

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, June 18, 2025
Board Room – 510 Pattison Street SE, Olympia

The Intercity Transit Authority will be given a tour of the Pattison Maintenance Building Construction Site prior to the start of the regular ITA meeting. Board members will meet in the lobby of the AdOps building at 3:30 p.m. The tour will take about 60 minutes.

Tour guides: Jonathon Yee and Jonathan Martin from Intercity Transit, FORMA and Stantec Staff.

All participants should wear closed toe shoes. Safety gear/PPE will be provided (hard hats, vests and safety glasses).

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 372 615 851#

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

- | | | |
|-----------|--|----------------|
| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | PUBLIC COMMENT | 30 min. |
| 3. | APPROVAL OF CONSENT AGENDA | 1 min. |
| | A. Minutes – May 7, 2025, and May 21, 2025, ITA Meetings. | |
| | B. Payroll May: \$3,651,286.25 | |
| | • Warrant Number: 42784 in the amount of \$4,182.23 | |
| | • ACH Payment Amount: \$3,647,104.02 | |
| | C. Accounts Payable May: \$36,723,328.11 | |
| | • Disbursed Warrants 42627-42783 & 42785-42828 in the amount of \$3,652,769.01 | |
| | • Voided Warrant: 0 | |
| | • ACH Payments: \$19,559.10 | |
| | D. Landscaping & Grounds Maintenance Services Contract Renewal. Renew the Landscaping and Grounds Maintenance Services contract with American Landscape Services, LLC at Intercity Transit facilities for a period of one year in the amount of \$148,298. <i>(Noelle Gordon)</i> | |
| 4. | NEW BUSINESS | |
| | A. Vanpool Vehicle Purchase <i>(Noelle Gordon)</i> | 5 min. |
| | B. East Martin Way Gateway Station Roundabout Project Update <i>(Peter Stackpole)</i> | 15 min. |

- | | |
|---|----------------|
| C. Pattison Construction Update (<i>Jonathan Martin</i>) | 30 min. |
| D. Hydrogen Refueling Station Contract Award (<i>Katie Cunningham</i>) | 15 min. |
| E. 2025 Mid-Year Budget Update & FTE Adjustment (<i>Jana Brown</i>) | 10 min. |
| F. Employees' 401(K) Retirement Plan & Trust Update (<i>Jana Brown</i>) | 10 min. |
| G. Schedule Public Hearing 2025-2030 Draft TDP (<i>Rob LaFontaine</i>) | 10 min. |
| H. Schedule Public Hearing September 2025 Service Change (<i>Rob LaFontaine</i>) | 10 min. |
|
5. COMMITTEE REPORTS | |
| A. Thurston Regional Planning Council (June 6) (<i>Kelly Von Holtz</i>) | 5 min. |
| B. Transportation Policy Board (June 11) (<i>Justin Belk</i>) | 5 min. |
| C. Community Advisory Committee (June 16) (<i>Suzanne Simons</i>) | 5 min. |
|
6. GENERAL MANAGER'S REPORT | |
| | 5 min. |
|
7. 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).

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 7, 2025

CALL TO ORDER

Chair Cox called the Intercity Transit Authority meeting of May 7, 2025, to order at 5:33 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; Labor Representative Mark Neuville; Community Representatives Justin Belk and Wendy Goodwin; City of Olympia Councilmember Robert Vanderpool; City of Yelm Councilmember Brian Hess; Thurston County Commissioner Tye Menser.

Members Excused: Thurston County Commissioner Carolina Mejia; City of Tumwater Councilmember Kelly Von Holtz.

Staff Present: Emily Bergkamp; Pat Messmer; Amanda Collins; Brian Nagel; Dena Withrow; Heather Stafford; Jana Brown; Jonathon Yee; Katie Cunningham; Matt Kenney; Michael Maverick; Peter Stackpole; Ramon Beltran; Thera Black; Jane Denicola; Jesse Eckstrom; Kerri Wilson; Brenden Hoax; Jonathan Martin; Noelle Gordon; Nick Demerice; Jessica Gould.

Others Present: Jeff Myers, Legal Counsel; Rachel Weber, Community Advisory Committee.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Neal Ward, a member of Amalgamated Transit Union Local 1765 provided comment regarding the recent termination of two IT Operators.

APPROVAL OF CONSENT AGENDA

It was M/S/A by Belk and Menser to declare fixed asset items on Exhibit A as surplus.

A. Maintenance Building Fixed Asset Surplus *(Noelle Gordon)*

Declare the Fixed Asset items listed in Exhibit A as surplus. This list encompasses various capital assets that were either housed within, or components of, the Fleet Maintenance shop that are now surplus due to the recent building remodel. All items listed were either non-functional or not retrievable for sale at auction. Forma Construction properly disposed of these

demolished materials. Furthermore, most of these items were fully depreciated, possessing little to no actual accounting value.

NEW BUSINESS

- A. Village Vans Vehicle Purchase.** Procurement and Project Management Coordinator, Noelle Gordon, requested authorization to purchase three (3) new Ford Full-Size Passenger Vans from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will facilitate the replacement of the current Village Vans, which have reached their useful lifespan and are scheduled for replacement. Following the arrival of the new vans, two of the replaced vehicles will be designated as surplus, with the locally funded van to be added to our Van Grant program.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure vehicles through DES Contract 28423, which was awarded to Bud Clary Ford via a competitive bidding process. Staff concurs with the DES assessment regarding the fairness and reasonableness of the pricing offered by Bud Clary Ford and their demonstrated ability to perform.

Based on our previous positive experiences with Bud Clary Ford, staff are confident these vehicles are mechanically sound and will effectively serve the needs of our agency and the Village Vans Program.

It was M/S/A by Goodwin and Pierce to authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Village Vans Program from Bud Clary Ford in the amount of \$214,200.

- B. Installation Services for Driver Protective Barriers.** Senior Procurement and Project Management Coordinator, Brenden Houx, requested approval to procure Installation Services for Arow Driver Protective Barriers in the fixed-route fleet.

In order to improve the safety of its Coach Operators, Intercity Transit has ordered Arow brand driver barriers for its fleet of fixed route buses. To aid in the timely installation of the protective barriers, Intercity Transit seeks additional resources and installation services provided by Complete Coach Works. Intercity fleet maintenance staff remain involved in the installation process through additional installations and quality control activities.

This request includes the purchase of installation services for seventy-nine (79) of Intercity Transit's fleet buses at a fixed rate of \$1,200 per bus, or a total of \$113,570 including sales tax and a contingency of 10% for any unanticipated installation plan changes. The installation rate of \$1,200 per bus is an all-inclusive rate, which includes the installation service and travel expenses incurred by Complete Coach Works staff during the installation process.

The Washington State Department of Enterprise Services (DES) competitively bid Contract 06719, awarding to the lowest responsive and responsible bidders by category with Complete Coach Works being the solely awarded vendor for the Rebuilding, Repowering, and Refurbishing category on the contract.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Intercity staff concur with DES's assessment regarding Complete Coach Works' ability to perform and complete the necessary tasks, and that the contract pricing is fair and reasonable. Complete Coach Works has extensive experience in the bus industry, and staff are confident that the services provided will ensure that our protective barriers will be mechanically sound and will serve our operators well for many years to come. Intercity Transit has quality assurance measures in place to guarantee installation is correct, safe, and of the upmost quality.

It was M/S/A by Pierce and Belk to authorize the General Manager, pursuant to Washington State Contract 06719, to acquire driver barrier installation services from Complete Coach Works in the amount of \$113,570, which includes sales tax and a 10% contingency.

- C. **Walk N Roll 2024 Annual Program Report.** Walk N Roll Program Supervisor, Kerri Wilson, shared the 2024 accomplishments of the Walk N Roll Education Program which is IT's education program that works to increase independence, improve safety and inspire a healthy lifestyle by making walking, biking, rolling and riding public transit more accessible to people in our community.

Wilson said in 2024 IT provided transit education to 538 youth, through classroom presentations, bus visits to schools, and Rolling Classroom field trips. Participants learned how to ride the bus and about why transit is important to our community.

In partnership with the Child Care Action Council's Safe Kids Thurston County program and funding from State Farm, we assisted with the installation of a permanent traffic garden at Seven Oaks Elementary School. A traffic garden is a miniature street scape that includes real world traffic features like intersections, roundabouts and crosswalks. The garden provides a place for children to learn and practice pedestrian and bicycle safety skills safe from cars. The traffic garden is open to the public when school is not in session. This is our 5th permanent traffic garden in Thurston County with two more planned for 2025.

Wilson said the Mobile Traffic Garden is a partnership between Walk N Roll and Child Care Action Council's Safe Kids program. We have an indoor and outdoor traffic garden that we take to schools and youth programs around Thurston County. Included with the mobile traffic garden is a fleet of balance bikes, scooters, helmets and educational tools. Last year we took the garden to 6 Elementary schools in Tumwater, North Thurston and Yelm School Districts. We

set up the traffic garden in the gym, train the PE teacher how to use it, then leave it with the PE teacher for the rest of the week to teach to all of their classes. We took our outdoor Traffic Garden to 8 summer camps including camps with City of Tumwater, YMCA, and Thurston Inclusion. In total we taught 3,395 students bicycle and pedestrian safety skills.

Walk N Roll supported bike rodeo events at Seven Oaks and Chambers Prairie elementary schools at bike rodeo events youth visit stations where they learn and practiced bicycle safety skills, get their helmet fitted and received bicycle safety checks. IT provides a bike rodeo kit that includes all the materials needed for hosting an event. We also helped at Seven Oaks by running the bike safety check station and brought the mobile traffic garden to Chamber Prairie.

In partnership with Safe Kids Thurston County, Target Zero, and the Olympia Police Department, we held the third Great Olympia Bike Rodeo at Garfield Elementary School. We had 106 youth participate in this fun, free, family-friendly event. We gave away free helmets, taught young riders how to use hand signals, gave bike safety checks and did minor bike repairs. It's a very fun event that we will be holding again this year on the first Saturday in June.

We held summer bike camps for youth ages 8 through 10. We held one in Olympia and one in Lacey. Campers learned bike handling and safety skills through fun games, group bicycle rides and hands-on activities. Each day we took campers on a new urban adventure traveling by walking, biking, and riding public transit. On the last day of camp to celebrate a week of learning and bike adventuring, we took students and their families on a group bike parade.

We held Learn to Ride classes in partnership with South Sound YMCA and Tumwater and Olympia Parks and Recreation. Through these classes we taught 104 youths and adults the skills needed to ride a bicycle.

This program has been around for many years, and we finally gave it a name. We now call it our Pedal it Forward Program. People from the community donate bikes, then volunteers learn bike mechanic skills while refurbishing those bikes in our Walk N Roll Educational Bike Shop. Then we give the bikes back to our community through our education programs and partnerships. In 2024 volunteers contributed 1,527 hours refurbishing bikes, and 87 bikes were given back to the community.

Some of those refurbished bikes were given to folks through our new Full Cycle program. This program started in 2024. We partnered with organizations helping people obtain permanent housing, gain employment, and earn a college degree. These bikes help these folks address their transportation needs. We partnered with the City of Olympia's Calyx at Plum Street housing community, the Evergreen State College, and local refugee communities to give away 35 bikes.

We partnered with Olympia Parks and Recreation and Nisqually Middle Schools to provide after-school and summer Earn-A-Bike classes, 44 youths learned essential bicycle safety and maintenance skills through a series of hands-on activities and group bicycle rides on city streets. All participants received a refurbished bicycle from our Pedal it forward program, a new helmet and lock.

We continued our partnership with Avanti High School, teaching 13 students bicycle safety and maintenance skills as part of their physical education curriculum. The class was co-taught by Avanti's Physical Education teacher and Walk N Roll staff. We provided refurbished bicycles for students to use for the class and when the class was complete, they got to keep the bike along with a helmet, lock and set of lights. To wrap up a year of learning, 11 Avanti Bikes! students went on an overnight bike camping trip riding 46 miles. For many students, it was their first camping experience.

In 2024 we expanded our high school bike education program to include Envision Career Academy, a North Thurston alternative high school. The school was having trouble meeting PE graduation requirements for their seniors. The bike class started in fall of 2024 and is running through this school year and will provide seniors with the PE credits they need to graduate from high school. Same as Avanti, we are also providing refurbished bikes for students to use for the class and keep when it is over.

This was our second summer of offering two paid internship opportunities for high school students. Both of our student interns were previous Walk N Roll participants and volunteers. The interns gained valuable job skills while providing support for our summer earn-a-bike and bike camp programs.

We held an advanced bike mechanic class for people who identify as woman, transgender and non-binary. We had six students who learned how to overhaul a bicycle.

We partnered with the Timberland Regional Library to offer bike maintenance kits at the Olympia and Lacey library branches. Anyone with a library card can check out the kit for free. The kits include all the tools and supplies needed for basic bike maintenance and minor repairs and 15 people checked out the kits.

We provided maintenance and repair to North Thurston Public School's bike fleet. This fleet is used to teach bicycle safety in their PE classes. We supported the Hope Bike Shop at Reeves Middle School by providing donated bikes. We also gave them helmets and locks to give to folks along with their refurbished bikes. In 2024 the Hope Bike Shop was expanded to offer shop time to all students at Reeves!

We helped eight schools in the Olympia and North Thurston school districts organize 58 Walk N Roll to School events, including celebrations for national Walk and Bike to School Days. These events encouraged students and their families to walk, bike and roll to school to reduce traffic congestion and improve air quality around the school. The Olympia Police Department came out to support and walk to school with students.

We held the 37th Bicycle Community Challenge!

- 354 people road in the Winter Bicycle Challenge
- 180 people participated in the Earth Day Market Ride
- 715 people participated in the May Bicycle Community Challenge
- 300 riders visited bike to workstations

We partnered with Avanti High School's art teacher to hold an art contest for a new set of traffic safety yard signs. Three designs were selected. Thurston Target Zero's program paid for the printing, and we distributed 1,000 signs throughout the community. The goal of this program is to remind drivers to slow down, making it safer for people walking and rolling in our neighborhoods.

There are lots of exciting things happening in 2025.

- We started our first DIY Bike Repair Nights at the WNR Bike Shop held monthly and people can come to the shop to work on their own personal bikes. The tools are provided, some small parts and expertise from our staff and volunteers.
- We started a monthly bicycle maintenance class. These classes will teach participants essential skills to keep their bikes running safely.
- We are offering Adult Urban Cycling Classes. These are the first adult bike safety classes.
- To grow our dedicated volunteer base, we are offering more volunteer training opportunities.
- We started our Teens Biking to Destinations program. This program is funded by a grant through the Washington Department of Transportation and administered by Cascade Bicycle Club. We are offering afterschool and summer bike safety classes to middle and high school youth. Upon completion of the program youth earn a brand new, very nice bicycle, lock, helmet and set of lights.

Rachel Weber asked Wilson if IT has worked with the City of Olympia Pedestrian and Bicycle Committee to highlight sidewalks that might need improvement for the Walk N Roll program. Wilson said we haven't but that would be a great opportunity.

Hess said he's excited about the possibility of getting the bicycle rodeo for one of the elementary schools in Yelm. He asked if Wilson ever reached out to Lynn Roy. She organizes a lot of activities within the community of Yelm and runs

their Facebook page for outdoor recreation. Hess thinks Yelm might be able to get a lot of people, in particular the kids, interested in biking. He said Yelm also has a bike repair shop and a bike shop. It's across the street from the City Park. Hess has talked to that individual and will reach out to him again being a volunteer on bicycle repairs. Wilson said that would be a great connection. She was hoping to bring the learn to ride classes to Yelm this summer.

Hess said the Yelm Prairie Days Parade is coming up and asked Wilson about organizing something like that as well.

Belk thanked Wilson, staff and volunteers for making this all a successful program. He said there's no better place to house a program like this than Intercity Transit. The program complements everything we seek to do and extends our outreach, even beyond where we can roll buses – it's a marquee program.

Vanderpool appreciates the work the Walk N Roll staff has done, and all the program does with Olympia and our schools particularly now that we're having conversations with the schools about using joint funds on projects. He will make a note with his transportation staff about having the handshake on the data so that we know along with our data marking those routes and ensuring that they're getting those catchments for kids.

Goodwin thanked Wilson for the outreach in Lacey. She went to the Mountain View safety program with A and it was a wonderful day. It was a great service that was provided and she's glad to see the program back in Lacey.

Cox said looking at the cumulative impact of what this program has done is staggering and heartwarming and she's proud of the work Wilson and her staff have done.

D. Marketing & Communications Update. Chief Communications External Relations Officer, Nick Demerice, briefed the ITA about the various marketing/communications activities.

Demerice said Marketing and Communications does everything internally or externally from service communications, earned media, internal communications, and project communications. The look and feel all the way to how we paint the buses and bus stop signs is all within the realm of the marketing division. They also partner on paid marketing for all of the different programs and manage all the outreach events throughout the course of the year, like the Lacey Spring Fun Fair, and the Earth Day event, and a number of events throughout the course of the year where they go out and table and talk to people about the great work of Intercity Transit.

Demerice mentioned the Falls Fest event in Tumwater that is a relatively new event and there's concern about parking, so IT partnered with staff at that event, and encouraged people to ride the bus to and from the event for a special opportunity and Walk N Roll provided valet checked bike parking service, so people can feel safe about leaving their bike.

Demerice reviewed the four brand messaging pillars to provide equitable access throughout the community, always putting customers first. Marketing helps the public understand that IT is a safe and dependable form of transportation, and that as an organization we celebrate quality and creativity. We're trying to innovate and trying new things to be successful within our community.

Demerice shared a photo found on Facebook from 2018 during the Proposition 1 campaign. Prop 1 was the guiding light for IT, and how we talk about the work that IT does like the service changes and proposed improvements that were created as part of Prop 1. Now is the time for IT to start implanting some of these things, and that's what you see when we talk about the system redesign, and hear about the incredible investments we're making, which is one of the biggest projects IT is doing for the next year and a half. It's been split into three phases, and we've just completed the first phase, which was adding capacity to the system span and frequency to the current system.

Demerice said September will be about commuter services with the success that we've had in getting support from legislature. It's about how we get those express services up and running and the bulk of that happening in May of 2026.

Throughout 2025-26, IT has a number of other projects that are going to talk to the community about. IT is taking possession of first zero emission buses. We are on schedule to finish up the planned phases of the Pattison construction. We're investing in safety barriers for Operators. There are a number of things happening around real time signage like Navilens. We're making significant forward progress and investment in the next 12 to 18 months.

Demerice talked about a new branding campaign called Next Stop that speaks to the values that we have. There's a sense of forward progress and a pretty clever tie into a bus and getting off of the next stop moving forward to the next stop. He explained this could be an umbrella brand for the efforts Intercity Transit is going to be doing over the next 12 to 18 months to take the next steps to turn into the next version of IT and it created unlimited possibilities, to come up with great taglines and connection points. He referred to a flyer that says, "next stop, your commute reimaged." To imagine the Lacey Express connects and launching that next stop connecting people to Pierce County and beyond, as you think about real time signage, next stop, fast, accurate information at your fingertips. It creates this opportunity for us to launch this brand and this

campaign in a more holistic way, again within the brand family. This would show up on the new bus signs and the printed materials.

Demerice said another project marketing is working on they're doing a photo refresh. We partnered with a local photographer to go out into the community and do a photo library refresh. We gave the photographer a list of things we wanted to shoot in all of the different communities, and she went out on different days grabs those. For example, capturing the cherry blossoms and she took great photos of buses cruising through cherry blossoms. Last fall she went out and got some spring colors with some of our buses going through. We're also updating a lot of our photography with our Operators, maintenance and facilities staff working in the community.

We had a little money left for the vanpool marketing grant and we were able to execute a couple of ads that are currently out in social media right now as well as some print materials. These are from LinkedIn and Facebook.

Marketing does a lot of advertising throughout the course of the year and advertises in different community publications and newsletters. Last November they decided to launch ads with TVW which is the online producer and distributor of all the legislative and state government content and great news shows. Knowing the people who work in and around the campus or come to the campus, particularly during legislative session are a target audience for IT, so we did an ad campaign there. The primary watchers are legislative staff. For a low investment, we were able to get both banner ads, and a commercial consideration paid for at the beginning of some of the hearings and they also have a quick ad role that comes through narrated at the beginning of some of the videos before they start.

Vanderpool asked if there are any plans surrounding the marketing of such events as the FIFA World Cup coming to Olympia because one of the reasons this area was selected was for our fare free transit system. Demerice agrees, and said it's something they have circled on the calendar in the coming years. It's also part of the connectivity with Sound Transit and Pierce Transit.

Goodwin if there is a way to add into that collection destination spots with your busing routes? It would be nice to be able to show that the bus gets you where you want to go. Demerice said yes. There's a photo with a head sign on the bus that says Route 14 and gets you to the Capital.

Goodwin also suggested we partner more with the jurisdictions regarding the advertising of their events and how Intercity Transit can get people to those events.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (May 2).** Vanderpool said TRPC voted to reject the recommendation of the Transportation Policy Board to remove equity, climate and other language targeted by the federal executive orders from the Regional Transportation Plan. There was one vote against, and a few abstentions. He thanks leadership for sticking to their values and ensuring that we weren't going to do something that would harm our region of its projects and where we want to go from here. Vanderpool said TRPC conducted the Executive Director's annual evaluation, and it was very positive. He also shared that Marc Daily is leaving TRPC and going on to the Puget Sound Regional Council. TRPC will soon be looking for new leadership.
- B. Community Advisory Committee (April 21).** Rachel Weber said the CAC formed an ad hoc committee to contact and develop relationships and maybe plan an event in the future, interacting with other Community CAC's to see what they're doing. Also, the CAC received legislative updates from IT's state advocacy team, David Foster and Joanna Grist. Duncan Green provided an update on the Winter Bicycle Community Challenge, and they received a report on the Capital Improvement Plan.

GENERAL MANAGER'S REPORT

The Thurston County Auditor's Office's *Your Neighbors, Your Elections* video series won a national Clearinghouse Award from the U.S. Election Assistance Commission (EAC), recognized for excellence in voter education and communications. The Auditor's Office also received an honorable mention in the Accessibility category for "Expanding Access: Public Transit Partnerships for Accessible Elections."

Through the "Public Transit Partnerships for Accessible Elections" program, the Auditor's office worked with IT to extend bus service hours on Election Day, improved ADA access at the Voting Center, and used community vanpools for staff transport to reduce costs and congestion. Furthermore, the Auditor's office worked with IT to add ballot drop box and Voting Center locations into local transit maps, the initiative expanded access and demonstrated an innovative, cost-effective approach to improving elections for both voters and staff.

April 23 was Administrative Professionals Day and Bergkamp gave a big shoutout to our Administrative Professionals and those being mentored by them. This includes Clerk of the Board Pat Messmer, Public Records Officer Amanda Collins, both mentoring Executive Administrative Assistant Intern Nicole Jones, Operations Assistant Christina Loomis mentoring Operations Assistant Intern Matthew Kelzenberg, Maintenance Assistant Jason Aguero Jr., Development Assistant Fiona Sheehan, and Human Resources Assistant Taylor Slobojan. Their diligent behind-the-scenes efforts

Intercity Transit Authority Regular Meeting

May 7, 2025

Page 11 of 15

keep all departments running smoothly. Thank you for consistently keeping us organized and creating a network of support for all staff to thrive!

Two out of our six NEW grant requests were funded in the state budget for 25-27 and 27-29. Considering it was a difficult budget year, we're happy with the outcome. The following new projects were funded:

- *Corridor Express: Introducing New Limited-Stop Service from West Olympia to East Lacey*
 - Provide 15-minute, limited-stop express service between west Olympia and east Lacey via the Harrison Avenue/Martin Way corridor, establishing the east-west spine of IT's high-performance urban system.
 - Funding Source: Regional Mobility Grant (2025- 2029)
- *Lacey Express: Introducing I-5 Service from Lacey Transit Center to Sounder Station via Hawks Prairie and JBLM*
 - Introduce new service between Lacey Transit Center and Sounder Station via Hawks Prairie Park & Ride and JBLM at Madigan Gate, for connections with Pierce Transit's Rt 206 for secure base access.
 - Funding Source: Regional Mobility Grant (2025- 2029)

The following projects were NOT funded, and Senior Management will meet to discuss other funding opportunities for them:

- *Battery Electric Coach Replacement Project*
 - IT hoped to acquire two battery electric buses with chargers to replace two diesel hybrid buses at the end of their useful life.
 - Funding Source: Green Transportation Grant
- *Crosby Loop at SPSCC Improvements*
 - Transit facility improvements at South Puget Sound Community College
 - Funding Source: Bus & Bus Facilities Grant
- *Introducing Route 14: Intercity Transit's Dash-like service*
 - 2025 - 2027 Transportation Budget Request (sponsors Senator Bateman and Representative Doglio)
 - This request (\$1.2M) would have provided funding for 50% of the operating costs for the Route 14 that connects the Capitol campus and downtown Olympia, including the Olympia Farmer's Market and the Olympia Transit Center.

We'll find out from WSDOT the status of the following project in June:

- *2025- 2027 Replacement Rideshare Vehicles*
 - Replacement Rideshare (expect hybrid and/ or no/ low emission vehicles)
 - Funding Source: Public Transit Ride Share

The Bicycle Community Challenge is upon us, and Bergkamp encouraged ITA members to join her in celebrating Bike Month (May) with some trips around town using pedal power! There is now added bike parking in the covered visitor parking area of the AdOps facility.

AUTHORITY ISSUES

Menser said Thurston County proclaimed May Bike Month and Duncan Green was in attendance at that meeting. Green provided the same information about Walk N Roll as Wilson did this evening.

Pierce appreciates the new greetings on the bus message reader boards.

Belk was happy to participate in the Procession of the Species. Between that event and Arts Walk, and it was good to see the buses doing their job. They were pretty full and the 47 was packed. It's good to see IT doing their part to make that event more successful.

Goodwin said on April 17 she worked at the Food Bank in Lacey conducting the crosswalk survey that was sponsored by TRPC with about 125 respondents. The community was able to see the bus stops and how that would impact their lives getting food and getting back and forth throughout the neighborhood on Martin Way. On April 30 she attended the TRPC Open House to review the pedestrian biking bus stops and they're doing three now where the food bank is actually located; and there's a survey going out on Facebook. On May 6, Scott Schoengarth and his team from Bus Buddies presented the Bus Buddy program to the League of Women Voters. They have 15 volunteers who assist riders ages 12 years old and up and a lot of the League women and men were impressed. They did not know 12-year-olds could get on a bus by themselves with the Buddy Program. They're making a trip on May 22 to Port Townsend and people are signing up for that and Schoengarth shared that Thurston County is the perfect place for the Bus Buddy Program because of the size of our area and how many people are willing to volunteer. On behalf of the League of Women Voters, it was a great presentation, and they are grateful for this service.

Hess said the City of Yelm is excited that the 510 northern loop was approved, and hopefully in two years there will be a complete loop that goes from Southworth Elementary School to Walmart. Hess said there are three roundabouts along the 507 that have been approved that go from Yelm all the way into McKenna. Hess said he continues discussions about working to make sure that Intercity Transit and the people of Yelm know that it's available. Hess has been explaining to the people that the developer did not plan properly to allow a nice turn around for the bus. But he said Yelm is hopefully going to be getting more involved and as Yelm grows, their planning department will work with IT's planning department to make sure that everyone is working together to increase the capability of IT coming into the area and continuing to be a wonderful resource for the residents of Yelm.

Vanderpool said the City of Olympia formed a subcommittee with the Olympia School District on safe routes funding. This is an Olympia School District safety levy funding, and they reached an agreement on what the first projects will be, and they will be remarking all the existing crosswalks surrounding the Olympia schools about a half mile radius. This will be worked on in the summer of 2026 and they're also conducting some corridor safety improvements that are traffic calming. This will be near Reeves and Roosevelt, and then another on Hanson and Marshall so there will be an East and West side of town. This includes signs, markings, reduced speeds, crosswalks, median speed tables, physical and non-physical improvements on those routes. That will be added to the City's capital facilities plan in 2026 and be constructed in probably '26 or '27. The City's going to help pay for some of this because it is on their transportation master plan. This is the first of its kind in trying to see ways to do joint funding on projects to get some of these projects moving ahead sooner than if they were independently funded. Vanderpool said on May 8 the Port is going to have a private company present the concept of an electric ferry, and he's excited about that.

Cox said the Lacey Spring Fun Fair is May 17 and 18 and she's excited the Bubble Bus will be there. Cox said paving will take place on Martin Way towards Carpenter. She said on May 6, Lacey City Council conducted a second briefing of their comprehensive plan. The first briefing was about the new climate section that is a new requirement for comprehensive plans this year. They were also dealing with land use and housing.

EXECUTIVE SESSION

At 7:05 p.m., in accordance to RCW 42.30.110(1)(i), Chair Cox announced the Authority would be in executive session until 7:50 p.m. to discuss with legal counsel representing the agency matters relating to litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Those attending included: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and Community Representative Sue Pierce; Community Representatives Justin Belk and Wendy Goodwin; Labor Representative Mark Neuville; Thurston County Commissioner Tye Menser; City of Olympia Councilmember Robert Vanderpool; City of Yelm Councilmember Brian Hess; Emily Bergkamp; Peter Stackpole; Jonathon Yee; Jana Brown; Heather Stafford; Dena Withrow; Legal Counsel, Jeff Myers.

At 7:50 p.m. the Clerk of the Board announced an extension until 8 p.m. At 8:02 p.m. the Clerk of the Board announced an extension until 8:20 p.m.

The Authority reconvened to a regular session at 8:20 p.m.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 8:20 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk to the Authority

Date Approved: June 18, 2025

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

DRAFT

EXHIBIT A
SURPLUS PROPERTY - MAY 2025

Maintenance Building

Item	Description	Asset #	Qty	Original Purchase Amount	Total Depreciation	Current Depreciated Value
1.	CQ109A-HPZ6200 Plotter	IS409	1	\$7,720	\$7,720	\$0
2.	Anti-Icing Sprayer	M121	1	\$6,337	\$6,337	\$0
3.	Inventory Shelving/Storage Equip.	SGE141	1	\$13,020	\$13,020	\$0
4.	Equipment Wash Cabinet, Hydro-Blast	SGE305	1	\$8,899	\$8,899	\$0
5.	Exhaust Fan (Fuel Island)	SGE322	1	\$5,317	\$5,317	\$0
6.	350 Hoses & Meters	SGE328	1	\$5,287	\$5,287	\$0
7.	Vehicle Hoist, Rotary Sp3, Two Post	SGE337	1	\$11,008	\$11,008	\$0
8.	Parallellogram Lift, Steam Bay	SGE341	1	\$128,250	\$128,250	\$0
9.	Hot Water Heater	SGE-356	1	\$27,232	\$26,325	\$907
10.	Air Compressor/Dryer	SGE-357	1	\$191,911	\$123,676	\$68,235
11.	Cuda Parts Washer	SGE358	1	\$9,605	\$9,605	\$0
12.	Maint Lift/Cover Pit, Located In Bays 7 & 12	SGE360	1	\$195,010	\$159,258	\$35,752
13.	Stationary Pressure Washer, Hds Karcher Hot Water Chassis Wash	SGE361	1	\$8,202	\$8,202	\$0
14.	Safety Work Platform, Unit #1	SGE372	1	\$46,817	\$5,332	\$41,485
15.	Safety Work Platform, Unit #2	SGE373	1	\$46,817	\$5,332	\$41,485
16.	Safety Work Platform, Unit #3	SGE374	1	\$46,817	\$5,332	\$41,485
17.	Safety Work Platform, Unit #4	SGE375	1	\$46,817	\$5,332	\$41,485
18.	Safety Work Platform, Unit #5	SGE376	1	\$46,817	\$5,332	\$41,485
19.	Safety Work Platform, Unit #6	SGE377	1	\$46,817	\$5,332	\$41,485
20.	Safety Work Platform, Unit #7	SGE378	1	\$46,817	\$5,332	\$41,485
TOTAL ESTIMATED SURPLUS VALUE						\$395,289

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
May 21, 2025

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on May 21, 2025, at 5:30 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; Thurston County Commissioner Carolina Mejia; Community Representative Wendy Goodwin; Community Representative Justin Belk; Labor Representative, Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Peter Stackpole; Pat Messmer; Amanda Collins; Dena Withrow; Heather Stafford; Jana Brown; Jonathon Yee; Katie Cunningham; Matt Kenney; Noelle Gordon; Jesse Eckstrom; Nicole Jones; Jane Denicola; Jonathan Martin; Kevin Karkoski; Thera Black; Daniel Van Horn; Jeff Peterson; Michael Maverick; Tammy Ferris; Julie DeRuwe; Rob Wood; Beau Fahr; Jarod Burke; Kenny Revel; Jeremy Claussen; Alejandro Soto; Rob LaFontaine; Cameron Crass.

