

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
April 16, 2025

CALL TO ORDER

Chair Cox called the April 16, 2025, meeting of the Intercity Transit Authority to order at 5:31 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and Community Representative Sue Pierce; City of Tumwater Councilmember Kelly Von Holtz; City of Olympia Councilmember Robert Vanderpool; Community Representative Wendy Goodwin; Community Representative Justin Belk; Labor Representative, Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess; Thurston County Commissioner Carolina Mejia.

Staff Present: Emily Bergkamp; Pat Messmer; Amanda Collins; Brian Nagel; Dena Withrow; Heather Stafford; Jana Brown; Jason Aguero; Jessica Gould; Jonathon Yee; Katie Cunningham; Matt Kenney; Noelle Gordon; Peter Stackpole; Ramon Beltran; Jesse Eckstrom; Nicole Jones; Amy Meierhoff; Jane Denicola; Jonathan Martin; Kevin Karkoski; Brenden Houx; Amy Zurfluh; Michael Midstokke; Thera Black; David Chaffee; Alana Neal.

Others Present: Jeff Myers, Legal Counsel; Michael Gray, Community Advisory Committee; Taylor Rome, Thurston County.

STAFF INTRODUCTION

Fixed-Route Manager, Michael Midstokke, introduced new Operator Class 25-01.

APPROVAL OF AGENDA

It was M/S/A by Von Holtz and Vanderpool to approve the agenda as presented.

PUBLIC COMMENT

Bert George of the Amalgamated Transit Union Local 1765 gave public comment on behalf of several individuals regarding the wages and benefits being considered in Intercity Transit's current contract negotiations with ATU. He said a final contract is being considered and shared several contract items that were agreed upon. He hopes the ATU and ITA accept the contract.

APPROVAL CONSENT AGENDA

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

A. Minutes – March 5, 2025, and March 19, 2025, ITA Meetings.

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 2 of 9

B. Payroll March: \$3,605,126.93

- Warrant Numbers: 42211-42215; 42326-42350 in the amount of \$31,270.37
- ACH Payment Amount: \$3,573,856.56

C. Accounts Payable March: \$3,235,969.93

- Disbursed Warrants: 42099-42210, 42216-42325 & 42351-42406 in the amount of \$3,219,702.53
- Voided Warrants and ACH: 41846
- ACH Payments: \$16,267.30

NEW BUSINESS

A. Schedule Public Hearing for 2026-2029 TIP. Grants Program Manager, Jessica Gould, said the draft 2026-2029 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the *2024- 2029 Transit Development Plan*, and the *2025-2030 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating IT's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation in the programming of federally funded projects. Program elements in the draft 2026-2029 TIP include:

- Preventive maintenance of vehicles in IT's fleet.
- Purchase of replacement vanpool vans.
- Continuing progress on Bus Stop Enhancements and Accessibility program
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
- Planning, design, and capital improvements to provide High Capacity or corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Planning, design, and construction of the NE Lacey Operational Support Terminal Facility which is also known as the East Martin Way Gateway Roundabout project.
- Real Time Signage and Core Customer Information Navigation project.

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 3 of 9

- Smart Corridors Phase 4 project.
- Planning, design, preliminary engineering and construction of a West Olympia Transit facility.

A summary of the proposed schedule and process highlights for this year's TIP review and adoption process is as follows:

- **April 16, 2025** – Brief ITA on proposed schedule and request Public Hearing Date.
- **April 17, 2025 – May 21, 2025** –Draft TIP is published & Public Comment period is open.
- **May 21, 2025** – Public Hearing on Draft TIP.
- **June 4, 2025** – Consideration of 2026-2029 TIP for adoption by the Authority.
- **June 5, 2025** – Submit Approved TIP to MPO and State. Update Projects in STIP.

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on May 21, 2025. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by IT through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be reviewed with the ITA at the April 16th regular meeting and available for the public following the adoption of the schedule.

It was M/S/A by Von Holtz and Belk to schedule a public hearing for May 21, 2025, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2026-2029 TIP.

