

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, February 19, 2025**  
**5:30 P.M.**  
**Board Room – 510 Pattison Street SE, Olympia**

To observe the meeting remotely [REGISTER HERE TO OBSERVE THE MEETING](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 302 260 223#

**To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com) by noon the day of the meeting to indicate your desire to provide public comment. You will be instructed on how to register. During the public comment portion of the agenda your microphone and video will be enabled.**

**CALL TO ORDER**

- |  |                |
|--|----------------|
| <b>1. APPROVAL OF AGENDA</b>   | <b>1 min.</b>  |
| <b>2. PUBLIC COMMENT</b>   | <b>30 min.</b> |
| <b>3. APPROVAL OF CONSENT AGENDA</b>   | <b>1 min.</b>  |
| <b>A. Minutes – January 15, 2025, Regular Meeting</b>  |                |
| <b>B. Payroll January: \$5,700,601.31</b>  |                |
| • Warrant Numbers: 41611-41612; 41697-41699; 41734-41735; 41866-41871 in the amount of \$22,305.32       |                |
| • ACH Payment Amount: \$5,678,295.99   |                |
| <b>C. Accounts Payable January: \$6,541,371.75</b>   |                |
| • Disbursed Warrants: 41605-41610; 41613-41696; 41762-41815; 41816-41865 in the amount of \$6,530,547.79 |                |
| • Voided Warrants: 41086 & 41317   |                |
| • ACH Payments: \$10,823.96  |                |
| <b>4. NEW BUSINESS</b>   |                |
| <b>A. Task Order w/WSP first phase of BRT Lite Planning (Peter Stackpole)</b>                            | <b>5 min.</b>  |
| <b>B. Digital E-paper Real-Time Information Signage Contract Award (Tammy Ferris)</b>                    | <b>5 min.</b>  |
| <b>5. COMMITTEE REPORTS</b>  |                |
| <b>A. Thurston Regional Planning Council (Feb. 7) (Robert Vanderpool)</b>                                | <b>5 min.</b>  |
| <b>B. Transportation Policy Board (Feb. 12) (Justin Belk)</b>  | <b>5 min.</b>  |
| <b>6. GENERAL MANAGER'S REPORT</b>   | <b>5 min.</b>  |
| <b>7. AUTHORITY ISSUES</b>   | <b>5 min.</b>  |

## ADJOURNMENT

*Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information, see our [Non-Discrimination Policy](#).*

*Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 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) 786-8585.*

*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 AUTHORITY**  
**Regular Meeting**  
**January 15, 2025**

**CALL TO ORDER**

Chair Gilman called the January 15, 2025, meeting of the Intercity Transit Authority to order at 5:32 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Kelly Von Holtz; City of Yelm Councilmember Brian Hess; Community Representative Sue Pierce; Community Representative Wendy Goodwin.

**Members Excused:** Community Representative Justin Belk; Labor Representative, Mark Neuville.

**Staff Present:** Emily Bergkamp; Pat Messmer; Matt Kenney; Amanda Collins; Peter Stackpole; Brian Nagel; Jana Brown; Dena Withrow; Heather Stafford; Jason Aguero; Ramon Beltran; Jessica Gould; Jeff Peterson; Michael Maverick; Nick Demerice; Nicky Upson; Tammy Ferris; Brenden Houx; Lynn Cunningham; Daniel Ocampo; Jerald Bledsoe; Rob LaFontaine; Thera Black; Alana Neal; Jane Denicola; Paul Kierzek.

**Others Present:** Jeff Myers, Legal Counsel; Eliane Wilson, Community Advisory Committee.

**WELCOME NEW BOARD MEMBERS** (*Chair Gilman / Vice Chair Mejia*)

- A. City of Tumwater Councilmember Kelly Von Holtz
- B. Community Representative Wendy Goodwin

**STAFF INTRODUCTIONS**

- A. Jane Denicola, Customer Service Manager (*Dena Withrow*)
- B. John Garner, DAL Dispatch Specialist (*Kevin Karkoski*)
- C. Jerald Bledsoe, Cybersecurity Analyst (*Daniel Ocampo*)

**APPROVAL OF AGENDA**

It was M/S/A by Pierce and Cox to approve the agenda as presented.

**PUBLIC COMMENT**

Members of Amalgamated Transit Union Local 1765 and the general public gave public comment regarding wages and benefits being considered in Intercity Transit's current contract negotiations with ATU Local 1765. ATU is the labor union representing Operators, Customer Service Representatives and Dial-A-Lift Dispatch Specialists.

**APPROVAL CONSENT AGENDA**

**It was M/S/A by Cox and Goodwin to approve the consent agenda as presented.**

- A. Minutes** – December 4, 2024, Regular Meeting, and  
December 18, 2024, Regular Meeting
- B. Payroll December: \$3,500,232.54**
  - Warrant Numbers: 41362-41377; 41513-41514 in the amount of \$32,081.72
  - ACH Payment Amount: \$3,468,150.82
- C. Accounts Payable December: \$2,911,986.84**
  - Disbursed Warrants: 41378-41512 & 41515-41604 in the amount of \$2,900,474.35
  - Voided Warrant: 0
  - ACH Payments: \$11,512.49

**NEW BUSINESS**

- A. Consultant Services for ERP/ETMS Procurement.** Jeff Peterson, Senior Procurement & Project Management Coordinator presented an amendment with Intueor Consulting, Inc. to utilize an independent expert to assist in the procurement of a Transit Operations System that supports an Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) solution.