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

STAFF INTRODUCTIONS

- A. Julie DeRuwe introduced Beau Fahr, Facilities Supervisor and Jarod Burke, Facilities Specialist.
- B. Alejandro Soto introduced Kenny Revel, Lead Inventory Specialist.
- C. Kevin Karkoski introduced Jeremy Claussen, DAL Dispatch Specialist.

APPROVAL OF AGENDA

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

PUBLIC HEARINGS

- A. **Public Hearing Transportation Improvement Program.** Peter Stackpole, Development Director presented the draft 2026-2029 TIP to take public testimony. Stackpole said the TIP lays out federal funding, either anticipated or already secured, that's associated with transit projects over the next four years, and these projects appear in local, regional and state transportation plans. It's important to understand that none of the projects in the draft TIP have full funding in place yet and most of the funding listed for 2026 through 2028 is

placeholders for potential federal funds, either direct allocations or money we might compete for in grant programs. If a project is included in the TIP that doesn't mean, it's guaranteed to move forward. What it does mean is that we're in a position to apply for federal funding if and when it becomes available and if a project isn't in the TIP, we're not eligible to apply for funding. Stackpole reviewed a slide of the draft TIP.

Stackpole provided the timeline for the TIP. April 16 the ITA scheduled the public hearing, and it was opened for public comment on April 17 through May 21. The hearing was published in The Olympian, Nisqually Valley News and the JOLT and shared the comment period through social media, the website, an official news release and the May edition of the Rider News.

For the record, we received six public comments by email, letter and phone and a summary was sent to the Authority prior to this meeting. Some of those comments were germane to the TIP and were more service-related issues. The ladder service-related issues were included in the public comment for public record, and they were forwarded to the Planning team so those issues might be addressed. These comments focused on a wide variety of topics from transit-only lanes to bus stops and bus connections, hydrogen fuel cell buses and fare free service. Staff will return on June 4 with the recommendation to adopt the draft TIP as presented or include any changes based on the input received, and updates will be outlined in the staff report that accompanies that recommendation.

Once adopted, the TIP is submitted to the Thurston Regional Planning Council and the Puget Sound Regional Council, and our projects will be incorporated into their regional TIPs and eventually into the statewide transit improvement program, which is expected to be adopted in early January 2026.

Chair Cox opened the TIP public hearing at 5:42 p.m.

With no members of the public providing testimony, Chair Cox closed the TIP public hearing at 5:43 p.m.

- B. Public Hearing Capital Improvement Plan.** CFO, Jana Brown presented the draft 2026-2029 TIP to take public testimony. The Capital Improvement Plan (CIP) is for all projects deemed capital in nature. The CIP for 2026 through 2030 has been posted on our website, public notice has been given, and no comments were received in regard to the CIP. The CIP is still at a total of \$69.8M for 2026, with a total of \$138.2M overall for all five years. Brown doesn't anticipate any changes between now and next month when we bring it to the Authority for final approval, however there may be some adjustments when it comes to the grants. For 2026, the CIP will be forwarded into the budget process this fall and will come before the Authority for final approval in December.

Chair Cox opened the CIP public hearing at 5:45 p.m.

With no members of the public providing testimony, Chair Cox closed the CIP public hearing at 5:46 p.m.

PUBLIC COMMENT – None.

APPROVAL CONSENT AGENDA

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

- A. Minutes – April 2, 2025, and April 16, 2025, ITA Meetings.**
- B. Payroll April: \$4,191,837.73**
 - Warrant Numbers: 42465-42467; 42576-42577 in the amount of \$8,880.66
 - ACH Payment Amount: \$4,182,957.07
- C. Accounts Payable April: \$2,877,374.99**
 - Disbursed Warrants: 42407-42464, 42468-42575 & 42578-42626 in the amount of \$2,861,406.66
 - Voided Warrant: 41408
 - ACH Payments: \$15,968.33
- D. Surplus Coach 405 (Noelle Gordon)**

Coach 405, a 2010 forty-foot Gillig Lowfloor hybrid heavy-duty bus, was recently involved in an accident. Following an assessment provided by WSTIP, Intercity Transit's insurance provider, the pre-accident fair market of the vehicle was determined to be \$35,080. Given that the estimated repair cost of \$36,926 exceeds this valuation, the vehicle has been deemed a total loss. The vehicle has met useful federal life requirements with approximately 700,000 miles and 15 years of service. The recommended action is to proceed through WSTIP for the sale of the vehicle through its salvage network.
- E. Surplus Vanpool Vehicle 2616 (Noelle Gordon)**

Vanpool 2616, a 2016 12-passenger Chevrolet Express, was recently involved in an accident. Following an assessment by WSTIP, Intercity Transit's insurance provider, the pre-accident fair market value of the vehicle was determined to be \$14,303.09. Given that the estimated repair cost of \$19,066.43 exceeds this valuation, the vehicle has been deemed a total loss. The recommended action is to proceed through WSTIP for the sale of the vehicle via their salvage network.
- F. Surplus Operations Vehicle 1300 (Noelle Gordon)**

Operations Vehicle 1300, a 2019 Ford F150, was recently involved in an accident. Following an assessment by WSTIP, Intercity Transit's insurance provider, the pre-accident fair market value of the vehicle is \$21,120. The estimated repair cost

based on the initial evaluation of damage is just above eighty percent of the vehicle's fair market value. Based on the extent of the damage, actual repair costs are expected to meet or exceed the eighty-percent threshold to be considered a total loss. The recommended action is to proceed through WSTIP for the sale of vehicles via their salvage network.

NEW BUSINESS

A. Vehicle Lifts Purchase. Noelle Gordon, Procurement and Project Management Coordinator, presented the purchase of vehicle lifts for the Fleet Maintenance shop. The Intercity Transit Fleet Maintenance shop renovation project is progressing according to schedule. To maintain this timeline and ensure the Fleet Maintenance Division is prepared for the facility, it is necessary to procure the vehicle lifts included in the design. Intercity Transit has identified Stertil-Koni USA, Inc. (Stertil-Koni) as the vendor for this equipment through Sourcewell Contract 121223.

Intercity Transit intends to purchase the following Stertil-Koni lifts to support the expanded workspace and efficient maintenance operations in the renovated facility:

- Two (2) Heavy Duty Platform Lifts (SKYLIFT)
- One (1) Medium Duty Platform Lift (SKYLIFT)
- Two (2) In-ground Scissor Lifts (ECOLIFT)
- One (1) Two-post Lift (FREEDOMLIFT)
- One (1) In-ground Piston Lift (DIAMONDLIFT)

The installation of the new vehicle lifts is anticipated to begin around January 2026. This aligns with the overall facility renovation project, which is projected for completion by June 2026. Upon the Fleet Maintenance Department's return to the renovated facility, the operational readiness of these lifts will be essential for the continuation of daily maintenance services.

The lead time for ordering and shipping these specialized lifts can be up to six months, and therefore, timely approval and subsequent ordering are crucial to avoid any disruption to the project timeline.

The Sourcewell Contract 121223, a cooperative purchasing agreement which was competitively awarded to Stertil-Koni, provides Intercity Transit with the eligibility to procure these items. Given the positive past experiences with Stertil-Koni products, staff are confident in the mechanical reliability and suitability of their lifts and equipment to meet our agency's needs and thus recommends approval of this purchase.

It was M/S/A by Vanderpool and Mejia to authorize the General Manager, pursuant to Sourcewell Contract No. 121223, to purchase Stertil-Koni Vehicle

lifts from Stertil-Koni USA, Inc. in the amount of \$1,375,300, which includes sales tax and applicable tariff surcharges

- B. Ratification of Collective Bargaining Agreement.** Heather Stafford, HR Director, presented for approval a collective bargaining contract. Chair Cox opened the discussion by acknowledging the long and difficult nature of the collective bargaining process between the Amalgamated Transit Union (ATU) Local 1765 and Intercity Transit. She expressed empathy for all involved and conveyed her belief the agreement reached is fair, signaling a time to move forward and rebuild.

Heather Stafford Smith, Administrative Services Director, formally presented the request to ratify a three-year collective bargaining agreement with ATU Local 1765, which represents 345 agency employees, including Operators, Dial-A-Lift Dispatch Specialists, and Customer Service Representatives. The previous agreement expired on December 31, 2024. After extensive negotiation and mediation sessions, a tentative agreement was reached for a new contract spanning from January 1, 2025, through December 31, 2027.

Stafford-Smith said key provisions of the proposed contract include a general wage increase, signing bonus, upfront full year family and wellness allowance, and longevity pay. Additionally, other negotiated benefits such as increased deferred compensation plan contributions and additional paid leave are included. Stafford-Smith extended a special thank you to the Intercity Transit negotiation team for their tireless work, often outside of regular hours, to ensure thorough preparation for all meetings. The team members recognized for their contributions are Dena Withrow, Cameron Crass, Kevin Karkoski, Randy Laffey, Jane Denicola, recently retired former Customer Service Manager, Joy Gerchak, Alana Neal, Amy Zurfluh, and Emily Bergkamp.

Operator Bert George provided comment to express his agreement with the previous statements and his appreciation for the work done by the Authority's negotiation team. He extended a special thanks to the entire ATU bargaining team, including President Mark Neuville, Jeremy Smith, Kirsten Price, Alina Parisi, Neil Ward, Rich Harper, Jim Bush, and Jameyson Miller. Bert acknowledged that both sides put in a tremendous amount of effort in this contract, which he said means a lot to the union members. He announced the ATU membership approved the contract wholeheartedly with 196 "yes" votes, 2 "no" votes, and one contested vote. Bert emphasized that all the ATU team members deserve recognition alongside the Intercity Transit team, and he expressed hope that everyone can now move forward to "mend some of the bridges."

It was M/S/A by Mejia and Von Holtz to approve the proposed collective bargaining agreement between the Amalgamated Transit Union, Local 1765, and Intercity Transit.

- C. ERP/EAM System Implementation Contract Authorization.** Jeff Peterson, Sr. Procurement and Project Management Coordinator, presented a contract for a new Enterprise Resource Planning (ERP) and Enterprise Asset Management System (EAM). In 2024, Intercity assessed our legacy system of over 37 years, FleetNet, which was recently acquired by Avail Technology Solutions (Avail). This assessment aided the discovery of numerous secondary solutions being used to supplement the system, such as Excel, Word, and internal custom solutions, that were not integrated with FleetNet and have caused difficulties managing data. Therefore, Intercity determined a more modern solution should be considered.

Intercity released a Request for Proposals (RFP) for Enterprise Resource Planning (ERP) & Enterprise Asset Management (EAM) Business Process Modernization & System Implementation Services on May 24, 2024. The purpose of the RFP was to establish a contract with a highly experienced and qualified ERP/EAM system integrator to replace our current technology with a new system that best meets the current and future needs of Intercity. Following a pre-proposal conference on June 13, 2024, Intercity received three qualified proposals by the deadline of July 26, 2024.

The evaluation committee examined the qualifications and experience of the firms, project organization, staffing plan, project management plan, and technical approach. It was determined demonstration from two of the firms was appropriate. An extensive four-day demonstration from each firm concluded in October 2024, and as a result, the project team decided to focus on a single firm. Additional clarifications were obtained, reference checks were conducted, and the project team determined it was appropriate to proceed with contract negotiations.

On January 10, 2025, the project team notified Avaap USA, LLC (Avaap) they were the apparent successful firm. Since that announcement, Intercity and Avaap have been finalizing the scope of work and contract terms in an effort to ensure there is a strong foundation to build a successful solution on.

Avaap is a systems integration firm. Avaap will be responsible for implementing two solutions, Workday to fulfill our ERP requirements and Trapeze EAM to fulfill our EAM requirements. The solutions are offered as software as a service (SaaS), meaning Intercity will not have to provide server infrastructure/support. The two solutions will work in tandem to provide seamless data management that will support finance, human resources, inventory, maintenance, training, procurement, grants, and operations. The new solution will streamline data

entry processes, eliminate a significant amount of paper tracking, eliminate data duplication, and improve access to data for NTD and other critical reports.

System integrator Avaap and the two software solutions proposed, Workday and Trapeze EAM, have been determined to be the most advantageous solution by the evaluation team. Therefore, the recommendation is to enter into a contract with Avaap to implement our ERP/EAM solution, and to enter into a contract with Workday and Trapeze EAM to access their SaaS solutions.

It was M/S/A by Goodwin and Von Holtz to authorize the General Manager to execute contracts with Avaap USA, LLC (Avaap), Workday Inc, and Trapeze EAM, for ERP/EAM project implementation and software, for a total combined amount of \$15,567,981, which includes 10% contingency and ten years of software maintenance and support, not including sales tax.

COMMITTEE REPORTS

- A. Transportation Policy Board (May 14).** Belk said the TPB covered several key items. First, there was an informative overview presentation about LOTT (Lacey, Olympia, Tumwater, and Yelm wastewater treatment). This presentation served as a valuable reminder of LOTT's core mission of providing clean water, as well as the thoughtful ways they support the community alongside that mission. The meeting also included a follow-up discussion regarding the High-Capacity Transportation (HCT) Policy Study. A significant finding from the study was the need to continue supporting express buses and Amtrak to improve high-capacity transportation connections, particularly between the local area and Tacoma, and the broader Puget Sound region. Future projects on I-5, such as additional HOV lanes, are expected to further support these connections. The study concluded that the current land use and density do not support rail transportation. However, a proposed policy statement emerged from feedback received late in the study. This statement acknowledges that while the region may not currently have the necessary infrastructure for large-scale HCT visions like rail, it's crucial to strategically position the area to leverage future opportunities. The policy statement aims to guide near-term, mid-term, and short-term goals to prepare for potential HCT expansion if and when land use and connections evolve. The discussion around this topic was productive. The underlying idea is to prepare for potential future extensions of Sounder service from its current endpoint in Lakewood, eventually reaching DuPont and then Centennial Station in Lacey, with further potential connections to downtown Olympia. The goal is to ensure the region is ready for these future transportation developments.

Discussions continued regarding the High-Capacity Transportation (HCT) Policy Study, with a focus on its draft language. The consensus was to avoid becoming overly committed to any specific transportation mode or technology, acknowledging that technology can change rapidly. Councilmember Vanderpool emphasized the

importance of preserving transportation connections regardless of how they are ultimately delivered. New draft language, incorporating these comments, will be distributed to the board for their future input. The meeting also included a final presentation on the Bicycle Connectivity Strategy, which is an initiative just beginning, and a significant component will be public outreach to identify gaps in the existing bicycle network. The strategy aims to provide recommendations for improving these gaps and creating a more seamless and integrated bicycle network in the future.

Vanderpool elaborated on his earlier comments during the meeting, emphasizing the importance of being "shovel-ready" for potential high-speed rail development. He suggested that even if the state isn't currently prepared, having plans in place would enable the region to seize opportunities for public-private partnerships or other rail services in the future. The sentiment was to be prepared for any eventuality, particularly given the unpredictability of future transportation initiatives.

Von Holtz said an announcement was made about an engagement opportunity for the State Rail Plan. The public is encouraged to participate in a survey, open until June 24, to provide input on the future of rail in the state. The website for the survey is [Washington State Rail Plan 2025 Update | WSDOT](#). It was highlighted that with a growing population and increasing traffic congestion on I-5, alternative transportation solutions like rail will be crucial. Additionally, a public webinar is scheduled for May 22 from 6 p.m. to 7 p.m. to further discuss the State Rail Plan and passenger rail in general. More information about the webinar can also be found on the same website.

- B. Community Advisory Committee (May 19).** Rachel Wilson said the CAC meeting included an update from Kerri Wilson on the Walk N Roll program, which was positively received and highlighted as particularly relevant during Bike Month. The presentation underscored the team's achievements from the previous year and their ongoing efforts. Wilson said it was interesting to hear from Stafford-Smith about the bargaining process and the significance of witnessing the process coming to fruition, acknowledging the considerable effort involved and expressed interest in learning more about it.

GENERAL MANAGER'S REPORT

Development Director, Peter Stackpole filled in for General Manager, Emily Bergkamp.

- The Senior Management Team and Senior Staff members attended a planning session on Friday, May 9, to discuss and prioritize various agency projects in the coming year. This was a helpful exercise to not only ensure all capital projects were accurately reflected in the Draft Capital Improvement Plan, but to identify areas of collaboration and possible support and resources needed. This internal

Intercity Transit Authority Regular Meeting

May 21, 2025

Page 9 of 12

group will meet again in July, with the goal of holding a planning session with ITA members in the fall.

- The South Sound Climate Convention, planned and presented by the Thurston County Climate Action Team, in which Intercity Transit was a sponsor, took place on Saturday, May 17, 2025, at The Evergreen State College in Purce Hall. Bergkamp was a speaker on a panel session titled “Land Use and Active Transportation: Where We Live and How We Move Matters.” With transportation being one of the largest sources of GHG emissions, panel participants spoke to questions of:
 - How does land use drive decisions about how we move in our community?
 - What are the ground-level changes necessary for active transportation to work for all of us?
 - What will it take to have a transit-supportive community?

Bergkamp joined other community leaders, including current ITA member and Olympia City Councilmember Robert Vanderpool, former ITA member and Lacey City Councilmember Robin Vasquez, former ITA member and Olympia City Councilmember Clark Gilman, and WSDOT Active Transportation Planner Chris Hawkins for a thought-provoking conversation. Special thanks to Development Assistant Fiona Sheehan who attended the conference in a learning capacity, and ensured there were Intercity Transit brochures and outreach information available for all convention attendees.

- Bergkamp, ITA Vice Chair Sue Pierce, Grants Program Manager Jessica Gould and Chief Marketing, Communications, & Outreach Officer Nick Demerice, attended APTA’s annual Legislative Conference in Washington, D.C. The Legislative Conference is an opportunity for public transportation industry professionals across the nation to make their presence felt and voices heard in Washington, DC. The Conference helps educate APTA members on important federal legislation and policy initiatives and provides an opportunity to shape the industry’s positions and federal advocacy agenda. The Intercity Transit delegation’s meetings with legislators went very well, including successful visits with Senators Murray and Cantwell along with Congresswomen Glusenkamp-Perez & Strickland. [Dale Learn](#), our federal advocate from Gordon Thomas Honeywell, did a great job as always arranging these visits and providing support throughout our time in DC. In true “transit nerd” fashion, the delegation sampled some of our nation’s finest transit options by riding WMATA’s Metrorail as its main mode of transport during their time in our nation’s capital.
- Operator Class 25-01 graduates May 23 and 18 new Operators will hit the road independently starting Sunday, May 25. Congrats to Jacqueline, Romeo, Richard, Heather, Kelly, Paul, Kevin, Wanda, William, Jean, Tanya, Eryn, Derek, Edwin, David, Andrew, Steve and Matthew on their accomplishment!

- The annual 2024 State of Washington Single Audit is underway, examining Intercity Transit's internal controls over, and compliance with, federal requirements. The audit also determines whether the state properly accounts for federal funds. Intercity Transit has a long track record of clean audits showcasing the commitment of all staff to ensuring we are good stewards of public resources. The audit is published annually by the Office of Financial Management.

AUTHORITY ISSUES

- Intercity Transit's **Legal Counsel, Jeff Myers**, provided an update on the pending litigation initiated by King County and other local governments challenging the FTA master agreement and the Secretary of Transportation's attempts to impose Diversity, Equity, and Inclusion (DEI) restrictions and mandate cooperation on immigration matters for federal grant recipients.

Myers said on May 21, a hearing was held on King County's motion for a preliminary injunction. Judge Barbara Rothstein indicated her intent to grant the preliminary injunction and extended the temporary restraining order (TRO), stating she would issue a more detailed written decision. During this hearing, King County's legal counsel, Pacifica Law Group, informed the court that an amended complaint would be filed later that day, adding numerous new plaintiffs, including Intercity Transit, to challenge the grant restrictions. A second motion was also filed to extend the TRO and preliminary injunction to these new plaintiffs.

Myers said the court suggested the parties confer to promptly address extending the TRO and preliminary injunction to all new parties, indicating a hearing could be convened as early as the following week. Myers highlighted this as positive news, commending Paul Lawrence from Pacifica Law Group for his effective argument. Intercity Transit and Sound Transit are the two Western Washington transit organizations that have joined this lawsuit to protect local governments' access to grant funding free from what Myers termed "extraneous entanglements".

Myers said the total number of plaintiffs in the coalition has grown significantly, now including a couple dozen entities from across the country, such as California, the Midwest, the East Coast (Boston, San Francisco, Pittsburgh, PA), and locally, the Port of Seattle and King County Regional Homelessness Authority, in addition to Sound Transit and Intercity Transit.

Regarding the involvement of the Attorney General's office, Myers stated that they have been contacted at the highest levels, as Nick Brown, the Attorney General, is a former partner at Pacifica Law Group. The state is reportedly pursuing a separate, parallel path, but has not joined this specific case, which

primarily concerns local governments and transportation/homelessness agencies.

Myers clarified the lawsuit is not necessarily closed to new parties, as further amendments to the complaint are possible, or affected entities could attempt to intervene. He noted that Intercity Transit was part of the "first wave" of plaintiffs. The preliminary injunction, once issued, will remain in effect throughout the lawsuit until a permanent decision is made on whether the conditions are lawful or violate the Spending Clause, the 10th Amendment, the Administrative Procedures Act, were unconstitutionally vague.

Myers acknowledged the significant effort by staff, particularly from Jessica Gould and Intercity Transit's grant team, for their instrumental role in preparing a detailed declaration in support of the second motion to extend the restraining order. Stackpole confirmed a news release about the lawsuit is expected May 22, along with internal speaking points for authority members.

- **Mejia** attended the Port of Olympia's Electric Ferry discussion and during the meeting, an attendee shared their positive experience at the Port of Seattle's electric ferry demonstration. This led to a suggestion that the ITA consider initiating a conversation with the Port regarding the potential for an electric ferry service. The speaker emphasized the importance of Intercity Transit, as the local transit agency, engaging with the Port on this topic to explore the feasibility and implications of such a development.
- **Vanderpool** said following the discussion about the electric ferry demonstration, it was revealed that a Port Commissioner had approached an ITA board member regarding this topic. Additionally, a recent conversation with Alex Smith, the Port of Olympia Director, confirmed their interest in reaching out, as the manufacturer who showcased the electric ferry would not be operating it. This suggests a potential future collaboration, possibly leading to a "port seat" at the meeting table to discuss operating the ferry service.
- **Pierce** shared her experience at the APTA Legislative Conference, describing it as a whirlwind two and half days that began with an early morning departure from Washington state. She extended gratitude to Dale Learn, who provided invaluable assistance throughout their visits, arranging meetings, guiding them between sessions, and offering encouragement. Several meetings were held on Monday with staff members, providing key information. Tuesday was dedicated to three group meetings with various legislators, including Patty Murray, Marilyn Strickland, and Maria Cantwell. These meetings were well attended by representatives from numerous transit agencies, including Kitsap County, Pierce County Transit, and Whatcom Transit, allowing for a broad exchange of information. The attendees heard directly from legislators about their understanding of certain issues, giving them an opportunity to clarify details and

Intercity Transit Authority Regular Meeting

May 21, 2025

Page 12 of 12

correct misconceptions. Despite missing some general sessions at the hotel due to face-to-face meetings, Pierce described the experience as "really interesting and helpful." Pierce encouraged others to consider attending next year if the opportunity arises.

- **Cox** referred to the news release about the ongoing lawsuit and she suggested that communication be initiated by the jurisdictions with the federal legislative delegation, the Governor's office, and the Attorney General's Office to inform them of the lawsuit. Additionally, individual ITA board members are encouraged to make their jurisdictional managers and colleagues aware of the situation, anticipating potential questions once the news becomes public. It was confirmed that some of these communications had already begun.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:47 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: June 18, 2025

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

**Intercity Transit
Payroll Disbursement List
May 2025**

Pay Periods:

PP 10 (Apr 20 - May 3)

PP 11 (May 4 - 17)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
5/9/2025 ACH	PR DIRECT DEPOSIT	1,148,940.71
5/9/2025 -	PR PAPER CHECKS	-
5/9/2025 ACH	IRS	188,770.81
5/9/2025 ACH	HEALTH SAVING	92.59
5/9/2025 ACH	VANGUARD	143,871.69
5/9/2025 ACH	PERS	255,629.42
5/9/2025 ACH	PERS SPLIT MONTH ROUNDING	(0.08)
5/9/2025 ACH	DEF COMP	49,622.21
5/9/2025 ACH	MISSION SQUARE	19,681.90
5/9/2025 ACH	CHILD SUPPORT	2,108.30
5/9/2025 ACH	Oregon DOR	357.31
5/23/2025 ACH	PR DIRECT DEPOSIT	1,160,855.63
5/23/2025 42784	PR PAPER CHECKS	4,182.23
5/23/2025 ACH	IRS	189,384.98
5/23/2025 ACH	HEALTH SAVING	92.59
5/23/2025 ACH	VANGUARD	144,848.91
5/23/2025 ACH	PERS	255,696.52
5/23/2025 ACH	DEF COMP	49,015.85
5/23/2025 ACH	MISSION SQUARE	20,320.13
5/23/2025 ACH	CHILD SUPPORT	2,108.30
5/23/2025 ACH	Oregon DOR	357.31
5/29/2025 ACH	Aflac	15,348.94
	Total Payroll Disbursements	3,651,286.25

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

Check No.	Reference Date	Vendor No.	Payee	Amount
42627	05/05/25	01298	ECOLUBE RECOVERY LLC	\$78.30
42628	05/05/25	01309	AMERISAFE INC.	\$2,029.38
42629	05/05/25	01567	CUMMINS INC.	\$9,634.90
42630	05/05/25	01567	CW JANITORIAL SERVICE LLC	\$42,039.16
42631	05/05/25	01683	DAY MANAGEMENT CORP	\$4,336.01
42632	05/05/25	01780	DK BOOS GLASS INC.	\$2,073.33
42633	05/05/25	01855	ELLIOTT AUTO SUPPLY CO INC.	\$2,288.70
42634	05/05/25	01885	FERRELLGAS LP	\$8,799.43
42635	05/05/25	01895	FUSION GRAPHIX LLC	\$4,269.81
42636	05/05/25	01895	GALLS PARENT HOLDINGS LLC	\$0.00
42637	05/05/25	01895	GALLS PARENT HOLDINGS LLC	\$1,883.46
42638	05/05/25	01920	GILLIG LLC	\$5,298.68
42639	05/05/25	02060	GORDON TRUCK CENTERS INC	\$7,117.85
42640	05/05/25	02580	HART HEALTH AND SAFETY INC.	\$65.44
42641	05/05/25	02580	IMPACT ENVIRONMENTAL GROUP INC	\$68.45
42642	05/05/25	02828	JERRY'S AUTOMOTIVE & TOWING INC.	\$164.70
42643	05/05/25	02839	JESSE ORNDORFF	\$796.05
42644	05/05/25	03023	KAUFMAN REAL ESTATE LLC	\$9,602.00
42645	05/05/25	03247	KEITHLY BARBER ASSOCIATES INC.	\$10,621.94
42646	05/05/25	04060	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$138.63
42647	05/05/25	05988	MATERIALS TESTING & CONSULTING INC.	\$6,951.75
42648	05/05/25	06040	MULLINAX FORD OF OLYMPIA LLC	\$3,692.28
42649	05/05/25	06120	NISQUALLY AUTOMOTIVE SERVICES INC	\$357.39
42650	05/05/25	06120	PBS ENGINEERING AND ENVIRONMENTAL LLC	\$3,922.75
42651	05/05/25	06520	PEAK INDUSTRIAL INC.	\$62.09
42652	05/05/25	06610	PETROCARD INC.	\$56,231.22
42653	05/05/25	06836	PIONEER FIRE & SECURITY INC.	\$407.63
42654	05/05/25	06836	POMP'S TIRE SERVICE INC.	\$2,187.33
42655	05/05/25	07220	PUGET SOUND ENERGY	\$11.14
42656	05/05/25	07220	RAINIER DODGE INC.	\$42.83
42657	05/05/25	07220	SCHETKY NORTHWEST SALES INC.	\$276.11
42658	05/05/25	07220	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$891.64
42659	05/05/25	07220	SHI INTERNATIONAL CORP.	\$41,464.68
42660	05/05/25	07350	SIX ROBBLEES' INC.	\$74.67
42661	05/05/25	07350	STANDARD PARTS CORP.	\$1,598.35
42662	05/05/25	07619	TC NU STAR INC	\$13,556.25
42663	05/05/25	07620	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,797.13
42664	05/05/25	07640	THERMO KING NORTHWEST INC.	\$6,200.00
42665	05/05/25	07640	THURSTON COUNTY COUNCIL ON AGING	\$392.00
42666	05/05/25	07869	TITUS-WILL CHEVROLET	\$638.47
42667	05/05/25	08006	TOTAL FILTRATION SERVICES INC.	\$7.14
42668	05/05/25	08060	ALLEN WALTON	\$246.83
42669	05/05/25	08604	VESTIS GROUP INC.	\$526.09
42670	05/05/25	08745	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$105,768.43

42671	05/05/25	08745	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$54,364.62
42672	05/05/25	08745	WA ST HEALTH CARE AUTHORITY	\$714,932.62
42673	05/05/25	08745	WASHINGTON STATE TRANSIT ASSOCIATION	\$175.00
42674	05/05/25	08840	XIOLOGIX LLC	\$54,566.79
42675	05/12/25	08960	ECOLUBE RECOVERY LLC	\$370.17
42676	05/12/25	09180	ASSOCIATED PETROLEUM PRODUCTS INC.	\$493.15
42677	05/12/25	09662	AVIVA KAMM LAW PLLC	\$180.00
42678	05/12/25	09662	BAUS SYSTEMS LLC	\$4,163.89
42679	05/12/25	09662	CHICAGO TITLE OF WASHINGTON	\$383.95
42680	05/12/25	09662	CITY OF LACEY	\$1,418.85
42681	05/12/25	09961	CITY OF OLYMPIA	\$9,348.66
42682	05/12/25	10290	CONTINENTAL BATTERY SYSTEMS	\$2,913.22
42683	05/12/25	10290	CUMMINS INC.	\$0.00
42684	05/12/25	10477	CUMMINS INC.	\$2,711.17
42685	05/12/25	10477	DAY MANAGEMENT CORP	\$1,559.75
42686	05/12/25	10477	DEPENDABLE COURIER SERVICE LLC	\$612.15
42687	05/12/25	10477	DON SMALL & SONS OIL DIST CO INC.	\$9,935.51
42688	05/12/25	10477	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$755.00
42689	05/12/25	10477	ELLIOTT AUTO SUPPLY CO INC.	\$2,517.99
42690	05/12/25	10477	JEMMA INC.	\$10,606.31
42691	05/12/25	10580	FERRELLGAS LP	\$5,053.87
42692	05/12/25	10660	GALLS PARENT HOLDINGS LLC	\$0.00
42693	05/12/25	10660	GALLS PARENT HOLDINGS LLC	\$1,284.73
42694	05/12/25	10660	GILLIG LLC	\$13,238.19
42695	05/12/25	10660	GORDON TRUCK CENTERS INC	\$978.30
42696	05/12/25	10758	J&I POWER EQUIPMENT INC.	\$60.34
42697	05/12/25	10759	JOANNA GRIST	\$2,000.00
42698	05/12/25	10759	LEMAY MOBILE SHREDDING	\$6.23
42699	05/12/25	10759	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,850.14
42700	05/12/25	10759	M & S COLLISION LLC	\$4,590.08
42701	05/12/25	11097	MAUL FOSTER & ALONGI INC.	\$9,851.25
42702	05/12/25	11200	MICHAEL G. MALAIER TRUSTEE	\$108.00
42703	05/12/25	11310	MIDWEST BUS CORPORATION	\$631.54
42704	05/12/25	11571	MULLINAX FORD OF OLYMPIA LLC	\$3,166.31
42705	05/12/25	11615	NISQUALLY AUTOMOTIVE SERVICES INC	\$982.82
42706	05/12/25	11805	HAROLD LEMAY ENTERPRISES	\$937.19
42707	05/12/25	11831	PETROCARD INC.	\$60,022.81
42708	05/12/25	11895	POINT GRAPHICS LLC	\$115.29
42709	05/12/25	11930	POMP'S TIRE SERVICE INC.	\$3,499.72
42710	05/12/25	11930	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$334.63
42711	05/12/25	11933	PUGET SOUND ENERGY	\$0.00
42712	05/12/25	11933	PUGET SOUND ENERGY	\$19,795.79
42713	05/12/25	11933	RECARO NORTH AMERICA INC.	\$105.66
42714	05/12/25	11943	SCHETKY NORTHWEST SALES INC.	\$20.39
42715	05/12/25	12458	SCHINDLER ELEVATOR CORPORATION	\$2,964.35
42716	05/12/25	12488	STANDARD PARTS CORP.	\$725.30
42717	05/12/25	12875	TITUS-WILL CHEVROLET	\$421.65
42718	05/12/25	12875	ROTTERS INC.	\$313.28
42719	05/12/25	13440	TRAPEZE SOFTWARE GROUP INC.	\$2,475.00
42720	05/12/25	13485	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
42721	05/12/25	13701	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
42722	05/12/25	13701	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00

