

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, July 16, 2025
Board Room – 510 Pattison Street SE, Olympia

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 754 959 019#

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

CALL TO ORDER

STAFF INTRODUCTIONS

- A. New Operator Class 25-02** (*Michael Midstokke*)
- B. Spencer Zeman, Bus Stop Program Coordinator** (*Rob LaFontaine*)
- C. Kathleena Ly, HR Specialist** (*Alana Neal*)
- D. Alysia Bair, HR Analyst** (*Alana Neal*)

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|-----------|---|----------------|
| 1. | APPROVAL OF AGENDA | 1 min. |
| 2. | PUBLIC HEARINGS | 15 min. |
| | A. Transit Development Plan (<i>Rob LaFontaine</i>) | |
| | B. September 2025 Service Change (<i>Rob LaFontaine</i>) | |
| 3. | PUBLIC COMMENT | 30 min. |
| 4. | APPROVAL OF CONSENT AGENDA | 1 min. |
| | A. Minutes – June 4, 2025, and June 18, 2025, ITA Meetings. | |
| | B. Payroll June: \$5,121,022.75 | |
| | • Warrant Numbers: 42872, 42977 in the amount of \$7,944.51 | |
| | • ACH Payment Amount: \$5,113,078.24 | |
| | C. Accounts Payable June: \$4,012,892.09 | |
| | • Disbursed Warrants numbers 42829-42871, 42873-42976 & 42978-43069 in the amount of \$4,000,841.54 | |
| | • Voided Warrant: 0 | |
| | • ACH Payments: \$12,050.55 | |
| | D. Bobcat Parking Lot Lease Extension (<i>Noelle Gordon</i>). Authorize the General Manager to extend the Bobcat Parking Lot lease agreement with Thermo King Northwest for one year and four months, with three one-year renewal options, in the amount of \$110,000. | |

5. NEW BUSINESS

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| A. Bicycle Community Challenge Update (<i>Duncan Green</i>) | 15 min. |
| B. Planning/Operations Mgmt. Software Contract Authorization (<i>Jeff Peterson</i>) | 5 min. |
| C. CAC Recruitment Ad hoc Committee (<i>Emily Bergkamp</i>) | 10 min. |
| D. Public Comment Policy EX-0019 (<i>Emily Bergkamp</i>) | 10 min. |
| E. Amend ITA Bylaws (<i>Emily Bergkamp</i>) | 10 min. |

6. COMMITTEE REPORTS

- | | |
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| A. Thurston Regional Planning Council (July 11) (<i>Robert Vanderpool</i>) | 5 min. |
| B. Transportation Policy Board (July 9) (<i>Justin Belk</i>) | 5 min. |

7. GENERAL MANAGER'S REPORT

5 min.

8. AUTHORITY ISSUES

5 min.

ADJOURNMENT

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

Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-A
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing: Draft 2025 – 2030 Transit Development Plan

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- 1) **The Issue:** Conduct a public hearing on the draft 2025-2030 Transit Development Plan (TDP).
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- 2) **Recommended Action:** Receive and consider public comments regarding the annual update of the Transit Development Plan.
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- 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.
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- 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.

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- 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

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:** [2025-2030 Transit Development Plan](#)

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-B
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

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

SUBJECT: Public Hearing September 2025 Service Change Equity Analysis

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- 1) **The Issue:** Conduct a public hearing and corresponding comment period for three planned changes to bus service anticipated to take effect in September 2025.
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- 2) **Recommended Action:** Receive and consider public comments on the 'September 2025 Major Service Change Summary and Draft Equity Analysis.
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- 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.
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- 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:** N/A.

6) **Budget Notes:** A public hearing 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:** [Sept 2025-Draft Service Equity Analysis](#)

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 4, 2025

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on June 4, 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; Thurston County Commissioner Carolina Mejia; City of Tumwater Councilmember Kelly Von Holtz; Community Representative Justin Belk; City of Olympia Councilmember Robert Vanderpool; City of Yelm Councilmember Brian Hess.

Members Excused: Labor Representative Mark Neuville; Community Representative Wendy Goodwin.

Staff Present: Emily Bergkamp; Pat Messmer; Amanda Collins; Brian Nagel; Jana Brown; Katie Cunningham; Matt Kenney; Peter Stackpole; Thera Black; Jane Denicola; Jesse Eckstrom; Brenden Hoax; Jonathan Martin; Noelle Gordon; Jessica Gould; Jason Aguero; Beau Fahr; Rob LaFontaine; Kevin Karkoski; Thera Black; David Chaffee; Tyler Krebs; Justin Seldomridge; Leonard "Jay" Jones; Justin Beaver; Daniel Van Horn.

Others Present: Jeff Myers, Legal Counsel; Garrett Fuelling, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. David Chaffee introduced Tyler Krebs, Technician, Justin Seldomridge, Leonard "Jay" Jones, and Justin Beaver, Service Workers.
- B. Beau Fahr introduced Scott Smith, Facilities Specialist.

APPROVAL OF AGENDA

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

PUBLIC COMMENT – None.

NEW BUSINESS

- A. **Adopt the Transportation Improvement Plan.** Grants Program Manager, Jessica Gould presented the 2026-2029 TIP for adoption. The 2026-2029 Transportation Improvement Program (TIP) presented for adoption tonight includes a listing of all capital projects anticipated to receive Federal funding over the next four years.

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

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

Program elements in the draft 2026 - 2029 TIP include:

- Continuing progress on Bus Stop Enhancements and Accessibility program.
- Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
- Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
- Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.
- Planning, design, and capital improvements to provide High Capacity or corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Planning, design, and construction of the NE Lacey Operational Support Terminal Facility which is also known as the East Martin Way Gateway Roundabout project.
- Real Time Signage and Core Customer Information Navigation project.
- Smart Corridors Phase 4 project.
- Planning, design, preliminary engineering and construction of a West Olympia Transit facility.
- Planning, design, preliminary engineering and construction of Martin Way Park and Ride Access Improvements.

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on June 4, 2025. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula

funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must be included in the STIP prior to actual funding being available.

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

It was M/S/A by Belk and Von Holtz to adopt the 2026-2029 Transportation Improvement Program (TIP) for projects with anticipated Federal funding.

- B. Adopt the Capital Improvement Plan.** CFO, Jana Brown presented the CIP for adoption. Intercity Transit uses the Capital Improvement Plan (CIP) to communicate plans for capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. The CIP brings all the plans together to coordinate with the operating budget. The CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets in a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting.

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

Changes:

- Increased the threshold of assets from \$5,000 to \$10,000 under the definition of Capital Projects on page 1
- Adjusted Project funding as a result of the approval of the Washington State Transportation Budget on page 8
- Updated the one-page project detail for the projects with grant changes:
 - Battery Electric (BEB) Coach Replacement on page 19
 - High Performance Transit (BRT) Corridor on page 29
 - SPSCC Crosby Loop Bus Facility on page 40

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

It was M/S/A by Hess and Vanderpool to adopt the Capital Improvement Plan 2026-2030.

- C. Facilities Ford Cargo Van Purchase.** Procurement & Project Management Coordinator Noelle Gordon presented the purchase of a Ford cargo van. Intercity

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Transit seeks to purchase one new Ford transit full-size cargo van from Bud Clary Ford under Washington State DES Contract 28423. This vehicle will expand the Facilities work vehicle fleet, meeting increased staffing and agency needs which were included in the 2025 budget.

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

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 28423, which was competitively awarded to Bud Clary Ford for this vehicle class. Intercity Transit is also eligible to purchase from City of Seattle Contract 5535, through a cooperative purchasing agreement, which was competitively awarded to Al-Van Equipment Northwest.

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

It was M/S/A by Hess and Von Holtz to authorize the General Manager, pursuant to Washington State Contract 28423 and City of Seattle Contract 5535, to purchase and upfit one (1) Ford cargo van in the amount of \$104,220 including sales tax.

D. DAL/Bus Buddy/Travel Training Update. DAL Manager, Kevin Karkoski provided an update on the Dial-A-Lift services, Travel Training and Bus Buddy Programs. Dial-A-Lift is an ADA-mandated paratransit service for individuals with disabilities who are unable to use the fixed-route bus system. Eligibility lasts three years, after which clients must recertify. The service area extends 3/4 of a mile from fixed routes, expanding to 1.5 miles on Route 94 past the Amtrak station to Yelm. It is a shared-ride service, meaning multiple passengers may be transported in the same vehicle, with travel times equivalent to fixed-route bus travel. Clients are eligible if they are unable to board, ride, or exit a ramp-equipped bus without assistance, if a ramp cannot be safely deployed at their bus stop (leading to "feeder service" to a safe boarding location), or if a disability prevents them from safely traveling to and from a bus stop.

There are three categories of eligibility:

- Unconditional (Full Eligibility): No restrictions, with service hours matching fixed-route operations.
- Conditional: Eligibility based on specific conditions, such as walking distance limitations (e.g., qualifying for Dial-A-Lift if total walking exceeds 660 feet) or weather-related needs (e.g., service only in hot or cold weather).
- Temporary: For individuals with short-term disabilities (e.g., post-surgery recovery), typically lasting three to four months, but never more than a year.

In 2024, Dial-A-Lift averaged 1,438 clients. Of 956 full applications, 66% were fully eligible, 13% conditional, 16% temporary, and 5% ineligible (denied service due to inability to demonstrate need). Fifty applicants were denied, and six appeals were filed. The team conducted 392 in-person functional assessments and 282 recertifications, significantly increasing from 35 assessments in 2019 to ensure service is provided to those who truly need it.

Dial-A-Lift provided 132,961 trips in 2024, a slight decrease of 0.5% from 2023, but significantly lower than the 209,000 trips in 2019 due to stricter eligibility vetting post-COVID. A "trip" is a single journey from point A to point B, with no daily limit on trips for clients. Since switching to the VIA software on October 16, 2023, Dial-A-Lift achieved 99% on-time performance, picking up clients within their negotiated 30-minute window. The call center answered 81,557 calls (up 5% from the previous year) with an average wait time of one minute. Call center hours are now consistent seven days a week from 8 a.m. to 5 p.m.

Travel Training Update

The Dial-A-Lift team includes two travel trainers who dedicate 60-65% of their time to in-person functional assessments for eligibility. The remaining time is spent on outreach to schools, assisted living centers, and other community groups, promoting bus ridership. Travel training is individualized, adapting to each person's abilities and transit knowledge, ranging from single sessions for new riders to multiple sessions for those needing more comprehensive guidance. Travel trainers work extensively with special needs students in high schools along bus routes, teaching them how to use public transit for work and daily life.

Training covers aspects like asking for help, seating on the bus, and using transit apps. They also offer mobility device training at the bus yard, allowing individuals to practice boarding and exiting fixed-route buses as many times as needed to build confidence, preventing inconvenience to other passengers. While only four such trainings occurred last year, the service is promoted during outreach events. Travel trainers often build long-term relationships, assisting clients with future transportation needs. In 2024, 14 individuals received travel training across 37 sessions.

Outreach efforts in 2024 included 52 general outreach events and 36 hours of outreach in area high schools located on bus lines.

Bus Buddy Program Update

The Bus Buddy program, a partnership with Catholic Community Services of Western Washington through a grant from WSDOT, celebrated its 10th anniversary in 2024. Scott Shoengarth, the coordinator for over eight years, is credited with the program's success due to his energy and enthusiasm. The

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program utilizes 11-12 volunteer Bus Buddies, who are passionate and experienced bus riders. They provide companionship and guidance for individuals requesting assistance with bus travel, ranging from local trips to complex journeys (e.g., to SeaTac Airport or UW Medical Center) and group outings (e.g., to Port Townsend, Ocean Shores, or the Washington State Fair).

In 2024, the Bus Buddy program significantly exceeded its goals:

- Volunteer Hours: 8,336 hours (goal: 2,400)
- Matches (individual requests for a bus buddy): 191 (goal: 48)
- Bus Buddy Group Trips: 12 (goal: 8)
- Tabling (outreach) Events: 60 (goal: 36)
- Speaking Engagements: 19 (goal: 10)
- Special Events: 546 (goal: 5)

Schoengarth successfully recruited two new bus buddies in 2024 and organized five get-togethers for the volunteers to show appreciation. Over its 10 years and nine months, the program completed 1,274 matches, 458 tabling events, 161 speaking events, 158 one-day trips, and 1,017 special events.

