

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, August 6, 2025**  
**5:30 P.M.**  
**Board Room – 510 Pattison Street SE, Olympia**

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 127 124 845#

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

**CALL TO ORDER**

- |                                      |  |                |
|--------------------------------------|--|----------------|
| <b>STAFF INTRODUCTIONS</b>           |  | <b>5 min.</b>  |
|                                      | <b>A. Bret Eby, Inventory Specialist</b> <i>(Alejandro Soto)</i>   |                |
| <b>1. APPROVAL OF AGENDA</b>         |  | <b>1 min.</b>  |
| <b>2. PUBLIC COMMENT</b>             |  | <b>30 min.</b> |
| <b>3. APPROVAL OF CONSENT AGENDA</b> |  | <b>1 min.</b>  |
|                                      | <b>A. Janitorial Contract Renewal Amendment</b> <i>(Noelle Gordon)</i>   |                |
|                                      | Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$631,420, including taxes. |                |
| <b>4. NEW BUSINESS</b>               |  |                |
|                                      | <b>A. Adopt the Transit Development Plan</b> <i>(Rob LaFontaine)</i>   | <b>5 min.</b>  |
|                                      | <b>B. Adopt September 2025 Service Change Summary and Equity Analysis</b><br><i>(Rob LaFontaine)</i>   | <b>5 min.</b>  |
|                                      | <b>C. Enhanced Procurement Authority for Securing Hydrogen Related Goods and Services</b> <i>(Michael Maverick and Jonathon Yee)</i>   | <b>15 min.</b> |
|                                      | <b>D. Schedule Special Meeting September ITA/CAC Joint Meeting</b> <i>(Emily Bergkamp)</i>   | <b>5 min.</b>  |
| <b>5. COMMITTEE REPORTS</b>          |  |                |
|                                      | <b>A. Community Advisory Committee (July 21)</b> <i>(Julian Preston)</i>   | <b>5 min.</b>  |
| <b>6. GENERAL MANAGER'S REPORT</b>   |  | <b>5 min.</b>  |
| <b>7. AUTHORITY ISSUES</b>           |  | <b>5 min.</b>  |

**ADJOURNMENT**

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

*Intercity Transit Public Board meetings are held at 510 Pattison Street, SE, Olympia. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue). Or use other alternate modes to attend this meeting: bike, walk, carpool, or vanpool.*

*Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>.*

*In compliance with the Americans with Disabilities Act, those requiring accommodation to attend meetings or participate in providing public comment, please notify the Clerk of the Board 24 hours prior to the Authority meeting or public hearing. TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

*Clerk of the Board: Pat Messmer – (360) 705-5860 – [pmessmer@intercitytransit.com](mailto:pmessmer@intercitytransit.com)*

***Examples of special accommodation include:***

- *Sign Language Interpreters (ASL)*
- *Video Remote Interpreting (VRI)*
- *Real-time Captioning (CART - Communication Access Real-time Translation)*
- *Assistive Listening Devices (ALDs)*
- *Text Telephones (TTYs)*
- *Large Print Materials*
- *Braille Materials*
- *Audio Descriptions/Recordings*
- *Screen Reader Compatibility*
- *Qualified Readers*
- *Accessible Digital Documents*
- *Guidance/Assistance*

**INTERCITY TRANSIT AUTHORITY  
CONSENT AGENDA ITEM NO. 3-A  
MEETING DATE: August 6,2025**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Janitorial Services and Supplies Contract Renewal

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- 1) **The Issue:** Renew the janitorial services and supplies contract with CW Janitorial Service for an additional year.
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- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$631,420, including taxes.
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- 3) **Policy:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
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**Background:** In August 2024, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The initial contract with CW Janitorial Service was for a one-year term with four one-year renewal options. This item represents the first of these one-year renewals, effective September 1, 2025.

Under this renewal, CW Janitorial Service will continue to provide daily janitorial services and supplies at all Intercity Transit facilities, including the Administration Operations (AdOps) Building, Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Fuel Wash Facility (FWF), Walk-N-Roll (WNR) Bike Shop, Amtrak Station, and the new Martin Way Park n' Ride facility.