42723	05/12/25	13726	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$158,087.76
42724	05/12/25	13726	USSC ACQUISITION CORP	\$1,726.38
42725	05/12/25	13886	VESTIS GROUP INC.	\$547.17
42726	05/12/25	13893	WEX BANK	\$46,854.82
42727	05/19/25	14381	ACCURATE EMPLOYMENT SCREENING LLC	\$1,228.89
42728	05/19/25	14405	CANON FINANCIAL SERVICES INC.	\$4,077.03
42729	05/19/25	14405	ALLENBAUGH & ASSOCIATES INC	\$2,113.50
42730	05/19/25	14457	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,483.09
42731	05/19/25	14750	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,629.40
42732	05/19/25	14750	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,907.63
42733	05/19/25	14750	BACKUPIFY INC.	\$1,649.70
42734	05/19/25	14750	BUD CLARY OF YAKIMA INC	\$249,816.00
42735	05/19/25	15140	COLOR GRAPHICS SCREENPRINTING INC.	\$1,431.59
42736	05/19/25	15140	CONTINENTAL BATTERY SYSTEMS	\$62.71
42737	05/19/25	15140	CUMMINS INC.	\$2,470.00
42738	05/19/25	15140	CW JANITORIAL SERVICE LLC	\$2,655.00
42739	05/19/25	16490	DAVID S FOSTER	\$2,000.00
42740	05/19/25	16623	ELLIOTT AUTO SUPPLY CO INC.	\$2,530.64
42741	05/19/25	16699	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$438.13
42742	05/19/25	16701	EXPRESS SERVICES INC	\$3,658.10
42743	05/19/25	16765	FERRELLGAS LP	\$11,641.71
42744	05/19/25	16765	FORMA CONSTRUCTION COMPANY	\$1,119,187.37
42745	05/19/25	16841	FUSION GRAPHIX LLC	\$3,886.74
42746	05/19/25	16969	GILLIG LLC	\$5,999.15
42747	05/19/25	16969	GORDON THOMAS HONEYWELL LLP	\$8,000.00
42748	05/19/25	16974	GORDON TRUCK CENTERS INC	\$361.17
42749	05/19/25	16974	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,899.38
42750	05/19/25	17203	HOGAN MFG. INC.	\$3,318.20
42751	05/19/25	17255	INDUSTRIAL HYDRAULICS INC.	\$275.15
42752	05/19/25	17290	ITERIS INC	\$7,776.16
42753	05/19/25	17290	INTRADO LIFE & SAFETY INC.	\$305.23
42754	05/19/25	17290	JESSE ORNDORFF	\$213.01
42755	05/19/25	17388	KPFF CONSULTING ENGINEERS INC	\$23,901.15
42756	05/19/25	17505	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$5,533.50
42757	05/19/25	17505	M & S COLLISION LLC	\$3,891.24
42758	05/19/25	17560	METROPOLITAN LIFE INSURANCE COMPANY	\$14,580.02
42759	05/19/25	17580	MULLINAX FORD OF OLYMPIA LLC	\$1,259.18
42760	05/19/25	17746	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,250.87
42761	05/19/25	17792	POINT GRAPHICS LLC	\$136.13
42762	05/19/25	17900	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$8,945.00
42763	05/19/25	17900	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$54.90
42764	05/19/25	17900	ROBIN LUCAS	\$555.00
42765	05/19/25	17900	SCHETKY NORTHWEST SALES INC.	\$517.85
42766	05/19/25	17908	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$147.41
42767	05/19/25	17965	SHEA CARR & JEWELL INC.	\$1,914.45
42768	05/19/25	17965	SHI INTERNATIONAL CORP.	\$8,416.84
42769	05/19/25	17965	SIX ROBBLEES' INC.	\$85.76
42770	05/19/25	18052	STANDARD PARTS CORP.	\$750.32
42771	05/19/25	18066	STANTEC CONSULTING SERVICES INC	\$152,444.23
42772	05/19/25	18066	SUNBELT RENTALS INC.	\$1,032.77
42773	05/19/25	18145	29 ELEVEN INC.	\$950.87
42774	05/19/25	18145	THE W.W. WILLIAMS COMPANY LLC	\$210.33

42775	05/19/25	18530	TITUS-WILL CHEVROLET	\$304.95
42776	05/19/25	18530	ROTTERS INC.	\$334.19
42777	05/19/25	18530	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
42778	05/19/25	18530	VESTIS GROUP INC.	\$627.94
42779	05/19/25	18540	W. W. GRAINGER INC.	\$30.04
42780	05/19/25	18651	WA ST AUDITOR'S OFFICE	\$13,464.88
42781	05/19/25	18695	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$3,638.25
42782	05/19/25	18705	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$7,389.51
42783	05/19/25	18801	WALTER E. NELSON COMPANY OF WESTERN WASH	\$4,888.30
42785	05/27/25	18879	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,196.44
42786	05/27/25	21650	CANON FINANCIAL SERVICES INC.	\$131.27
42787	05/27/25	21655	AMALGAMATED TRANSIT UNION 1765	\$24,148.11
42788	05/27/25	21655	ECOLUBE RECOVERY LLC	\$142.10
42789	05/27/25	21659	AMERICAN PUBLIC TRANSIT ASSOCIATION	\$39,250.00
42790	05/27/25	21750	AVAIL TECHNOLOGIES INC	\$2,384.03
42791	05/27/25	21830	CITY OF OLYMPIA	\$4,597.18
42792	05/27/25	21870	COMMERCIAL BRAKE & CLUTCH INC.	\$339.50
42793	05/27/25	21950	CUMMINS INC.	\$5,360.56
42794	05/27/25	21950	DAVIS WRIGHT TREMAINE LLP	\$9,011.50
42795	05/27/25	21950	ELLIOTT AUTO SUPPLY CO INC.	\$1,442.06
42796	05/27/25	21950	FERRELLGAS LP	\$6,738.55
42797	05/27/25	21985	GALLS PARENT HOLDINGS LLC	\$0.00
42798	05/27/25	22010	GALLS PARENT HOLDINGS LLC	\$0.00
42799	05/27/25	22010	GALLS PARENT HOLDINGS LLC	\$3,061.65
42800	05/27/25	22010	GENE'S TOWING INC	\$729.41
42801	05/27/25	22182	GILLIG LLC	\$10,778.70
42802	05/27/25	22420	GORDON TRUCK CENTERS INC	\$5,985.25
42803	05/27/25	23420	JERRY'S AUTOMOTIVE & TOWING INC.	\$205.87
42804	05/27/25	23420	JESSE ORNDORFF	\$2,248.70
42805	05/27/25	23420	KPFF CONSULTING ENGINEERS INC	\$92,381.32
42806	05/27/25	23420	MICHAEL G. MALAIER TRUSTEE	\$108.00
42807	05/27/25	23635	MULLINAX FORD OF OLYMPIA LLC	\$1,118.80
42808	05/27/25	23660	NISQUALLY AUTOMOTIVE SERVICES INC	\$357.39
42809	05/27/25	23740	PALAMERICAN SECURITY INC.	\$96,644.91
42810	05/27/25	23740	RAINIER DODGE INC.	\$31.91
42811	05/27/25	23741	ROMAINE ELECTRIC CORP.	\$1,861.11
42812	05/27/25	23758	ROUSH CLEANTECH LLC	\$1,689.27
42813	05/27/25	23800	SCHETKY NORTHWEST SALES INC.	\$409.36
42814	05/27/25	23800	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$131.27
42815	05/27/25	23800	STANDARD PARTS CORP.	\$743.94
42816	05/27/25	23800	STORMANS INC.	\$390.50
42817	05/27/25	24000	SUMMIT LAW GROUP PLLC	\$15,990.50
42818	05/27/25	24000	THE W.W. WILLIAMS COMPANY LLC	\$22,819.63
42819	05/27/25	24030	THURSTON COUNTY CHAMBER OF COMMERCE	\$750.00
42820	05/27/25	24140	THURSTON COUNTY SOLID WASTE	\$53.00
42821	05/27/25	24740	TITUS-WILL CHEVROLET	\$141.23
42822	05/27/25	24741	ROTTERS INC.	\$309.07
42823	05/27/25	24744	UNITED WAY OF THURSTON COUNTY	\$354.00
42824	05/27/25	24755	USSC ACQUISITION CORP	\$105.06
42825	05/27/25	24961	USSC ACQUISITION CORP.	\$4,627.38
42826	05/27/25	25560	VANGUARD GROUP INC. - THE	\$1,050.00
42827	05/27/25	25909	VESTIS GROUP INC.	\$541.93

42828	05/27/25	26405	W. W. GRAINGER INC.	\$325.58
ACH	05/01/25		AUTHORIZE.NET	\$227.72
ACH	05/02/25		BERGKAMP EMILY	\$405.31
ACH	05/02/25		JONATHAN BOTSFORD	\$20.00
ACH	05/02/25		CRANOR KAYLA R.	\$169.50
ACH	05/02/25		DOWNS MARVIN LEE	\$345.00
ACH	05/02/25		DUDEK DAVID	\$588.80
ACH	05/02/25		HUG KARL	\$11.27
ACH	05/02/25		IT PROJECT ASSISTANCE	\$799.00
ACH	05/02/25		IT WELLNESS	\$707.00
ACH	05/02/25		PROUTY CURTIS	\$179.20
ACH	05/02/25		LICHT JONATHAN	\$255.50
ACH	05/02/25		LOKEN RICHELLE	\$223.79
ACH	05/02/25		MACMILLAN DANIEL	\$376.60
ACH	05/02/25		MIDSTOKKE II MICHAEL	\$523.75
ACH	05/02/25		NEVUE WILLIAM	\$60.00
ACH	05/02/25		REINHARDT BRYCE	\$550.00
ACH	05/02/25		REINHARDT MICHAEL	\$169.50
ACH	05/02/25		SYKES ZACKERY	\$169.50
ACH	05/02/25		WARD NEIL	\$136.00
ACH	05/08/25		DEPARTMENT OF REVENUE	\$1,376.48
ACH	05/09/25		BAIR ALYSIA	\$119.00
ACH	05/09/25		DEMERICE NICOLAS	\$56.00
ACH	05/09/25		EDWARDS CHAD	\$45.05
ACH	05/09/25		HEINEMEYER ZACHARY R.	\$44.10
ACH	05/09/25		HUNT JONATHAN JEFF	\$20.00
ACH	05/09/25		KIATTIPAT-AGUINAGA SUTARAT	\$137.08
ACH	05/09/25		MCPHERSON ALEXANDRA J.	\$56.00
ACH	05/09/25		REINHARDT BRYCE	\$119.00
ACH	05/16/25		AMMANN KARL	\$269.50
ACH	05/16/25		BAIR ALYSIA	\$12.35
ACH	05/16/25		BELL JOE	\$269.50
ACH	05/16/25		DENICOLA JANE	\$72.00
ACH	05/16/25		GLAVE TERRENCE A.	\$215.00
ACH	05/16/25		HEINEMEYER ZACHARY R.	\$677.84
ACH	05/16/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,327.50
ACH	05/16/25		JONES JAMES DALTON	\$120.00
ACH	05/16/25		LAMBERT DOUGLAS	\$20.00
ACH	05/22/25		DEPARTMENT OF REVENUE	\$647.63
ACH	05/23/25		LAFFEY RANDY	\$410.40
ACH	05/23/25		LASLIE CRAIG	\$410.40
ACH	05/23/25		MCMULLAN MICHAEL	\$125.00
ACH	05/23/25		MIDSTOKKE II MICHAEL	\$693.25
ACH	05/23/25		MORRISON MELISSA	\$30.00
ACH	05/23/25		PERMANN RACHEL	\$211.02
ACH	05/30/25		DREW DAVID L.	\$196.50
ACH	05/30/25		EDWARDS CHAD	\$578.12
ACH	05/30/25		FAHR BEAU	\$169.50
ACH	05/30/25		FULLER MICHAEL	\$169.50
ACH	05/30/25		GLASGOW AMY	\$133.50
ACH	05/30/25		GOFFENEY ANDREW	\$56.00
ACH	05/30/25		GREGORY ERIK	\$131.50

ACH	05/30/25	HAGQUIST MORGAN	\$131.50
ACH	05/30/25	HARRIS SHANNON	\$20.00
ACH	05/30/25	HEDGLIN DONALD	\$20.00
ACH	05/30/25	IT PROJECT ASSISTANCE	\$785.00
ACH	05/30/25	IT WELLNESS	\$689.00
ACH	05/30/25	KARKOSKI KEVIN	\$86.00
ACH	05/30/25	LICHT JONATHAN	\$386.20
ACH	05/30/25	MILLER JOE	\$131.50
ACH	05/30/25	REVEL STACI A.	\$196.50
ACH	05/30/25	SIGMON JR RAY	\$133.50
ACH	05/30/25	SOTO ALEJANDRO	\$196.50
ACH	05/30/25	STACKPOLE PETER	\$229.74
ACH	05/30/25	STEVENS DRAKE	\$248.00
ACH	05/30/25	WITHROW DENA	\$239.76
ACH	05/30/25	ZEMAN SPENCER	\$229.74

\$3,672,328.11

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 3-D
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement and Project Management
Coordinator, (360) 705-5857

SUBJECT: Landscaping and Grounds Maintenance Services Contract Renewal

-
- 1) **The Issue:** Renew the Landscaping and Grounds Maintenance Services contract with A-L-S American Landscape Services (ALS) for one year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with American Landscape Services, LLC to renew landscaping and grounds maintenance services at Intercity Transit facilities for a period of one year in the amount of \$148,298.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In June 2024, ALS won Intercity Transit's contract for Landscaping and Grounds Maintenance Services at Intercity Transit facilities, including Pattison Base, Olympia Transit Center, Lacey Transit Center, Martin Way Park and Ride, Hawks Prairie Park and Ride, Bobcat Parking lot and the Centennial Station. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the first one-year renewal.

Under the renewal, ALS will add services to the Pattison Base Employee Parking lot. They will also continue to provide monthly scheduled landscaping and grounds maintenance services at all other Intercity Transit facilities listed above.

ALS also provides Intercity Transit with mutually agreed upon as-needed services, including but not limited to winter services, such as snow plowing and deicing, installation and maintenance of water bladders for the trees at the Hawk's Prairie Park and Ride, and any additional as-needed non-scheduled services throughout the year such as irrigation system repair.

The renewal contract amount reflects a rate increase from the previous term in the approximate amount of \$13,138. This rate increase is due to the additional parking lot, increased labor and material costs and is commensurate with the Consumer Price Index and current market rates.

Intercity Transit is committed to maintaining our properties in a clean, presentable, and healthy condition. ALS has proven to be a reputable and experienced local firm that is committed to ensuring our properties are continually maintained and look presentable. Intercity Transit has been satisfied with ALS' performance at our locations for the past eleven years. Staff are confident ALS will continue to provide quality services which meet our property maintenance requirements at fair and reasonable rates and recommends the contract be renewed.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with American Landscape Services, LLC to renew landscaping at grounds maintenance services at Intercity Transit facilities for a period of one year in the amount of \$148,298.
- B. Defer action. This would result in a lack of landscaping and grounds maintenance services at Intercity Transit facilities.

6) **Budget Notes:** The total cost of this contract extension falls within the 2025 budget allocation for landscaping and grounds maintenance services.

7) **Goal Reference:** **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. 4-A
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement and Project Management
Coordinator, (360) 705-5857

SUBJECT: Vanpool Vehicle Purchase

-
- 1) **The Issue:** Consideration of the purchase of replacement vehicles for our Vanpool program.
-
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Vanpool program in the amount not-to-exceed \$1,629,460.
-
- 3) **Policy:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit is seeking authorization to purchase 34 new 2026 Toyota Sienna Hybrids from Toyota of Yakima under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will facilitate the replacement of the aging vehicles in our vanpool fleet. These replacements are essential for maintaining a reliable and effective Vanpool program for our community.

Ordering and production of this type of vehicle has been extremely limited over the last few years. Despite these challenges, Intercity Transit is actively working to purchase all 34 new 2026 Toyota Sienna Hybrids. Staff is collaborating closely with Toyota of Yakima to secure all 34 replacements needed for the aging vehicles in our fleet.

Intercity Transit has received a Public Transit Rideshare grant from the Washington State Department of Transportation (WSDOT). This grant will be used to support our Vanpool program by assisting us in purchasing 15 of these 34 replacement vehicles. The total order value for these vehicles will not exceed the budgeted amount of \$1,629,460.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure vehicles through DES Contract 28423, which was awarded to

Toyota of Yakima via a competitive bidding process. Staff concurs with DES's assessment that the pricing is fair and reasonable, and that Toyota of Yakima has the ability to perform. Our past experience with Toyota of Yakima and Toyota vehicles gives staff confidence that these new Sienna's are mechanically sound and will serve our agency and vanpool program effectively for years to come.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Vanpool program in the amount not-to-exceed \$1,629,460.
- B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

-
- 6) **Budget Notes:** The total requested purchase amount of \$1,629,460 is included in the 2025 Capital Improvement Plan and the approved 2025 budget for planned lifecycle replacement of existing vehicles within the agency fleet. The awarded Public Transit Rideshare grant will provide offset funding of up to \$543,548 for 15 of the 34 replacement vehicles. (Note: Vehicles supporting our Vanpool program are exempt from sales tax).

-
- 7) **Goal Reference:** **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.

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director (360) 357-1795

SUBJECT: East Martin Way Gateway Station Roundabout Project Update

-
- 1) **The Issue:** Provide an update on completed work including the results of the Intersection Control Evaluation, and next steps in the public involvement process.

 - 2) **Recommended Action:** Informational purposes only.

 - 3) **Policy:** Keep the Authority informed.

 - 4) **Background:** On June 5, 2024, staff provided an update on the East Martin Way Gateway Roundabout project, including completed work and community feedback, particularly from residents in the Ridgeview neighborhoods (Ridgeview 1 and 2). Residents of the Ridgeview neighborhood expressed strong concerns through emails, letters, and public testimony that a roundabout could negatively affect their access to and from Martin Way.

In response, staff informed the Authority that the next steps would include collaborating with Thurston County and SCJ Alliance to expand the scope of the initial phase to evaluate other improvement alternatives, including options that maintain the existing intersection configuration, while supporting safe and effective transit operations.

Since that time, SCJ Alliance has completed the Intersection Control Evaluation (ICE), which assesses alternatives for the intersection of Martin Way and Meridian Road. SCJ will present the findings to the Authority this evening.

Next Steps: Execute an interlocal agreement with Thurston County for the design, right of way, and construction of the Martin Way / Meridian Rd NE roundabout. Staff will then share the ICE findings with the City of Lacey and coordinate a virtual open house with the Ridgeview residents and other interested parties. Staff will provide the Authority with an update following the public outreach and continue to keep the Authority informed as new information becomes available.

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." **Goal #5:** "Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity, as a service provider and as an employer." **Goal #8:** "Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority
FROM: Jonathan Martin, 705-5833
SUBJECT: Pattison Rehabilitation and Expansion Construction Update

-
- 1) **The Issue:** Provide the ITA with a summary of the progress in the Pattison Rehabilitation and Expansion Construction Project.
-
- 2) **Recommended Action:** This item is for information and discussion.
-
- 3) **Policy Analysis:** Regular updates and discussion of facility and service projects provide an opportunity for the Authority to seek clarification, ask questions, and provide input to staff regarding projects and services.
-
- 4) **Background:** In 2020, Intercity Transit began construction activities at the Pattison facility to expand the site footprint and infrastructure as well as rehabilitate the remaining site and structures to accommodate changes and growth in various aspects of the organization. Work on the North Parcel was completed in 2023 which included the opening of two new buildings onsite and expansion of the bus yard. Work began immediately on our South Parcel to demolish the original administrative building, expand employee parking, repair and improve stormwater systems, and prepare for the full remodel of the existing fleet maintenance facility. Significant progress has been made, yet construction activities are expected through late 2026 to complete all planned project phases.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** This project is included in the 2025 budget.
-
- 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 limitation." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal #7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity as a service provider and as an employer."
-
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

FROM: Katie Cunningham, Procurement Manager, (360) 705-5837

SUBJECT: Hydrogen Refueling Station Contract Award

-
- 1) **The Issue:** Award a contract to Hyfluence Systems Corp. (Hyfluence) for a Hydrogen Refueling Station, and related services.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a six-year contract, with five one-year renewal options, with Hyfluence Systems Corp. to provide a Hydrogen Refueling Station, and related services, in the amount of \$4,608,730 which includes sales tax and an approximate 8% contingency.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit released a Request for Proposals (RFP) for a Hydrogen Refueling Station on November 18, 2024. The purpose of the RFP was to establish a contract with a qualified contractor to provide hydrogen refueling station equipment, installation, commissioning, ongoing maintenance, and related goods and services, to support the successful deployment of five (5) 40' Hydrogen Fuel Cell Electric Buses (FCEBs).

A total of eight (8) proposals were received, three (3) of which were deemed responsive and determined to conform to the RFP requirements. Proposals were evaluated by Fleet and Facilities Maintenance and Procurement staff in accordance with criteria established in the RFP. Based on the evaluation of non-cost proposal factors, cost proposal factors, and proposer interviews, Intercity Transit determined that Hyfluence is the responsible proposer who best meets all RFP requirements and is the most advantageous to Transit to provide the Hydrogen Refueling Station and related services.

The cost of the Hydrogen Refueling Station equipment, including sales tax, is \$3,169,926. The total cost of the additional support services, including but not limited to, project management, design support, construction and installation support, commissioning, and an initial five (5) year maintenance plan, is

\$1,055,787. With an approximate 8% contingency to allow for any unforeseen additional needs, the total requested amount is \$4,608,730.

Hyfluence focuses exclusively on the design and delivery of hydrogen fueling systems and equipment. The company was formed in 2022 by a team with decades of experience, innovation and advancements in the development and deployment of hydrogen infrastructure. In addition to providing the necessary refueling equipment, Intercity Transit believes the Hyfluence team will provide significant value through its project and maintenance services and recommends approval of the contract.

5) **Alternatives:**

- A. Authorize the General Manager to execute a six-year contract, with five one-year renewal options, with Hyfluence Systems Corp. to provide a Hydrogen Refueling Station, and related services, in the amount of \$4,608,730 which includes sales tax and an approximate 8% contingency.
- B. Defer action. This alternative would result in a delay in obtaining the equipment needed to fuel our FCEBs.

-
- 6) **Budget Notes:** This effort has been planned and allocated in Intercity Transit's 2025 budget. The total contract amount of \$4,608,730 falls within the 2025 budget allocation for this project. This purchase is also a portion of the agency's larger Fuel Cell Electric Bus Demonstration Project for which we were awarded grant funds from the Washington State Department of Transportation. The grant funds will be used for reimbursement of approximately 80% of the cost of equipment and installation.

-
- 7) **Goal Reference:** **Goal #2:** "Provide outstanding customer service." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #5:** "Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan."

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

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

FROM: Jana Brown, Deputy Director – Chief Financial Officer, 705-5816
Emily Bergkamp, General Manager, 705-5838

SUBJECT: 2025 Mid-Year Budget Update and FTE Adjustment

-
- 1) **The Issue:** Mid-Year review of the 2025 Budget and increase 2025 Full-Time Equivalent (FTE) allocation.
-
- 2) **Recommended Action:** Adopt Resolution 02-2025 amending the 2025 Budget.
-
- 3) **Policy Analysis:** Intercity Transit Authority Bylaws Article III Powers, Rights, Responsibilities, states, the Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget, and its service levels.
-
- 4) **Background:** The Intercity Transit Authority Board may revise the annual budget anytime throughout the year. In the spirit of promoting transparency and accountability, the General Manager requested the Intercity Transit Budget be reviewed mid-year by staff to identify unexpected projects or initiatives, revise costs, identify changes to funding resources and provide an update to the board and bring forward any additional needs.

The following changes and/or needs were identified:

- Salaries and Benefit adjustment with the ratification of the Amalgamated Transit Union (ATU) 2025-2027 contract, as well as the reconciliation of staffing changes due to terminations, retirements and new hires, the increase to supplemental retirement, the implementation of the agency wellness benefit and the increase of 31 FTEs. (\$7,225,935)
- Removal of the existing contingency in the 2025 budget for what-was the anticipated ATU contract settlement. (-\$500,000)
- Increased legal costs due to ongoing legal services related to outstanding and anticipated employment issues (\$50,000), and
- Increased legal costs due to the recent actions of the Federal Transit Administration (FTA) orders potentially jeopardizing our federal grant funding (\$25,000).

Resulting in the following budget changes needed:

Budgeted Expenditure Change:	
Addition to Salaries and Wages	\$7,225,935
Reduction to GWI Contingency	-\$500,000
Addition to Legal Professional Services	\$75,000
Total Net Change to Budget:	\$6,800,935

During the 2025 Budget process last year, many staffing requests were put on hold considering the uncertainty of grant funding and whether Intercity Transit would have continued financial resources. As we progress forward with increased services many of those requests have resurfaced as the needs are still present. The following is more detailed information for consideration of these requests:

- **20 Coach Operators:** As Intercity Transit services expand, this measure will help ensure sufficient staffing to meet increasing demands. The added capacity will provide continuity during periods of hiring, training, and workforce transitions while also supporting a healthy and sustainable work environment for frontline staff.
- **4 Fleet Technicians:** This request seeks to expand graveyard shift coverage to a full 24/7 schedule from Wednesday to Saturday. This adjustment will ensure the Fleet Division is always on-site, providing continuous support to Operations while buses are in service 7 days per week. With transit operations projected to reach 128% pre-pandemic levels in 2025, the Fleet Division must expand to accommodate an additional 28% increase in service.
- **1 Fleet Maintenance Supervisor:** This position will ensure essential oversight of the expanded maintenance support required to accommodate increased services.
- **2 Inventory Specialists:** This request aims to strengthen support for the expanding Facilities and Fleet divisions by increasing capacity for parts and service research, order processing, and delivery. It will also extend coverage into evening and night shifts to ensure seamless operations of the Inventory Division.
- **1 Administrative Assistant:** The Executive Department has been utilizing temporary staff to help manage workload demands as Intercity Transit continues to experience increased public records requests and support needs. Given the long-term necessity and the role's ongoing presence, there is a strong interest in transitioning this into a permanent position.
- **1 Human Resource (HR) Analyst:** Last year, the agency established a Sr. HR Analyst position to lead the development of its workforce development

program. However, ongoing recruitment demands have delayed progress in this area. To address this, the new HR Analyst role will be dedicated to recruitment, including community outreach, directly supporting the agency's service delivery goals and enabling workforce development initiatives to move forward.

- **0.5 Walk N Roll Program Representative:** Our part-time Bicycle Community Challenge Representative is retiring. Currently a seasonal role, this position operates for seven months each year. We are requesting the position transition to a full-time, year-round role. This expanded position will retain the responsibilities of the Bicycle Community Challenge Representative while incorporating additional programmatic duties with Walk N Roll growth.
- **1 Walk N Roll Program Representative and 0.5 Assistant:** Walk N Roll was awarded a 2025-26 Youth Development grant from Cascade Bicycle Club. This is the second year of receiving this grant. The 2025-26 grant includes an addition of 1.5 FTE. The additional staff will allow Walk N Roll to expand the Teens Biking to Destinations Program to more of Intercity Transit's service area and serve more youth. These positions are 100% grant funded.

5) **Alternatives:**

- A. Accept the budget amendment as presented, approve the FTE number increase from 546.5 to 577.5 and approve the passing of Resolution 02-2025.
- B. Delay a decision regarding some or all of the FTE increase until the 2026 budget process, resulting in change to the resolution.
- C. Delay some or all of the additional benefits and the FTE increase until the 2026 budget process, resulting in change to the resolution.

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

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

8) **References:** Resolution 02-2025 Amending the 2025 Budget

**INTERCITY TRANSIT
RESOLUTION NO 02-2025
AMENDMENT OF THE 2025 BUDGET**

A RESOLUTION amending the budget for Intercity Transit for the year 2025 and authorizing appropriations thereunder.

WHEREAS, the Governing Authority of Intercity Transit adopted the 2025 Budget by passing Resolution 05-2024 on December 18, 2024; and

WHEREAS, periodically, budget amendments are required to recognize changes relating to adopted budget expense authority; and

WHEREAS, the following changes need to be made to Resolution 05-2024;

NOW THEREFORE, BE IT RESOLVED by the Intercity Transit Authority that the following budget for Intercity Transit for the year 2025 is hereby adopted:

ESTIMATED RESOURCES

Beginning Cash Balance	\$256,666,880
Estimated Revenues	135,262,094
TOTAL ESTIMATED RESOURCES	<u>\$391,928,974</u>

ESTIMATED UTILIZATION OF RESOURCES

Total Operating and Capital Expenses	\$170,617,649
Estimated Ending Cash Balance	221,311,325
TOTAL ESTIMATED UTILIZATION OF RESOURCES	<u>\$391,928,974</u>

ADOPTED: This 18th day of June 2025

INTERCITY TRANSIT AUTHORITY

Carolyn Cox - Chair

ATTEST:

Pat Messmer
**Executive Assistant/
Clerk of the Board**

APPROVED AS TO FORM:

Jeffrey S. Myers
Legal Counsel

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

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

SUBJECT: Employees' 401(K) Retirement Plan and Trust Update

-
- 1) **The Issue:** Provide the Authority with an overview of the planned changes and restatement of the Employees' 401(k) Retirement Plan and Trust and discuss the anticipated changes.
-
- 2) **Recommended Action:** Information and discussion.
-
- 3) **Policy Analysis:** Changes to the Employees' 401(K) Retirement Plan and Trust must be adopted by Board Resolution.
-
- 4) **Background:** The Intercity Transit Employee's Retirement Plan and Trust documents for the 401(k) deferred compensation program were updated and restated in January 2014, with the adoption of Resolution 01-2014. Since the last restatement, the Authority adopted the following resolutions with respect to the 401(k) plan:
- Resolution 02-2014, amending to allow participants to receive in-service distributions from the plan after attaining age 59 ½.
 - Resolution 01-2020, amending to allow employees to roll over certain distributions from eligible retirement plans to the plan.
 - Resolution 02-2024, amending to provide a Roth 401(k) contribution feature, including adding an in-plan Roth conversion feature, and adding procedures regarding the treatment of missing participants.
- Also included in the restatement are the following:**
- Bring the Plan into good-faith compliance with applicable provisions of the Further Consolidated Appropriations Act of 2019 (FCAA) (which includes the Setting Every Community Up for Retirement Enhancement Act (SECURE Act),
 - Bring the Plan into compliance with the Taxpayer Certainty and Disaster Tax Relief Act of 2019 (Disaster Relief Act),
 - Bring the Plan into compliance with the Coronavirus Aid, Relief, and Economic Security Act, the Consolidated Appropriations Act of 2021,

- Bring the Plan into compliance with the SECURE 2.0 Act of 2022,
- Adding new language about the coordination of the Employer matching contributions.
- Adding a threshold for participants who terminate employment with balances of \$7,000 or less (mandatory rollover to IRA and if not elected a cashout for all balances below \$1,000), and
- To make certain other minor administrative or best practices changes.

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

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

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

8) **References:** Presentation will be provided at the Intercity Transit Authority meeting.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-G
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

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

SUBJECT: Authorize a Public Hearing for the 2025 – 2030 Draft Transit Development Plan

-
- 1) **The Issue:** Authorize a public hearing to receive public comment on the draft 2025-2030 Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Authorize a public hearing on July 16, 2025, at 5:30 p.m. to receive public comment on the draft 2025-2030 Transit Development Plan.
-
- 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 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). This requires the transit system to conduct a public hearing on the plan.

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.

Following the public hearing on the TDP on July 16th, staff will tentatively seek final adoption by the Transit Authority on August 6, 2025. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

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

6) **Budget Notes:** This is currently covered under the 2025 Budget. The TDP simply reports on past and projected services and service levels. The development of next year's budget will be accomplished later in 2025, when discussions on the annual update of the agency's Strategic Plan takes place.