The Bus Buddy program is unique, being the only one of its kind in Washington state and one of only 10-12 in the entire country. Its longevity and success are attributed to Schoengarth's dedication and the volunteers' passion for transit, allowing travel trainers to focus on specialized training and Dial-A-Lift staff to focus on eligibility.

Karkoski answered questions.

Hess asked what is the youngest someone could sign up for the Bus Buddy program? Karkoski said while there's no official minimum age to sign up for the Bus Buddy program, it generally caters to individuals mature enough to ride the bus independently after training. The youngest participants typically assisted have been around 11 years old, often middle school students transitioning to public transit from elementary school buses. In some cases, parents may join the training sessions. This program provides valuable support for young people to gain confidence and independence in using public transportation for local travel within Yelm or to neighboring areas like Olympia or Lacey.

Belk asked if there has been thought to other amenities like a shelter so when they have to make that connection in a feeder capacity, they also have some comfort while they do wait for the bus? Karkoski said when discussing feeder routes, the team ensures that transfer points for Dial-A-Lift clients offer comfort and shelter. They prioritize locations with overhead cover like Capital Mall, Olympia Transit Center, Lacey Transit Center, the LNI building, and the bus stop at Corporate and College. Pick-up and drop-off times are precisely coordinated

to ensure clients arrive before their connecting fixed-route bus and if delayed the bus will wait, preventing them from being left exposed at a bus stop.

Regarding future changes with new routes, Dial-A-Lift users with existing three-year certifications will continue to receive service without interruption, as the hours of operation are largely expected to remain the same. The upcoming route changes in May of next year will primarily expand the Dial-A-Lift service area to the south, with a new bus route along Henderson Boulevard and another utilizing Tumwater Boulevard across I-5. This will push the service boundary further south, matching the hours of these new routes. While route numbers and specific pathways will change, these adjustments are not anticipated to diminish current service schedules or impact existing certifications.

The appeal process for denied Dial-A-Lift service allows applicants to appeal within 60 days of their denial letter by sending a letter or email. Upon receiving an appeal request, an appeal panel is formed, consisting of three individuals: an Interstate Transit employee from a department unrelated to Dial-A-Lift eligibility (currently Zack Heinemeyer from the Safety Department) and two community members, often current Dial-A-Lift clients or professionals working with individuals with special needs or the homeless community. Appeals are typically scheduled within two weeks and held virtually via Microsoft Teams, with an option for phone participation. During the hearing, staff present their rationale for denial, and the appellant then presents their case, often with advocates (who can be up to four in number) who are given ample time to speak. After all parties have presented, staff and the appellant leave, and the panel deliberates before informing the Dial-A-Lift manager of their decision, which is then communicated in writing to the appellant. While most denials are upheld due to thorough initial vetting, approximately 10% of appeals are overturned.

Hess had a question about the Dial-A-Lift app. During his tour of the facility, there was positive feedback about the app's performance. He's curious to know the estimated timeline for when the Dial-A-Lift app might evolve to offer an "Uber-like" functionality, allowing users to request rides on demand, similar to ride-sharing services. Karkoski clarified that while the Dial-A-Lift app currently offers features like vehicle tracking and ride reminders, it doesn't yet support direct ride booking for all clients. The main hurdle lies with conditional clients, as the system currently lacks a way to automatically verify if their specific eligibility conditions are met when they attempt to book a ride via the app. This verification currently requires human intervention during phone bookings. Bergkamp added that before exploring "Uber-like" or microtransit functionalities, they need to complete the bus system redesign. This suggests a strategic sequencing of improvements, with the broader system overhaul taking precedence over advanced app features.

- E. Annual Update 2025 - 2030 Transit Development Plan.** Planning Deputy Director Rob LaFontaine provided an overview of the Transit Development Plan annual process and related discussion on Planned Operating Changes. LaFontaine said the upcoming Transit Development Plan (TDP) is an annual requirement for all Washington state transit agencies. The TDP is a comprehensive six-year projection (2025-2030) that also summarizes the previous year's performance (2024). It consolidates existing documents like the Transportation Improvement Program (TIP) and Capital Improvement Plan (CIP). The plan must be filed with WSDOT by September 1 each year. The proposed timeline for its adoption includes a presentation to the Community Advisory Committee (CAC), setting a public hearing for the ITA, a public hearing in July, and final adoption in August.

Key elements of the TDP include:

- **Comparison of Intercity Transit Goals with State Transportation Goals:** This section demonstrates how Intercity Transit's strategic goals align with state transportation objectives outlined in state statute.
- **Plan Consistency:** The TDP will provide examples of how Intercity Transit collaborates with local city and county planning staff, commissions, and policymakers to ensure that the agency's transit vision is consistent with regional land use and transportation decisions.
- **Planned Operating Changes (Element #7):** This is a significant portion of the TDP, outlining Intercity Transit's intentions for fixed-route service adjustments.

Planned Operating Changes and Future Vision. Intercity Transit has already restored service to 100% pre-pandemic levels by volume as of September 2024. The focus for 2025 and beyond is on expanding service with "more buses going to more places more often," aligning with the 2018 sales tax proposition and long-range plan.

Recent service changes in 2025 include:

- **January:** Introduction of Route 14 in downtown Olympia.
- **May:** Extended span and frequency on many routes.

Upcoming planned changes:

- **September 2025:** Enhancement of commuter service to Pierce County and introduction of new commuter service specifically for JBLM (Joint Base Lewis-McChord) in connection with Pierce Transit. This involves replacing the current Route 620 with two new commuter routes:
 - A direct route to Lakewood from Olympia Transit Center, stopping at Martin Way Park & Ride (at adjacent roadside stops, not the flyer stops). This route will operate weekdays only.
 - A JBLM connection route serving Lacey Transit Center, Hawks Prairie, and Berkeley Street stop across from Madigan Gate at JBLM,

connecting with Pierce Transit Route 206. This route will operate seven days a week. The total number of departures from Olympia Transit Center will remain equivalent to the current 620 service.

- January 2026: No major service changes are anticipated due to winter weather preparations.
- May 2026: Target for the redesigned local fixed-route network, representing a significant overhaul.
- September 2026: Expected adjustments and fine-tuning following the major May 2026 redesign.

Intercity Transit limits public-facing service changes to three times a year (January, May, and September) to align with collective bargaining agreements for Operator work assignments.

A grant agreement with WSDOT will be executed for the JBLM connection route (referred to as the "tortoise" route), funded by a state regional mobility grant, not federal funding. Community engagement will involve service change summaries and public hearings to inform and gather feedback before implementation on September 7, 2025.

Looking further ahead, the long-range plan includes improvements to span and frequency, commuter service, and capital facilities. In 2026, progress will be made on bus rapid transit (BRT) or "BRT-like" service with the redesigned network. Beyond that, the agency plans to explore innovative service zones for on-demand service, with Yelm identified as a strong candidate for a pilot, as well as converting some late-night service to on-demand.

LaFontaine answered questions.

For the JBLM connection, if passengers are taking Intercity Transit's fare-free bus to connect to a Pierce Transit bus (Route 206) for travel onto JBLM, will they have to pay a fare on the Pierce Transit bus?

Bergkamp shared that the local fare on Pierce Transit is \$2, and \$1 for seniors and disabled individuals. Veterans presenting a valid Veteran's Health Administration certificate with at least 40% disability are also eligible for the reduced \$1 fare for a one-way ride. It was noted that credentials are also required to get past the JBLM gate.

Regarding the proposed direct route to Lakewood and the JBLM connection route, will there be weekend service to the 512 Park & Ride or Sounder Station?

LaFontaine said the direct route to Lakewood will be weekdays only. However, the JBLM connection route (the "tortoise" route) will run seven days a week and service all stops from the Olympia Transit Center down to the 512 Park & Ride.

What is the time comparison for the new direct route from Olympia Transit Center to the 512 Park & Ride compared to the current 620 route, and how does that compare to the new JBLM connection route?

LaFontaine said the direct route to Lakewood will offer a time savings compared to the current 620 because it won't deviate into Lacey Transit Center, making it more direct. The JBLM connection route, however, will take more time due to its deviation into Hawks Prairie. Draft timetables are available for more precise comparisons. The total number of departures from the Olympia Transit Center will remain equivalent to the current 620 service.

How does Intercity Transit grapple with differing levels of investment and policy among cities when trying to align its bus rapid transit (BRT) vision with local comprehensive plans?

LaFontaine acknowledged that implementing BRT is a gradual process that takes time, as it involves transforming elements like signals and intersections over time to collectively form a BRT corridor. He noted the definition of BRT requires 50% or more dedicated right-of-way, which is a significant undertaking across multiple jurisdictions. Intercity Transit is fortunate to operate in a supportive community with cooperative jurisdictional partners. Stackpole added they are working with all jurisdictions in the PTBA on a Smart Corridors project to improve speed and reliability through technologies like Transit Signal Priority (TSP) and future queue jumps, working at the pace of available funding from jurisdictions. LaFontaine mentioned that historically, federal funding has been available through programs like "Small Starts" or "New Starts" for transit agencies implementing BRT for the first time, and Intercity Transit's ongoing work is progressing towards eligibility for such funding.

- F. Cancel August 20, 2025, ITA Meeting.** Bergkamp presented whether to cancel the ITA meeting on August 20, 2025. The meeting falls on the same day as the WSTA/49th Annual Washington Public Transportation Conference, State Rodeo and Wall of Fame. Many staff will be in attendance, and currently there are no agenda items scheduled for this meeting

It was M/S/A by Cox and Belk to cancel the ITA meeting on Wednesday, August 20, 2025.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

On June 1, DAL Operator Dan Savage competed against 60 other competitors in the body-on-chassis category at the National Community Transportation Rodeo hosted by Community Transportation Association of America (CTAA). Savage did an amazing job, once again, representing Intercity Transit and finishing in 9th place, ensuring

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Intercity Transit made the CTAA top 10 list! He was in good company with other Washington State Transit's including Whatcom Transit Jonathan Taylor who took 4th place, and Spokane Transit's Mikkel Piper who took 6th place. Valerie Quill from Kitsap Transit took 1st place in the 35-foot coach category. Washington State transits continue to be tough competition on the National Rodeo stage.

The Marketing & Communications team successfully kicked off the outreach season and continues to build community partnerships, while Procurement advances several critical infrastructure and fleet projects. The Bubble Bus made its seasonal debut at the Lacey Spring Fun Fair last month and we're looking forward to sharing it with the community even more, including the Yelm Prairie Days Parade on Saturday, June 14 at 9 a.m. If you decide to ride in the parade, please be at the staging area at the Yelm Cinemas by 8:30 a.m. Save the date for riding the Bubble Bus in the Pride Parade on Sunday, June 29.

Several staff from Finance, Grants Management and Procurement have been coordinating and assisting with the 2024 State Single Audit with the Office of the Washington State Auditor. ITA Chair Cox and Bergkamp attended an initial Risk Assessment. The Risk Assessment involved a review of Intercity Transit's control environment, considering factors such as previous audit findings, the complexity of federal programs we participate in, and administrative oversight. The entrance conference for the audit took place this week, so staff and Board members interested in attending can learn about the planned audit scope, which covers January 1, 2024, through December 31, 2024, timeframe. The scope covers:

- Management, use and safeguarding of public resources
- Reviewing financial statements to ensure they are presented fairly, in accordance with the applicable reporting framework
- Compliance with federal requirements, specifically funding related to Enhanced Mobility of Seniors and Individuals with Disabilities

Board members will be invited to the exit conference when the audit is completed, and the Clerk will share that information when it has been scheduled.

Save the date for volunteer opportunities to support Intercity Transit's participation in Capital Pridefest! We will have an information table at their Health & Wellness Fair on Saturday, June 28, and you can ride the Bubble Bus in the Pride Parade Sunday, June 29.

June is Ride Transit Month - a time to showcase the benefits of riding transit and encourage people who don't normally ride to give it a try. This helps shed light on the vital role transit plays in our community. You can sign up to "Pledge to Ride" transit at least five times this month by going to <https://transportationchoices.org/ride-transit-month/>. You can share your ride by tagging us (IntercityTransit) and using #RideTransitMonth.

