

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 4, 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 158 438 220#

To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email 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

STAFF INTRODUCTIONS	5 min.
A. Tyler Krebs, Technician <i>(David Chaffee)</i>	
B. Justin Seldomridge and Leonard “Jay” Jones, Service Workers <i>(David Chaffee)</i>	
C. Justin Beaber, Service Worker <i>(David Chaffee)</i>	
D. Scott Smith, Facilities Specialist <i>(Beau Fahr)</i>	
1. APPROVAL OF AGENDA	1 min.
2. PUBLIC COMMENT	30 min.
3. NEW BUSINESS	
A. Adopt the Transportation Improvement Plan <i>(Jessica Gould)</i>	5 min.
B. Adopt the Capital Improvement Plan <i>(Jana Brown)</i>	5 min.
C. Facilities Ford Cargo Van Purchase <i>(Noelle Gordon)</i>	5 min.
D. DAL/Bus Buddy/Travel Training Update <i>(Kevin Karkoski)</i>	20 min.
E. Annual Update 2025 - 2030 Transit Development Plan <i>(Rob LaFontaine)</i>	20 min.
F. Cancel August 20, 2025, ITA Meeting <i>(Emily Bergkamp)</i>	5 min.
4. COMMITTEE REPORTS - None	
5. GENERAL MANAGER’S REPORT	5 min.
6. AUTHORITY ISSUES	5 min.

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).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-A
MEETING DATE: June 4, 2025

FOR: Intercity Transit Authority
FROM: Jessica Gould, Grants Program Manager, 360-705-5808
SUBJECT: Adoption of the 2026–2029 Transportation Improvement Program

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- 1) **The Issue:** Whether to adopt the 2026-2029 Transportation Improvement Program (TIP) for projects with anticipated Federal funding over the next four years.
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- 2) **Recommended Action:** Adopt the 2026-2029 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.
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- 3) **Policy Analysis:** Federal grant guidelines require that the governing body adopt the TIP.
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- 4) **Background:** The 2026-2029 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive federal funding over the next four years.

As part of the annual update process, the Authority held a public hearing on the draft 2026–2029 Transportation Improvement Program (TIP) at the May 21, 2025, Authority meeting. Public comments received as part of this year’s TIP update were shared with the Authority at that time. No additional public comments were received following the Public Hearing.

The agency’s TIP is the first step in the annual cycle of reviewing and updating Intercity Transit’s planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Tonight’s scheduled public hearing provides an opportunity to receive public input regarding the programming of federally funded projects. Projects in the TIP are included if they are anticipated to receive federal funding during the Plan years.

Program elements in the draft 2026 - 2029 TIP include:

- 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.
- Smart Corridors Phase 4 project.
- Planning, design, preliminary engineering and construction of a West Olympia Transit facility.
- Planning, design, preliminary engineering and construction of Martin Way Park and Ride Access Improvements.

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on June 4, 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 be included in the STIP prior to actual funding being available.

2026-2029 TIP projects total more than \$98 million with more than \$74 million of federal funding.

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

6) **Budget Notes:** The TIP reflects projects that could be considered for Intercity Transit's 2026 through 2029 annual budgets.

7) **Goal Reference:** The TIP process project elements support agency goals: **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."*

8) **References:** Exhibit 1 – Proposed- *Final 2026 – 2029 TIP*

INTERCITY TRANSIT
Proposed 2026 - 2029 Transportation Improvement Program
(6/4/2025)