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."*

8) **References:** Process Timeline

2025 Timeline for TDP Process:

June 4:	Overview presentation and discussion with the ITA
June 16:	Overview presentation and discussion with the CAC
June 18:	Present TDP process timeline and authorize a public hearing
June 23:	Post the Draft TDP at www.intercitytransit.com and invite public comment
July 16:	Conduct a Public Hearing at the ITA Meeting
August 6:	Request the ITA to Adopt the 2025-2030 TDP

DRAFT
2025 – 2030 Transit Development Plan

[cover sheet]



Table of Contents

Required Plan Element	Page
Element 1 – Public hearing and distribution	3
Element 2 – Description of service area, operations and facilities	4
Element 3 – State and agency goals, objectives and action strategies	18
Element 4 – Local performance measures and targets	21
Element 5 – Plan consistency	22
Element 6 – Planned capital expenses	23
Element 7 – Planned operating changes	24
Element 8 – Multiyear financial plan	28
Element 9 – Projects of regional significance	29

Intercity Transit complies with all federal requirements under Title VI, which prohibits discrimination on the basis of race, color, or national origin.

If you have any questions concerning this policy or practice please, contact: Intercity Transit, 510 Pattison SE (physical address), PO Box 659 (mailing address), Olympia, WA 98507 or by calling the agency's Title VI Officer, Peter Stackpole at 360-786-8585 or email at TitleVI@intercitytransit.com.

This document can be made available in other accessible formats. Please contact Customer Service at 360-786-1881 or outside Thurston County at 1-800-287-6348 TTY at 360-943-5211, Fax at 360-943-8760, or customerservice@intercitytransit.com.

Introduction

In accordance with RCW 35.58.2795, Intercity Transit has prepared and submitted this Transit Development Plan (TDP) for the years 2025 through 2030. The purpose of the TDP is to summarize the major or significant events that affected delivery of transit services in the Thurston County Public Transportation Benefit Area (PTBA). Additionally, this document illustrates projected changes in local transit services during the next five years based on known facts and forecast trends. The methods and strategies proposed by Intercity Transit staff and endorsed by the Authority are necessary to fulfill the provisions contained in our Mission and Vision statements as described in this plan under Element 1 below.

DRAFT

Element 1 –Public Hearing and Distribution

Required element 1 – Conduct at least one public hearing about the transit development plan’s contents. Identify within the plan the date(s) of the hearing(s) and whether your governing body took any action to approve the plan.

Intercity Transit Authority Board Members (2025)

Carolyn Cox — *Chair, City of Lacey*

Sue Pierce — *Vice Chair, Community Representative*

Justin Belk— *Community Representative*

Wendy Goodwin — *Community Representative*

Brian Hess — *City of Yelm*

Carolina Mejia — *Thurston County*

Mark Neuville — *Labor Representative*

Robert Vanderpool — *City of Olympia*

Kelly Von Holtz — *City of Tumwater*

Emily Bergkamp – *General Manager*

Mission Statement

To provide and promote transportation choices that support an accessible, sustainable, livable, healthy, prosperous community.

Vision Statement

To be a leading transit system in the country, recognized for our well-trained, highly motivated, customer-focused, community-minded employees committed to enhancing the quality of life for all citizens of Thurston County.

Public Participation Process and Public Hearing

Public comment is encouraged with each annual update of the TDP between July and August. The public hearing was held Wednesday, July ##, 2025, at the Intercity Transit Authority meeting, 510 Pattison St SE, Olympia, Washington 98501. Notice of the public hearing was published in the Olympian newspaper on June ##, 2025. Public comments could be made at the public hearing and at any time up to the approval of the plan. Comments could also be made by emailing Planning@intercitytransit.com or by calling Customer Service at 360-786-1881.

Plan adoption

The Authority Board of Directors adopted the 2025-2030 Transit Development Pan on August ##. 2025.

Distribution

Following final Authority adoption, this Plan was made available at intercitytransit.com. Electronic copies were distributed to the Washington State Department of Transportation (WSDOT), Washington State Transportation Improvement Board, Thurston Regional Planning Council (TRPC), Thurston County, as well as the Cities of Lacey, Olympia, Tumwater, and Yelm.

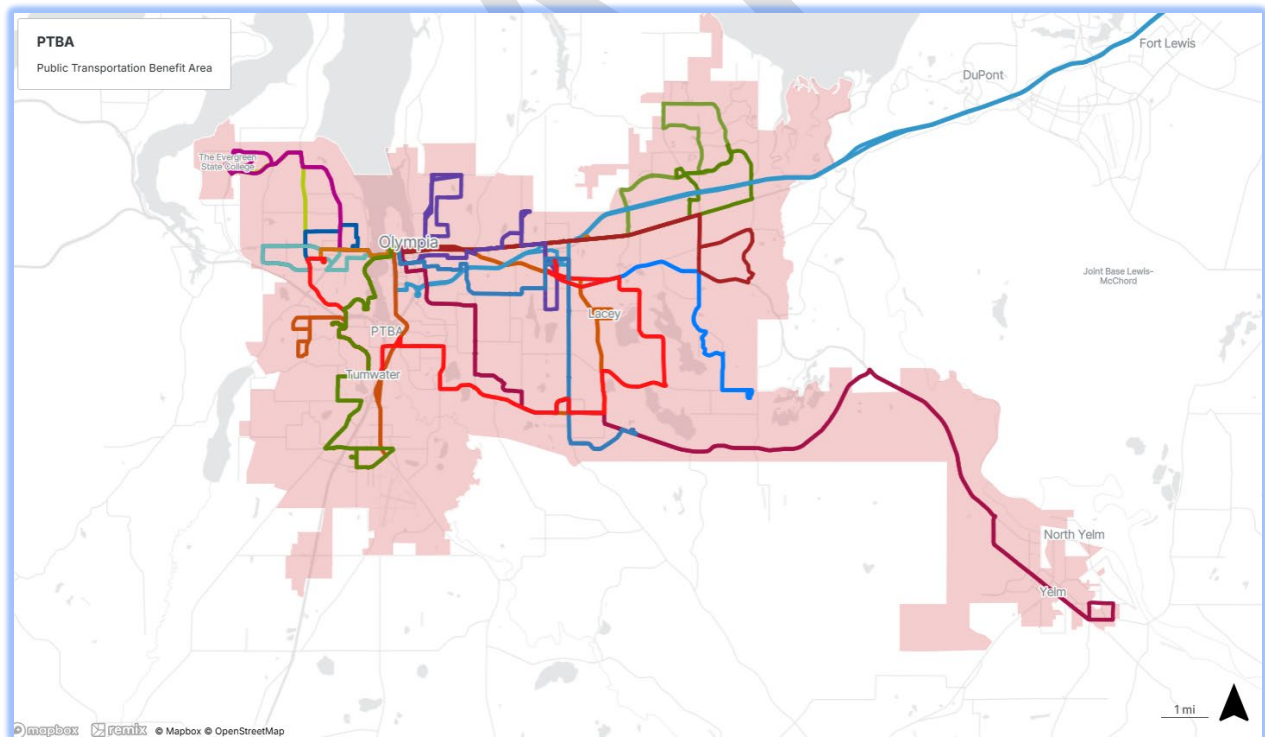
Element 2 – Description of Service Area, Operations & Facilities

Required element 2 – Include a broad overview of your public transportation system, including services, equipment and facilities, and intermodal connections.

Service Area

Intercity Transit (IT) is a municipal corporation that provides public transportation for people who visit, live, and work in the cities of Olympia, Lacey, Tumwater, and Yelm, an area of approximately 101 square miles. IT operates fixed-route bus service, a door-to-door service for people with disabilities (Paratransit), a Vanpool program, specialized van programs (Village Vans), and are active in community partnerships. IT also operates commuter bus fixed-route service that serves the Lakewood 512 Park & Ride. This park & ride is also served by Pierce Transit and Sound Transit to make further connections into Tacoma and Seattle including the SEATAC airport.

The Thurston County Public Transportation Benefit Area (PTBA), a designated geographic area authorized to impose taxes to fund public transportation, was established in September 1980, as authorized by Washington State law, RCW 36.57A. The current PTBA boundary is shown on the map below (in pink) along with the current fixed-route network:



Agency History

September 1980

Voters from Olympia, Lacey, Tumwater, and the surrounding urban area, approved the collection of a local sales tax of 0.3% for the PTBA. On January 1, 1981, the PTBA Authority formally assumed control of local transit services previously operated through an intergovernmental agreement between the cities of Lacey, Olympia, and Tumwater.

May 1992

Further expansion of the Intercity Transit service area occurred and Thurston County voters outside of the urbanized area approved the 0.3% sales tax to support the expansion of the PTBA to include all of Thurston County. The expansion included several south county cities and towns as well as the rural areas of unincorporated Thurston County.

1995 – 1999

Local sales tax revenue slowed, which resulted in the gradual reduction of bus service as a way of balancing operating costs with available revenues. A local ballot measure that proposed a 0.2% increase in the transit sales tax necessary to preserve service as well as a modest expansion failed to pass in March 1999. The result was an 8% reduction in existing bus service. Moreover, the passage of statewide Initiative No. 695 in November 1999 removed Motor Vehicle Excise Tax (MVET) revenue for transit use.

2000 – 2002

The loss of MVET funding resulted in a 40% decrease in revenue and required a 42% service reduction in February 2000. In early 2002, a Public Transportation Improvement Conference, which included the local jurisdictions in Thurston County, was held and the results included the establishment of the current service boundary, which contains the urbanized areas of Olympia, Lacey, Tumwater, and Yelm. In September 2002, voters within the new boundary approved a 0.3% increase to the local transit sales tax, raising the rate to 0.6%. which took effect in January 2003.

2003 – 2005

Incremental service increases began over three phases. Both Phase 1 (February 2003) and Phase 2 (September 2004) included a 15% increase in service hours. A new corporate logo, bus graphics, and uniforms were also introduced in 2004. During 2005, the focus shifted to rebuilding the fleet, updating operational software and systems, improving facilities, improving the accessibility of shelters at bus stops, and completing market research and ridership studies.

2006 – 2007

A three-phase increase in service hours was implemented, exceeding 15% in expansion. A new circulator route called “Dash” began operating between the Capitol Campus and downtown Olympia. A fixed-route Short- and Long-Range Service Plan was completed in 2006, and 26 expansion vanpools were acquired. The installation of a communications system with advanced digital radio, Automatic Vehicle Location (AVL) tracking, automated stop announcements, and Automatic Passenger Counters (APC) was completed in 2007 as well as the implementation of a new multi-year service plan. A small increase in service hours was implemented as well as upgrades to the fleet, including 23 new coaches (five were expansion), three paratransit Dial-A-Lift vehicles and 44 vanpools (27 were expansion). Total system boardings in 2007 increased 12% above 2006. Intercity Transit completed a state-funded Trip Reduction program. IT staff launched outreach efforts that engaged over 1,000 participants in the annual Bicycle

Commuter Contest. Furthermore, a new education program, “Smart Moves,” for middle and high school students, was launched with great success.

2008 – 2009

An 11% increase in service hours brought new local service enhancements and introduced 15-minute service on major corridors. Expansion of the Martin Way Park & Ride Lot in Lacey began and the installation of on-board security cameras for the fleet was completed. System-wide ridership exceeded a record 5.1 million boardings in 2008 as fuel prices nationwide climbed to an average of \$3.50 per gallon. Intercity Transit received two national awards in 2009: the American Public Transportation Association’s (APTA) “Outstanding Public Transportation System” for medium-sized systems, and Federal Transit Administration’s (FTA) “Success in Enhancing Transit Ridership.” The Martin Way Park & Ride expansion increased parking stalls from 138 to 319 stalls. Major market research and ridership studies were conducted as well. Also, during this time, IT staff completed a master site plan for the expansion of the operations base, as well as an updated plan for the Olympia Transit Center (OTC) expansion project. Grants were received to construct a 300-stall park and ride lot at the Thurston County Waste and Recovery Center, soon to be named the Hawks Prairie Park & Ride. Safe Routes to Schools-funded program for bicycling youth was introduced at several local schools. Furthermore, the base bus fare was increased from \$.75 to \$1.00 during this time.

2010 – 2011

In 2010, the agency acquired six new hybrid-electric replacement coaches. Local voters also approved a 0.2% increase in local transit sales tax, raising the rate to 0.8%. A discounted bus pass pilot program began to help local non-profit and human-service agencies with their clients' transportation needs. Commute Trip Reduction (CTR) law changes significantly increased the number of affected worksites in Thurston County, and Intercity Transit celebrated its 30th anniversary in 2011. The agency was selected by the FTA to receive ISO 14001-certified Environmental and Sustainability Management System (ESMS) training, which resulted in a new ESMS program. ISO 14001 is the internationally recognized standard for environmental management systems. Major capital facility projects for the Olympia Transit Center (OTC), Pattison Operations Base, as well as the Hawks Prairie Park & Ride continued during this time. A Paratransit Dial-a-Lift client survey was completed, and the agency hit a record 5.3 million boardings, including fixed-route ridership of 4.5 million. An online trip planner, as well as a regional application for "next bus" information were implemented.

2012

Intercity Transit became the first transit system in the country to be awarded "Gold Level" APTA Sustainability Commitment status. Innovative programs were continued, including Smart Moves youth outreach and Bike PARTners, a program that supported healthy commutes to schools. The Bicycle Commuter Contest celebrated its 25th anniversary, and adult bus fares increased 25% on fixed-route service and Vanpool fares increased 10%. The discounted pass program, which began in 2010, was approved for future years; however, new federal legislation passed by Congress called Moving Ahead for Progress in the 21st Century Act (MAP-21) removed important discretionary funding for buses and bus facilities.

2013

The new 332-stall Hawks Prairie Park & Ride Lot officially opened in Lacey and received the American Public Works Association “Project of the Year” for Washington State. The agency earned ISO 14001 Certification for Sustainability and Environmental practices. At the time, IT was one of only nine transit

systems in the country to have received the award. Two grant-funded demonstration “Express” routes were implemented to offer commuter service between Tumwater and Lakewood as well as limited peak service between Olympia and Seattle that connected to Sound Transit service. Local base bus fares increased from \$1.00 to \$1.25.

2014

A new youth outreach program called ‘Walk N Roll’ along with Bike PARTners continued to grow and the popular programs were adopted at every school district within the service area. Computer servers were relocated to a state agency in Olympia as part of a technology enhancement project, which significantly reduced safety issues and on-site remodeling needs. Intercity Transit received the Thurston County Chamber of Commerce "Green Business of the Year Award," and ridership growth began to stabilize — recording a modest 1% percent annual increase in fixed-route ridership. This became the agency’s third-highest ridership year.

2015

The ‘Walk N Roll’ program continued to grow. Four bus shelters were installed, and 30 bus stops received accessibility enhancements throughout the PTBA. Intercity Transit Travel Trainers assisted 72 individuals, coaching them to use bus service safely and confidently, and Intercity Transit was awarded the first-ever statewide Grand Champion honor at the annual State Public Transportation Rodeo competition.

2016-2017

In partnership with the City of Tumwater, Intercity Transit received a regional grant to improve pedestrian accessibility and safety at the Tumwater Square transfer station. In 2016, the 29th annual Bicycle Commuter Contest, sponsored by Intercity Transit, set a record of over 107,990 miles traveled by 1,853 registrants and 112 teams, reducing an estimated 54 tons of Carbon dioxide (CO₂). IT’s sustainability program was recertified and met the ISO 14001 – 2015 Standards, remaining one of a few public transit systems in the country to do so.

2018

A significant public outreach effort, labeled the “Road Trip,” was completed, and the results of the outreach were included in the completion of a Short- and Long-Range Plan. Short-range elements of the plan, which included several route restructures and timepoint changes, were implemented in September, while the long-range elements of the plan were adopted by the Authority Board in November. This followed the successful passage of the Proposition 1 voter initiative that increased the local transit sales tax from 0.8% to 1.2%.

2019

In early 2019, Intercity Transit continued efforts to implement the service elements approved as part of Proposition 1, including: “Change the way fares are paid.” During the late winter and spring of 2019, Intercity Transit completed a comprehensive technical evaluation of the fare policies and structure. The evaluation reviewed operational, capital, and revenue aspects of Intercity Transit’s fare policy and equipment lifecycle, as well as access to other regional transit systems. IT also reviewed the fare policy through the Title VI equity lens and also considered community goals. Following review of the study including additional outreach with key stakeholders, Intercity Transit presented the public with the “zero-fare” demonstration project. As part of the 2019 budget process, Intercity Transit, citing significant community benefits consistent with the approval of Proposition 1, adopted a resolution

suspending fare collection for fixed-route and DAL service thereby implementing a five-year zero-fare demonstration project, effective January 1, 2020. Service expansion, consistent with the Long-Range Plan, continued in 2019 with a 13% expansion of fixed-route service that yielded a 7% increase in ridership. In November, Intercity Transit implemented a Bus Rapid Transit (BRT) demonstration route called *The One*. The “BRT-lite” project operated from the Martin Way Park & Ride in north Lacey, to the Capital Mall station in west Olympia. The route, which features fewer stops and shorter dwell times, took an estimated 30 minutes to complete a one-way trip. This was a fraction of the time it took to operate the same trip using traditional fixed-route bus service. Progress on major capital programs including fleet expansion and replacements (24 new coaches) and construction on a major expansion of the downtown Olympia Transit Center was on schedule for completion toward the end of 2019.

2020

During the first two months of 2020, Intercity Transit’s ridership was up nearly 40% from the same two-month January and February time period a year prior. This was likely due, in part, to Intercity Transit’s elimination of bus fares (“zero-fare” demonstration project) in January 2020. On March 12, however, IT began making incremental reductions to bus service due to the COVID-19 pandemic. On April 13, IT halted fixed-route bus service completely and instead offered advance reservation service for essential trips only. Examples of essential trips included those passengers needing to get to jobs at area hospitals or trips to grocery stores. The advance reservation service was supplemental to IT’s Dial-A-Lift paratransit service, which continued to operate. On June 21, IT began a gradual resumption of bus service and required riders to wear masks and social distance while riding on buses. As a result of these emergency service changes, IT’s systemwide bus ridership plummeted 38.7% through the first half of 2020 compared to the same period a year prior. At the end of 2020, IT’s fixed-route bus service was about 42% of pre-pandemic levels (before March 2020).

2021

IT continued to operate reduced levels of service due to the ongoing COVID-19 pandemic. Increased employee retirements and resignations, combined with unprecedented Operator absenteeism, forced Intercity Transit to continue to provide reduced levels of service. A robust focus on recruitment and hiring new classes of Operators was initiated; however, low staffing levels continued into 2022. Gains were made compared to 2020, but fixed-route service hours remained less than 79% of pre-pandemic levels. Most reductions in service were in late night span by eliminating *Nightline* service (targeted late-night service between OTC and Evergreen State College), as well as reduced frequency on secondary routes serving local neighborhoods and, on the Olympia, *Express* (inter-county) service. *The Dash* route and *Nightline* service remained suspended indefinitely and service on *The One* (BRT demonstration route) was provided intermittently as labor resources were available. An extension of the five year “Zero-Fare” demonstration project, which began on January 1, 2020, was authorized and the revised end date was moved to either January 1, 2028, or a date three years following the full return of pre-pandemic fixed-route service (271,000 annual revenue service hours), whichever comes first.

2022

As with 2021, fixed-route service in 2022 remained reduced when compared to service levels prior to the onset of the COVID-19 pandemic. Aggressive efforts to recruit, hire and train multiple classes of Operators allowed for a modest restoration of pre-pandemic service. Intercity Transit ended the year having delivered approximately 15,000 more hours of fixed-route service when compared to 2021, a net increase of 7.8%. Dial-A-Lift service by comparison delivered 78,956 hours of revenue service in 2022, an amount nearly identical to the 78,734 hours provided in 2021. Fixed-route ridership in 2022 began to

indicate a positive return as average weekday boardings grew 23% compared to 2021 and boardings per revenue service hour increased nearly 15% when compared to 2021. Despite the gains, total fixed-route ridership remained near 60% of pre-pandemic levels. Dial-A-Lift ridership in 2022 was 12.8% higher than 2021. Intercity Transit's Vanpool service implemented a flat fare policy as part of a 5-year pilot intended to simplify fares. Beyond service, in late 2022 Intercity Transit celebrated the long-awaited completion of the new Pattison Base Administration and Operations Facility. The Pattison site remained in a transformative state as construction progressed to the southern parcel, a focused project intended to remodel the Maintenance building for continued use into the future with a particular readiness for anticipated shifts toward alternatively fueled vehicles and related fuel delivery systems.

2023

Service restoration progress continued with the goal of restoring pre-pandemic service hours. Successful hiring and retention efforts allowed for restoring 16,945 fixed-route service hours in 2023, or an increase of 8.3%. At year end, fixed-route revenue hours totaled nearly 240,000, reflective of a 92% restoration of pre-pandemic volumes. Ridership on fixed-route service improved 20% compared to 2022 annual boardings and approximately 85% of pre-pandemic ridership activity. Dial-A-Lift implemented a new scheduling software program, Via, intending to improve operating efficiencies of the shared ride service.

2024

The most significant change in 2023-2024 for Intercity Transit, based on the 2020 Census, is the Olympia-Lacey area is now considered a large Urbanized Area (UZA) (200,000+ in population). This change impacts Intercity Transit as FTA requirements for transit agencies serving large UZAs are more stringent. As of the Federal Fiscal Year 2024 starting Oct. 1, 2023, Intercity Transit became eligible to receive Sections 5307, 5310, 5337, and 5339(a) formula funds because of the new designation. Intercity Transit also had its required FY2024 FTA Triennial Review. The review looked at 22 specific areas to verify that IT is following all FTA requirements and includes a two day in person visit. The review was completed and went very smoothly. The next Triennial Review will be in 2027.

All-door boarding returned in February 2024. During the COVID-19 pandemic, IT asked passengers to board using the rear doors unless there were accessibility needs. Passengers were allowed to board through the front door again to reduce congestion when boarding and disembarking. The Martin Way Park & Ride "flyer" stop was opened speeding up boarding and travel times on commuter Route 620. Onboard announcements were improved based on sight impaired community feedback making announcements easier to understand. Olympia Transit Center improvements were completed that enhanced pedestrian safety and accessibility, as well as improved boarding accessibility. IT's Title VI plan was updated that included first-time definitions of a major service change (required due to the new UZA designation), as well as policies for measuring and determining racial disparities.

The September 2024 service change marked the final step in a series of 17 incremental adjustments that began in June 2020, aimed at restoring our service levels to those before the COVID-19 pandemic. That change exceeded pre-pandemic service levels, reaching 102% of the service provided prior to the pandemic. Several routes had frequency increases in 2024, including increases to Routes 21, 45, 47, 60 and 620. Weekday and weekend late night service was added back to several routes including Routes 12, 13, 41, 62A, 62B, 65, and 66. The Evergreen State College "Nightline" Route 41 service returned when school was in session. Annual fixed-route boardings totaled 4,242,911, a 19% increase over 2023 (3,463,390 boardings).

Facilities 2024

Intercity Transit directly operates several facilities, including:

- Olympia Transit Center (OTC)
- Lacey Transit Center (LTC)
- Pattison Base Administration and Operations Facility

Additional facilities are administered jointly with other governmental entities:

- Centennial Amtrak Station
- Martin Way Park & Ride: WSDOT
- Hawks Prairie Park & Ride: Thurston County

All maintenance, administration and dispatch functions are performed from the Pattison base. In 2005, Intercity Transit purchased property adjacent to the Pattison base with the intent of expanding the facility to better accommodate agency growth. In 2012, a nearby office space was leased to provide necessary workspace relief. In 2017, the Pattison base expansion project (Phase 1) began with final design and replacement of existing underground fuel storage tanks. Through 2023, Intercity Transit continued to receive state and federal funding to support the completion of the Pattison base expansion and rehabilitation project. Construction on the north portion of the site began in 2020 and reached substantial completion in late 2022. The new employee parking lot was completed and opened for employees to use. However, the Pattison base remains under construction as rehabilitation of the existing maintenance building and final site work continued in 2024 on the south part of the site.

Service Description 2024

During 2024, Intercity Transit provided a variety of transportation services to benefit the residents and visitors of Thurston County including fixed-route service, Paratransit service, and Vanpool service.

View Intercity Transit fixed-route system map at and shown below:

intercitytransit.com/bus/system-map



Fixed-Route Service

In response to the COVID-19 pandemic, Intercity Transit significantly decreased its systemwide fixed-route bus service during 2020. This decreased the number of routes from 22 to 18. By the end of 2023, Intercity Transit had restored roughly 92% of pre-pandemic service. The complete restoration of service volumes to 102% happened in September 2024 (19 routes operated). Hours of service (service span) expanded in September 2024 and are generally 5:19 a.m. to 12:34 a.m. on weekdays, and 6:39 a.m. to 12:34 a.m. on weekends. No service is provided annually on three national holidays (New Year's Day, Thanksgiving Day, and Christmas Day).

- **Ridership:** In 2024, Intercity Transit recorded 4,242,911 fixed-route boardings, an increase of 19% compared to 2023.
- **Routes:** In 2024, Intercity Transit operated 19 routes, one of which connects Thurston County to Pierce County, commuter Route 620. Below is a list of routes operated in 2024 along with the service frequency:

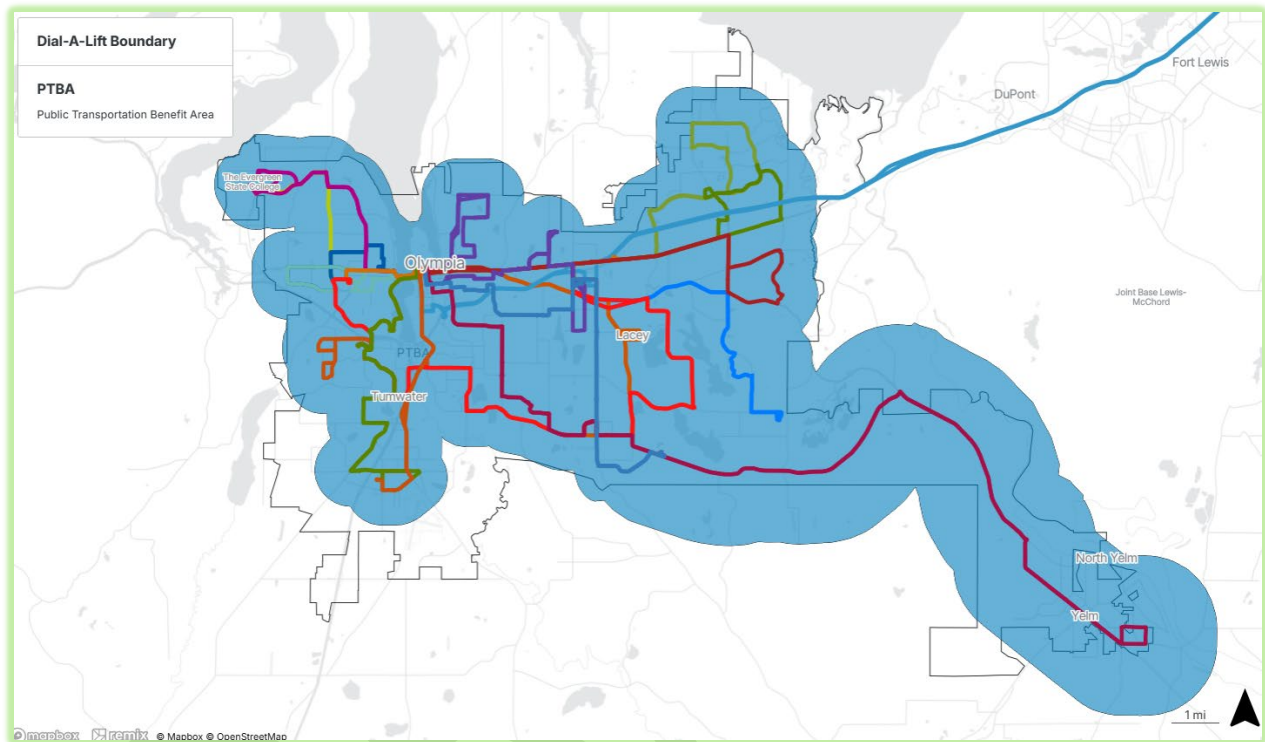
Route	Weekday Frequency	Weekend Frequency
ONE	15 minutes	Did not operate
12	30 minutes	30 minutes
13	15 minutes	30 minutes
21	30 minutes	60 minutes
41	30 minutes	30 minutes
42	45 minutes	Did not operate
45	30 minutes	60 minutes
47	30 minutes	60 minutes
48	30 minutes	30 minutes
60	30 minutes	60 minutes
62A	30 minutes	30 minutes
62B	30 minutes	30 minutes
64	30 minutes	30 minutes
65	30 minutes	30 minutes
66	30 minutes	30 minutes
67	60 minutes	60 minutes
68	30 minutes	30 minutes
94	30 minutes	30 minutes
620	Variable (30-60 min.)	Variable (45-60 min.)

Zero-Fare Program

Intercity Transit stopped collecting fares for fixed-route and Dial-A-Lift trips in January 2020, the start of a multi-year "Zero-Fare" demonstration project. In 2021 an extension of the five-year project was authorized. The Authority Board of Directors plans to continue the zero-fare demonstration project through Jan. 1, 2028. Zero-fare is also reviewed as part of Intercity Transit's annual Strategic Planning and budgeting process; to continually assess the benefits and the value it brings to the community.

ADA Complementary Paratransit Service

Dial-A-Lift is the brand name of Intercity Transit's complementary ADA Paratransit program, which provides door-to-door transportation for people with eligible limitations that prevent reasonable access to the fixed-route bus service. Dial-A-Lift hours of operation reflect all fixed-route service, which includes no service on three national holidays (New Year's Day, Thanksgiving Day, and Christmas Day). IT Paratransit service serves areas within $\frac{3}{4}$ to $1\frac{1}{2}$ miles of a fixed-route within the PTBA. The map below shows the 2024 Dial-A-Lift boundary in blue in relation to the PTBA boundary.



- **Ridership:** In 2024, Intercity Transit recorded 132,961 Dial-A-Lift trips, a 0.5% decrease when compared to 2023.

Intercity Transit's Travel Training and Bus Buddy programs work with individuals to transition from Dial-a-Lift service to fixed-route service. The Travel Training program is a free service that provides self-paced instruction to help passengers who can use regular bus service become familiar with local public transportation options. The program helps people learn how to plan a bus trip, read maps and schedules, make transfers, and get to and from bus stops among many other lessons. The Bus Buddy program provides free, one-on-one assistance for people who want a little extra help riding the bus. Volunteer "Bus Buddies" share their knowledge of riding the fixed-route bus system while providing excellent customer assistance skills to riders.

Village Vans

In 2002, Intercity Transit began a grant-funded service called Village Vans to operate four vans, driven by volunteers, intended to help meet work-related transportation challenges for individuals and families living in poverty.

Village Vans is an innovative program that leverages partnerships with Thurston County service agencies whose programs are intended to help jobseekers and families that are low-income; Coastal Community Action Program, Department of Social and Health Services, WorkSource Thurston County, among others. Over the course of the first 17 years, Village Vans averaged 5,633 trips a year and the fleet grew to six vans.

Throughout 2020 and 2021, service was periodically suspended. Village Vans staff assisted the demand-response temporary service called Advanced Reservation; an alternative transportation option provided to the community to support transportation needs during the COVID-19 lockdown. Village Vans service was reinstated in July 2021.

From reinstatement to the end of 2024, Village Vans averaged 3,004 trips a year. In late 2023, Village Vans reconnected with the Community Jobs WorkFirst program, under new management by Coastal Community Action Program. This partnership has been the greatest source of drivers and program assistants. In 2024, two Community Jobs WorkFirst participants were placed with Village Vans and one volunteer was hired as a Coach Operator at Intercity Transit.

Vanpool Service

At the end of 2024, there were 155 Intercity Transit commuter vanpools in operation throughout the Puget Sound Region, a decrease of 4% compared to the year prior (2023 ended with 161 vanpools). However, the average number of vanpool groups for 2024 was 153, which is an increase of 15% from 2023.

Intercity Transit staff promote the Vanpool program to employers and individuals, facilitate group formation, and provide defensive driver training. Vanpool groups lease the vehicles on a monthly mileage basis and operate the vehicles as volunteers, independent of other Intercity Transit services. Vanpools are generally in service on weekdays from 1:57 a.m. to 11:47 p.m. It is important to note that one end of a vanpool trip needs to begin or end within the PTBA.