AUTHORITY ISSUES

Hess expressed gratitude for the Bubble Bus being brought out for Yelm Prairie Days, noting his anticipation of riding it. He also suggested that during the bus display at Prairie Days, Intercity Transit should advertise that it is a fare-free system. He emphasized many people in the community are still unaware of the fare-free policy and believe they need to pay to ride. Hess concluded by thanking the team for the information shared and questions answered during the meeting.

Pierce said attendees going to the Yelm Prairie Days parade can use Route 94 to get there, with a bus stop located about a block from the Yelm Cinemas, the parade's staging area. The Regional Rodeo is being held July 12 and 13 in Tumwater. This event will showcase Operators navigating tight spaces with both Dial-A-Lift and standard coaches. More information, including a QR code for potential sign-ups, is available on a poster. The winning Operators from this regional event will advance to the statewide competition in King County later in the summer. Finally, the entrance conference for the upcoming audit was a brief 15-minute meeting, primarily consisting of introductions among the ten online participants, with details distributed via email by the Clerk.

Cox announced she will not attend the ITA meeting on June 18.

Legal Counsel, Jeff Myers reported Intercity Transit successfully secured a preliminary injunction in its lawsuit concerning federal grant funds. This injunction, issued by Judge Barbara Rothstein, prohibits the Department of Transportation (DOT) from imposing or enforcing conditions related to federal immigration and DEI (Diversity, Equity, and Inclusion) executive orders on grant funds. Specifically, the DOT is now barred from rescinding, withholding, canceling, or not processing grant applications and awards based on these conditions, and cannot require certifications related to their compliance. Furthermore, the DOT cannot refuse to process grant agreements due to an agency's participation in the lawsuit.

Myers said this ruling grants essentially all the relief Intercity Transit sought in its motion for preliminary injunction, allowing the agency to proceed in seeking the grant funds it is due. A preliminary injunction remains in effect until the case reaches a final judgment, such as a trial or summary judgment. While there is a possibility of an appeal by the DOT, Intercity Transit will continue to monitor the situation. The legal team, particularly lead counsel Paul Lawrence from Pacifica Law Firm, was commended for their successful argument before Judge Rothstein, which led to a 49-page opinion.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:30 p.m.

Carolyn Cox, Chair

Pat Messmer
Clerk of the Board

Date Approved: July 16, 2025

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
June 18, 2025

The Intercity Transit Authority took a tour of the Pattison Maintenance Building Construction Site prior to the start of the regular ITA meeting. Board members met in the lobby of the AdOps building at 3:30 p.m. The tour ended at 4:30 p.m.

CALL TO ORDER

Vice Chair Pierce called the meeting of the Intercity Transit Authority to order on June 18, 2025, at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Vice Chair and Community Representative Sue Pierce; City of Tumwater Councilmember Kelly Von Holtz; Thurston County Commissioner Carolina Mejia; Community Representative Wendy Goodwin; Labor Representative, Mark Neville; City of Olympia Councilmember Clark Gilman; City of Lacey Councilmember Robin Vazquez.

Members Excused: Chair and City of Lacey Councilmember Carolyn Cox; City of Olympia Councilmember Robert Vanderpool; Community Representative Justin Belk; 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; Nicole Jones; Jane Denicola; Jonathan Martin; Thera Black; Daniel Van Horn; Michael Maverick; Tammy Ferris; Rob LaFontaine; Brian Nagel; Jason Aguero; Jessica Gould; Ramon Beltran; Brenden Houx.

Others Present: Jeff Myers, Legal Counsel; Margaret Janis and Suzanne Simons, Community Advisory Committee; Patrick Holm and Ryan Shea from SCJ Alliance; Eric Wood from Stantec; Alex Chicano from FORMA.

APPROVAL OF AGENDA

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

PUBLIC COMMENT – None.

APPROVAL CONSENT AGENDA

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

- A. **Minutes** – May 7, 2025, and May 21, 2025, ITA Meetings.
- B. **Payroll May: \$3,651,286.25**

Intercity Transit Authority Regular Meeting

June 18, 2025

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- 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. (*Noelle Gordon*)

NEW BUSINESS

- A. **Vanpool Vehicle Purchase.** Procurement and Project Management Coordinator Noelle Gordon presented the purchase of replacement vehicles for the Vanpool program. 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.

It was M/S/A by Goodwin and Gilman to 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. East Martin Way Gateway Station Roundabout Project Update.** Stackpole introduced Patrick Holm and Ryan Shea from SCJ Alliance, who presented the intersection control evaluation. The project's primary goal is to enable U-turn movements for Intercity Transit to potentially service the area. They evaluated three alternatives: a roundabout, a no-build option (existing signal), and a proposed signal with a dedicated bus U-turn lane.

The existing intersection operates as a traffic signal on Martin Way, a high-volume, 5-lane arterial. The evaluation considered current conditions and a 20-year horizon, using predictive modeling from the Thurston Regional Planning Council and localized development pressures. ADT (Average Daily Traffic) refers to 24-hour daily volume, while DDHB (Design Directional Design Hourly Volume) signifies the highest hourly volume in a single direction, typically the PM peak in this case.

Operationally, the roundabout option shows the best performance, with a Level of Service A (less than 10 seconds delay) in both the opening year and future, and minimal queues (120 feet max). The proposed bus U-turn signal operates at Level of Service D (around 40 seconds delay), with queues growing from 335 feet initially to almost 600 feet in the future, potentially impacting commercial and residential driveways. The existing signal (no-build) performs slightly better initially (Level of Service C, 30 seconds delay) but deteriorates to Level of Service D in the future, with queues reaching 565 feet.

Regarding driveways, the roundabout would not adversely impact adjacent right-in/right-out driveways due to frequent gaps and slower speeds. It also allows for an acceleration lane for the Ridgeview neighborhood, improving their exiting potential. The bus U-turn signal, while meeting concurrency standards, would result in smaller gaps, faster cars, and longer queues that could eventually interfere with commercial access.

Safety is a critical factor. Roundabouts are statistically much safer than traffic signals, reducing conflict points from 32 to 8, shortening pedestrian crossings, and involving slower speeds and less severe collision angles. The current intersection has had one fatal pedestrian collision and a serious bicycle collision in the last five years. A roundabout would dramatically increase safety, while the bus U-turn signal would not change the existing safety conditions. Cost-wise, the roundabout has a capital cost of \$4.8 million due to the need for regrading and infrastructure updates, including right-of-way acquisition. The bus U-turn signal, being a modification of the existing signal, would cost \$1.5 million.

The report recommends proceeding with the roundabout. It provides maximum flexibility for Intercity Transit's U-turn goals across all legs, unlike the single U-turn offered by the signal option. The roundabout significantly enhances safety and offers superior operations for both current and future traffic volumes.

Furthermore, its strong safety benefits would significantly improve its fundability through future grants, which often prioritize safety elements.

During the discussion, questions arose regarding I-5 traffic diverting onto Martin Way and potential measures for managing left turns from the Ridgeview neighborhood. The presenters explained that the roundabout's acceleration lane for Ridgeview would improve safety by allowing drivers to focus on one lane of traffic. Signage, including "roundabout ahead" signs and construction-related messaging, would be implemented.

Community outreach, especially with the Ridgeview neighborhood, is planned as a crucial next step, including visualizations and potentially simulators to help residents understand the changes. The point was made that the roundabout could help slow down traffic in an area currently treated like a freeway.

Concerns about pedestrian safety at roundabouts were raised, with suggestions for potential pedestrian bridges or relocating crosswalks further from the roundabout. The presenters confirmed that the proposed crosswalks would be outside the roundabout circle, where speeds are slower.

Neuville raised concerns regarding pedestrian safety at the proposed roundabouts, particularly due to the speed of traffic and the current design's lack of pedestrian-friendly features, especially near I-5. It was suggested to consider long-term solutions such as pedestrian bridges or under-crossing tunnels to separate foot traffic from vehicles. SCJ confirmed these specific options had not yet been explored. Another suggestion was to move the crosswalks outside the immediate roundabout circle, relocating them further into the Riverview area, potentially mid-block near Costco, where traffic would have already slowed down. This change, which aligns with findings from an audit of the area, was proposed as a safer alternative to the current placement within the roundabout.

Von Holtz shared insights from a project with the City of Shoreline, where they are constructing roundabouts off I-5 on 145th. This project features a significant public engagement component, including a simulator that demonstrates how to drive in the new roundabouts and visualizes their final appearance. Von Holtz suggested that, while the current project may not be as large, incorporating a similar approach would be beneficial. She emphasized the importance of providing residents and motorists with a "hands-on" experience or at least a clear understanding of the roundabouts before completion, as many people mistakenly perceive them as unsafe when they are often safer. Shea fully agreed, confirming their public outreach will include visualizations and realistic models based on engineering drawings to show what the roundabouts will look like.

Mejia reiterated a previous public comment concern regarding neighborhood access points and their impact on residents. Specifically, she asked how the study addressed ensuring that entering and exiting specific neighborhoods would not create an additional burden. In response, it was explained that all immediate driveways next to the intersections are currently "right in, right out," meaning the roundabout itself would not affect these specific access points. However, driveways for one or two gas stations located further north and south, which are not restricted to "right in, right out," could be impacted by queues from a bus U-turn signal option. The Ridgeview driveway, situated 700-800 feet east of the intersection, is far enough away to avoid being affected by queues from any of the proposed options. Furthermore, the roundabout option offers the benefit of adding an acceleration lane for Ridgeview, potentially increasing their exiting potential compared to the current scenario, whereas the bus U-turn option would maintain the existing access conditions.

The presentation will also be given to the Thurston County Commissioners as part of the interlocal agreement process. The presenters also noted the significant operational cost of the alternative U-turn option a mile up the road, if pursued.

- C. Pattison Construction Update.** Construction Project Coordinator, Jonathan Martin, introduced Eric Wood from Stantec and Alex Chicano from FORMA, who then provided an update on the Patterson construction project, which is being executed in multiple phases to ensure Intercity Transit remains operational throughout the remodel.

Project Phases and Progress - The project began in March 2023 and is designed with four main phases. Phase one, completed in August 2023, focused on underground infrastructure, including relocating the electrical transformer, installing a new one on Patterson Street, and civil work for infiltration galleries. This laid the groundwork for subsequent above-ground construction.

Phase two, from August 2023 to May 2024, involved building the new employee parking lot. This phase also required significant underground civil infrastructure, another infiltration gallery, and the construction of a block wall to retain the parking lot and admin building foundation. Crucially, this phase included the demolition of the old admin building and the skybridge.

Phase three moved to the far east side of the site, focusing on the third and final infiltration gallery and the construction of a temporary pre-engineered metal structure. This building, along with new bus tarmac and concrete slabs, served as a temporary maintenance facility. This allowed Intercity Transit's maintenance operations to move into the temporary structure, freeing up the main facility for the final phase.

Phase four, the "heart of the project," began in January 2025 and involves a comprehensive remodel of the main maintenance facility. This includes a complete facelift with new exterior and interior finishes, as well as updated mechanical, electrical, and plumbing systems. The new roof is currently being installed, and the goal is to dry in the building for winter to complete interior finishes. The current projection is to finish this phase and move staff back into the remodeled structure by summer 2026.

Financial and Future Considerations - The North Parcel project, the initial phase, came in slightly under its \$40 million contract, saving approximately \$300,000, which will be carried over to the South Parcel. The current contract with FORMA for the South Parcel is approximately \$38 million. So far, \$17 million has been spent, and the project is currently on budget for the existing scope.

Looking ahead, potential changes are being considered to accommodate Intercity Transit's zero-emission fleet transition. This includes potentially reprogramming the temporary metal structure to remain a permanent building for zero-emission infrastructure, rather than becoming covered parking. Additionally, there are plans to incorporate site infrastructure for hydrogen-powered vehicles, such as installing conduits underground while concrete is removed. These potential additions may require further authorization and funding, and the team expects to return with more detailed plans in the coming months. The overall project, including this additional scope, is anticipated to be completed by late 2026 or early 2027.

The team also presented a rendering of the final state of the site, showcasing the completed South Parcel and the re-envisioned metal structure.

