike racks.	Jessica Gould Work phone: 360-705-5855 Personal cell (day of): 360-292-5720
Schools with student-led participation (for informational purposes only):						
Nisqually Middle School (8100 Steilacoom Rd SE)	2016 Oct 6 Nov 17 Dec 8 2017 Jan 19 Feb 16 Mar 23 Apr 20 May 25	School begins at 9:16am	Students walk/ bike into school on their own and with friends.	School contacts: Ms. Sprague, Leadership teacher and Ms. Wilson, Language Arts teacher	Leadership students organize these Walk N Roll events. All students who walk/ bike receive a totem ticket and a chance for a bigger raffle drawing.	Jessica Gould Work phone: 360-705-5855 Cell (day of): 360-292-5720

*International Walk to School day

☐National Bike to School day

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 9
MEETING DATE: November 16, 2016**

FOR: Intercity Transit Authority

FROM: Ann Freeman-Manzanares, 705-5838

SUBJECT: Community Conversation Consultant Contract Award

1) **The Issue:** Consideration of a contract award with Jason Robertson and Co. for our Community Conversations project.

2) **Recommended Action:** Authorize the General Manager to enter into a contract with Jason Robertson and Co. to provide professional services related to the Community Conversations project in an amount of \$65,000.

3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$25,000.

4) **Background:** Intercity Transit determined a need to hire a consultant to assist in engaging the community to help define the future of public transportation in our region. This process will incorporate elements of the short and long range plan.

Intercity Transit released a Request for Qualifications and Proposals (RFQP) for Transit Surveys and Community Conversations on July 14, 2015. Eight proposals were received by the July 29, 2015, deadline. The award of the Community Conversations contract was postponed pending the results of the Customer Satisfaction Survey and Market Segmentation Study work and the integration of the proposed project with the Short and Long Range Planning work.

Based on the RFQP evaluation process, which consisted of evaluation committee review of non-cost proposal factors such as approach and experience, and cost proposal factors, Intercity Transit determined Jason Robertson and Co. is the responsible Proposer who best meets all RFQP requirements for the Community Conversations category and is the most advantageous to transit. Staff is confident Jason Robertson and Co. will provide significant valuable services and recommends the contract award be approved.

5) **Alternatives:**

A. Authorize the General Manager to enter into a contract with Jason Robertson and Co. to provide professional services related to the Community Conversations project in an amount of \$65,000.

B. Defer action. This would result in a delay of community conversations.

6) **Budget Notes:** The budget includes \$70,000 for Community Conversations.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #4:** *“Provide Responsive Transportation Options within Financial Limitations.”*

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