- **Fares:** 28% of the operating costs were recovered in 2024.
- **Ridership:** In 2024, Intercity Transit recorded 202,666 vanpool trips, which was an increase of 7% from 2023. Vanpool trips totaled 188,864 in 2023.
- **Ride matching:** Intercity Transit provides online ridematching on our website. Commuters may enter their commute information to find active vanpools that may serve them.

Service Connections 2024

In 2024, Intercity Transit provided connections with six other regional public transit operators, as well as Greyhound, FlixBus, and Amtrak rail service:

Regional Transportation Operators

- **Grays Harbor Transit (GHT):** GHT currently provides service between Aberdeen and west Olympia via the Olympia Transit Center.
- **Mason Transit Authority (MTA):** MTA currently provides service between Shelton and west Olympia via the Olympia Transit Center.
- **Pierce Transit (PT):** Intercity Transit's *Olympia Express* service connects with PT's local service in Lakewood (Lakewood Station and SR 512 Park & Ride lot).

- **Sound Transit (ST):** Intercity Transit's *Olympia Express* service connects with Sound Transit service in Lakewood (Lakewood Station and SR 512 Park & Ride lot). From these locations, riders can transfer to *Sounder* passenger rail service, or ST Express buses, with service destinations that include Tacoma, Seattle and Sea-Tac Airport.
- **Amtrak:** Intercity Transit Routes 64 and 94 provide regular service seven days a week to the Olympia-Lacey Centennial Station, which offers access to 10 passenger rail trips each day.
- **Greyhound:** Connections to and from Greyhound bus service are available at the downtown Olympia Transit Center.
- **FlixBus:** Connections to and from FlixBus service are available at the downtown Olympia Transit Center. FlixBus is a private, regional and international bus service with a large network of destinations throughout the Pacific Northwest. FlixBus currently provides two daily morning direct trips to Sea-Tac Airport from OTC as well as two afternoon trips from Sea-Tac Airport to OTC.
- **Rural Transit (RT):** Connections between Intercity Transit fixed-route service and RT service are available primarily at the Tumwater Square stops. RT provides basic fixed-route service throughout southern Thurston County and is managed by the Thurston Regional Planning Council (TRPC).
- **Lewis County Transit:** Connections between Intercity Transit fixed-route service and Lewis County Transit, (formerly Twin Transit) service are available at the Olympia Transit Center and the Washington State Labor & Industries office building in Tumwater. Lewis County Transit provides public transit options throughout Lewis County located south of Thurston County.

Park & Rides

Intercity Transit fixed-route service is available at the following park & ride lots:

- **Martin Way Park & Ride**
 - Routes 62A, 62B, 65, 620 and *The One*
- **Hawks Prairie Park & Ride (north Lacey)**
 - Short walk northwest to access Routes 62A and 65 at the Willamette at Hogum Bay Rd bus stop on Willamette Dr NE. It should be noted that a new commuter fixed-route will be serving this park & ride later in 2025. Several other new routes will serve this facility mid-2026, providing new connections throughout Lacey and Pierce County, including connections to Joint Base Lewis-McChord (JBLM).
- **Centennial Station (Amtrak)**
 - Routes 64 and 94
- **SR 512 Park & Ride (Lakewood)**
 - Route 620

Educational Sites

Intercity Transit provides regular fixed-route service to the Olympia and Lacey campuses of South Puget Sound Community College, Saint Martin's University, and The Evergreen State College. Additionally, fixed-route buses serve many public and private high and middle schools throughout the service area.

Walk N Roll

Intercity Transit's Walk N Roll education program increases independence, improves safety, and inspires a healthy lifestyle by making walking, biking, rolling and riding public transit more accessible to people of all races, ages, incomes and abilities. Walk N Roll highlights from 2024 included:

- Partnered with local school districts to educate 538 youth about public transportation through presentations and Rolling Classroom field trips. Participants met a bus operator, toured a bus and learned why transit is important to our community.
- Provided bike safety education to 57 middle and high school students who learned essential bicycle safety and maintenance skills through a series of hands-on activities and group bicycle rides on city streets. All participants received a refurbished bicycle, new helmet, and lock.
- Helped eight schools organize monthly walk and bike to school events encouraging families to get to school using active transportation options.
- Partnered with local organizations to offer Learn to Ride Classes that taught 104 youth and adults the skills needed to ride a bike for the first time.
- IT representatives took Mobile Traffic Gardens to schools and summer camps teaching 3,395 youth bicycle and pedestrian safety skills. The traffic gardens are used to teach bicycle and pedestrian safety skills during physical education classes and are open to the public when school is not in session.
- Partnered with organizations that help people obtain permanent housing, gain employment, and earn a college degree to distribute 35 refurbished bikes to people in our community. Everyone also received a new helmet and bike lock.

Capital Activities 2024

Significant agency activity during 2024 continued with ongoing capital facility projects. The effort to limit agency use of non-renewable resources, reduce waste and pollution, promote public stewardship and protect the natural environment has been incorporated into training of all Intercity Transit staff.

Capital projects included the on-going construction of the Pattison base expansion and rehabilitation project, as well as continued bus stop enhancements intended to improve access and consistency in bus stop design and functionality. Highlights of effort during the year included:

- Intercity Transit was awarded federal and state grants to improve bus stop locations throughout the network. The project is currently in the 60% design phase and aims to improve the safety, accessibility and efficiency of approximately 145 stops throughout the PTBA.
- Smart Corridor and Transit Signal Priority technology came online at select intersections for the purpose of data collection to inform further phases of the project. The goal of the project is to provide operational efficiencies and develop bus corridors with fast, frequent, and predictable service.
- Intercity Transit secured grant funding to advance real-time signage across its facilities. This project aims to deploy signage that helps travelers make informed decisions about bus route options, supports trip planning, and improves the overall transit experience by keeping riders updated with timely information. In 2024, the project team completed site feasibility assessments, developed a Concept of Operations to guide system design and deployment, and selected a vendor to provide the signage and enclosures. These accomplishments have positioned the project to move into the design phase, with construction and installation of signage and supporting infrastructure planned for Summer 2026.
- A comprehensive assessment of Intercity Transit's legacy accounting software and related workflow processes is underway. A consultant-supported effort, the goal of the project is to prepare for the anticipated transition to an updated enterprise resource planning (ERP) solution.
- The Pattison maintenance building rehabilitation saw a big transformation to the south parcel. The contractor, Forma, completed infiltration galleries. The upper parking lot was completed

and opened for staff parking. In addition, the temporary bus maintenance metal structure was completed, and the Inventory Department completed their move to this structure.

- In November 2024, IT staff kicked off the Zero Emissions and Hydrogen Master Plan with the contractor, Stantec Architecture. Data collection began to support the planned activities.

DRAFT

Element 3 – State and Agency Goals, Objectives, and Action Strategies

Required element 3 – Identify your priority goals, objectives and strategies for the current year and next five years. Identify which of your objectives and strategies support attainment of the transportation policy goals in RCW 47.04.280 and the Washington State Transportation Plan.

Intercity Transit goals, objectives and strategies are updated annually with the review and adoption of the Strategic Plan. Goals and end policies (or objectives and action strategies), taken from the Strategic Plan and its correlation to the transportation policy goals published in the Washington State Transportation Plan, are provided below.

Goal 1 – Assess the transportation needs of our community throughout the Public Transportation Benefit Area.

- *End Policy – Intercity Transit Authority, staff, and the public will have access to clear and comprehensive information related to the transportation needs of our Public Transportation Benefit Area.*

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to **ensure a prosperous economy**.
- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State.
- *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, **enhance healthy communities**, and protect the environment.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 2 – Provide outstanding customer service.

- *End Policy – Customers, staff and the broader community will report a high level of satisfaction.*

Relevant State Goal(s):

- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State.
- *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, **enhance healthy communities**, and protect the environment.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 3 – Maintain a safe and secure operating system.

- *End Policy – Focus on the continual improvement of the safety and security of all customers, employees and facilities.*

Relevant State Goal(s):

- *Preservation* – To **maintain**, preserve, and extend the life and utility of **prior investments** in transportation systems and services.
- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 4 – Provide responsive transportation options within financial and staffing limitations.

- *End Policy* – *Customers and staff will have access to programs and services that benefit and promote community sustainability, focused on serving the mobility needs and demands of our diverse community.*

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and **enhance the movement of people** and goods to ensure a prosperous economy.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 5 – Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.

- *End Policy* – *Resources will be used efficiently to minimize the overall impact on the community and environment, and to the extent possible efforts will be pursued that integrate or otherwise align with broader equity and sustainability goals.*

Relevant State Goal(s):

- *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, **enhance healthy communities**, and protect the environment.
- *Economic vitality*: To promote and develop transportation systems that stimulate, **support**, and enhance the **movement of people** and goods to **ensure a prosperous economy**.
- *Safety*: To provide for and improve the **safety and security of transportation customers** and the transportation system

Goal 6 – Encourage use of our services, reduce barriers to access and increase ridership.

- *End Policy* – *Educate and encourage community members to explore, appreciate and utilize the benefits of our services and programs while making the system easier to use.*

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and **enhance the movement of people** and goods to ensure a prosperous economy.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 7 – Build partnerships to identify and implement innovative solutions that address mobility needs, access, and equity as a service provider and as an employer.

- *End Policy* – *Work with governmental entities, educational institutions, businesses, not-for-profit community partners, and customers to facilitate high-quality and inclusive mobility options as well as educational and socio-economic opportunities in our community.*

Relevant State Goal(s):

- *Economic vitality* – To promote and develop transportation systems that stimulate, support, and **enhance the movement of people** and goods to ensure a prosperous economy.
- *Preservation* – To **maintain**, preserve, and extend the life and utility of **prior investments** in transportation systems and services.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State.
- *Stewardship* – To continuously **improve the quality**, effectiveness, resilience, and efficiency of the transportation system.

Goal 8 – Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations.

- *End Policy* – *Promote community, organizational and individual resiliency.*

Relevant State Goal(s):

- *Stewardship* – To continuously **improve** the quality, effectiveness, **resilience**, and efficiency of the transportation system.
- *Safety* – To provide for and **improve the safety and security** of transportation customers and the transportation system.
- *Mobility* – To **improve** the predictable **movement of** goods and **people** throughout Washington State.
- *Economic vitality* – To promote and develop **transportation** systems that stimulate, support, and enhance the movement of people and goods **to ensure a prosperous economy**.

Element 4 – Local Performance Measures and Targets

Required element 4 – Identify performance measures and targets that you use to evaluate performance of your system.

Safety

The following safety goals were adopted and published in Intercity Transit's *Public Transportation Agency Safety Plan* (PTASP) as of December 2022. The complete PTASP can be viewed at the following URL: intercitytransit.com/about-us/publications/Safety%20Plan

Goal 1 – Safety Management Systems (SMS) to Reduce Casualties/Occurrences.

Use a Safety Management Systems framework to identify hazards and mitigate risk to reduce injuries and property losses.

Goal 2 – Safety Management Systems (SMS) to Foster a Robust Safety Culture.

Foster agency-wide support for transit safety by establishing a culture that holds agency leaders accountable for safety and ensures all employees take an active role in securing transit safety. Cultivate a safety culture in which employees are comfortable and encouraged to bring safety concerns to the attention of agency leaders.

Goal 3 – Safety Management Systems (SMS) to enhance system reliability.

Provide safe and reliable transit operations by assuring that all vehicles, equipment and facilities are regularly inspected, maintained and serviced as needed.

Transit Asset Management

The following are the agency's transit asset management targets, as contained in the 2024 National Transit Database (NTD):

<i>Rolling Stock – percent of revenue vehicles that have met or exceeded their useful life benchmark</i>		
Asset	2024 Performance	2025 Target
Bus	13.10%	10.00%
Cutaway	0.00%	0.00%
Minivan	64.95%	58.00%
Van	100.00%	100.00%
<i>Equipment – percent of vehicles that have met or exceeded their useful life benchmark</i>		
Asset	2024 Performance	2025 Target
Automobiles	60.00%	60.00%
Trucks and other Vehicles	35.00%	11.00%
<i>Facility – percent of facilities rated below 3 on the condition scale</i>		
Asset	2024 Performance	2025 Target
Passenger/Parking Facilities	0.00%	0.00%
Admin/Maintenance Facilities	25.00%	25.00%

Element 5 – Plan Consistency

Required element 5 – Identify steps that you have taken to ensure that your transit development plan is consistent with the local comprehensive plans adopted by cities, counties, and towns within your service area.

Intercity Transit works collaboratively with local and regional jurisdictions to coordinate the investment of transit services consistent with new and changing community needs. While the 2018 adopted Long Range Plan continues to be the primary guiding document, a vision of various service enhancements intended to address mobility patterns prior to the COVID-19 pandemic altered many aspects of life, specifically community travel patterns and land use development. As cities work to update their respective Comprehensive Plans, Intercity Transit will continue to share information, resources, and planning intentions in an overall cooperative effort to adapt to changes in land use development and transportation. One such intention is modifying commuter bus service in September 2025 and implementing a new fixed-route service network in May of 2026. These projects will require extensive dialogue with all jurisdictions within and outside IT's PTBA.

Jurisdictional Development Review

Intercity Transit serves as a stakeholder in jurisdictional development, providing review and correspondence in response to proposed development projects. Intercity Transit staff coordinate with public works departments, community development departments, landowners, professional architects, professional engineers, as well as other related stakeholders in the planning and development process.

Regional Transportation Planning

Intercity Transit coordinates with partners in the regional planning process administered by the Thurston Regional Planning Council (TRPC). Regional planning efforts include several active forums for cooperating on federal requirements and related grant funding opportunities.

Element 6 – Planned Capital Expenses

Note – this section will be updated prior to final adoption

Required element 6 – Present your planned capital expenses for the current year and next five years, including rolling stock, facilities, equipment and infrastructure.



Intercity Transit Capital Improvement Projects 2025-2029

Projects	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Administrative Buildings (6300)						
Pattison Rehabilitation & Expansion	\$ 19,739,390	\$ 8,141,641				\$ 27,881,031
Total Administrative Buildings (6300)	\$ 19,739,390	\$ 8,141,641	\$ -	\$ -	\$ -	\$ 27,881,031
Communications & Information Systems (6800)						
Emergency Operations Center (EOC)	\$ 65,000					\$ 65,000
ERP FTE Support	600,000	600,000				1,200,000
Agency Enterprise Resource Planning (ERP) Software System	2,000,000	1,000,000				3,000,000
Core Infrastructure and Communications	465,000	325,000	100,000	290,000		1,180,000
ADOPS Audio/Visual Redesign	150,000					150,000
Vehicle Telematics	300,000	80,000				380,000
Real Time Signage and Core Customer Info Navigation	2,000,000	1,937,000	400,000	400,000		4,737,000
Total Communications & Information Systems (6800)	\$ 5,580,000	\$ 3,942,000	\$ 500,000	\$ 690,000	\$ -	\$ 10,712,000
Guideway (6100)						
Smart Corridor Phase 4	\$ 437,965	\$ 500,000	\$ 500,000			\$ 1,437,965
High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Prgm	5,428,000	12,500,000	6,000,000	6,072,000		30,000,000
High performance Transit - BRT Light - Modeling/Corridor Assessment	280,000					280,000
Total Guideway (6100)	\$ 6,145,965	\$ 13,000,000	\$ 6,500,000	\$ 6,072,000	\$ -	\$ 31,717,965
Maintenance Buildings (6400)						
Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	\$ 5,200,000	\$ 100,000				\$ 5,300,000
Maintenance Facility Upgrades - Hydrogen Demonstration Project	520,000	100,000				620,000
Alternative fuel infrastructure design	650,000	250,000		300,000		1,200,000
Underground Storage Tank (UST) Large Vault Repair	50,000					50,000
Total Maintenance Buildings (6400)	\$ 6,420,000	\$ 450,000	\$ -	\$ 300,000	\$ -	\$ 7,170,000
Other (6900) Furniture & Equipment						
Maintenance Shop Equipment	\$ 3,056,030	\$ 162,840	\$ 50,000	\$ 50,000	\$ 50,000	\$ 3,368,870
Facility Capital Equipment and Improvements	430,000	250,000	250,000	200,000	200,000	1,330,000
Miscellaneous equipment (plotter, printer, etc..).	7,000	5,000				12,000
Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	2,495,787	935,920	935,920			4,367,627
Total Other (6900) Furniture & Equipment	\$ 5,988,817	\$ 1,353,760	\$ 1,235,920	\$ 250,000	\$ 250,000	\$ 9,078,497
Other (6900) Shelters, Signs and passenger amenities						
Bus Stop Enhancements and Accessibility	\$ 2,282,438	\$ 260,000	\$ 260,000	\$ 260,000		\$ 3,062,438
Total Other (6900) Shelters, Signs and passenger amenities	\$ 2,282,438	\$ 260,000	\$ 260,000	\$ 260,000	\$ -	\$ 3,062,438
Passenger Stations (6200)						
Amtrak Centennial Station Restroom Remodel	\$ 250,000	\$ 30,000				\$ 280,000
Lacey Transit Center (LTC) Expansion & Restroom Remodel	850,000	200,000				1,050,000
Amtrak Centennial Station Security System	10,000					10,000
Amtrak Centennial Station Site Stormwater Swale Restoration	85,000	20,000				105,000
Lacey Transit Center (LTC) Stormwater Repair and Improvement	600,000	60,000				660,000
West Olympia Transit Facility	1,000,000	2,000,000	2,000,000	2,000,000	2,000,000	9,000,000
High Performance Transit (BRT Light) Station	200,000	218,750	437,500			856,250
NE Lacey Operation Terminal Facility - Roundabout and Right of Way	945,653	2,018,116	2,018,116	2,018,115		7,000,000
Total Passenger Stations (6200)	\$ 3,940,653	\$ 4,546,866	\$ 4,455,616	\$ 4,018,115	\$ 2,000,000	\$ 18,961,250
Revenue Vehicles (6500)						
Vehicle Replacement Contingency	\$ 262,135	\$ 269,999	\$ 278,099	\$ 286,442	\$ 295,035	\$ 1,391,710
Vanpool Replacement Vehicles	840,480	608,957	1,532,003	952,180	1,463,004	5,396,624
Fixed Route Bus Replacement		13,230,000		18,232,594		31,462,594
Demand Response Van Replacement	3,707,856	123,064	4,028,074	53,529		7,912,523
Zero Emission Bus purchase - Hydrogen Pilot Project	3,372,174					3,372,174
Zero Emission Bus purchase - Hydrogen Demonstration Project	5,578,261					5,578,261
Total Revenue Vehicles (6500)	\$ 13,760,906	\$ 14,232,020	\$ 5,838,176	\$ 19,524,745	\$ 1,758,039	\$ 55,113,886
Service Vehicles (6600)						
Non-Revenue Vehicles and Equipment	\$ 1,596,931	\$ 356,107	\$ 229,789	\$ 236,469	\$ 475,073	\$ 2,894,369
Total Service Vehicles (6600)	\$ 1,596,931	\$ 356,107	\$ 229,789	\$ 236,469	\$ 475,073	\$ 2,894,369
Total Project Types	\$ 65,455,100	\$ 46,282,394	\$ 19,019,501	\$ 31,351,329	\$ 4,483,112	\$ 166,591,436

Element 7 – Planned Operating Changes

Required element 7 – Provide a yearly plan of changes to existing services that you have scheduled to occur within the plan horizon.

With the implementation of the September 2024 change in service, IT restored 102% of pre-COVID reductions. 2025 continues a transition from pandemic-related restoration to community anticipated growth and expansion consistent with Long-Range Plan and financial support of Proposition 1 passed by local voters in November 2018.

Short & Long-Range Plan, October 2018

Intercity Transit's adopted Long-Range Plan provides the framework for technical review of current fixed-route services and a roadmap for future service enhancements. Enhancements to service captured in the Plan are representative of a robust public involvement process (IT Road Trip) that identified community priorities for future transit services and include the following:

- Bus Rapid Transit (BRT)
- Improved frequency to 30 minutes for most routes
- Improved span of service (i.e. hours of operation) to 11 PM
- Night owl service
- Expanded service to NE Lacey
- Expanded service via innovative service zones, or microtransit
- Enhanced service to Yelm
- Enhanced commuter service to Pierce County
- Enhanced bus stops and facilities

Many of the elements have been implemented into existing service including improved frequencies, late night service, a new route in NE Lacey (Route 65), and enhanced bus stops. 2025 through 2030 will continue Intercity Transit's steady implementation of expansions and enhancements to bus service.

Enhanced Commuter service, September 2025

For years 2025 – 2029 Intercity Transit will receive financial support from a Washington State Regional Mobility Grant to operate commuter bus service between Olympia/Lacey and Lakewood. Legacy service between the two counties will remain but beginning September 2025 will operate in the form of two distinct routes. One route will operate directly between the Olympia Transit Center (including Capitol Way) and the SR512 Park and Ride, with intermediate stops only at the Martin Way Park and Ride, and Lakewood Sounder Station. The second route will operate more similarly to the existing Route 620 with service between OTC and the Lacey Transit Center (LTC), as well as new service in NE Lacey including the Hawks Prairie Park and Ride; the second route will also include a new connection with the Pierce Transit Route 206 at Berkeley St. adjacent to Camp Murray and across I-5 from JBLM's Madigan Gate. State grant funds are expected to deplete in June 2029 whereby changes in the design commuter bus service may occur in late 2029 or 2030.

System Redesign, May 2026

To better achieve remaining goals for expanded and enhanced service Intercity Transit intends to implement a comprehensive redesign of the fixed route network in May 2026.

BRT Implementation

Perhaps the most significant service enhancement captured in the Long-Range Plan is the implementation of Bus Rapid Transit (BRT). Traditional BRT lines are distinctive in their operation and appearance from non-BRT bus routes. For years 2026 – 2030 Intercity Transit intends to introduce a “BRT-Lite” type of service between west Olympia and east Lacey. The frequent service is not expected to meet formal BRT standards which include strategic investments in infrastructure, intersections, technology, and buses for several years.

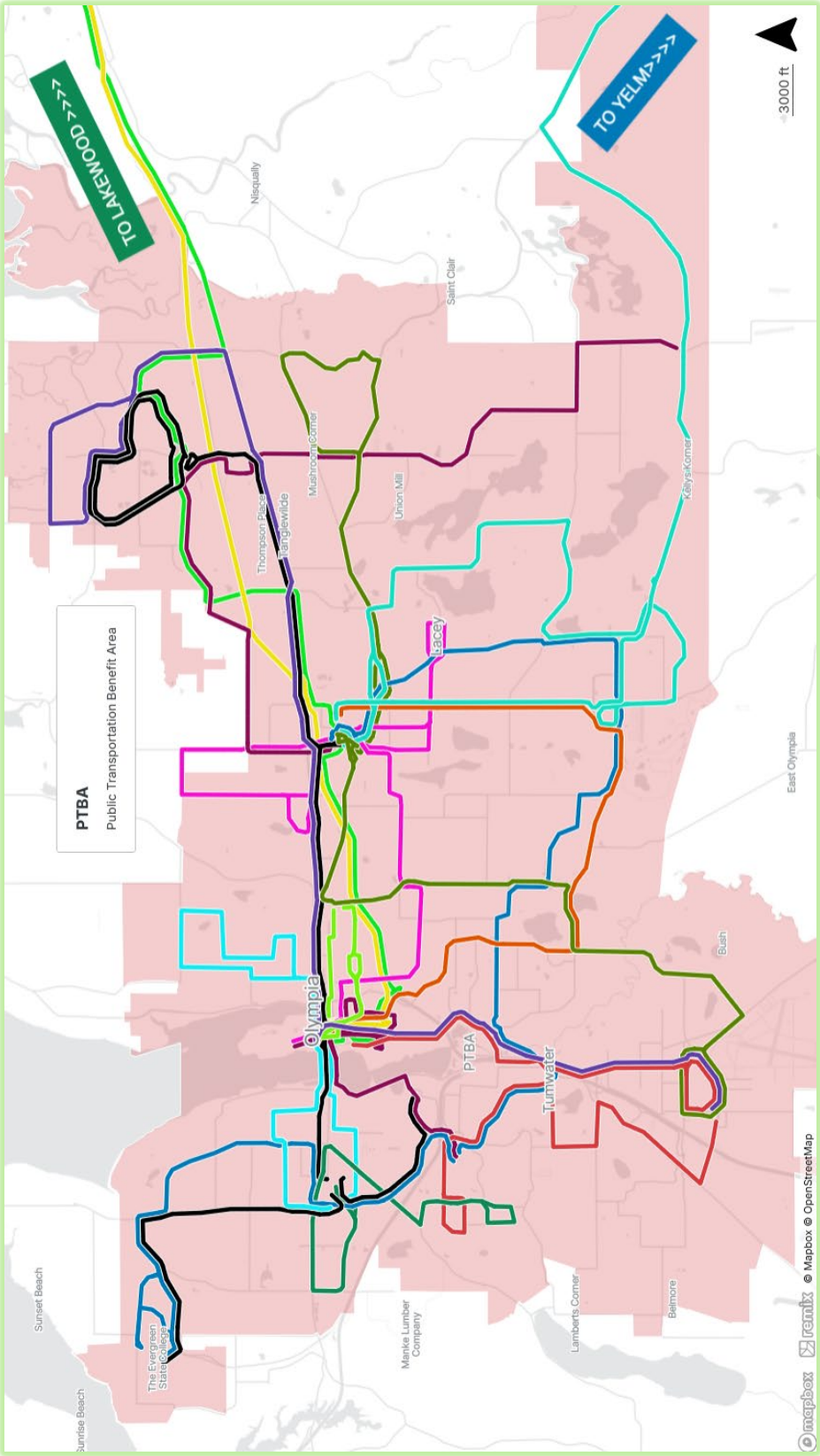
Local Routes

Anchored by a new BRT-lite cross-town route, the opportunity exists to realign legacy routes to improve the directness of travel and convenience of connections. The forthcoming 2026 network fulfills many long-standing requests for service and reflects changes in area development. Several new segments are poised to receive transit service while keeping the number of deactivated stops very low. The redesign of the fixed-route network allows for better distribution of service hours and presents an opportunity to implement the desired changes from the community and Intercity Transit Operations. The structure of IT’s fixed-route system will shift from a radial design that brings all routes to a common transit center, to more of a grid design that introduces the opportunity for new connections to new places.

Dial-A-Lift (ADA Paratransit)

The Dial-A-Lift service boundary is expected to change with the May 2026 redesign of the fixed-route system. While no areas will be removed, portions of south Tumwater in the vicinity of Henderson Blvd. are anticipated to be included in the boundary, as well as north Olympia and north Lacey in the vicinity of 26th Ave and Sleater-Kinney Rd.

Conceptual 2026 Fixed-Route Network



Annual Service Changes

The year-by-year forecast outlined below is contingent upon the following assumptions:

- The volume of operators will not decrease from current (2025) levels.
- Demand for unscheduled (or Extra Board) operators will remain stable.
- Year-over-year increases in Operations labor will result in a sustainable net gain.
- Dial-A-Lift service will gradually increase and remain proportionate to the total volume of local fixed-route service.

2025 Planned Operating Changes			
<i>Schedule</i>	<i>New Hours</i>	<i>Changes in Service</i>	<i>Major Change?</i>
January	10,800	Introduced the Route 14 in downtown Olympia	Yes
May	12,500	Expanded span and frequency on many local routes	No
September	0	Introduction of a grant-supported commuter route with connections to Joint Base Lewis-McChord (JBLM); Changes to Olympia Express to provide more direct service	Yes

2026 Planned Operating Changes			
<i>Schedule</i>	<i>New Hours</i>	<i>Changes in Service</i>	<i>Major Change?</i>
January	0	No planned changes	No
May	18,000	Implement a new crosstown BRT-Lite line Change most existing local routes as part of a comprehensive system redesign	Yes
September	0	As needed adjustments to stops and schedules	No

2027 - 2030 Planned Operating Changes			
<i>Year</i>	<i>New Hours</i>	<i>Changes in Service</i>	<i>Major Change?</i>
2027	<3,000	Schedule maintenance	No
2028	<3,000	Schedule maintenance	No
2029	<3,000	Schedule maintenance	No
2030	<3,000	Schedule maintenance	No

Element 8 – Multi-Year Financial Plan

Note – this section will be updated prior to final adoption

Required element 8 – Provide a multiyear financial plan that includes a capital investment program, operating financial plan, and ash flow analysis.

Long Range Financial Forecast

ITA Annual Planning Retreat May 10, 2024

Operating Financial Plan	2025	2026	2027	2028	2029
Operating Revenues					
Passenger Fares	\$ 514,646	\$ 540,378	\$ 567,397	\$ 595,767	\$ 625,555
Sales Tax	88,788,162	90,119,985	91,471,784	92,843,861	94,236,519
Federal/State Operating Assistance	425,500	446,775	469,114	492,569	517,198
Interest Revenues	6,011,289	6,011,289	6,161,571	6,161,571	6,315,610
Other Revenues	371,182	371,839	381,135	381,825	391,371
Total Operating Revenues	\$ 96,110,779	\$ 97,490,266	\$ 99,051,001	\$ 100,475,594	\$ 102,086,253
Operating Expenditures					
Wages and Benefits	60,036,980	63,038,829	66,190,771	69,500,309	72,975,325
Maintain Coach Operations	14,254,478	14,967,201	15,715,561	16,501,340	17,326,407
Maintain Commuter Operations	883,936	928,133	974,540	1,023,267	1,074,430
Maintain DAL Operations	4,356,507	4,574,332	4,803,049	5,043,201	5,295,361
Maintain Vanpool Operations	1,509,006	1,584,456	1,663,679	1,746,863	1,834,206
Insurance	2,179,910	2,288,905	2,403,351	2,523,518	2,649,694
Total Operating Expenditures	83,220,817	87,381,858	91,750,951	96,338,498	101,155,423
Operating Surplus/(Deficit)	12,889,963	10,108,408	7,300,051	4,137,096	930,830
Cash Flow from Capital Activity					
Acquisition & Construction of Assets	(65,455,100)	(46,282,394)	(19,019,501)	(31,351,329)	(4,483,112)
Net Proceeds from State Grants	12,185,338	523,229	1,203,502	476,090	731,502
Net Proceeds from Federal Grants	19,467,652	25,398,370	9,932,153	16,856,412	1,500,000
Net Cash Flow from Capital Activity	(33,802,110)	(20,360,796)	(7,883,846)	(14,018,827)	(2,251,610)
Cash and Reserve Balances					
Beginning Cash Balance	212,591,333	191,679,186	181,426,798	180,843,003	170,961,271
Less: Operating Reserves	(20,805,204)	(21,845,464)	(22,937,738)	(24,084,625)	(25,288,856)
Available Unrestricted Cash	191,786,129	169,833,721	158,489,061	156,758,378	145,672,416
Current Year Cash Flows					
Add: Operating Surplus/(Deficit)	12,889,963	10,108,408	7,300,051	4,137,096	930,830
Add: Net Cash from Capital Activity	(33,802,110)	(20,360,796)	(7,883,846)	(14,018,827)	(2,251,610)
Net Current Year Cash Flow	(20,912,147)	(10,252,387)	(583,796)	(9,881,731)	(1,320,780)
Ending Available Unrestricted Cash	170,873,981	159,581,334	157,905,265	146,876,647	144,351,636
Ending Total Cash (With Reserves)	\$191,679,186	\$181,426,798	\$180,843,003	\$170,961,271	\$169,640,492

Element 9 – Projects of Regional Significance

Required element 9 – Identify regionally significant projects for inclusion in your regional transportation improvement program maintained by your regional transportation planning organization.

2026 – 2029 Transportation Improvement Program (TIP)

Viewable below and at the following URL:

https://www.intercitytransit.com/sites/default/files/2025-06/2026-2029-TransportationImprovementProgram_0.pdf

Intercity Transit’s Transportation Improvement Program (TIP) or “Program of Projects” (POP) is an annually updated list of Intercity Transit’s program of funded and potentially funded projects that utilize federal funds. The TIP includes projects programmed through the Thurston Regional Planning Council (TRPC) and the Puget Sound Regional Council (PSRC). Projects with secured funds are incorporated into the Statewide Transportation Improvement Program (STIP).