Intercity Transit implemented FleetNet software in 1993 (acquired by Avail Technologies about four years ago) which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety, and maintenance and facilities inventory.

Since June of 2023, Intueor has been assisting Intercity Transit with its acquisition of a new Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) solution to replace FleetNet. As part of this project, they have conducted a broad, unbiased analysis of our workflow and the software that supports everyday operations and provided procurement assistance.

Under the proposed amendment, Intueor will provide guidance and consulting to assist Intercity Transit in the replacement of our Transit Operations System that currently resides in FleetNet (Operator Timekeeping) that will no longer be supported starting in March of 2025.

This scope is within the original agreement to provide overall technical assistance for the replacement of our ERP solution and will provide an opportunity for Intercity Transit to integrate modern software tools that will carry Operator

scheduling from Planning through Operations and into Payroll ensuring employees are paid accurately and appropriately.

The Intercity Transit project team has appreciated the work Intueor has provided thus far and believes the firm can provide technical guidance to allow us to procure an appropriate Transit Operations System, and therefore the project team recommends proceeding with Intueor.

**It was M/S/A by Mejia and Cox to authorize the General Manager to execute an amendment with Intueor Consulting Inc. (Intueor) to provide the guidance, recommendations, technical expertise and supporting documentation needed to procure a viable Transit Operations System in a not to exceed amount of \$71,500, inclusive of a 10% contingency, bringing the total amount authorized not to exceed \$626,227.50.**

- B. **September 2025 – Network Restructure.** Deputy Director of Planning, Rob LaFontaine, provided the Authority with a route-level review and discussion of the anticipated restructuring of fixed-routes in September 2025. Staff identified September 2025 to implement significant changes to the existing fixed-route network. The primary purpose is to establish an enhanced route on the Martin Way/Harrison Ave/State Ave corridor consistent with the Long-Range Plan element of Bus Rapid Transit (BRT). With the frequent corridor route serving as an anchor, it becomes necessary to consider other route changes to reduce duplication of coverage. A restructuring of routes also provides opportunities to adjust service in hopes of addressing evolving mobility needs and improving the community's access and use of transit.

At the December 4, 2024, ITA meeting, LaFontaine focused on why we want to change service and the various influences that go into such a big change. The current presentation provided route-level detail and recapped a portion of that, but the lion's share of his presentation went route-by-route describing how the proposed routes are different from existing service.

Timeline for implementation:



The presentation concluded with LaFontaine and Nick Demerice from Marketing talking about the process for public outreach and participation.

### **Open Houses**

- First Look on January 27 at OTC CAC meeting to follow
- In-person and virtual sessions

### **Website & Social media**

- Examples from other agencies

### **Schools & Families**

- Newsletters

### **State Employees - DES**

### **Associations**

### **Accessible formats**

### **Launch Public Outreach**

1. Finalize Content
  - Draft Schedules
  - Draft Summary & Equity Analysis
2. First Look Open House
3. Set a Public Hearing (March 19)

## **COMMITTEE REPORTS**

- A. Thurston Regional Planning Council (Jan. 10).** Cox said Marc Daily provided an overview of TRPC's 2025 Consolidated Operating Budget and Pay and Classification Plan and the Council approved the budget and Plan as presented in the amount of \$6.5M. The full presentation can be found here: [PowerPoint Presentation](#)

Staff provided an overview of the current conditions report for the Emergency Detour Routes project. Staff discussed with members the report's main conclusions and recommendations as well as next steps for the project including modeling various scenarios inspired by the Amtrak train derailment in 2017. The full report can be found here: [A8 Detour-Routes-Council-Presentation](#)

Cox said staff provided an overview of information from the 2024 edition of The Profile. The winner of the Profile Update this year was the newly appointed County Commissioner, Rachel Grant. The profile is a database of all kinds of information related to Thurston County. To view The Profile online visit: [The Profile | Thurston Regional Planning Council, WA](#)

Lastly, Daily talked about the Martin Way Corridor Open house that ended on January 10 and the very top priority is pedestrian crosswalks,

## **GENERAL MANAGER'S REPORT**

To prepare for the renovation of our ageing Maintenance Facility, Maintenance and Inventory staff made the move to a temporary shop which will be their home for the duration of the renovation. This was a huge lift by everyone involved and was completed from January 3-6, with the temporary shop now fully operational, minus some details still being dialed in. In a recent email to staff, Fleet & Facilities Maintenance Director Jonathon Yee thanked the following folks who played major roles in the move:

- Entire Inventory Team
  - Brian Sutherby, Lead Inventory Specialist as lead planner
- Entire Maintenance Team
  - Mike Reinhardt, Vehicle Maintenance Technician coordinating details of off-site storage, helping make decisions about what should stay vs. what could be stored.
- Unpacking and setting up new equipment
  - Bob Coffman, Vehicle Maintenance Technician
  - Steve Owsley, Vehicle Maintenance Technician
  - Eric Trefsgar, Vehicle Maintenance Technician
- The entire Facilities and IS Teams for their assistance getting the shop ready to go.

