

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, November 19, 2025**  
**5:30 P.M.**  
**Board Room - 510 Pattison Street SE, Olympia**

To observe the meeting remotely [\*\*REGISTER HERE TO OBSERVE THE MEETING \(MUST REGISTER SEPARATELY TO PROVIDE COMMENT\)\*\*](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 379 768 809#

**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**

**STAFF INTRODUCTIONS** **5 min.**

- A. Jennifer Reynolds, Inventory Specialist (Alejandro Soto)**
- B. Shawn Willis, Inventory Specialist (Alejandro Soto)**

**1. APPROVAL OF AGENDA** **1 min.**

**2. PUBLIC COMMENT** **30 min.**

**3. APPROVAL OF CONSENT AGENDA** **1 min.**

- A. Minutes – October 1, 2025, and October 15, 2025, Regular Meeting**

**B. Payroll October: \$4,526,471.61**

- Warrant Numbers: 43835-43837; 43988-43991 in the amount of \$18,982.03
- ACH Payments: \$4,507,489.58

**C. Accounts Payable October: \$6,209,963.33**

- Disbursed Warrants, Numbers: 43774-43834; 43854-43987; 43992-44042 and Voided Warrants, Numbers: 37636, 37697, 37900, 38162, 38302, 38505, 38708, 39527, 39654 & 43222 in the amount of \$6,191,058.7
- ACH Payments: \$18,904.59

**4. NEW BUSINESS**

- A. May '26 Service Change Summary & Draft Equity Analysis Recommendation (Rob LaFontaine)** **60 min.**

- B. CAC Recruitment Recommendation (Emily Bergkamp)** **5 min.**

**5. COMMITTEE REPORTS**

A. Thurston Regional Planning Council (Nov. 6) (Robert Vanderpool)	5 min.
B. Transportation Policy Board (Nov. 12) (Justin Belk)	5 min.
C. Community Advisory Committee (Nov. 17) (Rachel Weber)	5 min.
<b>6. GENERAL MANAGER'S REPORT</b>	<b>5 min.</b>
<b>7. AUTHORITY ISSUES</b>	<b>5 min.</b>
<b>8. EXECUTIVE SESSION</b> - The ITA will conduct an Executive Session in accordance with RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. No action is expected to be taken.	

## 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

**Minutes  
INTERCITY TRANSIT AUTHORITY  
Regular Meeting  
October 1, 2025**

**CALL TO ORDER**

Chair Cox called the meeting of the Intercity Transit Authority to order on October 1, 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; Community Representative Wendy Goodwin; Labor Representative, Mark Neuville; City of Olympia Councilmember Robert Vanderpool; Community Representative Justin Belk; Mayor Debbie Sullivan, City of Tumwater.

**Members Excused:** City of Yelm Councilmember Brian Hess; City of Tumwater Councilmember Kelly Von Holtz.

**Staff Present:** Emily Bergkamp; Pat Messmer; Dena Withrow; Katie Cunningham; Noelle Gordon; Nicole Jones; Jane Denicola; Daniel Van Horn; Michael Maverick; Rob LaFontaine; Peter Stackpole; Nathan Davis; Cameron Crass; Thera Black; Paul Kierzek; Matt Kenney; Brian Nagel; Jana Brown; Jonathon Yee.

**Others Present:** Jeff Myers, Legal Counsel; Dara Dotson, Community Advisory Committee.

**STAFF INTRODUCTION**

**A. Michael Midstokkee introduced new Operator Class 25-03.**

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

**Heath from Olympia** provided comment. Heath offered high praise for Intercity Transit's service, explicitly stating that it is great and wonderful. He indicated the buses are never late. Heath expressed genuine enjoyment of IT's service and extended a heartfelt thanks to the employees for their efforts, affirming they should "keep doing your jobs" as their work is "well worth it."

**APPROVAL CONSENT AGENDA**

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

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**A. Surplus Property.** Staff requested the Authority declare the items listed in Exhibit A as surplus. This list includes various items from the Facilities, Information System, and Maintenance departments, which are surplus to our needs. Once declared as surplus these items will be offered for direct purchase by other public agencies, and items not sold in this manner will then be either sold competitively through public auction, provided to DES surplus, or scrapped. The total value of the items listed in Exhibit A is estimated at \$12,840.