B. Dial-A-Lift Replacement Vehicles. Senior Procurement and Project Management Coordinator, Brenden Houx presented the purchase of thirteen Turtle Top Tierra Transit replacement buses for the Dial-A-Lift fleet. In order to continue to provide our community with safe and reliable transit services, Intercity Transit plans to replace thirteen (13) of our Dial-a-Lift (DAL) vehicles. Twelve (12) of the vehicles have met or exceeded their Federal Transit Administration (FTA) life expectancy. One (1) of the DALs is replacing 24226 which was declared a total loss by our insurance due to an accident in 2024.

This request includes the purchase of 13 Turtle Top Tierra Transit buses through DES Contract 06719, for a purchase price of \$292,000 per vehicle, or a total of \$3,796,000 for the thirteen (13) DALs.

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 4 of 9

DES competitively bid Contract 06719, awarding the lowest responsive and responsible bidders by vehicle category, and Northwest Bus Sales was selected for this purchase as a chosen vendor of the light/medium bus category. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Staff agree with DES's assessment regarding Northwest Bus Sales ability to perform, and that the contract pricing is fair and reasonable. Northwest Bus Sales has extensive experience in the bus industry, and staff are confident that these vehicles will be mechanically sound and will serve our staff and customers well for many years to come.

It was M/S/A by Belk and Von Holtz to Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase thirteen (13) Turtle Top Tierra Transit replacement buses, from Northwest Bus Sales Inc. in the amount of \$3,796,000.

- C. Capital Improvement Plan Draft Review & Schedule Public Hearing.** CFO, Jana Brown presented the Draft Intercity Transit Capital Improvement Plan (CIP) 2026-2030. Brown explained the CIP is a five-year framework for the capital investment needs and it's updated annually. Staff focuses on the first upcoming year 2026 and then look four years out, and this helps provide information for forecasting and it's the foundation creating the TIP. The CIP goes to support the Transit Development Plan, and staff collaborate with the Strategic Planning process to create our wish list. It helps anticipate needs rather than reacting to problems. Staff look at what is actually going on into the future. The CIP provides cash flow forecasting over several years and it positions the agency for grant opportunities. The CIP provides the ability to evaluate competing demands, and if we get to a point where we have to make decisions, it gives a big picture in order for it to be strategic in decisions that are made, and it informs the public of our future investment infrastructure.

Brown reviewed the capital improvement projects provided for 2026 to 2030. For the first year 2026 we have \$69.8M and it carries through the following years for a total of \$138M. Funding for the first year is \$26.8M coming out of our reserves and the rest of it is federally or state funded. These are grants that we know we have, or we anticipate receiving. Our federal grants are in jeopardy and state grants are non-Climate Act funds that could potentially be clawed back.

Brown said we're budgeting according to what we know is true, and overall for the five years we're sitting anywhere between 50% and 60% grant funding for our projects. If we lose that funding, the CIP plan is really important in order to look at the big picture and be able to assess what our priorities are and do that strategic planning. The draft CIP is available on the website. Staff will spend the next seven weeks preparing for the final CIP, slated for adoption at the June 4 Authority meeting.

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 5 of 9

It was M/S/A by Von Holtz and Goodwin to schedule a public hearing for the Draft Capital Improvement Plan 2026-2030 for 5:30 p.m., Wednesday, May 21, 2025. Final adoption is proposed for June 4, 2025.

- D. Adopt Revised Drug & Alcohol Testing Policy HR-3511.** Senior HR Analyst/Drug and Alcohol Program Manager, Amy Meierhoff presented Resolution 01-2025 amending the revised Drug and Alcohol Testing Policy HR-3511.

In November 2024, Intercity Transit's Drug and Alcohol Testing Program and Policy was randomly selected by the Federal Transit Administration's Drug and Alcohol Program Compliance Program to undergo a compliance audit. The Auditors provided findings with directions on compliance corrections and deadlines. In order to comply with the Federal Transit Administration (FTA) rules, we revised and amended our policy accordingly. The auditors recommended we use FTA's Drug and Alcohol policy builder in order to shorten our policy and make it less confusing for employees.

It was M/S/A by Von Holtz and Belk to adopt Resolution 01-2025, amending Intercity Transit's Drug and Alcohol Policy PO-HR-3511.