The proposed renewal rates reflect an increase compared to the current contract term. This adjustment is primarily due to two factors: increased service hours at the AdOps, FWF, WNR, and OTC facilities, a higher demand for supplies and supply cost increase. With more employees returning to the office, there's a greater need for both enhanced cleaning services and a larger volume of supplies. Our market research indicates that these proposed renewal rates are fair and reasonable.

CW Janitorial Service has successfully maintained Intercity Transit facilities for the past six years, consistently demonstrating its experience and commitment to high-quality performance. Staff remain confident that they will continue to enhance and maintain the cleanliness of our facilities and recommends that the contract renewal with CW Janitorial Service be approved.

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4) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment with CW Janitorial Service to renew the contract for janitorial services and supplies at Intercity Transit facilities for a period of one year in an amount of \$631,420, including taxes.
- B. Defer action. This would result in a lack of janitorial services and supplies at Intercity Transit facilities.

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5) **Budget Notes:** The total cost of this contract falls within the 2025 budget allocation for janitorial services and supplies.

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6) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: August 6, 2025**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Adoption of the 2025-2030 Transit Development Plan

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- 1) **The Issue:** The annual update of the agency's Transit Development Plan (TDP) requires Authority adoption before submitting it to the Washington State Department of Transportation in accordance with RCW 35.58.2795.
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- 2) **Recommended Action:** Adopt the 2025-2030 Transit Development Plan, as presented.
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- 3) **Policy Analysis:** Washington State requires the local transit agency to prepare an annual report and to update the agency's six-year Transit Development Plan (TDP) annually. State law and Authority policy also provides an opportunity for the public to comment prior to adoption of the updated TDP. Accordingly, a public comment period was noticed and posted in a number of locations including the Intercity Transit website and *The Olympian* newspaper. A formal Public Hearing was properly noticed and held during the Transit Authority's July 16, 2025, regular meeting.
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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). The update must include the following elements:
- a) Description of the service area, operations and facilities;
  - b) State and agency goals, objectives, and action strategies;
  - c) Local performance standards and measures; and
  - d) Multiyear financial plan with forecasted changes to service, capital expenses and projects of regional significance.
- The completed Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.
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- 5) **Alternatives:**
- A. Adopt plan as recommended by staff.
  - B. Delay adoption to a later date.

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

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7) **Goal Reference:** **Goal #1:** *“Assess the transportation needs of our community throughout the Public Transportation Benefit Area.”* **Goal #4:** *“Provide responsive transportation options within financial limitations.”* **Goal #6:** *“Encourage use of our services, reduce barriers to access and increase ridership.”*

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8) **References:** [Draft Transit Development Plan](#)

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: August 6, 2025**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** September 2025 Service Change Summary and Draft Equity Analysis

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- 1) **The Issue:** Consider final adoption of the Analysis associated with planned changes to bus service anticipated to take effect September 7, 2025.
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- 2) **Recommended Action:** Adopt the “September 2025 Major Service Change Summary and Equity Analysis,” as presented.
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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 the document.

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- 5) **Alternatives:** Defer adoption; note if the ITA elects to defer adoption of the Service Change Summary the implementation of the September 2025 schedule is likely to continue as planned. Staff will work to mitigate identified concerns within the summary both before and after the effective date of new service.
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- 6) **Budget Notes:** The adopted 2025 Budget assumes the implementation of the September 2025 fixed route schedule with its resultant labor and fleet resources; changes to service in September 2025 are not estimated to significantly increase annual fixed route service.
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- 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."*
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- 8) **References:** [September 2025 Service Change Summary & Draft Equity Analysis](#), [2024-2027 Title VI Program](#), [2018 Short-Long Range Plan](#)



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: August 6, 2025**

**FOR:** Intercity Transit Authority

**FROM:** Michael Maverick, Procurement Deputy Director, (360) 705-5877  
Jonathon Yee, Maintenance Director, (360) 705-5884