The January 5, 2025, service change added 15,000 annual hours, a 5 percent increase, to our current volume of service, including:

New stops for The One route were added at Harrison Avenue at Perry St. in the westbound direction, and at Harrison Avenue at Plymouth in the eastbound direction.

Bergkamp rode the new Route 14 for the first time this week. It offers weekday service between the Olympia Farmer's Market, State Capitol Campus, and Olympia Transit Center. Similar to pre-COVID Dash service, Route 14 improves access to the Washington State Capitol from downtown office buildings, businesses, other transit routes, and nearby parking.

Increased frequency from every 45 minutes to every 30 minutes; added weekend service at 30-minute frequency on Route 42.

Minor schedule adjustments at the Bowman at Rogers stop for buses heading toward the Olympia Transit Center on Route 45.

Increased frequency from every 60 minutes to every 30 minutes every day on Route 47.

## **Intercity Transit Authority Regular Meeting**

**January 15, 2025**

**Page 6 of 7**

Staff recently met with Dale Learn from Gordon Thomas Honeywell, who we contract with for Federal Advocacy. Learn provided a general federal update and started planning for the APTA Legislative Conference which will take place May 18-20, 2025, in Washington, D.C. Normally, two ITA members attend along with a small number of staff for in-person visits with our federal legislators. ITA members interested in attending should contact Clerk of the Board, Pat Messmer.

This week, our state advocates David Foster and Joanna Grist facilitated meetings with 22<sup>nd</sup> Legislative District Representative Jessica Bateman. We discussed Intercity Transit's projects prioritized by WSDOT for funding consideration in the 2025-2027 biennium including:

- Battery Electric Coach Replacement Project
- Corridor Express Introducing New Limited-Stop Service from West Olympia to East Lacey
- Lacey Express Introducing I-5 Service from Lacey Transit Center to Sounder Station via Hawks Prairie and JBLM,
- Crosby Loop at SPSCC Improvements

We also discussed possible funding of Intercity Transit's new Route 14, which is taking the place of previous DASH service, by serving the Capitol Campus region and downtown Olympia with service to the Farmer's Market. IT is respectfully requesting 50% of estimated operating costs over the coming biennium (\$1,225,000).

Friday, January 10, the Amalgamated Transit Union (ATU) Local 587 hosted a procession and memorial service at Lumen Field Event Center paying tribute to Shawn Yim. Shawn, who had been a Coach Operator at King County Metro for nearly a decade, was killed in the line of duty on December 18, 2024. Several news articles published in the wake of his death shared that Shawn, who called the Pacific Northwest home, was a 1984 graduate of Foster High School in Tukwila, WA. Shawn is remembered by his community and friends for his smile, laughter, and genuine kindness. Most importantly, family members recall Shawn as a caring person who loved and protected his family.

ATU Local 1765, the union representing Intercity Transit's Coach & Van Operators, Customer Service Representatives, and DAL Dispatch Specialists, partnered with agency leadership to ensure that over 30 employees and 3 buses driven by Operators Justice Hensiek-Aman, Lori Chambers, and Jameson Miller, could participate in the procession and service, to honor Shawn with the dignity and respect he deserves.

Special thanks to ATU Local 1765 President and Intercity Transit Authority Board Labor Representative Mark Neuville, Operations Director Dena Withrow, Operations Scheduling Coordinators Lyle Gilbertson, Jason Wolfe, Randy Laffey, and Intern Sean Mateski, Fleet & Facilities Maintenance Director Jonathon Yee, Fleet Manager David



## **Intercity Transit Authority Regular Meeting**

**January 15, 2025**

**Page 7 of 7**

Chaffee, Service Disruption Supervisor David Dudek and Planning Scheduler Paul Kierzek, and countless other ATU members and staff behind the scenes, for ensuring all pertinent details were thoughtfully taken care of. Their collaboration allowed Intercity Transit to join the transit community in solidarity to mourn the loss of a beloved Operator.

The Walk N Roll team held a volunteer celebration on Saturday at the Walk N Roll Bike Shop with great attendance. Bergkamp had a chance to be there and share the entire agency's thanks for the program's amazing volunteers and its staff. Whether as a bike shop volunteer, bicycle education class assistant, or at special events, program volunteers are part of what makes our community such an amazing place, one that values active transportation, making a difference in people's lives and the health of our community. The celebration honored the great work volunteers supported in 2024 and also highlighted plans for 2025. Volunteers had the opportunity to meet each other and Walk N Roll staff, including one of our new WNR Program Representatives, Hana.

### **AUTHORITY ISSUES**

Cox said the City of Lacey is contemplating going out again for a Metropolitan Park District. There's a huge laundry list of park infrastructure and development, as well as things that need repair. The City is hoping to do this on the August primary ballot, but a final decision has not been made and this is a property tax as opposed to a sales tax and it's a harder sell to the voters, and they're looking at a \$0.45 per \$1,000 assessed value. Parks are one of Lacey's greatest assets – it needs walking trails, and restrooms and those kinds of amenities.