## NEW BUSINESS

**A. 2026-2028 Disadvantaged Business Enterprise Program.** Peter Stackpole, Development Director, presented an update on the agency's Disadvantaged Business Enterprise (DBE) program and introduced the new DBE goals for federal fiscal years 2026 through 2028, which take effect immediately.

All Federal Transit Administration (FTA) grant recipients, including Intercity Transit, are required to maintain a DBE program to foster a level playing field and ensure equal opportunity for firms owned and operated by disadvantaged individuals in U.S. Department of Transportation (DOT)-assisted procurements, such as construction and consulting contracts. The program requires an update for two main reasons: first, Intercity Transit has been reclassified as a Tier 1 agency (awarding more than \$670,000 annually in FTA-funded prime contracts, excluding vehicle purchases); and second, to align the DBE goals with anticipated federally funded projects over the next three years, including the Pattison Street maintenance rehabilitation and modernization, the Smart Corridors Phase 4 project, and the procurement of electric battery chargers. The total projected value of FTA-assisted projects for the 2026-2028 period is \$11.68 million. The new DBE goal has been set at 1.4% equating to approximately \$163,561 in DBE expenditures, which is only a slight adjustment from the previous 2023-2025 goal of 1.5%. The updated program and goals followed a timeline that included researching new Tier 1 requirements, reviewing draft content, posting the program for public review in May 2025, and finalizing the updated program by August 2025. Stackpole said updated materials are available on the agency website and have been shared with the Office of Minority and Women's Business Enterprises.

**B. May 2026 Service Change Summary and Draft Equity Analysis.** Rob LaFontaine, Planning Deputy Director, provided an update on Intercity Transit's highly anticipated System Redesign Phase 3 implementation and requested a public hearing. This major service change is centered around a core document, the Major Service Change Summary and Equity Analysis, which will guide the review and adoption process leading up to the implementation in May 2026. Phase 3 follows two previous phases: Phase 1 (May 2025) which expanded the span and frequency of many local routes, and Phase 2 (a few weeks prior) which adjusted commuter service, replacing Route 620 with the 600 and 610. Phase 3

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involves redesigning most of the remaining routes, including the introduction of the 9X "BRT Lite" line and other new routes.

The Major Service Change Summary and Analysis, though still in draft form, is crucial for introducing the public to what, why, and how the system is changing. A key component is the Equity Analysis, a requirement of the Title VI program and U.S. Civil Rights Act, which measures impacts on both racial minority and low-income populations. The analysis indicates a proposed decrease in service along parts of the Martin Way corridor (from as many as 12 buses per hour down to 4 to 8 per hour in some locations) to redistribute heavily concentrated service. Conversely, service increases are projected for areas like College Street, portions of Yelm Highway, and West Olympia.

The current timeline shows the agency moving into the public comment period in October, with upcoming scheduled presentations to the TRPC, Lacey City Council (October 28th), and Tumwater City Council (November 5th). Public comments are expected to include concerns from existing users about service impact, concerns from property owners about new service introduction, requests for expanded service, and positive feedback regarding the transformative changes. The public comment period will close around mid-November, after which staff will seek a recommendation from the CAC on November 17. The goal is to return to the board on December 3, 2025, to seek adoption of the document, officially green-lighting the five-month implementation process before the May launch. Information and opportunities to participate are available on the dedicated webpage: [innercitytransit.com/bussystemredesign](http://innercitytransit.com/bussystemredesign).

LaFontaine answered questions.

**Belk** appreciates the service distribution goal of moving towards a minimum of four buses per hour (every 15 minutes) on major corridors. He specifically requested that staff develop and publish a "**frequent network map**" to visually illustrate which route segments achieve this four-buses-per-hour service through shared frequency. LaFontaine acknowledged this would be a valuable resource for the public and for the land use and development community to encourage dense development in premium service areas.