	IT #	Project	2026	2027	2028	2029	TOTAL 2026 - 2029	Federal	Type	Local	Funding Source
1	IT 1604	Bus Stop Facility Improvements	\$1,825,950	\$260,000	\$260,000	\$260,000	\$2,605,950	\$2,084,760	Secured federal Community Project Funding (CPF)	\$521,190	Secured federal CPF. TRPC Contingency project via Regional competition
2	IT 1605	Walk N Roll Youth Education Programs	\$660,498	\$405,808	\$1,217,424.00	\$330,249	\$2,613,979	\$2,261,092	Secured & Anticipated Federal Regional competitive funds (TRPC)	\$352,887	Secured & Anticipated Federal Regional competitive funds (TRPC)
3	IT 1701	Fixed Route Bus Replacements	\$2,003,356	\$11,226,644.00	\$9,116,297	\$9,116,297	\$31,462,594	\$25,170,075	Sec. 5307, 5339 & PSRC Earned Share	\$6,292,519	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
4	IT 1901	Replacement Dial A Lift vehicles	\$1,916,119	\$1,827,881	\$0	\$0	\$3,744,000	\$2,995,200	Secured Federal Regional competitive funds (TRPC) and Sec 5339 and 5310	\$748,800	Anticipated regional federal funds and planned federal formula funds
5	IT1903	High Performance Transit-BRT "lite"- Corridor Program	\$12,500,000	\$6,000,000	\$6,072,000	\$0	\$24,572,000	\$19,657,600	Unsecured federal funding	\$4,914,400	Unsecured federal funding
6	IT2001	Alternative Fuel Infrastructure (Facility & Site improvements and fueling equipment)	\$5,720,000	\$200,000	\$0	\$0	\$5,920,000	\$4,736,000	Anticipated competitive 5339 federal funds	\$1,184,000	Anticipated competitive 5339 federal funds
7	IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$5,046,000	\$0	\$0	\$0	\$5,046,000	\$0	Anticipated 2025- 2027 State award	\$1,009,200	Anticipated State LEAP award for 2025- 2027 biennium
8	IT 2201	Northeast Lacey Operational Support Terminal Facility*	\$1,182,066	\$1,018,116	\$2,101,908	\$2,101,908	\$6,403,998	\$5,123,198	Regional Secured Federal Funds and Anticipated 5339 funding.	\$1,280,800	Regional Secured Federal Funds and Anticipated 5339 funding.
9	IT 2501	Real Time Signage and Core Customer Info Navigation	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000	\$3,200,000	Anticipated CDS/ CPF request	\$800,000	Anticipated CDS/ CPF request
10	IT 2502	Smart Corridors Phase 4	\$1,139,320	\$500,000	\$0	\$0	\$1,639,320	\$1,418,012	Secured federal funding	\$221,308	Secured regional federal funds
11	IT 2601	West Olympia Transit Facility	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$8,000,000	\$6,000,000	Unsecured federal funding	\$2,000,000	Unsecured competitive federal funding
12	IT 2602	Martin Way Park and Ride Access Improvement	\$500,000	\$1,000,000	\$1,000,000	\$0	\$2,500,000	\$2,000,000	Unsecured federal funding	\$500,000	Unsecured federal funding
Total Federal Funded Projects			\$35,493,309	\$25,438,449	\$22,767,629	\$14,808,454	\$98,507,841	\$74,645,937		\$19,825,104	Secured and Estimated Federal Funding Sources

Notes

Grant type: Sec. 5307/ 5339 & PSRC 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administration. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements are noted.

*Puget Sound Regional Council (PSRC) is abbreviated to PSRC.

*This project is also known as the E. Martin Way Gateway Roundabout project.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-B
MEETING DATE: June 4, 2025

FOR: Intercity Transit Authority

FROM: Jana Brown, Chief Financial Officer, 360- 705-5816

SUBJECT: Final Capital Improvement Plan 2026-2030

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- 1) **The Issue:** Whether to adopt the Intercity Transit Capital Improvement Plan 2026-2030 (CIP).
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- 2) **Recommended Action:** Adopt the Capital Improvement Plan 2026-2030
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- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to formally adopt all long-term financial planning documents for the agency.
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- 4) **Background:** Intercity Transit uses the Capital Improvement Plan (CIP) to communicate plans for capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. The CIP brings all the plans together to coordinate with the operating budget. The CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting.