Gilman said after nine years of “horse trading” committee assignments in Olympia, he's fairly certain this will be his last meeting representing the city on the ITA. After the City of Olympia conducts their yearly retreat, there will be a new representative on the ITA. Gilman said being on the ITA has been the highlight of his service on the Olympia city council, to be part of all of the things that IT has done together.

### **ADJOURNMENT**

**With no further business to come before the Authority, Chair Gilman adjourned the meeting at 8:15 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

---

**Carolyn Cox, Chair**

---

**Pat Messmer  
Clerk to the Authority**

**Date Approved: February 19, 2025**

Prepared by Pat Messmer, Clerk of the Board/Executive Assistant, Intercity Transi

**Intercity Transit  
Payroll Disbursement List  
January 2025**

**Pay Periods:**

PP01 (Dec 15 - 28)

PP 02 (Dec 29 - Jan 11)

PP 03 (Jan 12 - 25)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
1/3/2024 ACH	PR DIRECT DEPOSIT	1,112,740.81
1/3/2024 41611 - 41612	PR PAPER CHECKS	5,274.38
1/3/2024 ACH	IRS	179,574.68
1/3/2024 ACH	HEALTH SAVING	92.59
1/3/2024 ACH	VANGUARD	141,609.98
1/3/2024 ACH	PERS	245,485.07
1/3/2024 ACH	DEF COMP	47,599.42
1/3/2024 ACH	MISSION SQUARE	17,345.38
1/3/2024 ACH	CHILD SUPPORT	3,721.59
1/3/2024 ACH	Oregon DOR	355.34
1/17/2025 ACH	PR DIRECT DEPOSIT	1,133,114.73
41697 - 41699,		
1/17/2025 41734 - 41735	PR PAPER CHECKS	6,938.70
1/17/2025 ACH	IRS	181,793.25
1/17/2025 ACH	HEALTH SAVING	92.59
1/17/2025 ACH	VANGUARD	142,685.72
1/17/2025 ACH	PERS	250,941.30
1/17/2025 ACH	DEF COMP	46,863.98
1/17/2025 ACH	MISSION SQUARE	17,561.20
1/17/2025 ACH	CHILD SUPPORT	3,131.45
1/17/2025 ACH	Oregon DOR	356.56
1/17/2025 ACH	SPLIT MONTH ROUNDING	0.07
1/23/2025 ACH	L&I Q4 2024	286,656.97
1/30/2025 ACH	AFLAC	16,049.14
1/31/2025 ACH	PR DIRECT DEPOSIT	1,197,584.37
1/31/2025 41866 - 41871	PR PAPER CHECKS	10,092.24
1/31/2025 ACH	IRS	191,520.46
1/31/2025 ACH	HEALTH SAVING	92.59
1/31/2025 ACH	VANGUARD	141,620.02
1/31/2025 ACH	PERS	250,516.59
1/31/2025 ACH	DEF COMP	47,903.47
1/31/2025 ACH	CHILD SUPPORT	3,134.22
1/31/2025 ACH	MISSION SQUARE	17,793.72
1/31/2025 ACH	Oregon DOR	358.73
<b>Total Payroll Disbursements</b>		<b>5,700,601.31</b>

**INTERCITY TRANSIT  
A/P DISBURSEMENT LIST  
JANUARY 2025**

Check No.	Reference Date	Vendor No.	Payee	Amount
41605	01/01/25	06781	COMPUNET INC.	\$12,962.16
41606	01/01/25	07640	DAY MANAGEMENT CORP	\$4,336.01
41607	01/01/25	16621	PAGEFREEZER SOFTWARE INC.	\$6,142.49
41608	01/01/25	17824	S & A SYSTEMS INC	\$9,205.95
41609	01/01/25	18066	SHI INTERNATIONAL CORP.	\$6,511.05
41610	01/01/25	24755	WA ST HEALTH CARE AUTHORITY	\$725,094.69
41613	01/06/25	03023	BACKUPIFY INC.	\$1,111.50
41614	01/06/25	07619	DAVID S FOSTER	\$2,000.00
41615	01/06/25	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41616	01/06/25	10477	GALLS PARENT HOLDINGS LLC	\$1,692.30
41617	01/06/25	10608	GEOENGINEERS INC.	\$606.71
41618	01/06/25	11943	JOANNA GRIST	\$2,000.00
41619	01/06/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41620	01/06/25	17203	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$14,680.00
41621	01/06/25	18066	SHI INTERNATIONAL CORP.	\$17,253.51
41622	01/06/25	18695	SUMMIT LAW GROUP PLLC	\$10,629.00
41086	01/09/25	11933	JESSE ORNDORFF	(\$472.14)
41317	01/09/25	22045	TRACKIT LLC	(\$18,485.00)
41623	01/13/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$3,236.43
41624	01/13/25	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$689.06
41625	01/13/25	01624	ALLWEST TRANSPORTATION INC.	\$780.00
41626	01/13/25	01805	AM BRANAM TOOLS INC.	\$211.27
41627	01/13/25	01895	ECOLUBE RECOVERY LLC	\$168.20
41628	01/13/25	02060	AMERISAFE INC.	\$760.92
41629	01/13/25	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$4,320.21
41630	01/13/25	03240	BATTERIES PLUS	\$202.25
41631	01/13/25	03247	BAUS SYSTEMS LLC	\$3,230.44
41632	01/13/25	04060	BUD CLARY OF YAKIMA INC	\$513,300.00
41633	01/13/25	05220	CAPITAL ELECTRIC INC.	\$6,143.20
41634	01/13/25	06238	CLARY LONGVIEW LLC	\$94,412.06
41635	01/13/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$225.31
41636	01/13/25	07220	CUMMINS INC.	\$9,705.88
41637	01/13/25	07350	CW JANITORIAL SERVICE LLC	\$4,523.00
41638	01/13/25	07619	DAVID S FOSTER	\$2,000.00
41639	01/13/25	07780	DELL MARKETING LP	\$61,394.62
41640	01/13/25	07869	DEPENDABLE COURIER SERVICE LLC	\$581.54
41641	01/13/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$420.63
41642	01/13/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$2,140.98
41643	01/13/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,092.20
41644	01/13/25	08840	JEMMA INC.	\$11,652.59
41645	01/13/25	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$549.00
41646	01/13/25	09550	FAIRWAY COLLECTIONS LLC	\$576.16
41647	01/13/25	09662	FERRELLGAS LP	\$9,311.53