**Goodwin** focused on public accessibility to new route information, asking when the online trip planner would be updated with the new network. LaFontaine explained that due to the complexity of the changes, which include updating their scheduling software, the trip planner would not be updated until the January/Spring timeframe, after the ITA's anticipated December adoption. In the interim, he advised the public to use the maps and interactive map on the dedicated website for awareness, as the detailed route schedules are still being finalized, though they may be included as an appendix to the summary document once ready. Goodwin also inquired about the public interaction

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opportunities at the scheduled October presentations (TRPC, Lacey, and Tumwater City Councils). LaFontaine said formal presentations are scheduled on various published agendas. These presentations are specifically intended to be one-way information sharing sessions, rather than public, interactive question-and-answer forums. The primary goal is to provide policymakers with the information and resources that the group has compiled. This approach ensures that key decision-makers are fully aware of the work being done, enabling them to effectively address inquiries or concerns from others.

**Vanderpool** expressed appreciation for the interactive map and requested staff try to schedule a presentation with the Olympia City Council. He acknowledged the Council's agenda is currently full but offered to assist in coordinating the presentation, noting that some members of the public have already voiced concerns about changes to existing routes, particularly Route 41 which serves Evergreen and the West Side.

**Myers** asked about the availability of the Equity Analysis document, which was not included in the initial materials. LaFontaine confirmed that the analysis is very close to completion and will be posted on the website and shared with the public very soon.

**It was M/S/A by Mejia and Belk to authorize a public hearing on Wednesday, November 5, 2025, at 5:30 p.m. for the May 2026 Major Service Change Summary and Draft Equity Analysis.**

## GENERAL MANAGER'S REPORT

- **Recruitment of new members for our Community Advisory Committee** is going very well, with 45 general applicants for 6 general positions; 3 youth applicants for youth positions and a few more days to go until the October 3 deadline. An on-line application is available on the CAC page of Intercity Transit's webpage, and printed applications are available upon request for applicants who prefer that method. Candidates selected by the ITA will be interviewed Friday, November 7, and appointments made at the ITA meeting on December 3. Since there was such a healthy response, we'll likely not be able to interview everyone, but Amanda Collins is tabulating information about the applicants to see which applicants may fill some demographic vacancies we have.
- **Timberland Regional Library** Executive Director Cheryl Heywood visited Bergkamp for a tour of our facilities this week. They've spent time getting to know each other over the past few months and sharing best practices about serving the public.
- Two teams of IT employees volunteered at the Thurston County Food Bank for the **United Way Day of Caring**: Kayla Phillips, Heidi Fox, Amanda Collins, Russell

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Gilsdorf, Thera Black, Alysia Bair and Bergkamp. This opportunity was made possible by our United Way Committee of Russell Gilsdorf, Alysia Bair and Kyle McPherson.

- Bergkamp discussed Thurston County Chamber's preliminary plans for the Olympia, Lacey, Tumwater region being a **World Cup Fan Zone** with consultant Jennie Foglia-Jones. Intercity Transit is eligible for some state funding to support additional service for those participating.
- **Week Without Driving** started on Monday, September 29 and ended Sunday, October 5. Everyone is encouraged to take the pledge and ride the bus, walk, or ride a bike instead of driving. For more information and to sign up, visit <https://weekwithoutdriving.org/>
- Congress and President Trump did not reach agreement to enact a continuing appropriations act, or Continuing Resolution (CR), and a government shutdown began today, October 1. The impacts of a government shutdown on U.S. Department of Transportation (DOT) agencies vary considerably. Federal Transit Administration (FTA) operations will continue and none of its 517 employees will be furloughed. FTA will be able to reimburse transit agencies for previously approved projects. However, it is unlikely that FTA will be able to approve new grants.

Conversely, 239 employees (23 percent) of the Federal Railroad Administration (FRA) are furloughed during the government shutdown. Remaining FRA personnel are focused primarily on activities necessary to protect life and property (e.g., FRA safety inspections).