Yee provided an update on the construction project, noting that while initial cost estimates were lower, revenue and grants have successfully funded the project without needing bonding. The North Parcel project concluded slightly under its \$40 million contract, resulting in a \$300,000 saving in construction costs, which is being carried over to the South Parcel. The South Parcel, still in progress, has a current contract of approximately \$338 million with FORMA, with \$17 million spent so far and an expectation to remain on budget for the current scope. However, the project's evolving nature and the upcoming transition to a zero-emission fleet are prompting potential long-term plan changes. A temporary structure initially intended for covered parking is now being considered for repurposing as a permanent building to house infrastructure for zero-emission vehicles. Additionally, with the current zero-emission plan including hydrogen-powered vehicles, there's a need to incorporate additional underground site infrastructure, such as conduits and pathways, while the ground is already open. These potential changes may lead to further requests for authorization in the coming months as plans are fine-tuned. The South Parcel is projected to be completed in late 2026, with the additional scope potentially being integrated

into the 2027 timeframe. Yee concluded by sharing a rendering of the proposed final state of the site, which currently remains under construction.

The ITA expressed appreciation for the project's progress and the team's efforts over the past five years.

D. Hydrogen Refueling Station Contract Award. Procurement Manager, Katie Cunningham, presented a contract to Hyfluence Systems Corp. for a Hydrogen Refueling Station and related services. 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.

Gilman inquired about the volume of fueling for the \$1 million annual cost, asking about the number of coaches or miles supported. Yee clarified this is an interim solution for a demonstration project to test the technology, designed to support the five buses currently being purchased, and potentially up to ten, as long as a reliable fuel source for refills is available. He added that future plans would involve larger storage and dispensing sites.

Pierce asked about the contract's duration, specifically if a "six-year contract with five one-year renewal options" meant a total of an eleven-year span.

Cunningham confirmed there is the potential for five additional years beyond the initial six. She further explained the equipment has an anticipated 13-month lead time, followed by a five-year initial maintenance agreement, after which annual renewals are optional.

It was M/S/A by Mejia and Von Holtz to 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.

- E. **2025 Mid-Year Budget Update & FTE Adjustment.** Chief Financial Officer Jana Brown presented a mid-year review of the 2025 Budget and increase of 2025 Fulltime Equivalent allocation. The ITA 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 ITA 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:	<u>\$6,800,935</u>

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.

It was M/S/A by Vazquez and Von Holtz to accept the budget amendment as presented, approving the FTE number increase from 546.5 to 577.5 and adopting Resolution 02-2025 amending the 2025 Budget.

F. Employees' 401(K) Retirement Plan & Trust Update. Chief Financial Officer Jana Brown provided an overview of the planned changes and restatement of the Employees' 401(k) Retirement Plan and Trust highlighting significant changes driven by federal mandates and recent labor contract ratifications. The plan, last fully updated in 2014, is undergoing a comprehensive refresh to incorporate the Further Consolidated Appropriations Act of 2019 (FCAA) including the Setting Every Community Up for Retirement Enhancement Act (SECURE Act) and SECURE 2.0 Act of 2022, the Taxpayer Certainty and Disaster Tax Relief Act of 2019, and the Coronavirus Aid, Relief, and Economic Security Act (CARES) alongside adjustments due to new labor agreements and general language cleanup. The effective date for these changes is June 1, 2025.

Key changes include a clarified compensation definition, explicitly excluding items like employee appreciation bonuses and commute fringe benefits from deferred compensation calculations, while including vacation cash-outs. A major change mandates the participation of part-time and temporary employees after one year of employment, with employer matching becoming mandatory if they choose to participate. Outdated sections related to vesting and distinctions based on Medicare participation (which Intercity Transit now fully participates in) have been removed.

The updated plan also incorporates provisions from Secure 2.0, such as the ability for employers to offer incentives for plan participation (though not mandated). Participation procedures are better defined, requiring forms for re-enrollment. The plan also removed the mandatory 6.2% minimum contribution, allowing employees to start with any amount, such as \$20, to encourage earlier participation. A "super catch-up" provision has been added for older employees (age 50 and over), allowing them to contribute more to their retirement savings. For 2025, the standard 401(k) contribution limit is \$23,500, with a \$7,500 catch-up contribution for those age 50 and over (totaling \$31,000). For individuals aged 60-63, a higher "super catch-up" limit of \$11,250 applies, allowing for a total

contribution of up to \$34,750. However, the employer match only applies up to 8.5% of compensation and does not extend to these super catch-up contributions.

A significant enhancement allows in-service withdrawals without penalty for specific reasons, including qualified birth or adoption, declared disasters, emergency personal expenses (\$1,000 limit), domestic abuse, or terminal illness. For terminated employees with balances between \$1,000 and \$7,000, a rollover to an individual retirement account (IRA) is now required, reducing an administrative burden for low balances. For those with \$1,000 or less, they can opt for an IRA rollover or will be automatically cashed out. The plan also incorporates a "Slayer statute" to prevent beneficiaries responsible for a participant's death from receiving funds and provides guidance for beneficiaries in complex situations like simultaneous deaths. Additionally, an enhanced loan provision allows for larger loans (up to \$100,000) in cases of federal disaster, which must be repaid, unlike some of the new penalty-free withdrawals. Vanguard remains the plan's partner, and will be expanded to manage the new in-service withdrawal approvals. Brown encouraged the ITA to review the draft document before the July 2, 2025, meeting.

G. Schedule Public Hearing 2025-2030 Draft TDP. Planning Deputy Director Rob LaFontaine presented an update on Intercity Transit's Transit Development Plan (TDP), a comprehensive document required for transit agencies in Washington state. The draft TDP is now complete, marking the readiness to begin the public comment and outreach process. The TDP serves as a compilation, incorporating previously adopted elements like the Capital Improvement Program (CIP) and Transportation Improvement Program (TIP). It also includes a recap of calendar year 2024 and projections for service and financial resources from 2025 through 2030. Consistent with state statute, the TDP must be filed with WSDOT by September 1. The presentation to the Community Advisory Committee (CAC) occurred on June 16. LaFontaine is seeking the ITA's approval to set a formal public hearing for the TDP at the July 16, 2025, meeting. The outreach plan involves publishing the document on the website, social media, and other channels to solicit public comments, culminating in the public hearing. This process will include planned operating changes, such as the upcoming September service change and a significant fixed-route network redesign scheduled for May 2026.

It was M/S/A by Goodwin and Mejia to 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.

H. Schedule Public Hearing September 2025 Service Change. Planning Deputy Director Rob LaFontaine presented a request for a second public hearing at the July 16, 2025, ITA meeting concerning Intercity Transit's September 2025 service change, which is classified as a major service change and thus requires an equity

analysis under Title VI. The proposed change aims to enhance commuter service to Pierce County, specifically Joint Base Lewis-McChord (JBLM) via Madigan Gate, with assistance from Pierce Transit.

The new proposal will replace the existing Route 620 (commuter service to Lakewood) with two new routes operating in tandem between the Olympia Transit Center and the 512 Park-and-Ride. Route 600 (the "Hair") will be a direct commuter route from the Olympia Transit Center, with a stop at the Martin Way Park-and-Ride, before continuing to Lakewood. The Route 610 (the "Freedom Way") will also depart from the Olympia Transit Center, making additional stops at the Lacey Transit Center, the Hawks Prairie Park-and-Ride, and connecting with Pierce Transit Route 206 at Berkeley, which will enter JBLM through Madigan Gate.

This service change is significantly supported by a regional mobility grant from Washington state, providing a financial subsidy from July 1, 2025, through June 2029. This grant specifically targets the Route 610, designed with military families in mind. A map provided by TRPC shows a high concentration of military personnel by zip code within Intercity Transit's service area, particularly in North Lacey, Hawks Prairie, and Yelm, indicating this service is intended to connect these families to JBLM.

The draft document also includes the findings of an equity analysis, which concluded the proposed service change does not have a racial disparity or a disproportionate impact on low-income residents.

The proposed timeline involves executing the state grant agreement (pending), beginning the formal public comment process with outreach now that the draft is complete, and bringing the item back for final adoption in August before its September implementation.

LaFontaine provided further details regarding the proposed September 2025 service change, specifically a significant adjustment to the Route 610 alignment. He clarified that the Route 610, after leaving the Hawks Prairie Park and Ride, will now directly access I-5 northbound at the Marvin Road Interchange, instead of routing along Willamette Drive and Meridian. This change was made to optimize operational timing and provide significant time savings. The original, longer route would have forced a reduction in the number of trips offered in the schedule, which would be undesirable.

Pierce sought clarification on the new I-5 access point, confirming it's at Marvin Road. LaFontaine confirmed the bus would ride to the Hawks Prairie Park-and-Ride and upon leaving there go straight to the freeway at the Marvin Road interchange. Goodwin inquired about public feedback received regarding these route changes, particularly the shift from one route to two. LaFontaine explained

these proposed changes are the result of extensive and ongoing public outreach, with Intercity Transit's customer comment module being a very active channel for feedback. He stated the proposal aims to fulfill long-standing requests for enhanced commuter service, particularly the constant theme of needing a connection to JBLM. He expressed hope the formal public comment period would affirm these pending requests. Regarding the split into two routes (600 and 610), he highlighted that passengers frequently cite travel time as a barrier to using the bus. The more direct Route 600 addresses this by minimizing stops, thereby reducing travel time and improving connections to other transit services like Sounder trains and to destinations like the airport. This demonstrates a responsiveness to diverse passenger needs, balancing comprehensive coverage with efficient travel times.

It was M/S/A by Von Holtz and Goodwin to authorize a public hearing Wednesday, July 16, 2025, at 5:30 p.m. on the September 2025 Major Service Change Summary and Draft Equity Analysis.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (June 6).** Von Holtz said the Council appointed Allison Osterberg as the Interim Executive Director, who will serve until a new executive director is officially appointed. The Council also approved the draft Executive Director Recruitment Roles and Responsibilities, which outlines responsibilities for the Executive Director Recruitment Committee, TRPC Interim Executive Director and Management Team, and Council during the recruitment for a new Executive Director. Additionally, the Council conducted their first review of the Regional Transportation Plan (RTP), including an overview of public comments received. Council members discussed the Log Cabin Road Connection and whether the project should be removed from the plan. Although the project has regional significance, members generally felt it could be removed from the plan since Olympia's Street Connectivity Study is necessary to determine if the Log Cabin Road Connection is still necessary; the study will be conducted sometime around 2030. Staff will take that direction and revise the RTP accordingly.
- B. Transportation Policy Board (June 11).** Mejia reported the Transportation Policy Board meeting included presentations on the high-capacity transportation policy statement and public comments and recommendations for the Regional Transportation Plan (RTP). Due to extensive discussion on the RTP, the Martin Way Crossing strategy was deferred to the next meeting. The primary focus of the RTP discussion was Log Cabin Road. The Chair of the TPB requested each representative consult their respective councils or organizations to determine whether to retain the Log Cabin Road project within the RTP or adopt the Thurston Regional Planning Council's (TRPC) recommendation to remove the project while retaining associated studies. The City of Olympia, a key

stakeholder, objected to keeping the project in the RTP, and supported TRPC's recommendation. No action was taken on this matter. The TPB Chair also initiated a discussion on equity within the RTP, asking members to engage their organizations in this conversation. The next Transportation Policy Board meeting is scheduled for July 9. Pierce suggested connecting with Justin Belk and potentially adding an agenda item for the July 2 ITA meeting to discuss the ITA's position on Log Cabin Road, recommending that relevant background information be included in the meeting packet to inform members unfamiliar with the issue. Bergkamp will coordinate with Belk, Chair Cox and Vice Chair Pierce to ensure proper procedure for this agenda item.

- C. Community Advisory Committee (June 16).** Suzanne Simons said the CAC established an annual recruitment subcommittee with volunteers Doug Riddles, Margaret Janis, and Clair Bourgeois. The meeting included a presentation by Jana Brown on the mid-year budget adjustment, sparking considerable discussion regarding ongoing litigation and its potential effects on Intercity Transit. Additionally, members were briefed on the September service change and its equity analysis, leading to numerous comments from CAC members concerning JBLM and commuter services. Pierce encouraged attendance at the Regional Rodeo in Tumwater. The collaboration ad-hoc committee, focused on partnerships with surrounding public transit systems, reported continued outreach to other advisory groups and volunteers across the state. Finally, CAC members expressed gratitude to staff for implementing pilot programs for vision accessibility and inquired about plans to expand these programs to all bus stops.