41648	01/13/25	10251	FRUITION GROWTH LLC	\$2,896.25
41649	01/13/25	10580	GENE'S TOWING INC	\$729.41
41650	01/13/25	10660	GILLIG LLC	\$0.00
41651	01/13/25	10660	GILLIG LLC	\$18,122.74
41652	01/13/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
41653	01/13/25	10759	GORDON TRUCK CENTERS INC	\$1,753.86
41654	01/13/25	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$4,921.94
41655	01/13/25	11340	NORTHWEST CASCADE INC.	\$167,917.41
41656	01/13/25	11933	JESSE ORNDORFF	\$1,218.78
41657	01/13/25	11943	JOANNA GRIST	\$2,000.00
41658	01/13/25	12488	KEITHLY BARBER ASSOCIATES INC.	\$207.00
41659	01/13/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,699.95
41660	01/13/25	13485	LEMAY MOBILE SHREDDING	\$548.80
41661	01/13/25	13886	MATERIALS TESTING & CONSULTING INC.	\$5,287.25
41662	01/13/25	14393	MICHAEL DIAZ	\$4,771.10
41663	01/13/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$5,426.00
41664	01/13/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$701.24
41665	01/13/25	15544	PARFAIT BASSALE	\$500.00
41666	01/13/25	16490	HAROLD LEMAY ENTERPRISES	\$1,035.00
41667	01/13/25	16645	THE PAPE' GROUP INC.	\$55,392.44
41668	01/13/25	16701	PEAK INDUSTRIAL INC.	\$79.01
41669	01/13/25	16765	PETROCARD INC.	\$23,887.36
41670	01/13/25	16969	POINT GRAPHICS LLC	\$259.68
41671	01/13/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$317.22
41672	01/13/25	17290	PUGET SOUND ENERGY	\$0.00
41673	01/13/25	17290	PUGET SOUND ENERGY	\$38,818.30
41674	01/13/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$1,004.67
41675	01/13/25	17560	ROMAINE ELECTRIC CORP.	\$5,426.87
41676	01/13/25	17724	ROBERT HALF INC.	\$9,968.00
41677	01/13/25	17861	SAMBA HOLDINGS INC.	\$68.77
41678	01/13/25	17900	SCHETKY NORTHWEST SALES INC.	\$32.07
41679	01/13/25	18052	SHEA CARR & JEWELL INC.	\$20,096.70
41680	01/13/25	18297	SOLID WASTE SYSTEMS INC.	\$67.66
41681	01/13/25	18530	STANDARD PARTS CORP.	\$690.94
41682	01/13/25	18540	STANTEC CONSULTING SERVICES INC	\$63,179.23
41683	01/13/25	18651	STORMANS INC.	\$694.00
41684	01/13/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$1,700.82
41685	01/13/25	21659	THERMO KING NORTHWEST INC.	\$6,200.00
41686	01/13/25	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,456.00
41687	01/13/25	21950	TITUS-WILL CHEVROLET	\$620.49
41688	01/13/25	22045	TRACKIT LLC	\$18,485.00
41689	01/13/25	22420	ALLEN WALTON	\$1,044.90
41690	01/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41691	01/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41692	01/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$143,125.38
41693	01/13/25	23770	VANNER INC.	\$2,993.15
41694	01/13/25	23800	VESTIS GROUP INC.	\$1,570.85
41695	01/13/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$2,503,347.00
41696	01/13/25	25909	WEX BANK	\$38,555.89
41762	01/20/25	01405	ADVANCE GLASS INC.	\$1,030.80
41763	01/20/25	01666	ALLEGION ACCESS TECHNOLOGIES LLC	\$10,865.83
41764	01/20/25	01780	AMALGAMATED TRANSIT UNION 1765	\$25,107.56