INTERCITY TRANSIT

Final 2026 - 2029 Transportation Improvement Program (approved 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 IT 1903	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 IT 2001	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	Partison 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. 4-H
MEETING DATE: June 18, 2025

FOR: Intercity Transit Authority

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

SUBJECT: September 2025 Service Change Equity Analysis -
Set Public Hearing

-
- 1) **The Issue:** Establish a public hearing and corresponding comment period for three planned changes to bus service anticipated to take effect in September 2025.
-
- 2) **Recommended Action:** Authorize a public hearing on the 'September 2025 Major Service Change Summary and Draft Equity Analysis' for Wednesday, July 16, 2025, at 5:30 p.m.
-
- 3) **Policy Analysis:** In accordance with our updated 2024 – 2027 Title VI Program, major changes in bus service require formal adoption of a written equity analysis; a publication intended to identify adverse impacts from proposed changes in bus service and any proportionate disparity to minority and low-income populations. The adoption process for the Analysis includes a public comment period, review and consideration from Intercity Transit's Community Advisory Committee, and a public hearing with the Intercity Transit Authority Board.
-
- 4) **Background:** Consistent with the 2025 Annual Budget and forecast of Planned Operating Changes programmed in the 2024 – 2029 Transit Development Plan (TDP), and draft 2025 – 2030 TDP, Intercity Transit intends to change fixed route service on September 7, 2025, by introducing two new express Commuter routes between Olympia-Lacey and Lakewood in Pierce County. The anticipated change also includes the discontinuation of Route 620.

The changes are supported by a Washington State Regional Mobility Grant and intend to enhance Intercity Transit's commuter service by separating the existing Route 620 into two distinct routes. The dormant bus stop at the Hawks Prairie Park and Ride will be restored to support one of the new commuter routes; moreover Intercity Transit is coordinating with Pierce Transit for use of an existing stop along Berkeley St. in the Tillicum neighborhood.

The September 2025 service change meets Intercity Transit's established definition of a Major service change. As such, this document includes an analysis of minority and low-income populations directly affected by the adjustments to

service. With no reductions in service being proposed, the adverse effect of the changes in service are considered neutral. The presence of racial disparity, along with any disproportionate burden affecting low-income residents was not found to be present among benefitting populations. The associated methodology and presentation of findings are included within this document and will be publicly shared as part of a formal comment period and public hearing. Following the comment period the Authority Board will consider final adoption of the findings of the Service Equity Analysis prior to changes being implemented by Intercity Transit staff.

-
- 5) **Alternatives:** Decline staff's request to schedule a public hearing or defer the tentative public hearing date and time to a different period.
-
- 6) **Budget Notes:** A decision to schedule and hold a public hearing on July 16, 2025, does not result in a significant impact to budgeted expenses for FY2025. If the proposed changes in service are implemented in September 2025, they are not estimated to increase annual fixed route service.
-
- 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 and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers and increase ridership."* **Goal #7:** *"Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer."*
-
- 8) **References:** Draft September 2025 Service Equity Analysis; [Intercity Transit's 2018 Long-Range Plan](#); [Intercity Transit's 2024-2027 Title VI Program](#)

September 2025 Service Change

Major Service Change Summary & Equity Analysis



Prepared by:

Intercity Transit Planning Division

June 2025

INTERcity
TRANSIT

Table of Contents

Executive Summary	3
Part 1: Major Service Change Summary	
Introduction	4
Timeline	6
List of Changes, by Route	7
Agency Resources	16
Part 2: Equity Analysis	
Purpose	17
Assessment of Adverse Service Impacts	17
Assessment of Beneficiary Affects	17
Findings	18
Conclusion	18
Appendix A: Route Schedules - Preliminary	19

Intercity Transit assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964. For more information regarding Intercity Transit’s civil rights program please contact 360-786-1881, (TTY 360-943-5211); email TitleVI@intercitytransit.com; or visit Customer Service at 205 Franklin St. NE, Olympia, WA 98501.

Executive Summary

Consistent with the 2025 Annual Budget and forecast of *Planned Operating Changes* programmed in the 2024 – 2029 Transit Development Plan (TDP), and **draft 2025 – 2030 TDP**, Intercity Transit intends to change fixed route service on September 7, 2025, by introducing two new express Commuter routes between Olympia-Lacey and Lakewood in Pierce County. The anticipated change also includes the discontinuation of Route 620.

The changes are supported by a Washington State Regional Mobility Grant and intend to enhance Intercity Transit's commuter service by separating the existing Route 620 into two distinct routes. One route will operate directly between the Olympia Transit Center (including Capitol Way) and the SR512 Park and Ride, with intermediate stops only at the Martin Way Park and Ride, and Lakewood Sounder Station. The second route will operate more similarly to the existing Route 620 with service between OTC and the Lacey Transit Center (LTC), as well as new service in NE Lacey including the Hawks Prairie Park and Ride; the second route will also include a new connection with the Pierce Transit Route 206 at Berkeley St. adjacent to Camp Murray and across I-5 from JBLM's Madigan Gate.

The change in service does not require any additional FTEs or fixed-route coach buses. Coverage for Operator runs will be initially assigned to Extra Board Operators daily but will be included in the May 2026 service change as biddable work. The dormant bus stop at the Hawks Prairie Park and Ride will be restored to support one of the new commuter routes; moreover Intercity Transit is coordinating with Pierce Transit for use of an existing stop along Berkeley St. in the Tillicum neighborhood.

The September 2025 service change meets Intercity Transit's established definition of a *Major* service change. As such, this document includes an analysis of minority and low-income populations directly affected by the adjustments to service. With no reductions in service being proposed, the adverse effect of the changes in service are considered neutral. The presence of racial disparity, along with any disproportionate burden affecting low-income residents was not found to be present among benefitting populations. The associated methodology and presentation of findings are included within this document and will be publicly shared as part of a formal comment period and public hearing. Following the comment period the Authority Board will consider final adoption of the findings of the *Service Equity Analysis* prior to changes being implemented by Intercity Transit staff.

Part 1: Major Service Change Summary

Introduction

The following sections describe specific changes to Intercity Transit bus service being prepared for implementation on Sunday, September 7, 2025.

The change of service intended to begin September 2025 reflects Intercity Transit’s strategy of incremental adjustments of service in tandem with available financial and labor resources toward the fulfillment of service enhancement goals consistent with the adopted 2018 Long-Range Plan and related Proposition 1 ballot measure.

In accordance with:

The improvements to service identified in this summary are consistent with Intercity Transit’s:

- **2025 Annual Budget**

As well as:

- **2024 – 2029 Transit Development Plan (TDP)**
Shown to the right is an excerpt from the TDP containing the adopted Planned Operating Changes
- **Draft 2025 – 2030 TDP**

Section 7 – Planned Operating Changes

Plan Requirement – Provide a yearly plan of changes to existing services that you have scheduled to occur within the plan horizon.

For the years 2024 – 2029 Intercity Transit intends to complete a 100% restoration of service volumes depleted from the COVID-19 pandemic, as well as reach substantial completion of enhancement elements defined in the 2018 Long-Range Plan. The year-by-year forecast outlined below is contingent upon the following assumptions:

- The volume of operators will not decrease from current (2024) levels.
- Demand for unscheduled (or Extra Board) operators will remain stable.
- Year-over-year increases to Operations labor will result in a sustainable net gain.
- Dial-A-Lift service will gradually increase and remain proportionate to the total volume of local fixed route service.

Year	New Hours	Restoration percent	Potential Change in Service	Schedule	Major Change?
2024	17,000	100%	Improved frequency on Route 94	September	No
			Restored night service on Routes 12, 13, 41, 62A, 62B, 65, 66:	September	No
2025	16,000	106%	New DASH Service between Capitol Campus and the Olympia Transit Center	January	Yes
			Improved Route 42 frequency and weekend service	January	No
			Improved frequency on Route 67	January	No
	7,000	108%	Improved late night span on Routes 21, 45, 47, 60 [corrected August 22, 2024]	May	No
			Transition “The One” to a Bus Rapid Transit (BRT) influenced corridor service between west Olympia and east Lacey	September	Yes
	6,000	121%	Alignment changes to most existing routes thereby introducing new service on several segments*	September	Yes
			Introduction of new cross-town routes	September	Yes
2026	<3,000	124%	“Lacey Express”: introduction of a grant-supported commuter route with connections to Joint Base Lewis-McChord (JBLM)	September	Yes
2026	<3,000	125%	Schedule maintenance	TBD	No
2027	<3,000	125%	Schedule maintenance	TBD	No
2028	<3,000	125%	Schedule maintenance	TBD	No
2029	<3,000	125%	Schedule maintenance	TBD	No

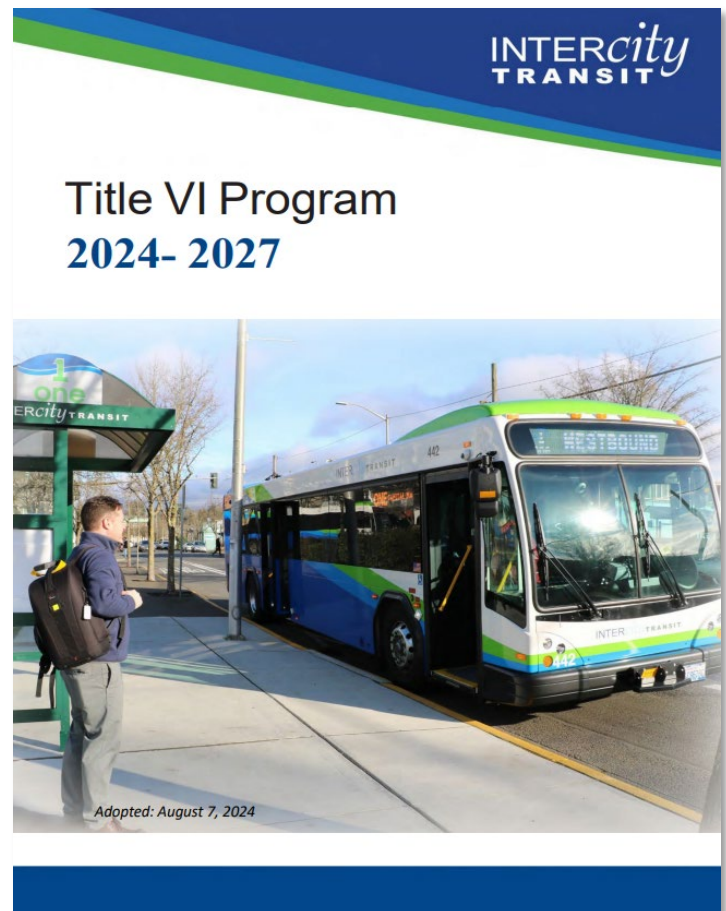
*The fixed route network is likely to be restructured in 2025 to improve the directness of routing, as well as connections with frequent corridor service. Other considerations in routing include improved circulation around community high schools, along with cross-town service to college campuses and the State Capitol Campus

A Major Change in Service

The changes reflected in the January 2025 proposal include the addition of new service, as added frequency on existing routes, as well as the establishment of a new transit route in downtown Olympia. Pursuant to guidance from the Federal Transit Administration (FTA) Intercity Transit's updated **2024 – 2027 Title VI Program** contains formal definitions distinguishing between major and non-major changes in service:

Intercity Transit defines a major change in service as any of the following:

- A single change that reduces an individual route's revenue hours by 10% or more.
- A single change that increases a route's revenue hours by 50% or more.
- A single change that reduces the number of consecutive bus stops on an individual route by three or more.
- A single change that increases the number of consecutive bus stops on an individual route by five or more.
- Removing or substantially relocating a single bus stop greater than 500 feet from its original location, and is used by 50 or more passengers per day (combined boardings and alightings).
- **Creation of, or discontinuation of a fixed transit route in entirety.**



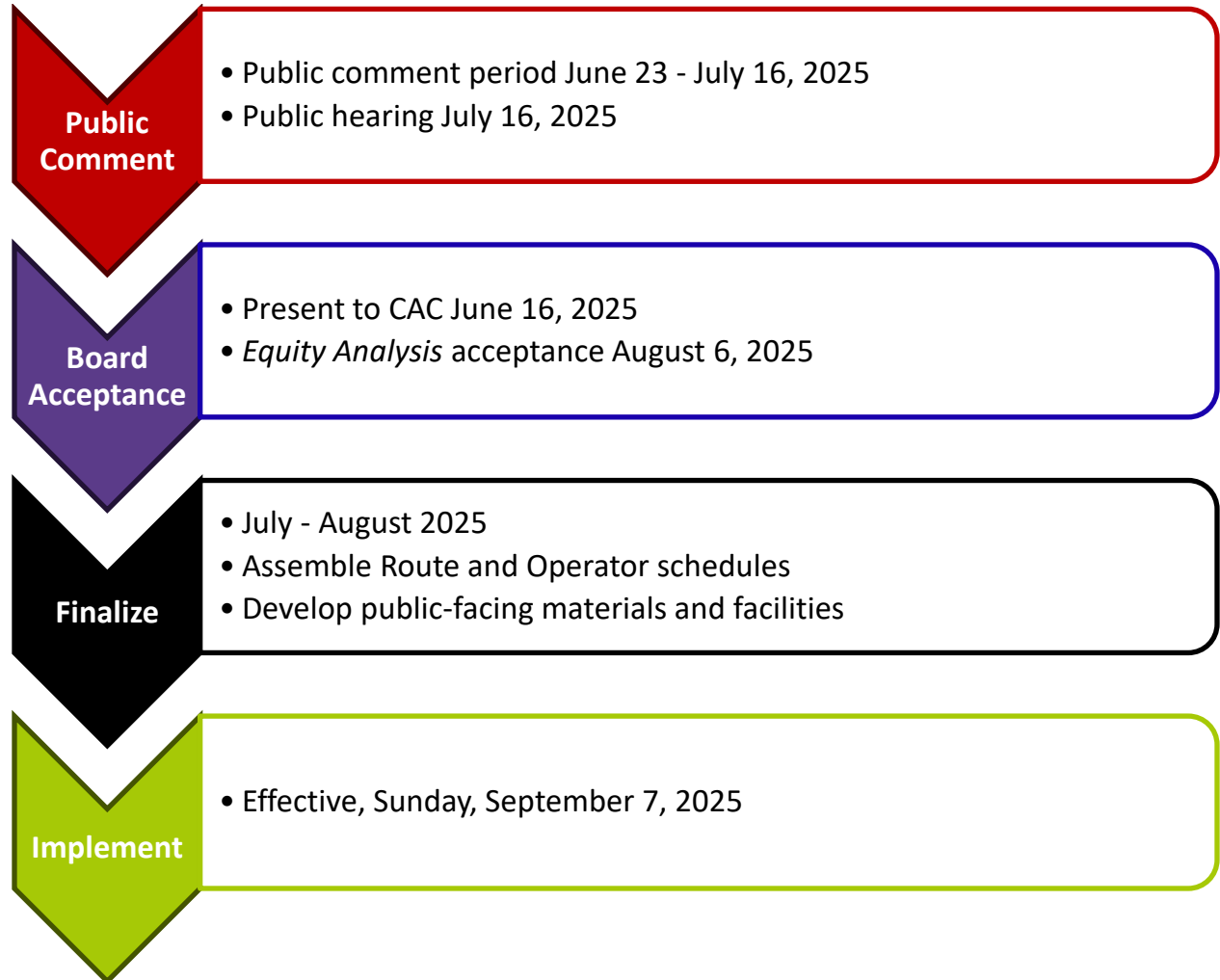
Equity Analysis

Part 2 of this summary includes Intercity Transit's Draft Equity Analysis—a requirement of all *major* changes in service to research, identify and measure the presence of any significant disparity impacting transit access among racial minority populations or residents considered to be low-income. Following a public comment period the Draft Equity Analysis must be presented and accepted by Intercity Transit's Authority Board.

Public Comment Period

The Summary and Draft Equity Analysis is expected to be shared publicly from June 23, 2025 through July 16, 2025.

Implementation Timeline

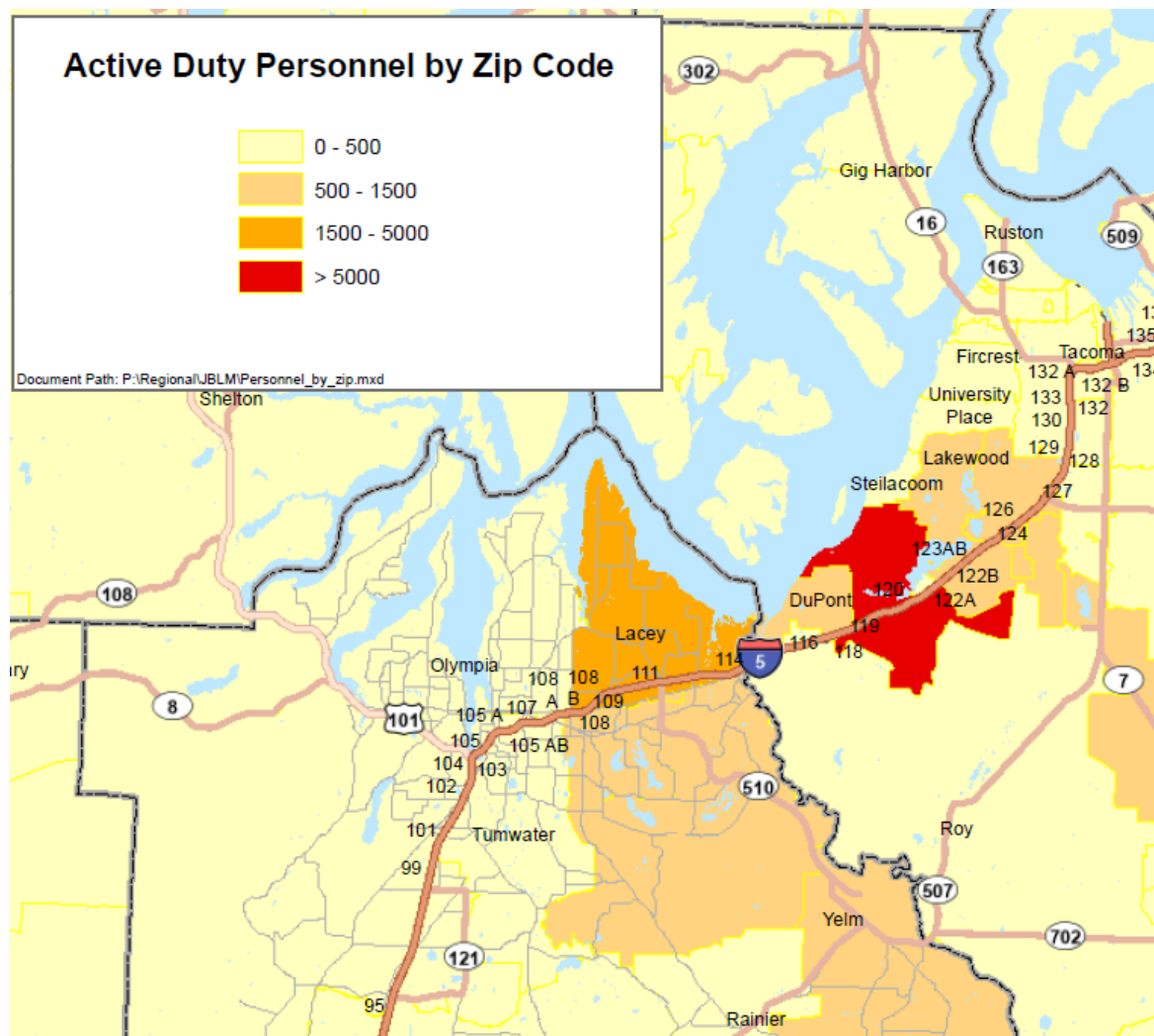


List of Changes, by Route

Route	Name	Change
620	Olympia Express	Discontinue the Route 620 and replace with Routes 600 and 610
NEW 600	Lakewood Commuter	Introduce the Route 600 as a <u>weekday only</u> limited-stop commuter route operating between the Olympia Transit Center and SR512 Park and Ride in Lakewood.
NEW 610	Freedom Way	Introduce the Route 610 as a weekday and weekend limited-stop commuter route operating between the Olympia Transit Center and SR512 Park and Ride in Lakewood.

Service Change Justification

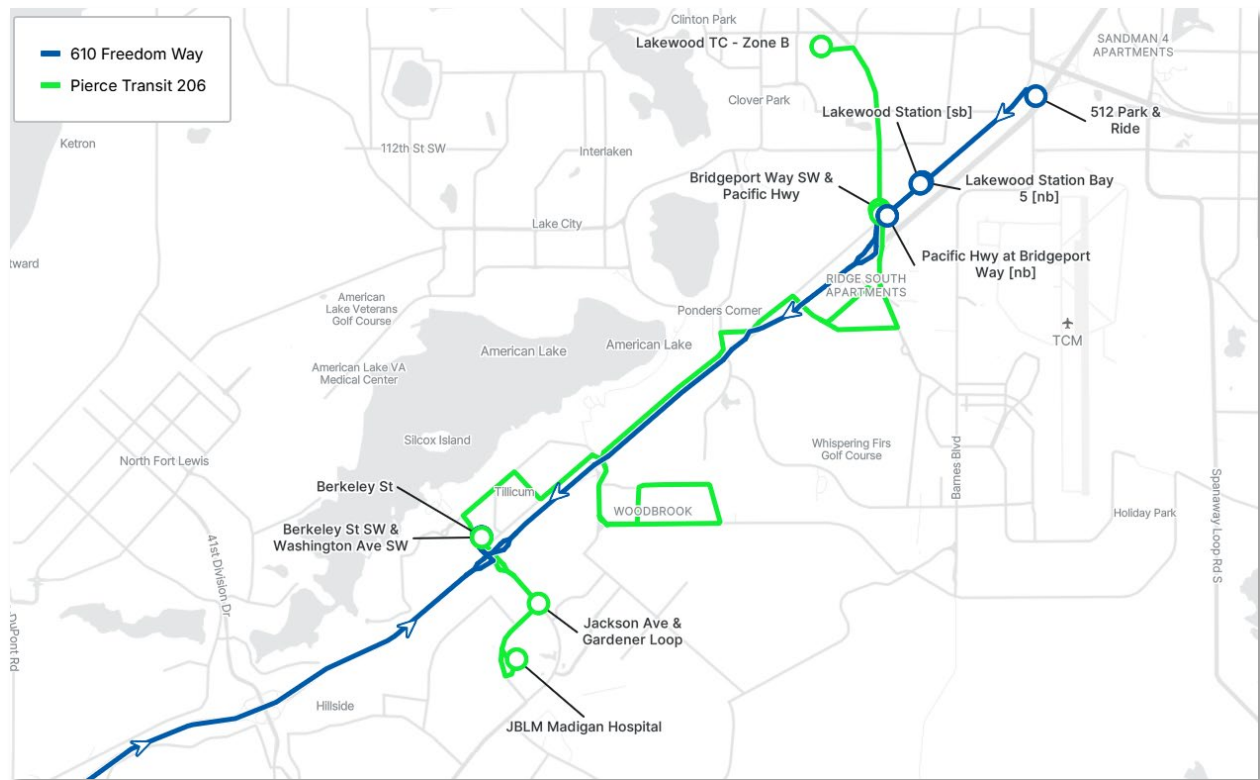
The primary purpose of changing existing commuter service is to respond to requests for transit access between Thurston County and Joint Base Lewis McChord (JBLM).



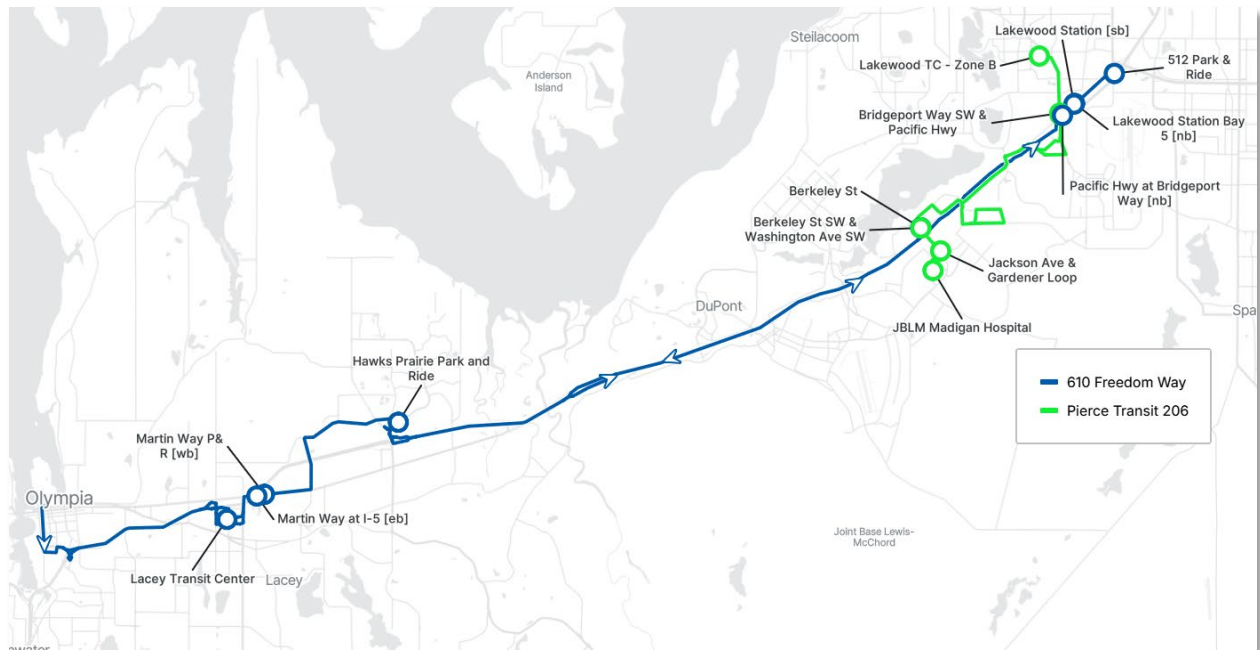
In 2024 Intercity Transit requested a Regional Mobility grant from the Washington State Department of Transportation intended to provide financial assistance of the “Lacey Express”, a commuter line designed to introduce transit service between Lacey and JBLM. The map above, provided to Intercity Transit from the Thurston Regional Planning Council (TRPC), suggests the areas of Thurston County have higher concentrations of military households, including NE Lacey. Intercity Transit’s grant request was fulfilled with the passage of the 2025-2027 State Transportation Budget.

Route 610 – Freedom Way (aka Lacey Express)

Intercity Transit’s new Route 610 is the subject of the forthcoming Regional Mobility grant award. Buses on the Route 610 will connect Thurston County residents to JBLM via the Madigan Gate. Integral in the design is the Pierce Transit Route 206; passengers can connect directly between Route 610 and the Pierce Transit 206 via the *Freedom Way* bridge at the Berkeley stop within the Tillicum neighborhood (see maps below).



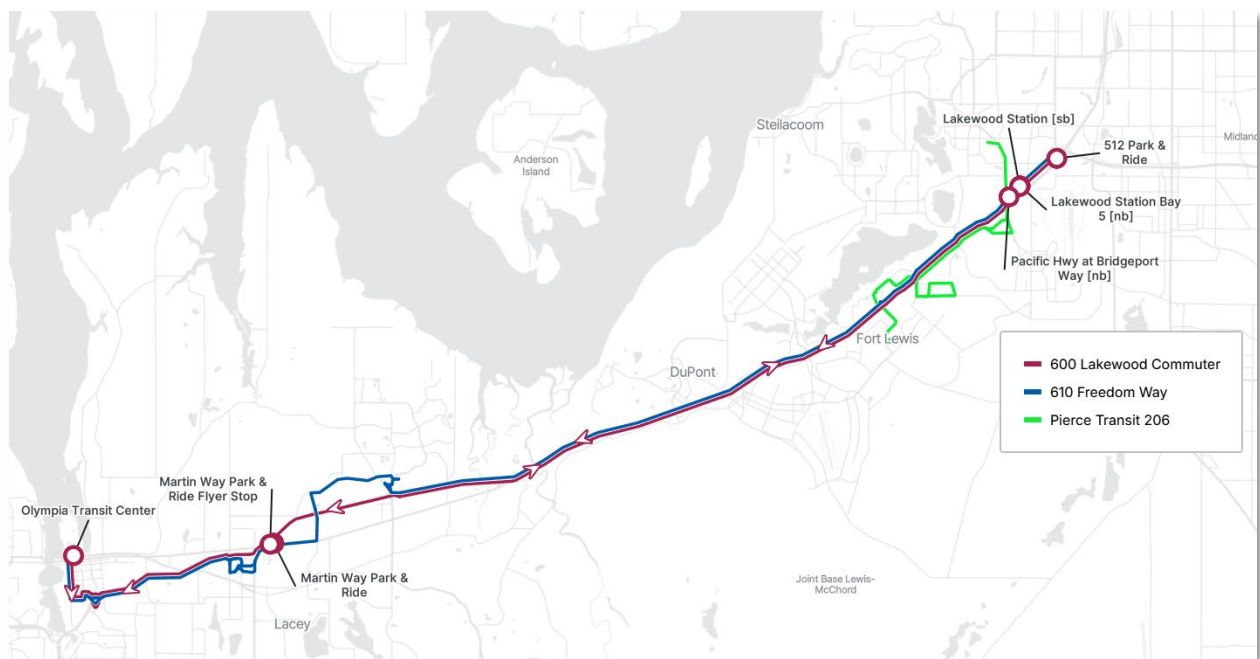
The Route 610 will also renew fixed route service to/from the Hawks Prairie Park and Ride lot in NE Lacey. The forthcoming system redesign anticipated for May 2026 will bring additional routes to/from the Hawks Prairie Park and Ride, including service from south Lacey and Yelm. Other access points for the Route 610 include the Olympia Transit Center, Capitol Way bus stops, the Lacey Transit Center, and Martin Way stops adjacent to the Martin Way Park and Ride lot.



Albeit with less frequency, the new Route 610 sustains the broad coverage offered by the current Route 620.