GENERAL MANAGER'S REPORT

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

- WSDOT awarded Intercity Transit \$833,440 from the Public Transit Rideshare Program for the 2025-2027 biennium to be used towards replacing vehicles from the vanpool fleet that have reached their useful life.
- The Community Transportation Association of the Northwest (CTANW) **awarded Intercity Transit "Large Transit of the Year"** among transits that serve a population of more than 200,000 people and are excellent at serving people with specialized transportation needs.

CTANW **also honored three Intercity Transit staff** for their contributions to sustaining community transportation programs to enhance mobility and equalize opportunity for people with a variety of specialized transportation needs:

- **Travel Trainer Morgan Hagquist** was honored for Excellence in Travel Training by being customer centered, finding creative ways to partner and

address the needs of the community we serve, while being honest, transparent, responsible and accountable.

- **Dial-A-Lift (DAL) Dispatch Specialist Tom Pulling** was honored as the Dispatcher/Scheduler of the Year by demonstrating excellent rapport with driver communication with maintenance, problem solving skills, quick thinking and crisis management skills.
- **Dial-A-Lift Driver Rick Smart** was honored as Driver of the Year with 24 months of no preventable accidents, demonstrating flexibility, safe driving, reliability and providing great customer service.
- IT's Diversity, Equity and Inclusion Committee coordinated another wonderful celebration of Juneteenth with a BBQ potluck both at AdOps and OTC. Pulled pork and hot dogs were provided, along with a variety of yummy sides, and all were encouraged to bring a dish.
- Save the date for volunteer opportunities to support Intercity Transit's participation in Capital Pridefest! IT will host an information table at the Health & Wellness Fair on Saturday, June 28, and will have the Bubble Bus in the Pride Parade Sunday, June 29.
- Ride Transit Month continues during the month of June as a time to showcase the benefits of riding transit and encourage people who don't normally ride to give it a try. This also helps shed light on the vital role transit plays in our community. People can sign up to "Pledge to Ride" transit at least five times this month by going to <https://transportationchoices.org/ride-transit-month/>. You can share your ride by tagging us (@ IntercityTransit) and using #RideTransitMonth.

AUTHORITY ISSUES

Goodwin shared a positive experience while on the 8:30 a.m. bus, Route 6. She praised the fabulous transfer process between two buses and the handling by the Operators.

Myers provided a brief update on the ongoing federal government's compliance with a preliminary injunction, mentioning the government has appealed to the 9th Circuit Court of Appeals and is preparing legal briefs.

Pierce reminded everyone about the upcoming Regional Rodeo, with a call for volunteers to serve as judges, emphasizing that no experience is necessary and on-the-spot training is provided.

ADJOURNMENT

With no further business to come before the Authority, Vice Chair Pierce adjourned the meeting at 8:04 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk of the Board

Date Approved: July 16, 2025

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

DRAFT

Intercity Transit

Payroll Disbursement List

June 2025

Pay Periods:

PP 12 (May 18 - 31)

PP 13 (June 1 - 14)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
6/6/2025 ACH	PR DIRECT DEPOSIT	2,091,104.99
6/6/2025 42872	PR PAPER CHECKS	4,386.30
6/6/2025 ACH	IRS	466,344.01
6/6/2025 ACH	HEALTH SAVING	3,725.59
6/6/2025 ACH	VANGUARD	255,277.48
6/6/2025 ACH	PERS	278,895.07
6/6/2025 ACH	DEF COMP	83,553.15
6/6/2025 ACH	MISSION SQUARE	35,465.13
6/6/2025 ACH	CHILD SUPPORT	2,108.30
6/6/2025 ACH	Oregon DOR	357.31
6/16/2025 ACH	Oregon DOR (PFML)	537.06
6/20/2025 ACH	PR DIRECT DEPOSIT	1,187,958.67
6/20/2025 42977	PR PAPER CHECKS	3,558.21
6/20/2025 ACH	IRS	195,328.52
6/20/2025 ACH	HEALTH SAVING	225.59
6/20/2025 ACH	VANGUARD	160,184.81
6/20/2025 ACH	PERS	260,726.46
6/20/2025 ACH	DEF COMP	52,092.59
6/20/2025 ACH	MISSION SQUARE	20,942.73
6/20/2025 ACH	CHILD SUPPORT	2,568.45
6/20/2025 ACH	Oregon DOR	357.31
6/27/2025 ACH	Aflac	15,325.02
Total Payroll Disbursements		5,121,022.75

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

Check No.	Reference Date	Vendor No.	Payee	Amount
42829	06/02/25	01405	ADVANCE GLASS INC.	\$1,030.80
42830	06/02/25	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$149.71
42831	06/02/25	02828	AVAIL TECHNOLOGIES INC	\$171.65
42832	06/02/25	06120	CITY OF OLYMPIA	\$1,515.85
42833	06/02/25	06836	CONTINENTAL BATTERY SYSTEMS	\$3,849.94
42834	06/02/25	07220	CUMMINS INC.	\$5,030.98
42835	06/02/25	07350	CW JANITORIAL SERVICE LLC	\$42,039.16
42836	06/02/25	07640	DAY MANAGEMENT CORP	\$3,784.98
42837	06/02/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$4,738.22
42838	06/02/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$909.53
42839	06/02/25	09180	EXPRESS SERVICES INC	\$5,972.40
42840	06/02/25	09550	FAIRWAY COLLECTIONS LLC	\$1,542.94
42841	06/02/25	09662	FERRELLGAS LP	\$5,656.36
42842	06/02/25	10251	FRUITION GROWTH LLC	\$2,005.00
42843	06/02/25	10477	GALLS PARENT HOLDINGS LLC	\$613.94
42844	06/02/25	10660	GILLIG LLC	\$8,734.65
42845	06/02/25	10759	GORDON TRUCK CENTERS INC	\$1,489.24
42846	06/02/25	11097	HART HEALTH AND SAFETY INC.	\$328.19
42847	06/02/25	11933	JESSE ORNDORFF	\$839.97
42848	06/02/25	12458	KAUFMAN REAL ESTATE LLC	\$9,602.00
42849	06/02/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,465.10
42850	06/02/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$625.44
42851	06/02/25	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$172.80
42852	06/02/25	16701	PEAK INDUSTRIAL INC.	\$415.71
42853	06/02/25	16765	PETROCARD INC.	\$104,938.30
42854	06/02/25	16811	PIERCE SUE	\$247.00
42855	06/02/25	17765	ROTARY INTERNATIONAL	\$500.00
42856	06/02/25	17871	SARE ELECTRIC INC.	\$3,294.00
42857	06/02/25	17900	SCHETKY NORTHWEST SALES INC.	\$1,234.64
42858	06/02/25	18052	SHEA CARR & JEWELL INC.	\$942.56
42859	06/02/25	18066	SHI INTERNATIONAL CORP.	\$868.33
42860	06/02/25	18210	SME SOLUTIONS LLC	\$9,729.40
42861	06/02/25	18530	STANDARD PARTS CORP.	\$294.41
42862	06/02/25	18705	SUNBELT RENTALS INC.	\$3,584.83
42863	06/02/25	21659	THERMO KING NORTHWEST INC.	\$6,200.00
42864	06/02/25	21870	THURSTON COUNTY COUNCIL ON AGING	\$196.00
42865	06/02/25	21950	TITUS-WILL CHEVROLET	\$341.15
42866	06/02/25	22010	ROTTERS INC.	\$1,609.71
42867	06/02/25	22420	ALLEN WALTON	\$148.10
42868	06/02/25	23800	VESTIS GROUP INC.	\$548.84
42869	06/02/25	24755	WA ST HEALTH CARE AUTHORITY	\$719,126.40
42870	06/02/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$3,062.50
42871	06/02/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$137.50

42873	06/09/25	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,842.75
42874	06/09/25	01895	ECOLUBE RECOVERY LLC	\$597.59
42875	06/09/25	03247	BAUS SYSTEMS LLC	\$4,180.93
42876	06/09/25	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$4,516.00
42877	06/09/25	05982	CHHOEUNG CHANTHEAN	\$20.03
42878	06/09/25	06040	CITY OF LACEY	\$1,905.31
42879	06/09/25	06120	CITY OF OLYMPIA	\$8,557.57
42880	06/09/25	06216	CHRISTENSEN INC	\$3,416.24
42881	06/09/25	07115	CREATIVE INK INC.	\$322.38
42882	06/09/25	07220	CUMMINS INC.	\$5,865.69
42883	06/09/25	07619	DAVID S FOSTER	\$2,000.00
42884	06/09/25	07640	DAY MANAGEMENT CORP	\$4,336.01
42885	06/09/25	07869	DEPENDABLE COURIER SERVICE LLC	\$584.33
42886	06/09/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,034.68
42887	06/09/25	09662	FERRELLGAS LP	\$6,782.58
42888	06/09/25	10290	FUSION GRAPHIX LLC	\$3,886.74
42889	06/09/25	10608	GEOENGINEERS INC.	\$3,094.75
42890	06/09/25	10660	GILLIG LLC	\$13,144.88
42891	06/09/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
42892	06/09/25	10759	GORDON TRUCK CENTERS INC	\$426.38
42893	06/09/25	11097	HART HEALTH AND SAFETY INC.	\$255.79
42894	06/09/25	11805	ITERIS INC	\$2,600.72
42895	06/09/25	11831	INTRADO LIFE & SAFETY INC.	\$278.75
42896	06/09/25	11933	JESSE ORNDORFF	\$804.83
42897	06/09/25	11943	JOANNA GRIST	\$2,000.00
42898	06/09/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$15,742.20
42899	06/09/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
42900	06/09/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,399.18
42901	06/09/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,116.84
42902	06/09/25	16490	HAROLD LEMAY ENTERPRISES	\$915.80
42903	06/09/25	16701	PEAK INDUSTRIAL INC.	\$415.71
42904	06/09/25	16765	PETROCARD INC.	\$30,598.72
42905	06/09/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$411.59
42906	06/09/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$4,081.27
42907	06/09/25	17505	RAINIER DODGE INC.	\$348.48
42908	06/09/25	17746	ROBIN LUCAS	\$620.00
42909	06/09/25	17792	ROUSH CLEANTECH LLC	\$2,247.11
42910	06/09/25	17900	SCHETKY NORTHWEST SALES INC.	\$147.31
42911	06/09/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$352.57
42912	06/09/25	18101	SIJ HOLDINGS LLC	\$1,360.98
42913	06/09/25	18530	STANDARD PARTS CORP.	\$309.32
42914	06/09/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$15,442.13
42915	06/09/25	21950	TITUS-WILL CHEVROLET	\$186.75
42916	06/09/25	22010	ROTTERS INC.	\$209.59
42917	06/09/25	23800	VESTIS GROUP INC.	\$562.85
42918	06/09/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,575.00
42919	06/09/25	25909	WEX BANK	\$43,135.56
42920	06/16/25	01405	ADVANCE GLASS INC.	\$1,030.80
42921	06/16/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,456.99
42922	06/16/25	01895	ECOLUBE RECOVERY LLC	\$88.20
42923	06/16/25	02060	AMERISAFE INC.	\$485.32
42924	06/16/25	03830	BRETT FLEMMING	\$5,348.96