- E. New Work Truck Purchase.** Procurement and Project Management Coordinator, Noelle Gordon presented the purchase of two Ford F350 work trucks. Intercity Transit seeks to purchase two (2) new Ford F350 work trucks, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 28423. These vehicles will replace two (2) Facilities trucks which have each met their useful life. Intercity Transit expects these two (2) new trucks will be substantially similar to and complement the work trucks currently in use.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 28423, which was competitively awarded to Bud Clary Ford for this vehicle class. Staff concur with DES's assessment regarding fair and reasonable pricing and Bud Clary Ford's ability to perform. Based on our experience with Bud Clary Ford and Ford work trucks, staff are confident these vehicles are mechanically sound and will serve our agency and staff well.

It was M/S/A by Goodwin and Von Holtz to authorize the General Manager, pursuant to Washington State Contract 28423, to purchase two (2) Ford work trucks from Bud Clary Ford in the amount of \$132,207 including sales tax.

COMMITTEE REPORTS

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 6 of 9

- A. Thurston Regional Planning Council (Apr. 4)** Vanderpool said Pacific Mountain Workforce Development Council provided an update on PACMTN. The full presentation can be found here: [PacMtn 1/23 Board Presentation: OBH](#)

Staff requested the Council release the draft update to the Regional Transportation Plan for public review and comment. The Council took action to release the plan provided and the Transportation Policy Board (TPB) recommends releasing the draft at their April 9, 2025, meeting. The public comment period will extend from April 11 to May 9. There was public comment about a project in Olympia that some people have concerns about and that is the Log Cabin Road project that's been on the books for a long time.

Staff shared an overview of the legislative transportation budget proposals and projects they are tracking for the region. The full presentation can be found here: [A8 Legislative-update](#). Vanderpool said it's a lot of wait and see, and nothing so far has been cancelled.

The Council received a presentation on the Thurston Regional Planning Council's Regional Commute Trip Reduction Plan including highlighted projects from each affected jurisdiction that will benefit regional commuters. It's an update on what processes and projects we're working on to help reduce our impact. The four-year plan update can be found here: [TRPC-CTR-MPO-Plan-for-WSDOT-Review](#)

The last update which Vanderpool felt had the most physical impact in the community was about the Martin Way crossing strategy. There are 10 crossings that are being identified. The public are invited to an open house on Wednesday, April 30 from 5:30 to 7:30 p.m. at Intercity Transit to give public comment.

- B. Transportation Policy Board (Apr. 9).** Belk said there were a lot of the same presentations as at the TRPC, including the Martin Way Crossing Strategy presentation. They had a presentation regarding the Unified Planning Work Program. That's a roll up of all the planning efforts and programs and projects as it relates to federal funding. It is also tracking unfunded needs as well and Belk said we're probably listing those out more deliberately than we ever have just to get them out there for awareness sake, that way we can seek funding opportunities.

Belk said the two action items were related to the Regional Transportation Improvement Program and Jessica Gould provided a great explanation of IT's TIP, and that rolls up into the regional TIP. The amendment to RTIP this time was a maintenance project of the trail. During the last call for projects the subcommittee reviewed the scoring and proposed selection of those projects regionally, to be funded and a big conversation during that time was we all recognize the Regional Trails network is an asset that needs to be maintained. We set aside a good portion of money in the appropriate funding categories deliberately for maintenance of existing trails so that Thurston County and other big players in the trails network

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 7 of 9

would be able to tap into. Something that's hard to get is maintenance and operations dollars. The amendment to the RTIP was the Chehalis Western Trail maintenance phase one.

The other action item was to release a draft for public review of the Regional Transportation Plan. It's worth mentioning that we had a good amount of discussion regarding how to get this out to the public for review but also get it in a condition where it would be accepted by the administration. The language in the document to meet the federal directives at the moment regarding things like DEI and no matter how the language is being used or perceived to be used right now, a lot of projects and documents are getting kicked back if they're not following the federal guidance regarding those types of words and terminology. Belk said the TPB had a really good discussion about how regardless of what's put into this plan and it being scrutinized by the administration, the projects have merit with or without all of the considerations and values that we hold as a community, and regardless of the words we use we're going to put forth those same projects and these same plans. There is a pivot that TRPC staff is going to do regarding getting the document that will exist for many years to come in a place where it will be accepted by the administration, and that's in the best interest of all of the constituents and the tax money that is available. TRPC staff are setting this document in closer compliance with the guidance from Federal Highway and FTA.