41765	01/20/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,483.09
41766	01/20/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,137.82
41767	01/20/25	03705	BNSF RAILWAY COMPANY	\$5,656.19
41768	01/20/25	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$10,760.41
41769	01/20/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$3,786.03
41770	01/20/25	05995	CHILD CARE ACTION COUNCIL	\$400.00
41771	01/20/25	06040	CITY OF LACEY	\$1,416.63
41772	01/20/25	06120	CITY OF OLYMPIA (UTILITIES)	\$9,246.86
41773	01/20/25	07115	CREATIVE INK INC.	\$4,362.41
41774	01/20/25	07220	CUMMINS INC.	\$11,806.02
41775	01/20/25	07780	DELL MARKETING LP	\$19,076.87
41776	01/20/25	07909	DG INVESTMENT INTERMEDIATE HOLDINGS 2	\$26,114.64
41777	01/20/25	08091	DSI MEDICAL SERVICES	\$420.00
41778	01/20/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,208.23
41779	01/20/25	09662	FERRELLGAS LP	\$12,095.13
41780	01/20/25	09961	FORMA CONSTRUCTION COMPANY	\$730,700.61
41781	01/20/25	10477	GALLS PARENT HOLDINGS LLC	\$1,316.01
41782	01/20/25	10660	GILLIG LLC	\$0.00
41783	01/20/25	10660	GILLIG LLC	\$31,286.68
41784	01/20/25	10759	GORDON TRUCK CENTERS INC	\$6,534.49
41785	01/20/25	11165	HCM.MECHANICS.LLC	\$6,318.99
41786	01/20/25	11310	HOGAN MFG. INC.	\$2,488.65
41787	01/20/25	11414	HULTZ BHU ENGINEERS INC	\$3,704.50
41788	01/20/25	11933	JESSE ORNDORFF	\$542.41
41789	01/20/25	13886	MATERIALS TESTING & CONSULTING INC.	\$403.75
41790	01/20/25	13893	MAUL FOSTER & ALONGI INC.	\$1,670.00
41791	01/20/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$16,390.82
41792	01/20/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41793	01/20/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$451.76
41794	01/20/25	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$913.50
41795	01/20/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$675.79
41796	01/20/25	16623	PALAMERICAN SECURITY INC.	\$88,381.92
41797	01/20/25	16765	PETROCARD INC.	\$114,455.89
41798	01/20/25	16841	PIONEER FIRE & SECURITY INC.	\$1,333.62
41799	01/20/25	16874	PITNEY BOWES BANK INC.	\$3,000.00
41800	01/20/25	17505	RAINIER DODGE INC.	\$56.68
41801	01/20/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$43.15
41802	01/20/25	18066	SHI INTERNATIONAL CORP.	\$7,736.39
41803	01/20/25	18530	STANDARD PARTS CORP.	\$343.82
41804	01/20/25	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$259.67
41805	01/20/25	18705	SUNBELT RENTALS INC.	\$5,611.98
41806	01/20/25	18893	TEC EQUIPMENT INC.	\$49.63
41807	01/20/25	18940	TENNANT SALES AND SERVICE COMPANY	\$63.68
41808	01/20/25	21765	THURSTON COUNTY CPED	\$100.00
41809	01/20/25	21950	TITUS-WILL CHEVROLET	\$1,326.98
41810	01/20/25	22010	ROTTERS INC.	\$735.19
41811	01/20/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
41812	01/20/25	23660	UNITED WAY OF THURSTON COUNTY	\$424.00
41813	01/20/25	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$70,890.77
41814	01/20/25	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$45,680.37
41815	01/20/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$852.50
41816	01/27/25	01405	ADVANCE GLASS INC.	\$1,288.50