42925	06/16/25	03844	BRIDGET UNDERDAHL	\$435.00
42926	06/16/25	06836	CONTINENTAL BATTERY SYSTEMS	\$1,982.81
42927	06/16/25	07115	CREATIVE INK INC.	\$2,377.30
42928	06/16/25	07220	CUMMINS INC.	\$11,142.12
42929	06/16/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$611.60
42930	06/16/25	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$416.75
42931	06/16/25	09180	EXPRESS SERVICES INC	\$1,758.37
42932	06/16/25	09662	FERRELLGAS LP	\$7,648.58
42933	06/16/25	10251	FRUITION GROWTH LLC	\$2,005.00
42934	06/16/25	10477	GALLS PARENT HOLDINGS LLC	\$0.00
42935	06/16/25	10477	GALLS PARENT HOLDINGS LLC	\$5,466.50
42936	06/16/25	10660	GILLIG LLC	\$9,202.82
42937	06/16/25	10759	GORDON TRUCK CENTERS INC	\$2,073.59
42938	06/16/25	11138	HAVIS INC.	\$3,224.75
42939	06/16/25	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$370.01
42940	06/16/25	13485	LEMAY MOBILE SHREDDING	\$138.40
42941	06/16/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,561.87
42942	06/16/25	14590	MOHAWK MFG & SUPPLY CO.	\$1,526.92
42943	06/16/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,260.93
42944	06/16/25	16765	PETROCARD INC.	\$101,093.48
42945	06/16/25	16974	POMP'S TIRE SERVICE INC.	\$438.37
42946	06/16/25	17290	PUGET SOUND ENERGY	\$0.00
42947	06/16/25	17290	PUGET SOUND ENERGY	\$19,103.61
42948	06/16/25	17420	R&R TIRE COMPANY INC.	\$4,567.67
42949	06/16/25	17505	RAINIER DODGE INC.	\$253.21
42950	06/16/25	17560	ROMAINE ELECTRIC CORP.	\$562.37
42951	06/16/25	17792	ROUSH CLEANTECH LLC	\$499.06
42952	06/16/25	17900	SCHETKY NORTHWEST SALES INC.	\$954.97
42953	06/16/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$12.71
42954	06/16/25	18052	SHEA CARR & JEWELL INC.	\$2,435.92
42955	06/16/25	18145	SIX ROBBLEES' INC.	\$99.56
42956	06/16/25	18469	SPORTWORKS GLOBAL LLC	\$124.04
42957	06/16/25	18530	STANDARD PARTS CORP.	\$472.56
42958	06/16/25	18549	STAPLES INC.	\$2,949.77
42959	06/16/25	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$13,437.32
42960	06/16/25	18705	SUNBELT RENTALS INC.	\$1,273.06
42961	06/16/25	18893	TEC EQUIPMENT INC.	\$200.75
42962	06/16/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,402.60
42963	06/16/25	21790	THURSTON COUNTY PUBLIC WORKS	\$5,867.96
42964	06/16/25	21840	THURSTON COUNTY SUPERIOR COURT	\$1,655.80
42965	06/16/25	21950	TITUS-WILL CHEVROLET	\$787.99
42966	06/16/25	22010	ROTTERS INC.	\$499.59
42967	06/16/25	22420	ALLEN WALTON	\$246.83
42968	06/16/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
42969	06/16/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
42970	06/16/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
42971	06/16/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$154,774.95
42972	06/16/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
42973	06/16/25	23800	VESTIS GROUP INC.	\$543.77
42974	06/16/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$614.25
42975	06/16/25	26222	WORKDAY INC.	\$393,897.76
42976	06/16/25	26405	XIOLOGIX LLC	\$2,694.60

42978	06/23/25	01567	CANON FINANCIAL SERVICES INC.	\$4,501.86
42979	06/23/25	01780	AMALGAMATED TRANSIT UNION 1765	\$27,277.27
42980	06/23/25	01805	AM BRANAM TOOLS INC.	\$7,137.00
42981	06/23/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$854.10
42982	06/23/25	02060	AMERISAFE INC.	\$1,441.68
42983	06/23/25	02828	AVAIL TECHNOLOGIES INC	\$917.91
42984	06/23/25	03747	BONACO INC	\$852.76
42985	06/23/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$4,691.09
42986	06/23/25	06120	CITY OF OLYMPIA	\$2,304.16
42987	06/23/25	06216	CHRISTENSEN INC.	\$2,254.72
42988	06/23/25	06520	COLOR GRAPHICS SCREENPRINTING INC.	\$1,165.01
42989	06/23/25	06836	CONTINENTAL BATTERY SYSTEMS	\$2,913.22
42990	06/23/25	07220	CUMMINS INC.	\$6,323.25
42991	06/23/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$5,549.93
42992	06/23/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$406.74
42993	06/23/25	09662	FERRELLGAS LP	\$7,494.39
42994	06/23/25	09961	FORMA CONSTRUCTION COMPANY	\$1,507,477.16
42995	06/23/25	10290	FUSION GRAPHIX LLC	\$3,886.74
42996	06/23/25	10660	GILLIG LLC	\$4,329.58
42997	06/23/25	10759	GORDON TRUCK CENTERS INC	\$1,675.90
42998	06/23/25	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$3,663.32
42999	06/23/25	11836	INTUEOR CONSULTING INC.	\$57,300.00
43000	06/23/25	11933	JESSE ORNDORFF	\$1,742.53
43001	06/23/25	12825	KIRK'S AUTOMOTIVE INC.	\$770.00
43002	06/23/25	13475	LEGACY TELECOMMUNICATIONS LLC	\$6,588.00
43003	06/23/25	13893	MAUL FOSTER & ALONGI INC.	\$3,370.00
43004	06/23/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
43005	06/23/25	14590	MOHAWK MFG & SUPPLY CO.	\$44.96
43006	06/23/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,473.35
43007	06/23/25	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,107.92
43008	06/23/25	15284	NYANG REGINA	\$31.00
43009	06/23/25	16623	PALAMERICAN SECURITY INC.	\$95,324.68
43010	06/23/25	16699	PBS ENGINEERING AND ENVIRONMENTAL LLC	\$750.00
43011	06/23/25	16701	PEAK INDUSTRIAL INC.	\$2,788.19
43012	06/23/25	16765	PETROCARD INC.	\$105,597.16
43013	06/23/25	17560	ROMAINE ELECTRIC CORP.	\$562.37
43014	06/23/25	17580	RECARO NORTH AMERICA INC.	\$2,035.25
43015	06/23/25	17900	SCHETKY NORTHWEST SALES INC.	\$183.14
43016	06/23/25	18530	STANDARD PARTS CORP.	\$638.54
43017	06/23/25	18705	SUNBELT RENTALS INC.	\$1,993.35
43018	06/23/25	18893	TEC EQUIPMENT INC.	\$96.81
43019	06/23/25	21950	TITUS-WILL CHEVROLET	\$58.01
43020	06/23/25	22100	TRANSIT SOLUTIONS LLC	\$747.15
43021	06/23/25	23660	UNITED WAY OF THURSTON COUNTY	\$352.00
43022	06/23/25	23800	VESTIS GROUP INC.	\$548.73
43023	06/30/25	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$16,068.10
43024	06/30/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$5,371.49
43025	06/30/25	05948	CHARLOTTE SUZANNE SIMONS	\$120.00
43026	06/30/25	06227	CLAIR BOURGEOIS	\$120.00
43027	06/30/25	07220	CUMMINS INC.	\$7,881.16
43028	06/30/25	07559	DARA DOTSON	\$120.00
43029	06/30/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$812.78

43030	06/30/25	09180	EXPRESS SERVICES INC	\$3,981.60
43031	06/30/25	09662	FERRELLGAS LP	\$5,031.38
43032	06/30/25	10180	FREEDMAN SEATING COMPANY	\$970.66
43033	06/30/25	10477	GALLS PARENT HOLDINGS LLC	\$2,843.69
43034	06/30/25	10580	GENE'S TOWING INC	\$1,073.48
43035	06/30/25	10660	GILLIG LLC	\$6,109.36
43036	06/30/25	10759	GORDON TRUCK CENTERS INC	\$3,552.08
43037	06/30/25	10820	SOULIERE INC.	\$1,074.82
43038	06/30/25	11096	HARRISON ASHBY	\$120.00
43039	06/30/25	11895	J&I POWER EQUIPMENT INC.	\$108.48
43040	06/30/25	11938	JOANN E. SCOTT	\$120.00
43041	06/30/25	12370	KAISER FOUNDATION HEALTH PLAN OF WASHING	\$805.34
43042	06/30/25	12458	KAUFMAN REAL ESTATE LLC	\$9,602.00
43043	06/30/25	12825	KIRK'S AUTOMOTIVE INC.	\$385.00
43044	06/30/25	12875	KPFF CONSULTING ENGINEERS INC	\$41,544.08
43045	06/30/25	13759	MARGARET L. JANIS	\$160.00
43046	06/30/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,914.36
43047	06/30/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$440.78
43048	06/30/25	15216	NORTHWEST BUS SALES INC	\$118.07
43049	06/30/25	16841	PIONEER FIRE & SECURITY INC.	\$1,151.93
43050	06/30/25	16874	PITNEY BOWES BANK INC.	\$1,500.00
43051	06/30/25	16969	POINT GRAPHICS LLC	\$282.80
43052	06/30/25	17425	RACHEL WILSON	\$160.00
43053	06/30/25	17792	ROUSH CLEANTECH LLC	\$66.49
43054	06/30/25	17900	SCHETKY NORTHWEST SALES INC.	\$353.09
43055	06/30/25	18052	SHEA CARR & JEWELL INC.	\$400.64
43056	06/30/25	18054	SHAWN L. SANDQUIST	\$120.00
43057	06/30/25	18530	STANDARD PARTS CORP.	\$1,165.76
43058	06/30/25	18651	STORMANS INC.	\$750.75
43059	06/30/25	18695	SUMMIT LAW GROUP PLLC	\$3,834.00
43060	06/30/25	18893	TEC EQUIPMENT INC.	\$329.16
43061	06/30/25	21659	THERMO KING NORTHWEST INC.	\$6,200.00
43062	06/30/25	21950	TITUS-WILL CHEVROLET	\$4,921.13
43063	06/30/25	22010	ROTTERS INC.	\$366.71
43064	06/30/25	22470	TY FLINT	\$80.00
43065	06/30/25	23800	VESTIS GROUP INC.	\$565.59
43066	06/30/25	24030	WA ST AUDITOR'S OFFICE	\$21,310.12
43067	06/30/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,150.00
43068	06/30/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$302.50
43069	06/30/25	26230	WORKSPACE DEVELOPMENT LLC	\$1,100.79
ACH	06/02/25		AUTHORIZE.NET	\$219.48
ACH	06/06/25		BERGKAMP EMILY	\$383.86
ACH	06/06/25		DEMERICE NICOLAS	\$366.00
ACH	06/06/25		GOULD JESSICA	\$458.00
ACH	06/06/25		INGALLS REED	\$40.00
ACH	06/06/25		LOKEN RICHELLE	\$136.00
ACH	06/06/25		MILLER JOE	\$353.22
ACH	06/06/25		SLAVIN RICHARD	\$169.50
ACH	06/06/25		SOOSENUU MIKE	\$20.00
ACH	06/13/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,327.50
ACH	06/13/25		KARKOSKI KEVIN	\$250.40
ACH	06/13/25		NEAL ALANA	\$287.36

ACH	06/13/25	SAVAGE DANIEL	\$812.58
ACH	06/20/25	MARKOWITZ CODY	\$334.50
ACH	06/20/25	SUTHERBY BRIAN	\$70.00
ACH	06/20/25	TWIGGS CHRISTOPHER	\$269.50
ACH	06/20/25	WOOD ROBERT D.	\$269.50
ACH	06/20/25	YEE JONATHON	\$339.50
ACH	06/25/25	DEPARTMENT OF REVENUE	\$2,398.65
ACH	06/27/25	CHOKAR HARWINDER	\$136.00
ACH	06/27/25	DEUEL DYLAN	\$35.00
ACH	06/27/25	HEMPHILL GREGORY	\$40.00
ACH	06/27/25	IT PROJECT ASSISTANCE	\$859.00
ACH	06/27/25	IT WELLNESS	\$698.00
ACH	06/27/25	KIATTIPAT-AGUINAGA SUTARAT	\$542.00
ACH	06/27/25	LAMBERT DOUGLAS	\$15.00
ACH	06/27/25	ORTIZ RALPH	\$185.00
ACH	06/27/25	SHOLEY DONALD	\$35.00

\$4,012,892.09

**INTERCITY TRANSIT AUTHORITY
CONSENT AGENDA ITEM NO. 4-D
MEETING DATE: July 16, 2025**

FOR: Intercity Transit Authority

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

SUBJECT: Extension of the Bobcat Parking Lot lease

-
- 1) **The Issue:** Consideration of an extension of the Bobcat Parking Lot lease.
-
- 2) **Recommended Action:** Authorize the General Manager to extend the Bobcat Parking Lot lease agreement with Thermo King Northwest for one year and four months, with three one-year renewal options, in the amount of \$110,000.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit has leased the Bobcat Parking Lot from Thermo King Northwest since 2020. This parking lot has been instrumental in addressing our parking and vehicle storage needs during our ongoing Pattison base construction projects.

Intercity Transit's current Fleet Maintenance facility renovation project is progressing according to schedule and currently anticipated to be complete in June 2026. Therefore, the need for additional parking and secure storage during this ongoing construction work remains. This lease agreement extension is essential to ensure uninterrupted employee parking and adequate storage capacity throughout the duration of this vital renovation project. The current lease for the Bobcat Parking Lot is set to expire in August 2026, and the new agreement proposes an increase to \$6,500 per month.