A. GENERAL MANAGER'S REPORT

This year's 2025 American Public Transportation Association's International Bus Roadeo was held in Austin, Texas April 4-8. A Bus Roadeo is a celebration of the expertise, training, and dedication of frontline transit workers. Participants navigated obstacle courses, performed simulated driving scenarios, and showcased their ability to conduct thorough vehicle inspections, diagnose mechanical issues, and complete maintenance tasks efficiently and safely. Awards are given in each practice area, and there is an overall grand prize for the transit system with the highest combined score for the bus operator and bus maintenance team.

In his first international showing, Operator Clinton Jimenez finished 28th out of a total of 75 Operators, which was no easy feat considering the tough competition. Our Maintenance Team with Richelle Loken, Jonathan Reynolds, and Sean Malay took 5th place overall out of 44 maintenance teams in the Maintenance Competition, matching their finish from last year. With their efforts combined, Clinton, Richelle, Jonathan, and Sean firmly placed Intercity Transit 9th out of the 38 agencies that had both an Operator and Maintenance Team competing. While the Grand Champion title eluded us this year, this group of fierce warriors gave it their all to represent our agency against some of the best Maintenance Teams and Operators in North America. Please give these folks some love when you see them for putting themselves out there to compete on the International Bus Roadeo Stage!

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 8 of 9

We also celebrate all our staff who volunteered at and coordinated the 2025 International Bus Rodeo, including Service Interruptions Supervisor, David Dudek, Operations Supervisor, Bill Miller, and his wife Shanaka. Special recognition should be given to the coaches of our amazing team. Operations Supervisor and former two-time 1st Place winner in the Operator competition, Rob Wood was Clinton's coach. The Maintenance Team has a fantastic coaching duo with Advanced Technology and Training Coordinator Bryce Reinhardt, and Maintenance Supervisor Joe Bell. This year conditions on the course were not for the faint of heart. On practice day, there was a lightning delay filled with wind and the threat of thunderstorms. While on competition day, temps never crested above 50, with winds that Dorothy and Toto would have feared. But this didn't deter our competitors, coaches, volunteers or coordinators.

For complete Rodeo results visit APTA's website, where you'll notice Washington State has some bragging rights. Community Transit Operator Matt Chomjak took the top Operator honor, with Kitsap Transit's maintenance team placing first in two modules as well. These folks have been driven for years to higher accomplishments for a large part due to the excellence of Intercity Transit's team and leadership on the Washington State Rodeo scene – a legacy we can all be proud of.

The Intercity Transit and Amalgamated Transit Union (ATU) Local 1765 contract negotiation teams attended mediation this week at the Public Employment Relations Commission (PERC). With the mediator's help, both parties took a step back and arrived at a tentatively agreed contract the ATU can take to their members in the coming weeks for a vote.

Bergkamp provided a general agency update and conceptual overview of our bus system redesign tentatively scheduled to launch in May of 2026 to the Olympia Kiwanis. She took Olympia Kiwanis members for a walk down memory lane of IT's 2016 public engagement campaign known as the Road Trip which identified our community's desire to have more service in the form of a transformational transit system, then Proposition 1 being approved in late 2018 to fund the elements of the transformation, the decision process of going zero-fare January 2020, the barriers COVID created preventing completion of the transformation, how we've fought our way back to pre-pandemic service and ridership levels, and are now back on track to resume a redesign to usher in the remaining elements promised with the additional funding of Proposition 1.

AUTHORITY ISSUES

Pierce said the regional and local rodeo bus rodeo will be held July 12 and 13 and encourages everyone to attend.

Cox said Lacey City Council accepted the Green City Award from the Thurston County Chamber of Commerce for the efforts Lacey has made to reduce carbon

Intercity Transit Authority Regular Meeting

April 16, 2025

Page 9 of 9

emissions in Lacey, and the Mayor rightfully pointed out that Lacey often doesn't get the credit it deserves for the steps that they've taken to do that because Lacey was the first city to adopt a carbon reduction plan back in 2010, and a lot of the work being done today is based on the gap that we need to close in carbon emissions. That early work was done by the Thurston Climate Action team for Lacey and those early measures are still being used today toward our goals.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:44 p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox

Carolyn Cox, Chair

ATTEST

Patricia Messmer

Pat Messmer
Clerk of the Board

Date Approved: May 21, 2025

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