41817	01/27/25	01567	CANON FINANCIAL SERVICES INC.	\$4,596.57
41818	01/27/25	01895	ECOLUBE RECOVERY LLC	\$135.00
41819	01/27/25	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$57.82
41820	01/27/25	03754	BOSTON HARBOR SERVICES INC.	\$11,818.43
41821	01/27/25	04060	BUD CLARY OF YAKIMA INC	\$85,550.00
41822	01/27/25	06120	CITY OF OLYMPIA (UTILITIES)	\$7,229.50
41823	01/27/25	06760	COMMUNITY TRANSPORTATION ASSOC OF THE NW	\$800.00
41824	01/27/25	07220	CUMMINS INC.	\$5,363.28
41825	01/27/25	07640	DAY MANAGEMENT CORP	\$60.39
41826	01/27/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$706.81
41827	01/27/25	09205	ERF COMPANY INC.	\$885.00
41828	01/27/25	09662	FERRELLGAS LP	\$8,548.62
41829	01/27/25	10477	GALLS PARENT HOLDINGS LLC	\$389.95
41830	01/27/25	10580	GENE'S TOWING INC	\$644.09
41831	01/27/25	10660	GILLIG LLC	\$32,294.98
41832	01/27/25	10759	GORDON TRUCK CENTERS INC	\$695.45
41833	01/27/25	10820	SOULIERE INC.	\$907.05
41834	01/27/25	11933	JESSE ORNDORFF	\$472.14
41835	01/27/25	12458	KAUFMAN REAL ESTATE LLC	\$9,602.00
41836	01/27/25	12856	KNOWBE4 INC.	\$20,982.78
41837	01/27/25	12875	KPFF CONSULTING ENGINEERS INC	\$40,722.20
41838	01/27/25	14393	MICHAEL DIAZ	\$3,732.12
41839	01/27/25	14681	SID TOOL CO. INC.	\$11,226.80
41840	01/27/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$419.42
41841	01/27/25	14760	MUNCIE TRANSIT SUPPLY	\$7,246.37
41842	01/27/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$119.13
41843	01/27/25	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$2,544.39
41844	01/27/25	16250	ON-HOLD CONCEPTS INC	\$3,036.00
41845	01/27/25	16699	PBS ENGINEERING AND ENVIRONMENTAL LLC	\$1,720.00
41846	01/27/25	16974	POMP'S TIRE SERVICE INC.	\$1,169.17
41847	01/27/25	17420	R&R TIRE COMPANY INC.	\$2,854.79
41848	01/27/25	17724	ROBERT HALF INC.	\$6,230.00
41849	01/27/25	17792	ROUSH CLEANTECH LLC	\$115.70
41850	01/27/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$991.89
41851	01/27/25	18145	SIX ROBBLEES' INC.	\$123.79
41852	01/27/25	18530	STANDARD PARTS CORP.	\$1,077.46
41853	01/27/25	18540	STANTEC CONSULTING SERVICES INC	\$144,642.99
41854	01/27/25	18651	STORMANS INC.	\$514.75
41855	01/27/25	18695	SUMMIT LAW GROUP PLLC	\$12,276.41
41856	01/27/25	18893	TEC EQUIPMENT INC.	\$287.08
41857	01/27/25	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$1,800.00
41858	01/27/25	21830	THURSTON COUNTY SOLID WASTE	\$115.60
41859	01/27/25	21880	THURSTON REGIONAL PLANNING COUNCIL	\$49,111.00
41860	01/27/25	21950	TITUS-WILL CHEVROLET	\$51.51
41861	01/27/25	22010	ROTTERS INC.	\$456.81
41862	01/27/25	22170	TRANSPORTATION CHOICES COALITION	\$10,000.00
41863	01/27/25	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00
41864	01/27/25	23800	VESTIS GROUP INC.	\$1,106.06
41865	01/27/25	25673	WSP USA INC.	\$38,734.23
ACH	01/01/25		AUTHORIZE.NET	\$236.76
ACH	01/03/25		CHAMBERS LORI	\$17.94
ACH	01/03/25		GERCHAK AMANDA JOY	\$60.00

ACH	01/10/25	FONSECA RENEE E.	\$53.00
ACH	01/10/25	INTERNATIONAL ASSOCIATION OF MACHINISTS	\$3,223.25
ACH	01/17/25	BAILEY ANDREW	\$125.00
ACH	01/17/25	HUEY TYLER	\$37.50
ACH	01/17/25	MALAY SEAN	\$136.00
ACH	01/17/25	PERSYN HOLLY	\$25.00
ACH	01/17/25	SAMPSON LUCAS	\$120.00
ACH	01/17/25	TURNER DOUGLAS R.	\$136.00
ACH	01/24/25	DONALDSON ANITA	\$5.00
ACH	01/24/25	ELIAS NOLAN	\$45.00
ACH	01/24/25	GORDON NOELLE	\$501.35
ACH	01/24/25	IT PROJECT ASSISTANCE	\$777.00
ACH	01/24/25	IT WELLNESS	\$653.00
ACH	01/24/25	PUETZ KATHLEEN	\$70.00
ACH	01/27/25	DEPARTMENT OF REVENUE	\$3,015.16
ACH	01/31/25	LOKEN RICHELLE	\$529.00
ACH	01/31/25	REYNOLDS JONATHAN	\$529.00
ACH	01/31/25	TWIGGS CHRISTOPHER	\$529.00

---



---

**\$6,541,371.75**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: February 19, 2025**

**FOR:** Intercity Transit Authority  
**FROM:** Peter Stackpole, Development Director, 360-357-1795  
**SUBJECT:** Bus Rapid Transit Implementation Plan and Pilot Station Design Task Order

- 
- 1) **The Issue:** Authorization to execute a Task Order off the On-Call QVL with WSP USA, Inc. (WSP) for the Bus Rapid Transit (BRT) Implementation Plan and Pilot Station Design
- 
- 2) **Recommended Action:** Authorize the General Manager to execute a Task Order with WSP in the amount of \$569,000
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
- 
- 4) **Background:** Initially launched in 2019 and later suspended due to the COVID-19 pandemic, "The One" demonstration project introduced BRT-style service to the region with a crosstown express route. The new phase will leverage Transportation Systems Management and Operations (TSMO) strategies to enhance service efficiency, user experience, and system integration.