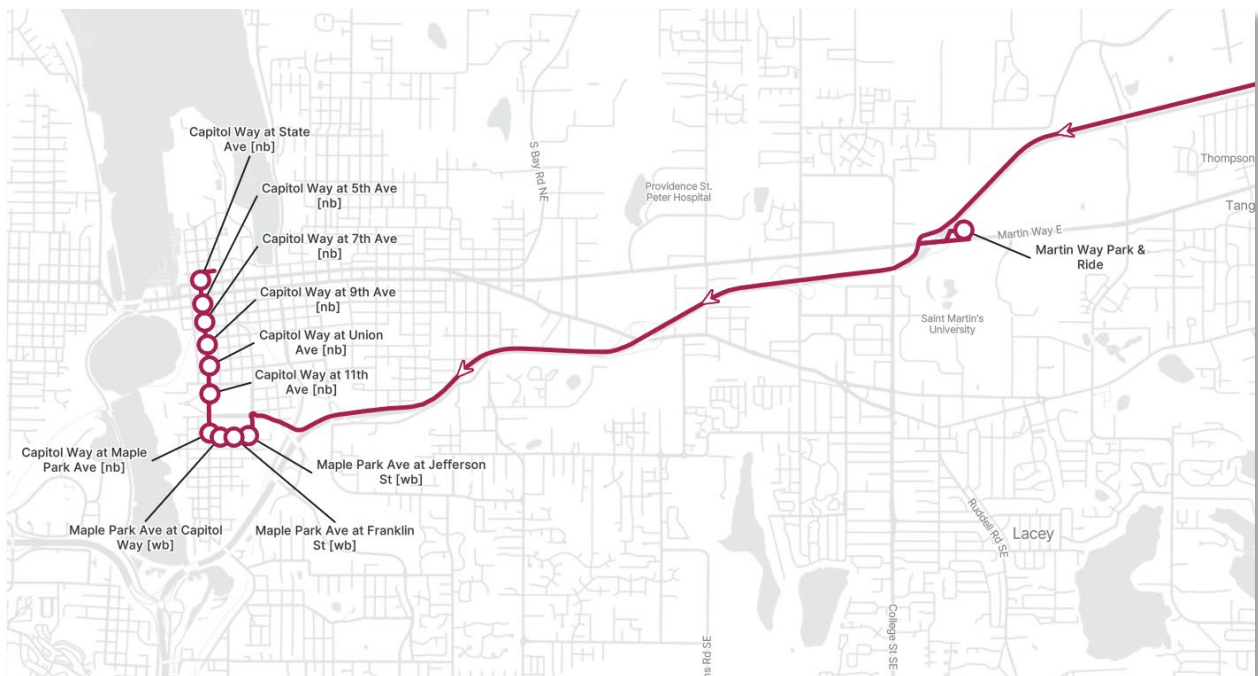
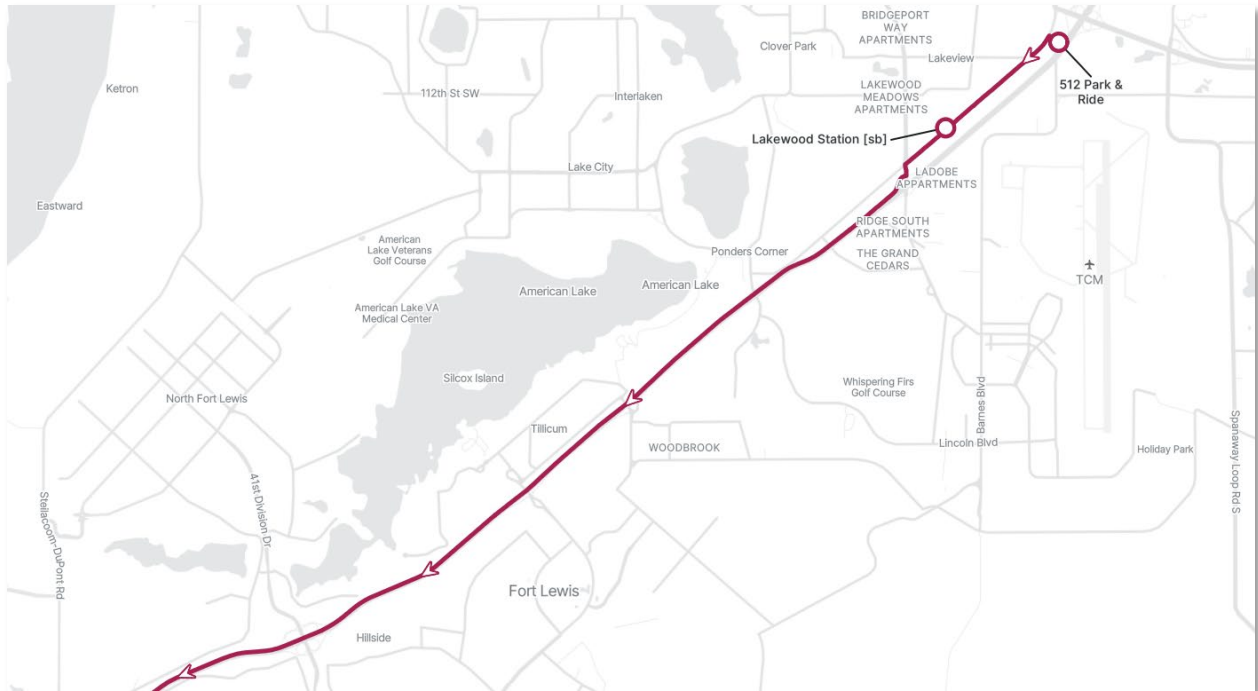
Route 600 – Lakewood Commuter

Contrasting the broad coverage of the new Route 610 is the new Route 600. The Route 600 is designed to operate in tandem with the Route 610 but as a more direct trip than the current Route 620.



to State Capitol, Olympia Transit Center (Inbound)

From the SR512 Park and Ride, west on S. Tacoma Way, SW on Pacific Hwy, south on Bridgeport Way, south on I-5, Exit 109 Martin Way, east on Martin Way to I-5 N Ramp, west on Martin Way, south on I-5, Exit 105, west on 14th Ave, south on Jefferson St, west on Maple Park Ave, north on Capitol Way, east on Olympia Ave.



to SR512 Park and Ride (Outbound)

Stop #	Stop Name	Amenity
167	Olympia Transit Center	Transit Center
1	Capitol Way at 4 th Ave SB	Shelter
2	Capitol Way at Legion Way SB	Pole
3	Capitol Way at 9 th Ave SB	Pole
4	Capitol Way at Union Ave SB	Shelter
5	Capitol Way at 11 th Ave SB	Shelter
950	Capitol Way at 14 th Ave SB	Pole
305	Maple Park at Capitol Way EB	Pole
306	Maple Park at Franklin St EB	Pole
307	Jefferson St at Maple Park Ave NB	Shelter
1076	Martin Way Park & Ride Flyer Stop	Shelter
927	Pacific Hwy at Bridgeport Way NB	Pole
---	Lakewood Station Bay 5 NB	Transit Center
---	512 Park & Ride	Transit Center

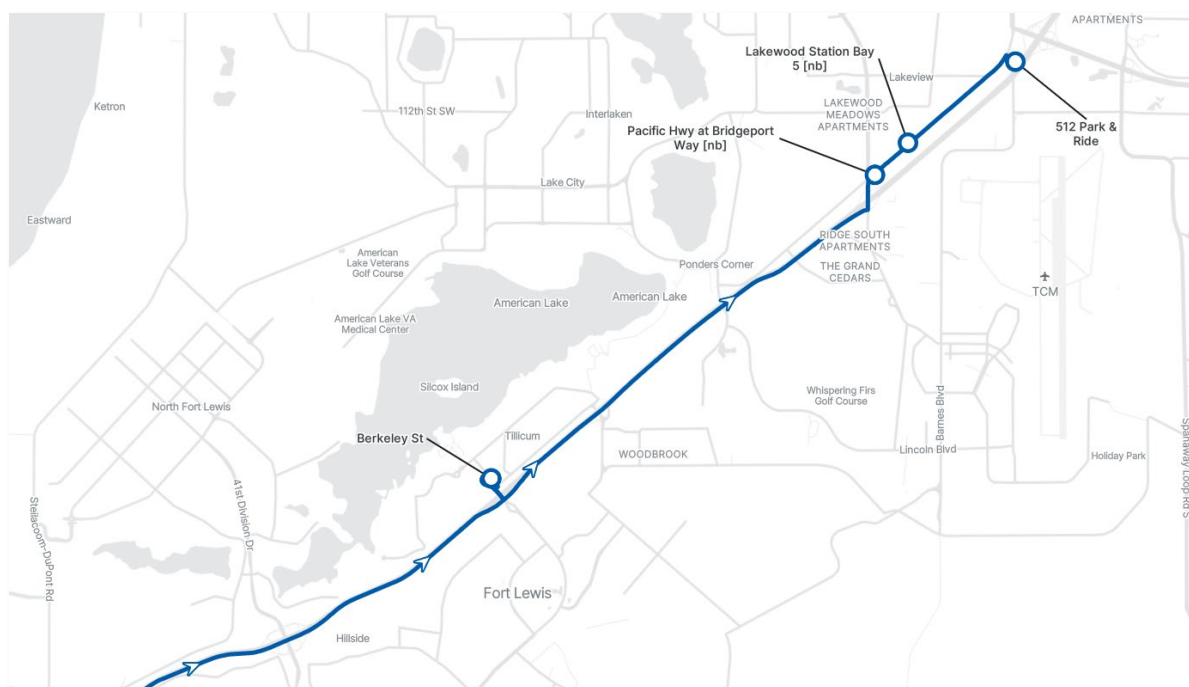
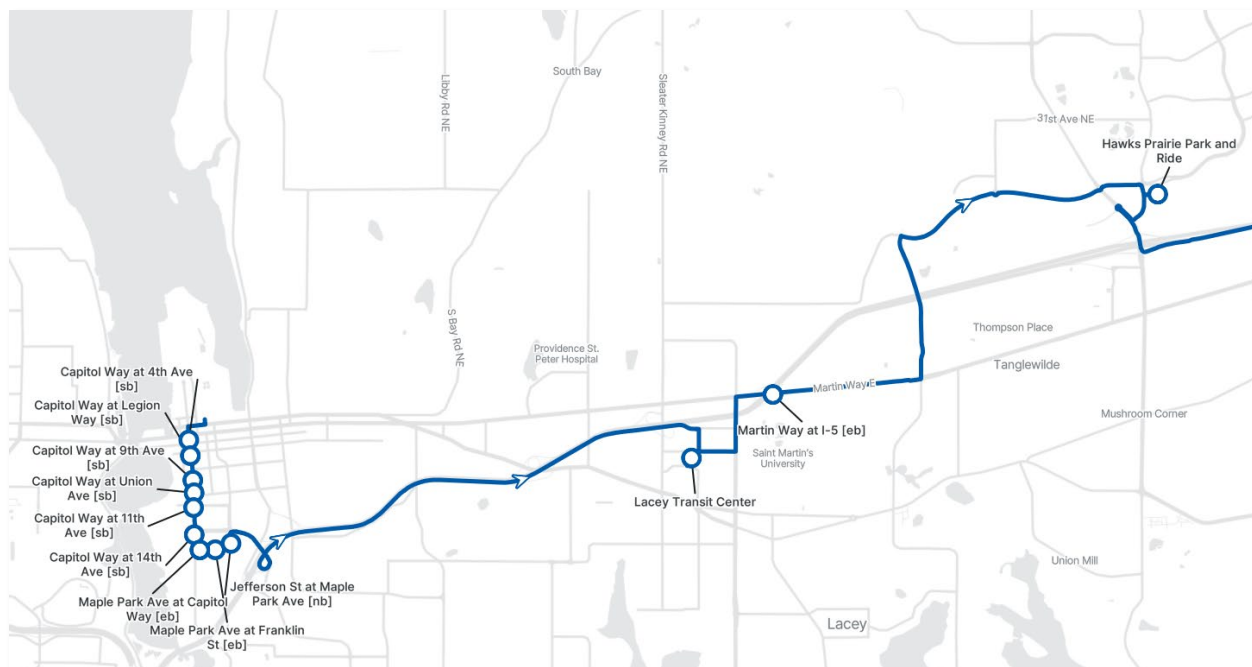
to State Capitol, Olympia Transit Center (Inbound)

Stop #	Stop Name	Amenity
---	512 Park & Ride	Transit Center
---	Lakewood Station SB	Transit Center
795	Martin Way Park & Ride (interior)	Pole
290	Maple Park at Jefferson St WB	Shelter
316	Maple Park at Franklin St. WB	Pole
317	Maple Park at Capitol Way WB	Pole
54	Capitol Way at Maple Park NB	Shelter
55	Capitol Way at 11 th Ave NB	Shelter
56	Capitol Way at Union Ave NB	Shelter
57	Capitol Way at 9 th Ave NB	Pole
58	Capitol Way at 7 th Ave NB	Pole
962	Capitol Way at 5 th Ave NB	Pole
868	Capitol Way at State Ave NB	Pole
167	Olympia Transit Center	Transit Center

Routing, Maps & Bus Stops – Route 610 *Freedom Way*

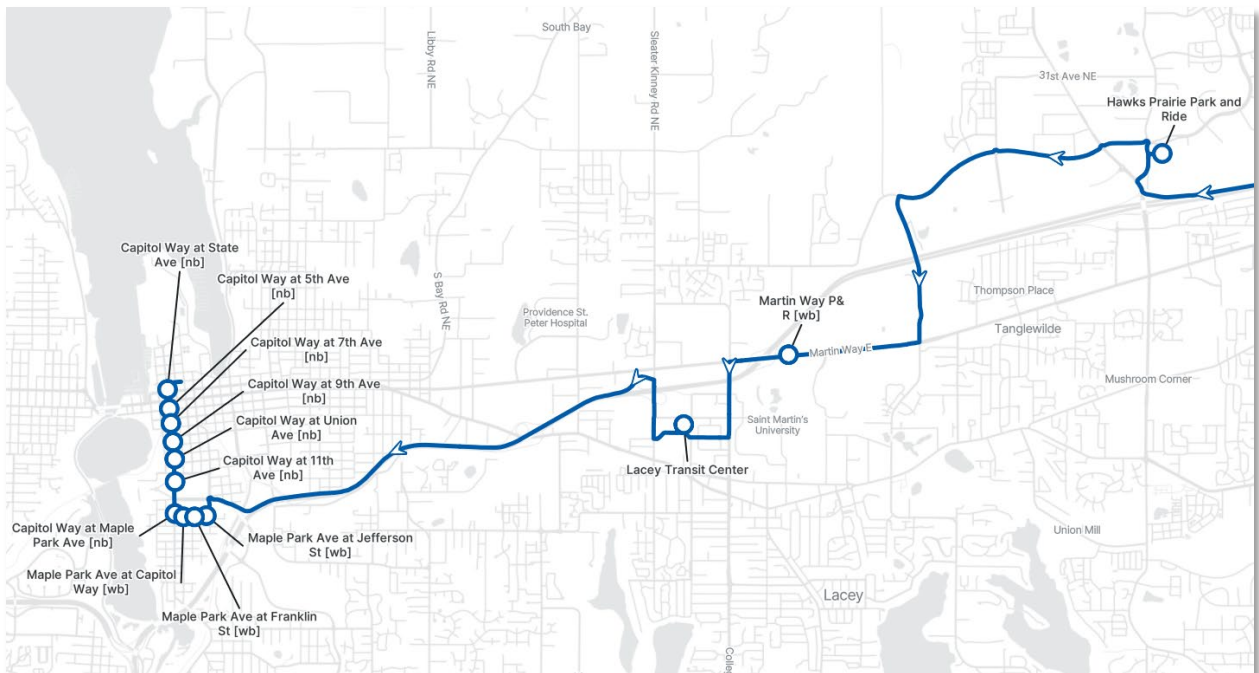
to SR512 Park and Ride (Outbound)

From the Olympia Transit Center, west on State Ave, south on Capitol Way, east on Maple Park, south on Jefferson St, east onto 14th, north on I-5, Exit 108 College St, south on Golf Club, west on 6th Ave, LTC, north on Golf Club, east on 6th Ave, north on College St, east on Martin Way, north on Carpenter Rd, east on Britton Pkwy, east on Willamette, south on Hogum Bay, east to Hawks Prairie Park & Ride, south on Hogum Bay, south on Marvin Rd, north on I-5, Exit 122 Berkeley, north on Freedom Way, south on Berkeley, south on Freedom Way, north on I-5, Exit 125 Bridgeport, north on Bridgeport Way, NE on Pacific Hwy, east on S. Tacoma Way.



to Olympia Transit Center (Inbound)

From the SR512 Park and Ride, west on S. Tacoma Way, SW on Pacific Hwy, south on Bridgeport Way, south on I-5, Exit 122 Berkeley, north on Freedom Way, south on Berkeley St, south on Freedom Way, south on I-5, Exit 111 Marvin Rd, north on Marvin, north on Hogum Bay, east to Hawks Prairie Park and Ride, north on Hogum Bay, west on Willamette, west on Britton Pkwy, south on Carpenter Rd, west on Martin Way, south on College St. west on 7th Ave, enter Lacey Transit Center, west on 7th Ave, north on Sleater-Kinney Rd, south on I-5, Exit 105, west on 14th Ave, south on Jefferson St, west on Maple Park Ave, north on Capitol Way, east on Olympia Ave.



to SR512 Park and Ride (Outbound)

Stop #	Stop Name	Amenity
167	Olympia Transit Center	Transit Center
1	Capitol Way at 4 th Ave SB	Shelter
2	Capitol Way at Legion Way SB	Pole
3	Capitol Way at 9 th Ave SB	Pole
4	Capitol Way at Union Ave SB	Shelter
5	Capitol Way at 11 th Ave SB	Shelter
950	Capitol Way at 14 th Ave SB	Pole
305	Maple Park at Capitol Way EB	Pole
306	Maple Park at Franklin St EB	Pole
307	Jefferson St at Maple Park Ave NB	Shelter
183	Lacey Transit Center	Transit Center
1036	Martin Way at I-5 EB	Pole
TBA	Hawks Prairie Park and Ride	Shelter
---	Berkeley St (Pierce Transit)	Shelter
927	Pacific Hwy at Bridgeport Way NB	Pole
---	Lakewood Station Bay 5 NB	Transit Center
---	512 Park & Ride	Transit Center

to Olympia Transit Center (Inbound)

Stop #	Stop Name	Amenity
---	512 Park & Ride	Transit Center
---	Lakewood Station SB	Transit Center
---	Berkeley St (Pierce Transit)	Shelter
TBA	Hawks Prairie Park and Ride	Shelter
522	Martin Way at Martin Way Park and Ride	Shelter
183	Lacey Transit Center	Transit Center
290	Maple Park at Jefferson St WB	Shelter
316	Maple Park at Franklin St. WB	Pole
317	Maple Park at Capitol Way WB	Pole
54	Capitol Way at Maple Park NB	Shelter
55	Capitol Way at 11 th Ave NB	Shelter
56	Capitol Way at Union Ave NB	Shelter
57	Capitol Way at 9 th Ave NB	Pole
58	Capitol Way at 7 th Ave NB	Pole
962	Capitol Way at 5 th Ave NB	Pole
868	Capitol Way at State Ave NB	Pole
167	Olympia Transit Center	Transit Center

Schedule – Preliminary

Provided at Appendix A is the preliminary schedule used for the basis of the design and presentation of the service change.

Estimated Agency Resources

Revenue Hours

The September 2025 schedule will not bring a significant increase in annual revenue hours or the number of Coach Operators or buses.

Net Change in Annual Revenue Service Hours, by Route					
Route		Current Schedule (May 4, 2025)	Proposed Schedule (Sep. 7, 2025)	Net Change	% Change
620	Olympia Express	18,145	0	-18,145	-100%
600	Lakewood Commuter	0	7,306	+7,306	+100%
610	Freedom Way	0	11,164	+11,164	+100%
TOTAL		18,145	18,470	+325	+1.8%

Dial-A-Lift: Implications to ADA Paratransit

The DAL service area will remain unchanged with the September 2025 schedule and anticipated changes to commuter bus service.

Note: Like rail service, transit routes categorized with the Federal Transit Administration (FTA) as Commuter Bus (CB) are not required to provide complementary ADA paratransit service within $\frac{3}{4}$ mile of the route line. Paratransit trips between Intercity Transit and Pierce Transit or Sound Transit are made via the commuter bus route.

Part 2: Equity Analysis

Purpose

The changes detailed in Part 1 of this summary reflect a *major change* in fixed route service. As such, the following section presents Intercity Transit's Equity Analysis, including the research methods and findings, of the September 2025 schedule. The objective of the Equity Analysis is to identify any adverse impact resulting in significant disparity to populations that are a racial minority or low-income.

Disparate Impact & Disproportionate Burden Threshold

Reductions in Service

Intercity Transit recognizes the presence of significant racial disparity (or disproportionate burden) if the adversely affected population impacts proportionately more minority residents or low-income residents than the entire population of the service area, plus three percent.

Increases in Service

Intercity Transit recognizes the presence of significant racial disparity (or disproportionate burden) if the benefitting population favors proportionately fewer minority residents or low-income residents than the entire population of the service area, minus three percent.

For more information about Intercity Transit's compliance with laws and regulations preventing unlawful discrimination visit <https://www.intercitytransit.com/business/civil-rights-title-vi>

Assessment of Adverse Service Impacts

The September 2025 schedule does not contain a reduction of transit access and does not generate a measurable population of adversely impacted residents within the service area.

Assessment of Beneficiary Affects

The anticipated changes in service reflected in the September 2025 schedule present a basis to evaluate the presence of a disproportionate benefit to residents in the service area.

Methodology

For assessing race, 2023 block level estimates for population according to the American Community Survey were used. Blocks were selected based on those within ¼ mile of the stop location. For assessing income, all Block Groups that contained or adjacent a stop that was on the Route was included. Analysis looked at the block groups and the percentage of the population that was below federal poverty standards for 2023.

Equity Analysis – Findings

Disparate Benefit

No blocks lost access to service that have it under the current service. New service alignment would see a dramatic increase in the total number of residents served as well as the access for non-white residents. Total minority percentage served would increase under the new service alignment.

Route 620 Minority Census Blocks within 1/4 Mile of Current Stops					
Total		Thurston		Pierce	
Total Population Served	12143	Total Population Served	8530	Total Population Served	3613
Total Minority Population	4595	Total Minority Population	2192	Total Minority Population	2403
Total Minority Average	37.84%	Total Minority Average	25.70%	Total Minority Average	66.51%
Avg Block Minority Population	12.16	Avg Block Minority Population	11.91304	Avg Block Minority Population	82.86207
Avg Block Minority Percentage	41.12%	Avg Block Minority Percentage	36.59%	Avg Block Minority Percentage	69.85%

Route 600/610 Minority Census Blocks within 1/4 Mile of Proposed Stops					
Total		Thurston		Pierce	
Total Population Served	34280	Total Population Served	29446	Total Population Served	4834
Total Minority Population	14472	Total Minority Population	11508	Total Minority Population	2964
Total Minority Average	42.22%	Total Minority Average	39.08%	Total Minority Average	61.32%
Avg Block Minority Population	26.03	Avg Block Minority Population	24.00	Avg Block Minority Population	39
Avg Block Minority Percentage	43.92%	Avg Block Minority Percentage	41.15%	Avg Block Minority Percentage	64.21%

Disproportionate Benefit

While there was a reduction in the percentage of the population below the poverty line, this is due to the increased number of block groups served, diluting the percentage. Thurston County maintains a 15% population below the federal poverty standard and Pierce County is at 14%. This would suggest that the proposed service will continue to provide meaningful access to the most economically vulnerable without a disproportionate impact or benefit.

Conclusion

The findings of the Equity Analysis conclude the absence of reductions of service resulting in a specific adverse impact to racial minority residents or residents who identify as low-income. Moreover, the change in service expected to begin September 7, 2025 results in a benefitting population that does not reflect a negative or otherwise significant measure of racial disparity or burden disproportionate to residents considered to be low-income.

Appendix A – Preliminary Route Schedules

Weekday

To SR 512 Park & Ride									To Olympia Transit Center								
Route	1 Leave OTC	2 Capital Way at 11th	3 LTC	4 Martin Way P&R *Martin Way at I-5 (stop #1036)	5 Hawks Prairie P&R	6 Berkeley & Washington (Pierce Transit Rt 206)	7 Lakewood Station	8 Arrive SR 512 P&R	Route	8 Leave SR 512 P&R	7 Lakewood Station	6 Berkeley & Washington (Pierce Transit Rt 206)	5 Hawks Prairie P&R	4 Martin Way P&R	3 LTC	2 Capital Way at 11th	1 Arrive OTC
600	5:01	5:04	----	5:14	----	----	5:35	5:43	600	5:50	5:53	----	----	6:14	----	6:23	6:31
600	5:21	5:24	----	5:34	----	----	5:55	6:03	600	6:12	6:15	----	----	6:36	----	6:45	6:53
600	5:41	5:44	----	5:54	----	----	6:15	6:23	610	6:44	6:47	6:54	7:13	7:20	7:28	7:37	7:45
610	5:38	5:41	5:50	*5:52	6:02	6:21	6:30	6:38	600	6:48	6:51	----	----	7:12	----	7:21	7:29
600	6:14	6:17	----	6:27	----	----	6:48	6:56	610	7:14	7:17	7:24	7:43	7:50	7:58	8:07	8:15
610	6:36	6:40	6:49	*6:51	7:01	7:20	7:29	7:37	600	7:44	7:47	----	----	8:08	----	8:17	8:25
600	7:19	7:22	----	7:32	----	----	7:53	8:01	610	8:15	8:18	8:25	8:44	8:51	8:59	9:08	9:16
600	7:58	8:01	----	8:11	----	----	8:32	8:40	600	8:45	8:48	----	----	9:09	----	9:18	9:26
610	8:07	8:10	8:19	*8:22	8:31	8:50	8:59	9:07	610	9:17	9:20	9:27	9:46	9:53	10:01	10:10	10:18
600	9:16	9:19	----	9:29	----	----	9:50	9:58	600	10:08	10:11	----	----	10:32	----	10:41	10:49
610	9:37	9:40	9:49	*9:52	10:01	10:20	10:29	10:37	600	10:47	10:50	----	----	11:11	----	11:20	11:28
600	10:42	10:45	----	10:55	----	----	11:16	11:24	610	11:44	11:47	11:54	12:13	12:20	12:28	12:37	12:45
600	11:07	11:10	----	11:20	----	----	11:41	11:49	600	11:56	11:59	----	----	12:20	----	12:29	12:37
610	11:10	11:13	11:22	*11:25	11:34	11:53	12:02	12:10	600	12:20	12:23	----	----	12:44	----	12:53	1:01
600	12:12	12:15	----	12:25	----	----	12:46	12:54	610	1:14	1:19	1:26	1:45	1:53	2:00	2:09	2:17
600	12:40	12:43	----	12:53	----	----	1:14	1:22	600	1:37	1:40	----	----	2:01	----	2:10	2:18
610	12:42	12:45	12:54	*12:57	1:06	1:25	1:34	1:42	610	1:59	2:02	2:09	2:28	2:36	2:46	2:55	3:03
600	1:37	1:40	----	1:50	----	----	2:11	2:19	600	2:28	2:31	----	----	2:52	----	3:01	3:09
610	1:41	1:44	1:53	*1:56	2:05	2:24	2:33	2:41	610	2:59	3:02	3:09	3:28	3:36	3:46	3:55	4:03
600	2:38	2:41	----	2:51	----	----	3:15	3:23	600	3:33	3:36	----	----	3:57	----	4:06	4:14
610	2:41	2:44	2:53	*2:56	3:07	3:26	3:35	3:44	610	4:00	4:03	4:10	4:29	4:37	4:47	4:56	5:04
610	3:17	3:20	3:30	*3:33	3:44	4:03	4:12	4:21	610	4:35	4:38	4:45	5:04	5:12	5:22	5:31	5:39
600	4:04	4:07	----	4:17	----	----	4:41	4:49	600	5:07	5:10	----	----	5:31	----	5:40	5:48
610	4:05	4:08	4:18	*4:21	4:32	4:51	5:00	5:09	610	5:19	5:22	5:29	5:48	5:56	6:03	6:12	6:20
600	4:45	4:48	----	4:58	----	----	5:22	5:30	610	5:43	5:46	5:53	6:12	6:20	6:27	6:36	6:44
610	4:40	4:43	4:53	*4:56	5:07	5:26	5:35	5:44	600	5:58	6:01	----	----	6:22	----	6:31	6:39
600	5:23	5:26	----	5:36	----	----	6:00	6:08	600	6:18	6:21	----	----	6:42	----	6:51	6:59
610	5:57	6:00	6:09	*6:12	6:21	6:40	6:49	6:57	610	7:11	7:14	7:21	7:40	7:47	7:55	8:04	8:12
610	6:40	6:43	6:52	*6:55	7:04	7:23	7:32	7:40	600	7:54	7:57	----	----	8:18	----	8:27	8:35
600	8:10	8:13	----	8:23	----	----	8:44	8:52	600	8:56	8:59	----	----	9:20	----	9:29	9:37

* Route 610 serves eastbound Martin Way at I-5 [eb] stop #1036 and does not enter the Martin Way P&R

Connections – Weekday

The following tables describe potential connection layovers between Routes 600/610 and Sounder Trains (Lakewood Station), as well as Sound Transit Express Bus 574 (SeaTac) at the SR512 Park and Ride. Also shown are the anticipated connection times between the Route 610 and the Pierce Transit Route 206 at Berkeley St.

It is important to note that some trips will have better connections than others due to the needed layover/recovery time.

Weekend & Holidays

To SR 512 Park & Ride									To Olympia Transit Center								
Route	1	2	3	4	5	6	7	8	Route	8	7	6	5	4	3	2	1
	Leave OTC	Capital Way at 11th	LTC	Martin Way P&R <i>*Martin Way at I-5 (stop #1036)</i>	Hawks Prairie P&R	Berkeley & Washington (Pierce Transit Rt 206)	Lakewood Station	Arrive SR 512 P&R		Leave SR 512 P&R	Lakewood Station	Berkeley & Washington (Pierce Transit Rt 206)	Hawks Prairie P&R	Martin Way P&R	LTC	Capital Way at 11th	Arrive OTC
Saturdays									Saturdays								
610	6:37	6:41	6:50	*6:52	7:02	7:21	7:30	7:38	610	7:45	7:48	7:55	8:14	8:21	8:29	8:38	8:46
610	7:05	7:09	7:18	*7:20	7:30	7:49	7:58	8:06	610	8:15	8:18	8:25	8:44	8:51	8:59	9:08	9:16
610	8:03	8:07	8:16	*8:18	8:28	8:47	8:56	9:04	610	9:13	9:16	9:23	9:42	9:51	9:57	10:06	10:14
610	9:33	9:37	9:46	*9:48	9:58	10:17	10:26	10:34	610	10:43	10:46	10:53	11:12	11:19	11:27	11:36	11:44
610	11:03	11:07	11:16	*11:18	11:28	11:47	11:56	12:04	610	12:13	12:16	12:23	12:42	12:49	12:57	1:06	1:14
610	1:03	1:07	1:16	*1:18	1:28	1:47	1:56	2:04	610	2:13	2:16	2:23	2:42	2:49	2:57	3:06	3:14
610	2:33	2:37	2:46	*2:48	2:58	3:17	3:26	3:34	610	3:43	3:46	3:53	4:12	4:19	4:27	4:36	4:44
610	4:03	4:07	4:16	*4:18	4:28	4:47	4:56	5:04	610	5:13	5:16	5:23	5:42	5:49	5:57	6:06	6:14
610	5:35	5:39	5:48	*5:50	6:00	6:19	6:28	6:36	610	6:45	6:48	6:55	7:14	7:21	7:29	7:38	7:46
610	6:46	6:50	6:59	*7:01	7:12	7:32	7:41	7:49	610	8:12	8:15	8:22	8:41	8:48	8:56	9:05	9:13
610	7:54	7:57	8:06	*8:08	8:17	8:36	8:44	8:52	610	9:01	9:04	9:11	9:30	9:37	9:45	9:54	10:02
Sundays & Holidays									Sundays & Holidays								
610	6:22	6:26	6:35	*6:37	6:47	7:06	7:14	7:22	610	7:28	7:31	7:38	7:57	8:04	8:12	8:21	8:29
610	7:05	7:09	7:18	*7:20	7:30	7:49	7:57	8:05	610	8:27	8:30	8:37	8:56	9:03	9:11	9:20	9:28
610	8:53	8:57	9:06	*9:08	9:18	9:37	9:46	9:54	610	10:00	10:03	10:10	10:29	10:36	10:44	10:53	11:01
610	9:53	9:57	10:06	*10:08	10:18	10:37	10:46	10:54	610	11:00	11:03	11:10	11:29	11:36	11:44	11:53	12:01
610	10:54	10:58	11:07	*11:09	11:19	11:38	11:47	11:55	610	12:00	12:03	12:10	12:29	12:36	12:44	12:53	1:01
610	12:54	12:58	1:07	*1:09	1:19	1:38	1:47	1:55	610	2:12	2:15	2:22	2:41	2:48	2:56	3:05	3:13
610	2:54	2:58	3:07	*3:09	3:19	3:38	3:47	3:55	610	4:00	4:03	4:10	4:29	4:36	4:44	4:53	5:01
610	3:54	3:58	4:07	*4:09	4:19	4:38	4:47	4:55	610	5:07	5:10	5:17	5:36	5:43	5:51	6:00	6:08
610	5:39	5:43	5:52	*5:54	6:04	6:23	6:32	6:40	610	6:45	6:48	6:55	7:14	7:21	7:29	7:38	7:46
610	6:54	6:58	7:07	*7:09	7:20	---	7:45	7:53	610	8:08	8:11	---	8:36	8:43	8:51	9:00	9:08
610	7:47	7:50	7:59	*8:01	8:10	---	8:35	8:43	610	8:48	8:51	---	9:16	9:23	9:31	9:40	9:48

* Route 610 serves eastbound Martin Way at I-5 [eb] stop #1036 and does not enter the Martin Way P&R