Intercity Transit's relationship with Thermo King Northwest has been consistently positive, fostering a collaborative environment that has greatly benefited our operations. Staff remain confident in continuing this valuable lease agreement.

5) **Alternatives:**

- A. Authorize the General Manager to extend the Bobcat Parking Lot lease agreement with Thermo King Northwest for one year and four months, with three one-year renewal options, in the amount of \$110,000.
- B. Defer action. Deferring action would reduce the amount of available parking and storage during the renovation of maintenance building.

6) **Budget Notes:** The necessary funding for this lease agreement is included within the approved 2025 budget allocation.

7) **Goal Reference: Goal #3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

FROM: Duncan Green, Bicycle Community Challenge Representative, 360-705-5874

SUBJECT: 2025 Bicycle Community Challenge Update

-
- 1) **The Issue:** Brief the ITA on the results of the 2025 Bicycle Community Challenge.
-
- 2) **Recommended Action:** For information and discussion.
-
- 3) **Policy Analysis:** Intercity Transit made encouragement and promotion of transportation options a key part of its mission. This includes non-motorized alternatives like bicycling. The agency took over the Bicycle Commuter Contest (now Bicycle Community Challenge) in 2006.
-
- 4) **Background:** During this year's Bicycle Community Challenge (BCC) that runs for the full month of May, 702 people logged 5,792 rides, covering over 76,497 miles, reducing air and water pollution, and benefitting their own and our community's health and well-being.

Bicycling is a significant transportation and public health element in Thurston County, and Intercity Transit's incorporation of bicycling into its trip reduction and alternative commute promotion has been well received. Under the agency's guidance, the program has seen a trend of increasing participation, enthusiastic sponsorship, strong event attendance and media attention. The BCC has broadened and sustained successful partnerships between Intercity Transit, local jurisdictions, the business community, and the general public as well as generating public goodwill.

This is Intercity Transit's nineteenth year administering this countywide event. For the sixteenth consecutive year, Duncan Green directed the BCC and related efforts. He received assistance from the other members of Intercity Transit's Walk N Roll staff and other Marketing and Communications staff.

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

6) **Budget Notes:** The cost of the Bicycle Community Challenge is largely staff time for one temporary position. The annual budget for the BCC is \$25,000; BCC events are also supported by outside sponsorships and in-kind support.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Sr. Procurement and Project Management Coordinator,
(360) 705-5878

SUBJECT: Planning and Operations Management Software Contract Authorization

1) **The Issue:** Contract authorization recommendation for a new Transit Operator Management System (TOMS) needed for planning and daily operations.

2) **Recommended Action:** Authorize the General Manager to negotiate and execute a contract with SHI International Corp for a planning and daily operations software solution in a not to exceed the amount of \$1,900,000 for the solution which includes a 10% contingency and five years of software maintenance and support, not including sales tax which is recognized and approved as a pass-through cost at the time of sale.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.

4) **Background:** In 2024, Intercity Transit (IT) assessed our legacy system of over 37 years, FleetNet, which was recently acquired by Avail Technology Solutions (Avail). The assessment revealed shortcomings, which led to the procurement of a new Enterprise Resource Planning (ERP) solution. The new ERP solution will manage human resource and payroll functions; however it does not manage transit specific daily operations our Planning and Scheduling departments require to develop schedules and manage operator time keeping.

The current solutions that manage daily operations management, operations time keeping, leave management, bid management, and reporting are cumbersome, dated, and do not align with our new ERP solution. The project team utilized a consultant to perform a workflow analysis and recommend solutions for our consideration. The project team conducted multiple demonstrations and value propositions, and SHI International Corp (SHI) will be able to provide a solution to meet the needs of Planning and Operations.

SHI is under an existing competitively awarded State contract for software solutions. SHI provides value by organizing and facilitating product demonstrations for solutions and there are pre-established contract terms under the existing contract.

The solution offered through SHI has been determined to be advantageous by the evaluation team. Therefore, the recommendation is to enter into contract negotiations with SHI to implement our planning and daily operations solution.

5) **Alternatives:**

- A. Authorize the General Manager to negotiate and execute a contract with SHI International Corp for a planning and daily operations software solution in a not to exceed the amount of \$1,900,000 for the solution which includes a 10% contingency and five years of software maintenance and support, not including sales tax, which is recognized as a pass-through cost at the time of sale.
- B. Defer action. A decision to delay will affect daily tasks across the agency as our existing system is no longer supported and the new solution's anticipated implementation time is approximately 9 months.

-
- 6) **Budget Notes:** This effort has been planned and allocated in IT's 2025 budget, which includes \$7,000,000 for implementing a new ERP/EAM solution and supporting systems. The ERP/EAM solution is anticipated to consume \$6,621,753. The balance of the budget is sufficient to implement the planning and daily operations solution. Subsequent budgets will cover annual software, hosting, and maintenance expenses over a five-year period. The total authorized spending amount requested excludes sales tax, which is recognized and approved as a pass-through cost at time of sale and includes a 10% contingency.

-
- 7) **Goal References:** Implementing this solution will impact all aspects of Intercity Transit, therefore this project encompasses all goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 5-C
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

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

SUBJECT: 2025 Community Advisory Committee Recruitment

-
- 1) **The Issue:** Present timeline and process information for the 2025 Community Advisory Committee (CAC) recruitment.

 - 2) **Recommended Action:** The Authority will be asked to approve the process and timeline plus for the 2025 CAC recruitment. The ITA will also select three members to participate on an ad-hoc committee to interview candidates and make recommendations to the full Authority.

 - 3) **Policy:** In 2001, the Intercity Transit Authority chartered a Community Advisory Committee. In 2011, the Authority approved an additional youth position, increasing the number of members from 19 to 20. It was the Authority's direction to conduct an annual recruitment. New members are appointed by the Transit Authority.

 - 4) **Background:** The Community Advisory Committee members serve three-year terms and may serve no more than two consecutive three-year terms. The exception is the youth position which is a one-year term. The youth member can apply for a three-year position if they wish. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

The CAC is comprised of 20 members. The goal is to have a group that is representative of the diversity of our community. Each fall, staff conducts a recruitment to fill vacancies which may occur throughout the year, through expiration of terms, or if members do not seek reappointment.

Traditionally, three Authority members, along with three CAC members who were selected at the committee's June 16 meeting, will comprise the ad hoc committee which will conduct the interviews and make recommendations to the full Authority for appointment.

Applications are proposed to be available September 1, 2025, and due on October 1, 2025. The Authority will select interviewees on October 15, 2025. Interviews are proposed for November 7, 2025, with candidate selection on November 19, 2025, or December 3, 2025.

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

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

7) **Goal References:** An engaged Community Advisory Committee supports all agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

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

SUBJECT: Intercity Transit Authority Public Comment Policy EX-0019

1) **The Issue:** Whether to approve the Intercity Transit Authority Public Comment Policy EX-0019.

2) **Recommended Action:** Approve the Intercity Transit Authority Public Comment Policy EX-0019 and incorporate it into the ITA Bylaws.

3) **Policy Analysis:** A Public Comment Policy establishes guidelines during public meetings to ensure orderly, respectful and productive discourse, and to allow passengers of the system and members of the general public an easy and accessible way to provide feedback to the agency. Intercity Transit is open to hearing all comments, including complaints, suggestions, concerns, or commendations, herein after referred to as "Comments."

4) **Background:** Public Comments are an important means by which Intercity Transit evaluates its service and the performance of its employees. Comments will be received through public meetings and public hearings in accordance with the guidelines and provisions as stated in **RCW [42.30.240](#) – Public Comment**.

Intercity Transit will provide several options to allow the public to submit comments to the Intercity Transit Authority using a variety of methods to facilitate public feedback opportunities which include:

1. In Person
2. Email submitted to the Clerk of the Board
3. Sent USPS
4. Public Comment Phone Line
5. Remotely via video or phone by registering with the Clerk of the Board

5) **Alternatives:**
a. Approve the Intercity Transit Authority Public Comment Policy EX-0019.
b. Take no action.

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

7) **Goal Reference:** **Goal 2:** *“Provide outstanding customer service.”* **Goal 6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”* **Goal 8:** *“Integrate resiliency into all agency decisions to anticipate, plan and adapt given the critical functions of transit operations.”*

8) **References:** Policy EX-0019 Public Comment Process.

POLICY EX-0019

Public Comment Process

APPROVED: _____

Carolyn Cox
ITA Chair

Written by: Pat Messmer

This policy applies to all Intercity Transit public meetings and hearings.

1. Purpose

Intercity Transit's Public Comment Policy establishes guidelines during public meetings to ensure orderly, respectful and productive discourse, and to allow passengers of the system and members of the general public an easy and accessible way to provide feedback to the agency. Intercity Transit is open to hearing all comments, including complaints, suggestions, concerns, or commendations, herein after referred to as "Comments."

2. Policy

Public Comments are an important means by which Intercity Transit evaluates its service and the performance of its employees. Comments received directly through public meetings and public hearing forums will be addressed, as appropriate following the forum.

Contact methods for submitting Comments to Intercity Transit will be published on the Intercity Transit's website and/or hearing notices via local news media of record. Intercity Transit will utilize a variety of methods to facilitate feedback opportunities including:

1. **In Person During an ITA Meeting:** Board Room of the Pattison Street Facility.
2. **Remotely During an ITA Meeting:** Register with the Clerk of the Board by 12:00 p.m. on the day of the Authority meeting. Remote information will be provided, and during the public comment/hearing portion of the agenda the speaker's camera and microphone will be enabled.
3. ***Email:** Submitted to the Clerk of the Board by 12:00 p.m. on the day of the Authority meeting.
4. ***USPS:** Sent to Attention: "Public Comments" P. O. Box 659, Olympia, WA 98507.
5. ***Public Comment Phone Line:** Call 360-705-5852 and press "1" and leave a detailed message.

*Comments provided by email, USPS or the comment phone line may be submitted at any time and will be shared with the Intercity Transit Authority and appropriate staff as soon as

POLICY-EX-0019

possible. **In order for comments to be shared with the Intercity Transit Authority during the current scheduled public meeting or hearing, the restricted timelines apply.**

3. Guidelines When Providing Public Comments or Public Hearing Testimony In-Person or Remotely During an Authority Meeting or Public Hearing

Intercity Transit will follow the guidelines and provisions as stated in **RCW [42.30.240](#)** – **Public Comment.**

- A. Public Comment may be conducted at any time during a meeting as set forth on the agenda.
- B. The ITA reserves the right to limit public comment to 30 minutes.
 - a. Anyone wishing to provide comments after 30 minutes is welcome to use the other methods mentioned in this policy.
- C. Public Comments are welcome on any topic, general ITA business or current agenda items.
- D. Speakers will approach the podium and will have 3 minutes to provide comments or testimony. The Chair may adjust the time allotted to speakers based on the number of commenters and time available for comment. If several people are present to speak on the same subject, they are welcome to choose a single representative who may speak for 5 minutes.
 - a. Speakers may not donate unused speaking time to others, specifically someone who has already provided comment.
- E. Speakers are encouraged to provide their first and last name and the jurisdiction in which they reside for the official record.
- F. The ITA will not enter into a dialogue during the meeting. If speakers have specific factual questions or complaints, they shall make arrangements with staff who are in attendance. Written questions and comments are welcome.
- G. Speakers and members of the audience shall display courtesy and respect and demonstrations (e.g. clapping, cheering, booing) are discouraged as they disrupt the meeting and inhibit free speech rights.
- H. The presiding Chair/Vice Chair reserves the right to end a speaker's time if conduct rules are violated.
- I. If anyone requires special accommodation in order to speak, they shall notify the Clerk of the Board 24-hours prior to the Authority meeting or public hearing.

New

POLICY-EX-0019

Enforcement

- The ITA governing body as a whole, or the presiding Chair/Vice Chair has the authority to enforce this policy, including issuing warnings, ending speaking privileges for violations, or, if necessary, requesting removal from the meeting room for disruptive behavior.

Recording and Documentation

- Public comments will be noted and/or recorded in the official minutes.