- **Bergkamp read a compliment about IT's DAL Service.** A note from Diane, caregiver and partner to Mark who uses Dial-A-Lift wrote:

*Good afternoon to Ms. Bergkamp and the Board, I wanted to offer some feedback and a whole lot of appreciation for the people who work in the Dial-A-Lift service of Intercity Transit.*

*My partner is 75 with multiple health problems (MS, recent history of heart attack, chronic kidney disease and to top it off a recently diagnosed aneurysm). He walks slowly with the old fashioned Zimmer frame walker and we're in process of fitting for the right wheelchair. Needless to say, he has difficulty traveling. Dial-A-Lift has been both a life saver and a sanity saver. Because of your service Mark has some level of independence. With so many aspects of autonomy or self-reliance fading away, this has been a positive addition to the quality of his life.*

*Your outstanding service doesn't happen accidentally. It demonstrates leadership and dedicated staff – who must have been well recruited and trained. Each and*

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*every driver has been helpful, considerate and attentive. My guess is that each rider moves slowly and yet there's never been any indication of impatience. The drivers know how to help while also being respectful of the person's own agency.*

*I'd particularly like to highlight Curtis Prouty who interviewed Mark as part of a renewal assessment. We felt we were heard, and he understood what we needed. We mentioned a concern about a driveway problem and within two days he came out himself to investigate the concern. On our end we have set up an appointment for some branch trimming to make the driveway easier to navigate. Win-Win.*

*In my professional life I worked in the public health care section. We would often hear of the problems, but the kudos were often left in the "to do" pile. I wanted to make sure we took the time to tell you how much we appreciate Dial-A-Lift. Please share this with your board.*

- Bergkamp shared kudos from TRPC employee Paul Brewster who used Dial-A-Lift during his recovery from an ankle injury, and he had high praise for the kindness and professionalism of the drivers and all staff. Brewster was very impressed with the service and proud to have the caliber of assistance that Dial-A-Lift provides in our community for people with disabilities.

## AUTHORITY ISSUES

**Vanderpool** acknowledged the current busy time of year, citing the ongoing efforts in the comprehensive plan and budget processes.

**Sullivan** mentioned the lot currently utilized by Intercity Transit will eventually be transferred to the ownership of the City of Tumwater and looks forward to partnering with IT ensure the continued use of that lot for its current purpose in the future.

**Myers** provided an update on the King County versus Turner lawsuit, noting it has been briefed in the 9th Circuit and is scheduled for oral argument on December 5th, though a decision isn't expected until mid-December at the earliest.

**Goodwin** expressed disappointment in missing the recent community bus trip to the waterfall but stated she was impressed by the event's success as shown on Facebook, highlighting the value of community interaction. She also thanked those who participate in the public comment period.

**Cox** mentioned the Lacey City Council looks forward to the presentation by LaFontaine regarding the system redesign on October 28th.

**EXECUTIVE SESSION** - At 6:31 p.m., Chair Cox announced that in accordance with RCW 42.30.110, paragraph (1) (b), the Authority and designated staff would conduct an Executive Session to consider the selection of a site or the acquisition of real estate by

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lease or purchase. As no further action was taken, the ITA did not reconvene back to regular session.

**ADJOURNMENT**

**With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:31 p.m.**

**INTERCITY TRANSIT AUTHORITY**

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**Carolyn Cox, Chair**

**ATTEST**

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**Pat Messmer  
Clerk of the Board**

**Date Approved: November 19, 2025**

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

**DRAFT**

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**EXHIBIT A**  
**SURPLUS PROPERTY - OCTOBER 2025**