Key elements of the project include:

- **Corridor Inventory and Station Feasibility:** Conducting a high-level analysis of existing transit stops to determine the feasibility of conversion into branded BRT stations. Criteria will include pedestrian access, ridership potential, lighting, and connectivity. New station locations will also be identified, particularly near intersections suitable for transit speed and reliability enhancements.
- **Land Development and Ridership Potential:** Identifying parcels along the corridor with potential for transit-oriented development, using GIS analysis to assess vacancy, zoning, land use, and redevelopment opportunities.
- **Speed and Reliability Improvements:** Evaluating potential right-of-way enhancements, such as transit signal priority and queue jumps, to improve service efficiency.
- **Terminal Points and Routing Options:** Assessing feasible termini locations and routing options on both ends of the corridor, considering operational efficiency, bus layover needs, and connections to other transit services.



- **Model Station Design and Cost Estimates:** Developing scalable station design concepts that integrate branding, essential station elements, and potential infrastructure impacts while engaging with city and state agencies on project requirements.
- **Ridership Modeling:** Preparing ridership estimates based on the finalized project alignment, station locations, and routing options.
- **Public Outreach:** Engaging the community in station design and prioritization through coordinated outreach efforts to ensure public support and awareness.
- **Final Implementation Plan:** Compiling findings into a comprehensive implementation report, assessing funding opportunities, and outlining next steps for BRT development.

Successful completion of the above tasks will lead to the next phase, focusing on station design and construction. The number of stations to be implemented will be determined from Phase 1 deliverables.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with WSP in the amount of \$569,000.
- B. Defer action.

---

6) **Budget Notes:** Intercity Transit budgeted this as a grant-funded project in the 2025 budget and there is sufficient funding to cover this work effort.

---

7) **Goal References:** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

---

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: February 19, 2025**

**FOR:** Intercity Transit Authority  
**FROM:** Tammy Ferris, Construction Projects Coordinator, 360-705-5818  
**SUBJECT:** Digital E-Paper Real-Time Information Signage Contract Award

- 
- 1) **The Issue:** Authorization to execute a contract with Connectpoint, Inc. (Connectpoint) to provide digital E-paper real-time information signs.
- 
- 2) **Recommended Action:** Authorize the General Manager to execute a contract with Connectpoint, Inc., in the amount of \$559,884, including sales tax and a 5% contingency.
- 
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
- 
- 4) **Background:** In 2023, Intercity Transit was awarded a WSDOT Regional Mobility Grant (RMG) to deploy real-time traveler information signage at various Intercity Transit facilities. To advance this project, in January 2024, the Authority approved a contract award to KPFF and their sub-consultant, Concord, to complete the initial system engineering, site evaluation, feasibility assessment, and prepare the technical specifications for the Request for Proposals (RFP) to procure the digital e-paper real-time information signs.

Upon completion of this initial work, the project has entered the procurement phase. In November 2024, we issued the RFP for the procurement of digital E-paper signs and received four (4) proposals by the January 8, 2025, submission deadline. After thoroughly evaluating the proposals, the evaluation team selected Connectpoint as the most qualified, responsive, and responsible proposer. Connectpoint is a leading provider of real-time signage solutions for transit agencies across the U.S. The company manufactures, programs, deploys, and supports thousands of E-paper displays for agencies such as King County Metro Transit, Tri-Met, and Trinity Metro in Fort Worth, Texas. Their team has demonstrated strong expertise in project implementation and a commitment to superior customer support, ensuring smooth and successful deployments.

The scope of work for this phase includes the initial purchase and deployment of 35 digital e-paper signs at the Olympia Transit Center. A third-party contractor, selected through a separate procurement process, will install the underground conduits/foundations, and install the sign enclosures and signs.

Connectpoint's responsibilities will include:

- Providing the specified signs and mounting hardware.

- Coordinating with the third-party contractor and supporting the installation to ensure the successful installation, operational readiness, and proper functioning of the signs.
- Completing all final acceptance testing of the devices installed by the third-party contractor.
- Providing training for Intercity Transit staff and the third-party contractor on the installation, maintenance, and operation of all aspects of the signs.

The total cost for this phase is \$533,223. Together with a 5% contingency to allow for any unforeseen modifications, the total requested contract amount is \$559,884.

The initial deployment of the Olympia Transit Center signs will serve as a pilot project to evaluate the effectiveness and usefulness of the technology in improving the customer experience. If successful, Intercity Transit plans to expand the deployment of signage to additional facilities as funding becomes available.

Based on Connectpoint's qualifications, experience, and capacity to meet the project requirements, staff recommends the Authority authorize the General Manager to execute a contract with Connectpoint, Inc. for the initial purchase of the signs for the Olympia Transit Center. Staff have reviewed the proposed pricing and determined it to be fair and reasonable.

---

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Connectpoint, Inc., in the amount of \$559,884, including sales tax and a 5% contingency.
- B. Defer action. A decision to delay will affect the project schedule and grant funding for the project.

---

6) **Budget Notes:** Intercity Transit budgeted this as a grant-funded project in the 2025 budget and there is sufficient funding to cover this work effort.

---

7) **Goal References:** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

---

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