Public Records Act

- All written comments, sign-up sheets, meeting minutes and other material presented at an Authority meeting are considered public documents in compliance with RCW 42.30 Open Public Meetings Act and RCW 42.56 Public Records Act. All public documents will be available to the general public.
- Written submissions are kept on file in accordance with record retention policies.

Addendums and Updates

- Changes to this policy require Intercity Transit Authority Board approval.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-E
MEETING DATE: July 16, 2025

FOR: Intercity Transit Authority

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

SUBJECT: ITA Bylaw Amendment - Resolution 03-2025

-
- 1) **The Issue:** Review proposed amendments to the ITA Bylaw language incorporating a public comment process, Policy EX-0019 and adding a provision outlining guidelines to cancel regular and special ITA meetings.
-
- 2) **Recommended Action:** Discuss recommended changes and/or entertain additional amended language. If consensus is reached at this meeting, *adopt Resolution 03-2025 to amend the Bylaws, Section V - Meetings to include subsection 5.15 Public Comment Policy EX-0019 and subsection 5.16 Canceling ITA Meetings.*
-
- 3) **Policy Analysis:** Per ITA Bylaws Section 10, ITA bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution; therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010).
-
- 4) **Background:** Interest from community members in providing public comment on Intercity Transit's decision-making process has increased in recent years, specifically as our community has emerged from the COVID-19 pandemic. This renewed interest prompted staff to draft Policy EX-0019 "Public Comment Policy" establishing guidelines that balance the importance of public comment during open public meetings and carrying out the business needs of the meeting, including honoring staff and guest presenters' scheduling needs. Newly added Section 6.15 of the ITA Bylaws references this policy and process.

There is also occasional need to cancel regularly scheduled and special ITA meetings. Newly added Section 6.16 of the ITA Bylaws defines the process for cancelling regularly scheduled meetings.

-
- 5) **Alternatives:**
 A. Adopt the amendments to the ITA Bylaws as distributed.
 B. Defer adoption of the amendments to a later date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** This issue impacts all Intercity Transit goals.
-
- 8) **References:** ITA Bylaws with proposed amendments and Resolution 03-2025.
-

INTERCITY TRANSIT AUTHORITY

BYLAWS

INTERCITY TRANSIT AUTHORITY BYLAWS

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- 8.3 Clerk of the Board

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- 9.2 Notes**
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INTERCITY TRANSIT AUTHORITY BYLAWS

I. BACKGROUND

Intercity Transit is the public transportation agency serving all territory within the boundaries of the cities of Olympia, Lacey, Tumwater, and Yelm, and includes the following voting precincts in unincorporated Thurston County, as they existed on April 4, 2002: 38, 43, 56, 58-59, 68- 70, 75, 78-79, 81-85, 87, 90-93, 97-98, 100, 107-108, 110, 112-115, 117-121, 123, 139, 136, 142-143, 159, 161-163, 167-169, 174, 177-178, 181, 186-199, 193-194, 196-197 and portions of some voting precincts (See Public Transportation Improvement Conference Resolution dated April 4, 2002). (Res. 1-03)

During the summer of 1980, representatives from the jurisdictions comprising the Intercity Transit service area met and formally established the Thurston County Public Transportation Benefit Area as a municipal corporation under the laws of the State of Washington (RCW 36.57A). In September, voters approved an initiative allowing for the collection of a sales tax to support public transportation, and on January 1, 1981, the Thurston County Public Transportation Benefit Area assumed operation of local transit service. On April 16, 1982, the Thurston County Public Transportation Benefit Area officially changed its name to Intercity Transit. (Res. 2-06)

On May 19, 1992, the voters in the non-urbanized areas of Thurston County voted to expand the transit district county-wide and levied a sales and use tax at the rate of three-tenths of one percent (.003). (Res. 2-93)

On April 4, 2002, the duly-called Public Transportation Improvement Conference voted to approve a resolution reducing the boundaries of the Thurston County Public Transportation Benefit Area to the area described in the first paragraph above. (Res. 06-02; Res. 1-03)

On September 17, 2002, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from three-tenths of one percent (.03) to six-tenths of one percent (.06). (Res. 1-03)

On August 17, 2010, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from six-tenths of one percent (.06) to eight-tenths of percent (.08). (Res. 01-2010)

On November 6, 2018, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from eight-tenths of one percent (.08) to one and two tenths percent (1.2%). (Res. 02-2018)

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 510 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) Community Representatives. Three Community members selected by the full Authority from members of the Community of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Community Representatives. The three voting Community Representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Community Representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any Community member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a Community Representative position, the Authority may, by a majority vote, reappoint the Community Representative for a full three-year term, provided that a Community Representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring Community Representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested members of the Community , or appoint an interested member of the Community from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91; 3-2023).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive or closed sessions are authorized by law. Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

5.3 Executive Sessions. Executive sessions may be held during a regular or special meeting for the purposes listed in RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for the executive session, the time when the executive session will be concluded, and the Chair will announce whether the nonvoting member will be excluded, consistently with RCW 36.57A.050. The executive session may be extended to a stated later time by announcement of the Chair. (Res. 5-2010)

5.4 Public Hearings. Public hearings may be scheduled by the Authority at such times and at such places as the Authority determines to be appropriate to specifically solicit public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare;
- a substantial change in transit service;
- presentation of the annual budget;
- Federal Transit Administration grant applications;
- Transportation Improvement Program;
- American's With Disabilities Act Plan Update;
- updates on the six year Transit Development Plan;
- environmental impact reviews.

Public notice shall be given at least two weeks in advance, unless otherwise required by Federal or State regulations. (Res. 2-93; Res. 1-96)

5.5 Meeting Notices. Notices of changes in the time or place of regular meetings, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally, or ~~or~~ by-mail or email at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.6 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.7 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.8 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.9 Order of Business and Agenda. The order of business at regular meetings, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the ~~Board~~ Authority and ~~/or~~ the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.10 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present ~~may~~ vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.11 Meeting Minutes. The proceedings of all Authority meetings, and public hearings shall be recorded and maintained and shall contain an accurate accounting of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.12 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair, ~~and the~~ Clerk and legal counsel. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.13 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

5.14 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Members attending remotely or in person needing reasonable accommodation to participate shall provide staff with 3 days' notice, unless otherwise approved by the Authority.

In the event that the Authority meets with some members attending remotely by telephone, teleconference or other remote means, the public shall be provided an opportunity to attend by telephonic, teleconference or other electronic means, in addition to any other opportunity to attend required by law. If the Authority holds a public hearing where some members attend remotely, the public shall also be provided an opportunity to be heard by remote means (telephone, teleconference, or other electronic means), in addition to any other opportunity to be heard as may be required by law.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Member will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc. (Res. 01-2015; Res. 03-2020; Res. 3-2023).

5.15 Public Comment. Authority meetings shall include public comment as part of the meeting agenda in accordance to RCW 42.30.240. Authority members, staff and the public shall adhere to Policy EX-0019 which establishes guidelines during public meetings to ensure orderly, respectful and productive discourse, and to allow passengers of the system and members of the general public an easy and accessible way to provide feedback to the agency. Intercity Transit is open to

hearing all comments, including complaints, suggestions, concerns, or commendations, herein after referred to as "Comments."

5.16 Canceling Meetings. Regular and Special meetings may be canceled at any time by a majority of the whole Authority, or by the Chair or Vice Chair, or by the General Manager after approval from the Chair or Vice Chair, provided each member receives personally, or by mail or email written notice of the cancelation normally at least 24 hours in advance. Notice will also be provided to the official local newspaper of general circulation and any publications, radio or television stations that have written request to be so notified.

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

9.2 Notes. All notes or other evidence of indebtedness, including bills issued or incurred in the name of Intercity Transit shall be signed by such officer, member, agent or employee of Intercity Transit, and in such manner as shall from time to time to be determined by Authority resolution.

9.3 Other Legal Documents. The Authority may authorize any officer or officers, agent or agents of Intercity Transit, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Intercity Transit and such authorization may be general or may be confined to specific instances. All written contractual

obligations of Intercity Transit, including, but not limited to, contracts, leases and assignments, are to be maintained by the General Manager or designee. (Res. 2-93; Res. 1-96)

9.4 Deposits. All funds of Intercity Transit shall be deposited in the appropriate account established by resolution. The appropriate director shall be custodian of the funds and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law. (Res. 1-96)

9.5 Gifts. The Authority may accept on behalf of Intercity Transit any contribution, gift, or bequest (so long as conditions are consistent with state law), for any purpose of Intercity Transit.

9.6 Travel. Members of the Authority, in order to properly and fully conduct official Intercity Transit business, may travel and incur expenses. Overnight travel by Authority members will be approved in advance by the Authority or authorized by the Chair subject to annual budget restraints. Authority members will receive reimbursement for reasonable expenses incurred while engaged in out-of-county official business, in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Intercity Transit employees. (Res. 62-84, 94-89, 2-93, Res. 1-96; Res. 6-02)

9.7 Repealer. These bylaws, as established by resolution, shall supersede all prior resolution in conflict herewith.

X. AMENDMENTS

These bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution, therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010)

ADOPTED: July 24, 1987

Amended:	April 5, 1989	(Res. 94-89)	May 15, 2002	(Res. 6-2002)
	May 3, 1989	(Res. 95-89)	February 5, 2003	(Res. 1-2003)
	March 6, 1991	(Res. 1-91)	March 1, 2006	(Res. 2-2006)
	September 4, 1991	(Res. 4-91)	June 6, 2007	(Res. 3-2007)
	March 3, 1993	(Res. 2-93)	June 16, 2010	(Res. 5-2010)
	February 7, 1996	(Res. 1-96)	March 4, 2015	(Res. 1-2015)
	September 2, 1998	(Res. 2-98)	June 21, 2017	(Res. 4-2017)

June 2, 1999	(Res. 4-99)	May 20, 2020	(Res. 3-2020)
May 2, 2001	(Res. 5-2001)	August 16, 2023	(Res. 3-2023)
May 15, 2002	(Res. 6-2002)	July 16, 2025	(Res. 3-2025)

**INTERCITY TRANSIT
RESOLUTION 03-2025
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS
SECTION V - MEETINGS**

A RESOLUTION of the Intercity Transit Authority (ITA) amending the Bylaws of Intercity Transit, **adding a public comment process and guidelines for canceling meetings.**

WHEREAS, Intercity Transit is a public transportation benefit area created under Chap. 36.57A RCW; and

WHEREAS, Intercity Transit is governed by a Board of Directors, the Intercity Transit Authority; and

WHEREAS, the Authority shall be responsible for establishing and monitoring the policies of Intercity Transit; and

WHEREAS, Per ITA Bylaws Section 10, ITA Bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution; therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010); and

WHEREAS, copies of proposed revisions or amendments have been made available to each Authority member as part of the July 16, 2025, meeting agenda at which proposed revisions or amendments are to be acted upon; and

WHEREAS, the Authority deems it reasonable and appropriate to amend the Bylaws as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY AS FOLLOWS:

The ITA bylaws shall be amended as follows:

Section V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive or **closed** sessions are authorized by law. Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017)

5.5 Meeting Notices. Notices of changes in the time or place of regular meetings, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally, or by mail **or email** at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

- 5.9 Order of Business and Agenda.** The order of business at regular meetings and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the **Board Authority and/or** the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)
- 5.12 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board **or designee**, and once approved by the Authority shall be signed by the Chair, the **Clerk and legal counsel**. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)
- 5.15 Public Comment.** Authority meetings shall include public comment as part of the meeting agenda in accordance with RCW 42.30.240. Authority members, staff and members of the public shall adhere to Policy EX-0019 Public Comment Process, which establishes guidelines during public meetings to ensure orderly, respectful and productive discourse, and to allow passengers of the system and members of the general public an easy and accessible way to provide feedback to the agency. Intercity Transit is open to hearing all comments, including complaints, suggestions, concerns, or commendations, herein after referred to as "Comments."
- 5.16 Canceling Meetings.** Regular and Special meetings may be canceled at any time by a majority of the whole Authority, or by the Chair or Vice Chair, or by the General Manager after approval from the Chair or Vice Chair, provided each member receives personally, or by mail or email written notice of the cancelation normally at least 24 hours in advance. Notice will also be provided to the official local newspaper of general circulation and any publications, radio or television stations that have written request to be so notified.

ADOPTED this 16th day of July 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