**FACILITIES DEPARTMENT**

Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
1	Ace Aluminum Bus Shelter		1	\$500.00	\$500.00
2	Honda GX620 Pressure Washer	PG4-3500	1	\$50.00	\$50.00
3	Honda GX620 Pressure Washer	PG5-3500 E	1	\$50.00	\$50.00
4	Honda GX390 Pressure Washer	GCAKT-1270008	1	\$50.00	\$50.00
5	Honda GX390 Pressure Washer	GCBCT-2354566	1	\$50.00	\$50.00
6	Honda GX390 Pressure Washer	GCAKT-1289846	1	\$50.00	\$50.00
7	Stihl Back Pack Blower	BR600	1	\$30.00	\$30.00
8	Landa High Pressure Pump	LT6035	1	\$0.00	\$0.00
9	Landa High Pressure pump	LT6036R2	1	\$0.00	\$0.00
10	Hose Reel	N716-19-20105JtR	1	\$20.00	\$20.00
11	Comet Pump	N/A	1	\$0.00	\$0.00
12	Comet Pump	N/A	1	\$0.00	\$0.00
13	Hose Reel	N716-23-24-15.5GTR	1	\$20.00	\$20.00
14	Hose Reel	N716-25-26-15.5BSBH5M	1	\$20.00	\$20.00
15	Honda GX390 Pressure Washer	GCBCT-2442443	1	\$100.00	\$100.00
16	Honda GX390 Pressure Washer	GCBCT-2173117	1	\$0.00	\$0.00
17	Cat Pump	5pp3140CSS	1	\$0.00	\$0.00
18	Summit Commercial refrigerator	ABS23ML-21040001	1	\$200.00	\$200.00
19	Summit refrigerator	ARS23ML-21040008	1	\$200.00	\$200.00
20	Scotsman Toe System	C0322NA-1E	1	\$0.00	\$0.00
21	Dayton	SGE00169	1	\$0.00	\$0.00
22	Swamp Cooler movin Cool	Classic Plus 14	1	\$25.00	\$25.00
23	Kooltronic	KNA4C3DP21LE	1	\$50.00	\$50.00
24	Spotkool Swamp Cooler	50HU	1	\$150.00	\$150.00

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Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
INVENTORY DEPARTMENT TOTAL					\$1,565.00

**INFORMATION SYSTEMS DEPARTMENT**

Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
1	Dell Precision Tower 3620 (No Hard Drive)	DPV4GK2	1	\$75.00	\$75.00
2	Dell Precision Tower 3620 (No H/D)	DPZ4GK2	1	\$75.00	\$75.00
3	Dell Precision Tower 3620 (No H/D)	DQ03GK2	1	\$75.00	\$75.00
4	Dell Precision Tower 3620 (No H/D)	DPW0GK2	1	\$75.00	\$75.00
5	Dell Precision Tower 3630 (No H/D)	F9YHHQ2	1	\$100.00	\$100.00
6	Dell Precision Tower 3630 (No H/D)	F9YJHQ2	1	\$100.00	\$100.00
7	Dell Precision Tower 3630 (No H/D)	DB3MHQ2	1	\$100.00	\$100.00
8	Dell Precision Tower 3630 (No H/D)	DB3NHQ2	1	\$100.00	\$100.00
9	Dell Precision Tower 3630 (No H/D)	F9XMHQ2	1	\$100.00	\$100.00
10	Dell Precision Tower 3630 (No H/D)	F9XHHQ2	1	\$100.00	\$100.00
11	Dell Precision Tower 3630 (No H/D)	F9XNHQ2	1	\$100.00	\$100.00
12	Dell Precision Tower 3630 (No H/D)	F9YMHQ2	1	\$100.00	\$100.00
13	Dell Precision Tower 3630 (No H/D)	F9XPHQ2	1	\$100.00	\$100.00
14	Dell Precision Tower 3630 (No H/D)	DB4MHQ2	1	\$100.00	\$100.00
15	Dell Precision Tower 3630 (No H/D)	DB5KHQ2	1	\$100.00	\$100.00
16	Dell Precision Tower 3630 (No H/D)	DB5LHQ2	1	\$100.00	\$100.00