A Draft CIP was presented to the Board and posted for public review on April 16th. The public hearing was held on May 21st and there were no public comments received. During the review period there were minor changes made. These changes are the following:

Changes:

- Increased the threshold of assets from \$5,000 to \$10,000 under the definition of Capital Projects on page 1
- Adjusted Project funding as a result of the approval of the Washington State Transportation Budget on page 8
- Updated the one-page project detail for the projects with grant changes:

- Battery Electric (BEB) Coach Replacement on page 19
- High Performance Transit (BRT) Corridor on page 29
- SPSCC Crosby Loop Bus Facility on page 40

None of these changes adjust the total cost for each project.

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- 5) **Alternatives:**
- A) Accept the CIP as presented and formally adopt the Capital Improvement Plan 2026-2030
 - B) Direct staff to revise the proposed CIP and adopt the Capital Improvement Plan as revised.
 - C) Direct staff to revise the proposed Capital Improvement Plan 2026-2030 and bring the revised CIP back to the Authority.
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- 6) **Budget Notes:** The CIP reflects all capital expenditures forecasted to be spent during the years 2026 to 2030, along with any anticipated grant funding.
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- 7) **Goal Reference:** The annual CIP impacts all agency goals.
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- 8) **References:** [Capital Improvement Plan 2026-2030](#)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-C
MEETING DATE: June 4, 2025

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement & Project Management Coordinator,
360-705-5857

SUBJECT: New Facilities Ford Cargo Van

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- 1) **The Issue:** Consideration of the purchase of a Ford cargo van.
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- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 28423 and City of Seattle Contract 5535, to purchase and upfit one (1) Ford cargo van in the amount of \$104,220 including sales tax.
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- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
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- 4) **Background:** Intercity Transit seeks to purchase one new Ford transit full-size cargo van from Bud Clary Ford under Washington State DES Contract 28423. This vehicle will expand the Facilities work vehicle fleet, meeting increased staffing and agency needs which were included in the 2025 budget.

Additionally, this van will receive cargo upfits from Al-Van Equipment Northwest, via City of Seattle Contract 5535. These upfits will store essential tools, supplies, and equipment. This van is expected to complement our existing fleet.

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. Intercity Transit is also eligible to purchase from City of Seattle Contract 5535, through a cooperative purchasing agreement, which was competitively awarded to Al-Van Equipment Northwest.

Staff confirmed fair and reasonable pricing for each firm and based on prior purchasing experience, is confident in the vehicle and upfits' quality and reliability.

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- 5) **Alternatives:**
- A. Authorize the General Manager, pursuant to Washington State Contract 28423 and City of Seattle Contract 5535, to purchase and upfit one (1) Ford cargo van in the amount of \$104,220 including sales tax.

B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

6) **Budget Notes:** The purchase of this work van was a planned purchase, and adequate funding remains within the 2025 budget allocation for non-revenue vehicles and equipment.

7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service,"* and **Goal # 4:** *"Provide responsive transportation options within financial and staffing limitations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-D
MEETING DATE: June 4, 2025

FOR: Intercity Transit Authority

FROM: Kevin Karkoski, Dial-A-Lift Manager, 360.236.5044

SUBJECT: Dial-A-Lift, Travel Training & Bus Buddy Program Update

1) **The Issue:** Provide the ITA with an update on Dial-A-Lift (DAL) services, Travel Training, and the Bus Buddy Program.

2) **Recommended Action:** Information only.

3) **Policy Analysis:** The DAL Manager provides updates to the Authority at least once a year, and more often as requested.

4) **Background:** DAL, Travel Training, and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

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

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

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 #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-E
MEETING DATE: June 4, 2025

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Deputy Director, 360-705-5832

SUBJECT: Presentation: 2025 – 2030 Transit Development Plan

1) **The Issue:** Provide the Authority with an overview of the Transit Development Plan annual process and related discussion on Planned Operating Changes.

2) **Recommended Action:** Information and discussion.