Connections - Weekend

PT ROUTE 206 CONNECTIONS			PT ROUTE 206 CONNECTIONS			ST ROUTE 574 CONNECTIONS			ST ROUTE 574 CONNECTIONS			ST ROUTE 594 CONNECTIONS			ST ROUTE 594 CONNECTIONS		
Berkeley & Washington (Pierce Transit Rt 206)	Route 206 TO JBLM Hospital	Connection Wait	Route 206 FROM JBLM Hospital	Berkeley & Washington (Pierce Transit Rt 206)	Connection Wait	Arrive SR 512 P&R	Route 574 TO SeaTac/Airport	Connection Wait	Route 574 FROM SeaTac/Airport	Leave SR 512 P&R	Connection Wait	Arrive SR 512 P&R	Route 594 TO Seattle	Connection Wait	Route 594 FROM Seattle	Leave SR 512 P&R	Connection Wait
OB 610		min	IB 610		min	OB 610		min	IB 610		min	OB 610		min	IB 610		min
Saturdays			Saturdays			Saturdays			Saturdays			Saturdays			Saturdays		
7:21a	7:51a	0:30	7:45a	7:55a	0:10	7:38a	7:48a	0:10	7:26a	7:45a	0:19	7:38a	8:05a	0:27	NO	7:45a	NO
7:49a	7:51a	0:02	8:25a	8:25a	0:40	8:06a	8:48a	0:42	7:26a	8:15a	0:49	8:06a	8:35a	0:29	8:04a	8:15a	0:11
8:47a	8:52a	0:05	9:15a	9:23a	0:08	9:04a	9:47a	0:43	8:26a	9:13a	0:47	9:04a	9:30a	0:26	9:04a	9:13a	0:09
10:17a	10:23a	0:06	10:45a	10:53a	0:08	10:34a	10:49a	0:15	10:26a	10:43a	0:17	10:34a	11:00a	0:26	10:34a	10:43a	0:09
11:47a	11:54a	0:07	12:15p	12:23p	0:08	12:04p	12:32p	0:28	11:30a	12:13p	0:43	12:04p	12:30p	0:26	12:04p	12:13p	0:09
1:47p	1:54p	0:07	2:15p	2:23p	0:08	2:04p	2:32p	0:28	2:00p	2:13p	0:13	2:04p	2:30p	0:26	2:04p	2:13p	0:09
3:17p	3:24p	0:07	3:45p	3:53p	0:08	3:34p	4:02p	0:28	3:29p	3:43p	0:14	3:34p	4:00p	0:26	3:34p	3:43p	0:09
4:47p	4:54p	0:07	5:15p	5:23p	0:08	5:04p	5:32p	0:28	4:59p	5:13p	0:14	5:04p	5:30p	0:26	5:04p	5:13p	0:09
6:19p	6:24p	0:05	6:47p	6:55p	0:08	6:36p	7:03p	0:27	6:29p	6:45p	0:16	6:36p	7:05p	0:29	6:34p	6:45p	0:11
7:32p	7:38p	0:06	8:20p	8:22p	0:02	7:49p	8:03p	0:14	7:58p	8:12p	0:14	7:49p	8:05p	0:16	8:04p	8:12p	0:08
^8:36p	NO	NO	8:20p	9:11p	0:51	8:52p	9:03p	0:11	8:28p	9:01p	0:33	8:52p	9:05p	0:13	8:34p	9:01p	0:27
Sundays & Holidays (NO PIERCE TRANSIT JBLM SERVICE)			Sundays & Holidays			Sundays & Holidays			Sundays & Holidays			Sundays & Holidays			Sundays & Holidays		
7:22a	7:48a	0:26	7:26a	7:28a	0:02	7:22a	7:48a	0:26	7:26a	7:28a	0:02	7:22a	7:35a	0:13	NO	7:28a	NO
8:05a	8:48a	0:43	8:26a	8:27a	0:01	8:05a	8:48a	0:43	8:26a	8:27a	0:01	8:05a	8:05a	0:00	8:04a	8:27a	0:23
9:54a	10:19a	0:25	9:26a	10:00a	0:34	9:54a	10:19a	0:25	9:26a	10:00a	0:34	9:54a	10:00a	0:06	9:34a	10:00a	0:26
10:54a	11:32a	0:38	10:26a	11:00a	0:34	10:54a	11:32a	0:38	10:26a	11:00a	0:34	10:54a	11:00a	0:06	10:34a	11:00a	0:26
11:55a	12:02p	0:07	11:30a	12:00p	0:30	11:55a	12:02p	0:07	11:30a	12:00p	0:30	11:55a	12:00p	0:05	11:34a	12:00p	0:26
1:55p	2:02p	0:07	2:00p	2:12p	0:12	1:55p	2:02p	0:07	2:00p	2:12p	0:12	1:55p	2:00p	0:05	2:04p	2:12p	0:08
3:55p	4:02p	0:07	3:59p	4:00p	0:01	3:55p	4:02p	0:07	3:59p	4:00p	0:01	3:55p	4:00p	0:05	3:34p	4:00p	0:26
4:55p	5:02p	0:07	4:59p	5:07p	0:08	4:55p	5:02p	0:07	4:59p	5:07p	0:08	4:55p	5:00p	0:05	5:04p	5:07p	0:03
6:40p	7:03p	0:23	6:29p	6:45p	0:16	6:40p	7:03p	0:23	6:29p	6:45p	0:16	6:40p	7:05p	0:25	6:34p	6:45p	0:11
7:53p	8:03p	0:10	7:58p	8:08p	0:10	7:53p	8:03p	0:10	7:58p	8:08p	0:10	7:53p	8:05p	0:12	8:04p	8:08p	0:04
8:43p	9:03p	0:20	8:28p	8:48p	0:20	8:43p	9:03p	0:20	8:28p	8:48p	0:20	8:43p	9:05p	0:22	8:34p	8:48p	0:14
1:38p	1:50p	0:12	2:16p	2:22p	0:06	* 2 min miss			* 1 min miss								
3:38p	3:50p	0:12	3:46p	4:10p	0:24												
4:38p	4:50p	0:12	5:16p	5:17p	0:01												
6:23p	6:35p	0:12	6:31p	6:55p	0:24												

^ Connects from JBLM at 8:20p

**Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
May 19, 2025 – Hybrid Meeting**

CALL TO ORDER

Chair Weber called the hybrid May 19, 2025, meeting of the Community Advisory Committee (CAC) to order at 5:30 p.m.

Members Present: Clair Bourgeois, Dara Dotson, Doug Riddels, Hallie Sutter, Harrison Ashby, Jim Hanley, JoAnn Scott, JP Fox- Seidel, Julian Preston, Margret Janis, Rachel Weber, Rachel Wilson, and Shawn Sandquist.

Absent: David Payton, Garrett Fuelling, Michael Gray, Suzanne Simons, and Ty Flint.

Staff and Guests Present: Amanda Collins, Jesse Eckstrom, Dena Withrow, Heather Stafford, Nicole Jones, Marc Daily, and Carolina Mejia-ITA.

APPROVAL OF AGENDA

M/S/A by MARGARET JANIS and SHAWN SANDQUIST

INTRODUCTIONS

Rachel Weber introduced Authority member, Carolina Mejia, as the ITA representative attending the meeting. Weber also welcomed new CAC member, Jim Hanley.

MEETING ATTENDANCE

- A. May 21, 2025, ITA Meeting – Rachel Wilson**
- B. June 4, 2025, ITA Meeting – Clair Bourgeois**
- C. June 18, 2025, ITA Meeting – Suzanne Simons**

APPROVAL OF APRIL MINUTES

M/S/A by DOUG RIDDELS and JOANN SCOTT

NEW BUSINESS

- A. Thurston Regional Planning Council Regional Transportation Plan– *(Marc Daily)***

Mark Daily, Executive Director of the Thurston Regional Planning Council (TRPC), presented an update on the Regional Transportation Plan, emphasizing its importance in shaping the future of transportation for the community. He began by explaining the

role of TRPC, clarifying that it is an independent entity separate from Thurston County. Established 55 years ago, TRPC is a voluntary organization designed to address regional planning issues that cross jurisdictional boundaries, including transportation, environmental concerns, and land use. The Council consists of 23 member organizations, including cities, counties, transit agencies, and various special-purpose districts.

The Regional Transportation Plan serves as a long-term roadmap for developing a multimodal transportation system, covering pedestrian, bicycle, transit, and vehicle operations and infrastructure. The latest update projects growth trends and highlights that current transportation plans will not be sufficient to meet future needs. While planned projects will mitigate some impacts, the region is expected to experience increased congestion, higher traffic volumes, and additional challenges related to active transportation modes.

A few critical areas of emphasis were discussed. Safety remains a significant concern as accidents, particularly those involving pedestrians and cyclists, have increased. The plan also focuses on equity, ensuring that both benefits and potential adverse impacts are distributed fairly across all communities. Climate change mitigation and greenhouse gas reduction efforts are being integrated into transportation planning. Infrastructure maintenance was highlighted as a pressing issue, with every jurisdiction facing a backlog of maintenance needs due to insufficient funding. Additionally, improving transit efficiency and expanding services are key priorities to maximize the effectiveness of existing infrastructure.

Daily outlined several regional goals and policies shaping the plan. One major goal is to achieve zero traffic fatalities by 2050, although current data indicate that significant work is needed to reach this target. Urban development is encouraged to optimize transportation efficiency while preserving rural areas. Reducing vehicle miles traveled is another priority, contributing to both environmental sustainability and road safety. The plan also aims to lower greenhouse gas emissions and promote the use of active transportation and public transit.

By 2050, Thurston County's population is expected to grow by over 106,000 residents, bringing the total to more than 400,000. The region anticipates adding 52,000 jobs and constructing 58,000 new housing units. As part of this growth, transit access will expand, with a greater number of residents living near transportation hubs.

The plan includes numerous projects to enhance regional connectivity and infrastructure. These projects involve the construction of 18 miles of new roadway, 36 miles of additional turn lanes, 65 miles of pedestrian and bicycle facilities, and 29 miles of multi-use trails. Improvements to several I-5 interchanges are planned, along with enhanced express bus services and expansions to transit facilities. TRPC worked closely

with Intercity Transit to ensure that transit service expansions align with long-term regional transportation goals and financial forecasts.

Financial feasibility is a critical component of the plan. By law, the plan must be fiscally constrained, meaning that all proposed projects must have realistic funding sources. A sophisticated transportation model helps assess expected outcomes, comparing current conditions with projections for 2050. A public review period recently concluded on May 9, with TRPC now analyzing feedback to make necessary revisions. In June, both the TRPC Council and the Transportation Policy Board will review comments and recommendations. The plan is expected to be adopted on July 11, after which the next update process will begin in five years, extending projections to 2055.

In closing, Daily encouraged attendees to continue providing input, even though the formal public review period had ended. He provided contact information for further questions and comments, ensuring that community voices remain an integral part of the planning process.

Q&A on Job Growth Projection

- The plan estimates 52,000 additional jobs, but does this projection account for demographic factors such as children, retirees, and workers?
 - No, the projection is broad and does not break down demographics at this stage. TRPC conducts a more detailed demographic analysis roughly every five years.
- With advancements in automation, will AI and robotics impact job numbers?
 - The current projections are based on land use trends rather than technological disruptions. However, TRPC acknowledges that job types may shift over time. The assumption is that employment will grow, even if job roles evolve.

Q&A on Pedestrian Infrastructure

- Many sidewalks pose a fall risk. What efforts are underway to improve pedestrian safety?
 - Each jurisdiction is responsible for its own pedestrian facilities, but TRPC is analyzing the overall pedestrian network to identify gaps in connectivity. Funding is currently available for a study on bicycle network gaps, and TRPC hopes to secure funding for a similar pedestrian facilities study.

- Some busy corridors, like Martin Way, lack safe pedestrian crossings. Are crosswalks part of the planning process?
 - Yes, crosswalk improvements are a focus. TRPC collaborated with Inner City Transit and several jurisdictions to develop a vision for the Martin Way corridor, securing state funding to identify and design ten new crossings. However, specific crosswalk alignment issues have not been widely studied yet.
-

Q&A on Rail Service

- How involved is TRPC with Amtrak and other rail transit agencies?
 - TRPC completed a high-capacity transportation study that examined express bus service, commuter rail, and Amtrak expansion. While expanding Amtrak Cascades service is promising, its reliability is challenged by competition with freight rail. Population density in the region is currently insufficient to justify commuter rail investment.
 - The Amtrak station at Centennial lacks safe pedestrian routes. Are there plans to improve access?
 - Currently, no pedestrian access projects are included in the plan. However, TRPC is aware of concerns about unsafe walking conditions and acknowledges the need for improvements.
 - How feasible is expanding rail service across the Nisqually River? There are existing tracks over the Nisqually River. Can they be used to improve passenger rail service?
 - Expanding rail service would be costly due to right-of-way limitations. TRPC has encouraged the Washington State Department of Transportation to design future I-5 bridge replacements with the capability to support rail infrastructure.
 - Why is Amtrak service unreliable in the region? Since Amtrak uses existing tracks, why is its service so inconsistent?
 - Amtrak shares tracks with freight rail, which gets priority access. This leads to unpredictable delays and limits opportunities for expanding passenger service.
-

B. Walk N Roll Program Update– (Kerri Wilson)

Kerri Wilson presented the 2024 annual report for the Walk N Roll program, an initiative aimed at promoting independence, safety, and a healthy lifestyle by

encouraging walking, biking, and the use of public transit. The program provides educational opportunities to help youth and community members access active transportation options safely and effectively. Throughout 2024, Walk N Roll provided transit education to **5,838 youth** through classroom presentations, bus visits, and field trips. Participants learned how to ride the bus and about its importance in the community.

A key initiative was the installation of a permanent traffic garden at Seven Oaks Elementary in partnership with Safe Kids Thurston County and the Child Care Action Council, funded by State Farm. This miniature streetscape includes real-world traffic features, allowing children to practice pedestrian and cycling skills in a safe environment. The traffic garden is open to the public outside school hours, and two additional gardens are planned for 2025. The mobile traffic garden continued to be a valuable resource, traveling to six elementary schools in Tumwater, North Thurston, and Yelm school districts, as well as eight summer camps. Students received hands-on training in bicycle and pedestrian safety using balance bikes, scooters, helmets, and interactive learning tools.

Several bike safety events were hosted in collaboration with schools and community partners. These included bike rodeos at Seven Oaks and Chambers Prairie Elementary schools, the third annual Olympia Bike Rodeo at Garfield Elementary, and summer bike camps for youth aged 8 to 10. Participants engaged in bicycle handling activities, urban adventures, and group rides.

The "Pedal Forward" program officially launched in 2024, providing refurbished bikes to community members. Volunteers contributed over 1,500 hours refurbishing bicycles, 87 of which were donated through various programs. Some bikes were distributed through the "Full Cycle" program, which supports individuals transitioning into permanent housing, securing employment, and pursuing higher education.

Bike education expanded to high schools, including programs at Avanti High School and Envision Career Academy in North Thurston. These courses allowed students to earn P/E credits needed for graduation while learning bicycle safety and maintenance skills. Additionally, 11 Avanti students completed a 46-mile overnight bike camping trip.

A paid summer internship program was offered to high school students, providing job experience while supporting Walk N Roll programs. Advanced bike mechanic classes for women, transgender, and non-binary individuals were also introduced.

Walk N Roll helped organize 58 "Walk & Roll to School" events at eight schools, encouraging students and families to walk, bike, or roll to reduce traffic congestion and

improve air quality. The Olympia Police Department participated in these events to support safe transit to schools.

Bicycle community challenges drew strong participation, including the Winter Bicycle Challenge, the Earth Day Market Ride, and the May Bicycle Community Challenge. Additionally, Walk N Roll collaborated with Avanti High School's art department to design new traffic safety yard signs, funded by Thurston Target Zero. Over 1,000 signs were distributed across the community to promote safe driving habits.

Walk N Roll recently launched new programming in 2025, including DIY bike repair nights, monthly bike maintenance classes, and adult urban cycling workshops. To increase the volunteer base, additional training opportunities are being offered. A new Teens Biking to Destinations program was initiated with funding from the Washington Department of Transportation and Cascade Bicycle Club. Through this grant, high school students receive after-school and summer bike education, and upon completion, earn a brand-new bicycle along with safety gear. These programs are designed to support transportation accessibility, provide hands-on learning experiences, and empower community members to utilize active transportation options confidently.

Wilson concluded the presentation by highlighting the success of Walk N Roll in 2024 and expressing excitement for new initiatives rolling out in 2025. The program remains committed to making walking, biking, and public transit more accessible and safer for everyone in the region.

Q&A on Traffic Gardens

- A committee member noticed a traffic garden near Mountain View that wasn't there several years ago. Was Walk N Roll responsible for constructing it?
 - Yes, Walk N Roll partnered with Safe Kids Thurston County, and the project was funded by State Farm. This was the first traffic garden Walk N Roll developed, and although the exact year is uncertain, it was likely built in either 2020 or 2021.

Q&A on Summer Internship

- Will the paid internship program for high school students be available again this year?
 - Yes, Walk N Roll is currently accepting applications for this summer's paid internship program.
-

Q&A on Program Offerings

- Are there plans to offer additional bike maintenance classes for non-binary and transgender individuals?
 - Walk N Roll previously ran a bike maintenance series in the winter of 2024. While there are no scheduled sessions at the moment, the program would definitely consider offering the series again in the future.
- Would Walk N Roll need a grant or public support to continue the bike maintenance classes?
 - It would likely be a combination of both. The last time the series was offered, Walk N Roll paid an external instructor rather than using its staff due to capacity limitations. If the program were to be returned, hiring an outside instructor could be a viable option.
- Current bike education efforts focus on alternative learning schools like Avanti and Envision. Will Walk N Roll expand programs to larger schools such as Capital, Olympia, or Tumwater?
 - While Walk N Roll does not currently offer the same programs at larger high schools, the organization is finalizing a grant in partnership with Cascade Bicycle Club. Some high schools have already been identified for an after-school bike education program starting in July and running through next June.

C. Bargaining 101 – *(Heather Stafford)*

Heather Stafford Smith, the Administrative Services Director at Intercity Transit, delivered a presentation on labor relations and the bargaining process. With 14 years of experience, she highlighted that labor relations have been a central part of her role and one of her favorite aspects of her work. Stafford's presentation provided an overview of how negotiations take place and the unique considerations that transit agencies face as essential service providers in Washington State.

Stafford explained that transit employees, like fire, police, ferry workers, and home care employees, are considered essential, meaning they are legally prohibited from striking. In place of strikes, labor disputes can be settled through neutral arbitration, which prevents operational shutdowns but can pose risks when decisions are made by someone outside the organization. As a result, Intercity Transit prioritizes collaborative negotiations and has built strong relationships with labor partners to avoid arbitration whenever possible.

Intercity Transit has two unions and a group of non-represented employees. The Amalgamated Transit Union (ATU), Local 1765, represents 345 members, including drivers, Dial-A-Lift dispatch specialists, and customer service employees. Their new contract is set to run from January 1, 2025, through December 31, 2027. The International Association of Machinists (IAM), Local 160, represents 51 members working as technicians, mechanics, service workers, and vehicle detailers. Their contract will expire on December 31, 2026. The agency maintains a monthly joint labor-management meeting to address issues proactively, ensuring negotiations focus primarily on wages, hours, and working conditions rather than unresolved concerns.

Stafford emphasized the difference between interest-based bargaining and distributive bargaining. Interest-based bargaining seeks solutions that meet the underlying needs of both parties rather than simply splitting differences. This approach has led to constructive negotiations and equitable outcomes for employees and the agency.

Before entering negotiations, the agency carefully evaluates several factors, including wage comparisons with similar-sized transit agencies, local economic conditions, internal equity between bargaining groups, recruitment and retention data, and anticipated arbitration considerations. Stafford noted that Intercity Transit has been highly successful in recruitment, maintaining strong applicant numbers and a steady workforce, despite some retirements post-COVID.

In the most recent bargaining process with ATU, negotiations presented unique challenges. The union's opening economic proposal was significantly higher than the agency's initial assessment, creating a large gap between positions. Additionally, a new ATU international vice president joined the bargaining team, bringing a different dynamic to negotiations. Open bargaining, which included more than 30 attendees rather than the usual small group, also required new ground rules to facilitate discussions. The union proposed substantial contract changes, increasing the document size from 60 pages to over 100, further complicating negotiations.

External factors also influenced the process. Stafford referenced the 2018 Janus decision, which allows employees to opt out of union dues, contributing to concerns from ATU leadership. A national labor organizer was brought in to mobilize public comment, leading to increased community engagement and board meeting discussions. Meanwhile, economic uncertainties, leadership changes, and federal funding concerns further impacted the negotiation environment.

Despite these challenges, the union ratified the new contract last week, and the Intercity Transit Authority Board is expected to finalize approval on Wednesday. Stafford expressed gratitude for reaching a successful resolution and looks forward to rebuilding relationships and refocusing on the agency's mission. She concluded by reaffirming the

importance of strong labor partnerships in delivering high-quality transit services and welcomed any additional questions from attendees.

Q&A on Amtrak Volunteers

- Does Intercity Transit have any involvement with Amtrak station volunteers? Do you ever think about the volunteers working at the Amtrak station? Since they aren't officially affiliated with Amtrak, do you consider their working conditions or training, or does their committee manage them independently?
 - Stafford Smith responded that she does not typically have direct interaction regarding Amtrak's operations. She deferred the question to Emily Bergkamp, General Manager, who would be better positioned to address any concerns related to Amtrak volunteers.
 - Volunteers at the Amtrak station are unpaid, yet they play an important role in customer service. Does Intercity Transit provide any support or resources for them?
 - Heather stated that Intercity Transit is always happy to help in any way it can but did not specify any direct involvement or assistance to Amtrak volunteers.
-

Q&A on Labor Relations

- How would you describe the state of labor relations at Intercity Transit following negotiations? Observing recent Transit Authority meetings, many employees and their families passionately expressed concerns and demands for financial support. Given their continued advocacy, how would you assess the current state of relations between management and employees? Were relations hurt, and is there repair work to be done?
 - Heather acknowledged that there is definitely repair work to be done following negotiations. She shared that, despite the challenges, joint labor-management meetings remained constructive and collaborative. The organization is actively working on strengthening relationships by maintaining open discussions and addressing employees' concerns.
- Has the extended contract negotiation period impacted staffing? Did the prolonged negotiations or the level of tension lead to increased employee turnover, early retirements, or staffing challenges?
 - Heather confirmed that workforce stability remained strong throughout negotiations. However, she did note an increase in the number of employees opting out of union membership. While she could not pinpoint

the exact reasoning behind these decisions, she speculated that some employees may have been frustrated with the length of negotiations.

Q&A on Union Contract

- What employee benefits were included in the new union agreement? The ITA Board meeting mentioned that union members would receive a \$150 monthly benefit for childcare or gym memberships. Can you confirm this and explain the purpose of this benefit?
 - Heather confirmed that the new contract includes a \$150 monthly Family and Wellness benefit that employees can use for gym memberships, co-pays, childcare, dependent care, or elder care expenses. It was designed to support employees' well-being and improve their quality of life.
 - Is the Family and Wellness benefit available to all union members? Does every union member receive the \$150 benefit, or is it tied to longevity?
 - Heather clarified that all union members receive the Family and Wellness benefit, regardless of tenure. However, longevity pay is provided at specific milestones, such as 10 and 15 years of service.
 - Given the challenges of negotiations, congratulations on getting the agreement finalized. Is there anything else you would like to share?
 - Heather thanked the committee for their support and acknowledged the difficulty of the negotiation process. She expressed appreciation for the opportunity to provide insights and looked forward to moving forward with a strengthened workforce.
-

CONSUMER ISSUES

Amanda Collins introduced Dena Withrow, Operations Director covering for Emily Bergkamp who is at an out of state conference.

Rachel Weber shared a trend where some bus drivers accelerate before passengers are fully seated. She has noticed this happening occasionally, including with long-time drivers. Weber referenced a specific trip on Route 13, outbound on bus 420 at 5:16 PM, where a passenger with a mobility aid was caught off guard as they struggled to adjust their seat while the bus moved.

While acknowledging the importance of sticking to schedules, she noted that sudden movement before seating can be challenging for some riders, especially those with accessibility needs.

Dena Withrow expressed appreciation for bringing the issue to her attention. Overall, she plans to share a general reminder for drivers during her weekly update to be mindful of riders' seating and accessibility needs. Withrow also emphasized the three S's that prioritize an operator's work "safety, then service, and finally schedule." Passenger safety should always be top of mind, and operators should be waiting for folks to have a seat or folks to have a firm handhold.

John-Paul Fox Seidel noticed that much of the "Respect the Ride" signage inside buses have been removed, including signage of a rule that prohibits sleeping. They recalled seeing signs that outlined various rules (e.g., no food or drink, pick a destination) but observed that newer buses have fewer postings, with only a handful remaining on some routes. They shared an incident where a supervisor intervened on Route 42 when a rider repeatedly fell asleep despite warnings, ultimately removing them from the bus after continued non-compliance.

Nicole Jones responded that audio messages can replace some signage, allowing drivers to play automated announcements when needed.

Withrow will follow up with Maintenance and Facilities Staff.

JoAnn Scott shared an observation from New England, where buses announce their turns with an automated message. They noted that this system could be beneficial for people with low vision, who might not always be aware of a bus's movement, especially near crosswalks. Additionally, Scott expressed appreciation for bus drivers enforcing a policy that service animals must remain on the floor instead of sitting on passenger seats.

Harrison Ashby raised two concerns: signage clarity at Capitol Mall Station and how decisions are made regarding adjustments to bus schedules during special events.

Harrison recalled experiencing confusion about where to load and unload buses at the station and noted that a friend had recently faced the same issue. They suggested improving signage to make it clearer for riders.

Dena acknowledged the issue and stated she would bring it up with the planning department. She explained that some confusion arises from the loading vs. layover areas, where buses may first let passengers off, circle around for a break, and then move to the loading zone.

Harrison asked about how decisions are made to adjust bus schedules for major events, citing a recent increase in service between Olympia Transit Center and the Capitol during a protest. They wondered if similar adjustments could have been made for

marathon participants, as buses didn't start early enough for runners to use transit to get to their races.

Dena explained that adding service for special events must follow charter regulations, meaning buses cannot operate as charters. However, if an event is expected to significantly increase ridership, the agency can add extra trips within the existing span of service to prevent overcrowding. She emphasized that decisions are based on community input, ensuring regular riders can still access their routes.

Julian Preston suggested an alternative method for triggering bus turn announcements, proposing that instead of relying on GPS, the system could detect steering wheel movement past a certain threshold to activate the message.

Dena explained that current bus technology does not integrate mechanical functions with the automated voice system (ADL). ADA announcements, such as approaching stop alerts, are triggered by GPS-fed trigger boxes, not by physical movements like steering. She noted that while this integration isn't currently possible, she would investigate whether it could be explored.

Julian then asked about charter regulations, questioning why adding a special route for an event would conflict with charter service rules.

Dena provided an example: if an event organizer requested **bus service to a** specific location at a specific time, private carriers should have the opportunity to bid on that service. Public agencies cannot provide charter services unless no private company is interested in offering transportation. However, if the event is along an existing transit route, additional service may be added without violating charter rules.

Julian followed up, questioning why agreements between a public transit agency and another organization would violate regulations.

Dena clarified that as a public agency Intercity Transit cannot enter into paid contracts for private transportation services – it must be funded independently using its own resources. Additionally, event organizers must advertise transportation availability first and confirm no private providers are interested before Intercity Transit could step in. She offered to provide documentation on charter regulations for further reading.

John Paul Fox Seidel expressed excitement about seeing later-night bus service in action. He was surprised to spot Route 45 passing by his house at 9:00 PM, initially thinking it

wasn't supposed to be running that late and was pleasantly surprised to confirm that extended service was available, noting that Route 47 also passed his house around 10:00 PM, well beyond its previous schedule. John Paul emphasized how great it is to see extended service operating successfully, with people actively using it. He also highlighted that the increased transit options make getting around easier, sharing that some of his friends have started taking the bus home instead of relying on other transportation options.

Margaret Janis noted that Route 13 typically runs every 30 minutes on weekends, but during downtown events, the frequency is increased to every 15 minutes. They appreciated this adjustment, recognizing it as a responsive effort to meet community needs. Janis then described an experience where they rode Route 13 and noticed that the driver was clearly new, receiving guidance from a supervisor. However, after leaving the transit center, the driver went in the wrong direction, causing the bus to detour around Red Robin before returning to the correct route. Instead of focusing on the mistake, the commenter asked about the guidelines for trainee drivers and how the agency ensures they are ready for passengers.

Dena responded by explaining that trainees typically go into revenue service with a senior operator onboard, ensuring guidance while they adjust to the job. She emphasized that everyone learns at different speeds, and transit training staff work closely with new operators to ensure they are prepared. She reflected on her own early experience as a transit operator, noting that the transition from driving an empty bus to serving passengers can be overwhelming. While mistakes sometimes happen, the training team provides ongoing support to help new drivers succeed.

Clair Bourgeois asked whether hand sanitizer dispensers would be reinstalled near bus exits.

Dena responded that there are no current plans to bring them back, as the agency has moved beyond pandemic-era provisions.

Shawn Sandquist provided an example of a bus driver accidentally taking the wrong route, specifically mentioning an incident on Route 47 where the operator had previously driven Route 48 and mistakenly followed the old route. They emphasized that there are various reasons drivers might make navigation errors, including distractions or recent bid changes. They acknowledged that mistakes happen and wanted to highlight that drivers are human. They also gave a shout-out to a driver trainer on Route 94 in the morning, praising their calm and effective training style. Another participant in the discussion noted that they frequently saw this trainer working on morning shifts, describing them as a kind and skilled instructor.

Dena expressed appreciation for the comments.

REPORTS

- **May 7, 2025, ITA Report** – Rachel Weber attended the meeting and provided an update to the committee:
 - The board **authorized the purchase of new vehicles** for Village Vans, ensuring continued support for essential transit services. They also **ordered driver barriers**, which will be installed to enhance safety measures for transit operators.
 - During the **public comment session**, a union representative – who is also an Intercity Transit staff member – provided public comment. The representative acknowledged that the recent union agreement had been challenging, noting that **employees' feelings were hurt** but emphasizing a collective commitment to repair relations. This marked a **conclusion to the ongoing public comments** that had been recurring in previous meetings.
 - Kerri Wilson delivered a **Walk N Roll program presentation**, highlighting its impact and future initiatives. This was followed by a **Marketing and Communications presentation by Nick Demerice**, which provided updates on outreach efforts.
 - The **General Manager's report** focused on state funding updates, discussing the financial support Intercity Transit received and the areas where funding fell short. A **shout-out to the administrative staff** was included, recognizing their contributions, particularly in celebration of **Administrative Professional's Day**.
 - Additionally, the **Corridor Express and Lacey Express received funding from the state**, ensuring continued development of regional transit services. More details on additional funding allocations will be provided in June.
- **Collaboration Sub-Committee Report** – Shawn Sandquist provided an update to the committee:
 - Attended by: Amanda Collins, Nicole Jones, Dara Dotson, Michael Gray, Clair Bourgeois, and Shawn Sandquist.
 - The group divided responsibilities, determining who would contact specific transit agencies.
 - Dara reviewed several script ideas she had developed and provided updates on her follow-up conversations with multiple transit agencies.
 - Michael presented a questionnaire designed to survey other agencies, and everyone contributed feedback to refine the questions.
 - Finally, the next meeting was scheduled for **May 30th at 4:00 PM**.

- **General Manager's Report** – Dena Withrow, Operations Director, provided the General Manager's report in Bergkamp's absence including:
 - **Police Appreciation Week**

Last Friday, agency staff, including Amanda Collins and Nikki Jones, honored officers by delivering **banners and donuts** to departments that support Intercity Transit daily. The visits included the **Olympia Police Department, Yelm Police Department, Washington State Patrol, Lacey Police Department, Thurston County Sheriff, Evergreen Police Department, Nisqually, and Lakewood Police Department**. The outreach effort strengthened relationships between transit staff and law enforcement agencies.

- **New Operator Classes**

Intercity Transit is preparing for **18 new transit operators to graduate** on Friday. Dena emphasized excitement about welcoming them into service. The agency is currently recruiting for the **June operator class**, having received **152 applications** and inviting **69 candidates** to interview. Recruitment efforts remain strong, with steady interest in transit careers.

- **South Sound Regional Rodeo**

On **July 13th**, the agency will **host the South Sound Regional Rodeo** at the old Olympia Brewery site. The event will showcase **driving skills from operators across the state**, along with maintenance teams demonstrating their technical expertise.

- **Women in Trades Fair**

Dena also attended the **Women in Trades Fair** on May 2nd at Fisher Pavilion in Seattle, joined by **Richelle Loken (diesel mechanic), Kayla Cranor (auto tech), Alysia Bair (HR), Laurie Chambers, and Annette Brock (transit operators)**. The fair, which began in **1979**, was established to support women working in skilled trades. Historically, tradeswomen faced challenges like **harassment, pay inequality, and inadequate protective gear**, leading to efforts to bring more women into the field.

Intercity Transit provided **hands-on experiences**, including an activity where visitors learned how to **fix the brain on a bus** using a digital input-output board. Attendees also participated in a **scavenger hunt**, identifying emergency exits, bus mirrors, grab straps, and windshield wipers. The **Bubble Bus** was a crowd favorite, drawing engagement from both adults and children.

Intercity Transit **won third place for Best Outdoor Exhibit**, marking a successful day of outreach and engagement at the Women in Trades Fair. The Director expressed gratitude for the opportunity to attend and contribute to the event.

NEXT MEETING: June 16, 2025, at Intercity Transit Administrative Offices

- **ADJOURNMENT at 7:27 pm.**

Prepared by Amanda Collins

G:\CAC\Minutes\2025\May 2025 CAC Minutes.docx