**SUBJECT:** Enhanced Procurement Authority for Securing Hydrogen Related Goods and Services

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- 1) **The Issue:** Hydrogen, as a transportation fuel, is currently an immature commodity and the commercial market for it is developing rapidly due to the demand created by fuel cell vehicle technology. This evolving market makes supply continuity in stable quantities, deliveries, and pricing difficult, impacting the success of Intercity Transit's hydrogen bus demonstration project.
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- 2) **Recommended Action:** Authorize the General Manager to engage in direct negotiation as an alternative to standard procurement approaches, for goods and services related to the hydrogen demonstration project, including but not limited to third party subscription networks, service, delivery, compliance, and storage.
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- 3) **Policy:** The Procurement policy specifies process dependent on dollar levels. Material departures from the Procurement policy require approval by the Intercity Transit Authority.
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- 4) **Background:** In 2023, Intercity Transit received grant funding to conduct a Hydrogen Fuel Cell Bus Demonstration project. A demonstration project is a point-in-time opportunity to test the technology, infrastructure, and market for feasibility and to learn what barriers must be overcome to arrive at viability and success in a fleet transition.

As the project name implies, hydrogen vehicle technology and hydrogen used as a transportation fuel are still in market and infrastructure infancy. The Bureau of Labor and Statistics' Producer Price Index recognizes hydrogen as a commercial industrial gas like argon, neon, nitrogen. However, in time and with anticipated demand growth, hydrogen is expected to become a mature and viable transportation fuel like unleaded gas or diesel.

Intercity Transit has aggressively researched the marketplace, consulted with other transits using hydrogen, and reached out to hydrogen fuel and equipment

suppliers. While still not a “mature” market, California leads the country in this area but tapping into a far-and-away market drives up costs and increases business continuity risks. As such, the preferred strategy is to secure hydrogen supply locally or as close as possible to Intercity Transit using existing and upcoming suppliers in the pacific northwest.

Staff do not make this request lightly. Staff believe this is a rare instance where routine procurement policy and processes may hamper project success and staff seek authorization to directly negotiate solutions where it is deemed prudent. Hydrogen buses must be filled daily and only a small quantity hydrogen can be stored on grounds for this demonstration project, meaning we’ll depend on just-in-time supply. Staff believe that project success needs an approach that is flexible, scalable, and agile enough to deal with fluctuating market forces, risky unproven markets, and to mitigate sudden supply disruption.

It is also important to note that the requested approach does not change nor affect the agency Signature Authority and staff will still seek ITA approval for any obligation of \$100,000 dollars or greater.

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5) **Alternatives:**

- A. Authorize the General Manager to engage in direct negotiation as an alternative to standard procurement approaches, for goods and services related to hydrogen supply, including but not limited to third party subscription networks, service, delivery, servicing, managing, and storage.
- B. Defer action. This will result in continued struggle in securing and maintaining hydrogen supply and will impact continuity of hydrogen bus operation.

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6) **Budget Notes:** The requested action does not require a financial commitment. However, staff will ensure that any resulting agreements for hydrogen-related goods and services are reasonable, and adequate funds are available for the anticipated expenses.

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7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #3:** *“Maintain a safe and secure operating system.”* **Goal #4:** *“Provide responsive transportation options within financial and staffing limitations.”* **Goal #5:** *“Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.”* **Goal #8:** *“Integrate resiliency into all agency decisions to anticipate, plan and adapt given the critical functions of transit operations.”*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-D**  
**MEETING DATE: August 6, 2025**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Schedule a Special Meeting – September 17, 2025

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- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 17, 2025, to conduct a joint meeting of the Intercity Transit Authority and the Community Advisory Committee (CAC).
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- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 17, 2025, to conduct a joint hybrid meeting of the Authority and the Community Advisory Committee.
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- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
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- 4) **Background:** Staff is recommending the Authority schedule a special meeting for Wednesday, September 17, 2025, to conduct the annual joint meeting of the Authority and Community Advisory Committee (CAC). Staff would cancel the regularly scheduled September 15 meeting of the CAC. CAC members have requested a hybrid meeting format with both in-person and virtual attendance options for the joint meeting if the ITA is amendable to that.
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- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 17, 2025, to conduct a joint hybrid meeting of the Authority and Community Advisory Committee.
  - B. Schedule a joint meeting for a different date.
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- 6) **Budget Notes:** N/A.
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- 7) **Goal Reference:** Having an opportunity to learn and share ideas meets all goals of Intercity Transit.
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- 8) **References:** N/A.
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