3) **Policy Analysis:** N/ A.

4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP).

The update must include the following elements:

- a) Description of the service area, operations and facilities
- b) State and agency goals, objectives, and action strategies
- c) Local performance standards and measures; and
- d) Multiyear financial plan with forecasted changes to service, capital expenses and projects of regional significance.

The finalized Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation by September 1, 2025.

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

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

7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial 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. 3-F
MEETING DATE: June 4, 2025

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: Cancel August 20, 2025, Authority Meeting

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- 1) **The Issue:** Whether to cancel the August 20, 2025, Authority meeting.
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- 2) **Recommended Action:** Cancel the Wednesday, August 20, 2025, Authority meeting.
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- 3) **Policy Analysis:** The Authority must take action to cancel a regularly scheduled meeting on the first and third Wednesdays of the month. If canceled, the public must be notified by law; therefore, a public notice is provided to The Olympian.
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- 4) **Background:** The August 20, 2025, Authority meeting falls on the same day as the WSTA/49th Annual Washington Public Transportation Conference, State Rodeo and Wall of Fame. Many staff will be in attendance, and currently there are no agenda items scheduled for this meeting
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- 5) **Alternatives:**
A. Cancel the August 20, 2025, Authority meeting.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** N/A.
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- 8) **References:** N/A.

TRPC Members & Representatives**City of Lacey***Robin Vazquez***City of Olympia***Dani Madrone***City of Rainier***Dennis McVey***City of Tenino***John O'Callahan***City of Tumwater***Eileen Swarthout***City of Yelm***Joe DePinto***Confederated Tribes of the Chehalis Reservation***Amy Loudermilk***Nisqually Indian Tribe***Mike Mason***Town of Bucoda***Miriam Gordon***Thurston County***Carolina Mejia***Tumwater School District***Mel Murray***North Thurston Public Schools***Esperanza Badillo-Diiorio***Olympia School District***Hilary Seidel***Intercity Transit***Robert Vanderpool***LOTT Clean Water Alliance***Carolyn Cox***Port of Olympia***Amy Evans Harding***PUD No. 1 of Thurston County***Chris Stearns***Associate Members****Economic Development Council of Thurston County***Michael Cade***Lacey Fire District #3***Michael Cerovski***Puget Sound Regional Council***Josh Brown***The Evergreen State College***William Ward***Timberland Regional Library***Cheryl Heywood***Thurston Conservation District***Marianne Tompkins*

REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA
8:30 a.m. – 11:00 a.m.
Friday, June 6, 2025**NOTE: In-person meeting with a remote option.**

The TRPC pre-agenda provides our members with the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar**ACTION**

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- Approval of Minutes – May 2, 2025
- Approval of Vouchers – May 2025
- State Fiscal Year (SFY) 2026 Unified Planning Work Program (UPWP) and Resolution 2025-03
- State Contract for WRIA 13 Deschutes Salmon Recover Lead Entity

Legislative Update**UPDATE**

Sen. Jessica Bateman will share a recap of the legislative session and items of interest for the Thurston Region.

Executive Session – Executive Director Recruitment & Succession Process**EXECUTIVE SESSION**

Council will meet in executive session to discuss the process for recruiting a new Executive Director and interim management of the agency.

Executive Director Interim Appointment and Recruitment Roles/Responsibilities**ACTION**

Council will be asked to take action on appointing an interim Executive Director. Council will also consider action on a Recruitment Roles and Responsibilities document to help guide the ED recruitment process

Regional Transportation Plan (RTP) Adoption and Public Comment **1st REVIEW**

Staff will provide a first review of the draft Regional Transportation Plan, including a review of public comments received and how the draft was updated to respond to them.

Mid-year Program Update**PRESENTATION**

Staff will provide Council with an update on the organization's progress in implementing the annual work program.

Executive Director's Report**INFORMATION****Report from Outside Committee Assignments****INFORMATION****Member Check In****INFORMATION**