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Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
17	Dell Precision Tower 3630 (No H/D)	DB3PHQ2	1	\$100.00	\$100.00
18	Dell Precision Tower 3630 (No H/D)	F9XJHQ2	1	\$100.00	\$100.00
19	Dell Precision Tower 3630 (No H/D)	DB4QHQ2	1	\$100.00	\$100.00
20	Dell Precision Tower 3630 (No H/D)	DB3QHQ2	1	\$100.00	\$100.00
21	Dell Precision Tower 3630 (No H/D)	DB3LHQ2	1	\$100.00	\$100.00
22	Dell Precision Tower 3630 (No H/D)	DB5JHQ2	1	\$100.00	\$100.00
23	Dell Precision Tower 3630 (No H/D)	DB4PHQ2	1	\$100.00	\$100.00
24	Dell Precision Tower 3620 (No H/D)	DPWZFK2	1	\$75.00	\$75.00
25	Dell Precision Tower 3630 (No H/D)	DPZ0GK2	1	\$100.00	\$100.00
26	Dell Precision Tower 3630 (No H/D)	G0DZDW2	1	\$100.00	\$100.00
27	Dell Precision Tower 3630 (No H/D)	G0F0FW2	1	\$100.00	\$100.00
28	Dell Precision Tower 3630 (No H/D)	G0F4FW2	1	\$100.00	\$100.00
29	Dell Precision Tower 3620 (No H/D)	DPXZFK2	1	\$75.00	\$75.00
30	Dell Precision Tower 3620 (No H/D)	DQ13GK2	1	\$75.00	\$75.00
31	Dell Precision Tower 3620 (No H/D)	DQ04GK2	1	\$75.00	\$75.00
32	Dell Precision Tower 3620 (No H/D)	DPX4GK2	1	\$75.00	\$75.00
33	Dell Precision Tower 3620 (No H/D)	DPY0GK2	1	\$75.00	\$75.00
34	Dell Precision Tower 3620 (No H/D)	DQ05GK2	1	\$75.00	\$75.00
35	Dell Precision Tower 3620 (No H/D)	DPW3GK2	1	\$75.00	\$75.00
36	Dell Precision Tower 3620 (No H/D)	DPY2GK2	1	\$75.00	\$75.00

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Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
37	Dell Precision Tower 3620 (No H/D)	DPW2GK2	1	\$75.00	\$75.00
38	Dell Precision Tower 3620 (No H/D)	DPZZFK2	1	\$75.00	\$75.00
39	Dell Precision Tower 3620 (No H/D)	DPY1GK2	1	\$75.00	\$75.00
40	Dell Optiplex 9010 (No H/D)	J21DSW1	1	\$50.00	\$50.00
41	Dell Precision Tower 3620 (No H/D)	DPZ2GK2	1	\$75.00	\$75.00
42	Dell Precision Tower 3620 (No H/D)	DPV3GK2	1	\$75.00	\$75.00
43	Dell Latitude 5290 ( No H/D)	H60GRV2	1	\$130.00	\$130.00
44	Dell Latitude 7400 (No H/D)	H6LCZY2	1	\$125.00	\$125.00
45	Dell Latitude 5591 (No H/D)	4LR8RV2	1	\$125.00	\$125.00
46	Dell Latitude 5591 (No H/D)	2DN7RV2	1	\$125.00	\$125.00
47	Dell Latitude 7490 (No H/D)	8CZCRV2	1	\$100.00	\$100.00
48	Dell Latitude 7490 (No H/D)	93QDRV2	1	\$100.00	\$100.00
49	Dell Latitude 7400 (No H/D)	JRDCZY2	1	\$125.00	\$125.00
50	Dell Latitude 7490 (No H/D)	74QDRV2	1	\$100.00	\$100.00
51	Dell Latitude 7490 (No H/D)	29CGTN2	1	\$100.00	\$100.00
52	Dell Latitude 7490 (No H/D)	5LKQSQ2	1	\$100.00	\$100.00
53	Dell Latitude 7490 (No H/D)	60RQSQ2	1	\$100.00	\$100.00
54	Dell Latitude E7470 (No H/D)	HKY4PF2	1	\$50.00	\$50.00
55	Dell Latitude 7480 (No H/D)	BRNFPH2	1	\$80.00	\$80.00
56	Dell Latitude 7490 (No H/D)	43DQSQ2	1	\$100.00	\$100.00
57	Dell Latitude 7400 (No H/D)	36JX4Y2	1	\$125.00	\$125.00
58	Dell Latitude 7490 (No H/D)	5W4DRV2	1	\$100.00	\$100.00
59	Dell Latitude 5590 (No H/D)	88G0HM2	1	\$100.00	\$100.00
60	Dell Latitude 7490 (No H/D)	2QMWPQ2	1	\$100.00	\$100.00
61	Dell Latitude 7490 (No H/D)	6Q390N2	1	\$100.00	\$100.00
62	Dell Latitude 7490 (No H/D)	H15DRV2	1	\$100.00	\$100.00
63	Dell Latitude 7490 (No H/D)	H45DRV2	1	\$100.00	\$100.00
64	Dell Latitude 7490 (No H/D)	F4ZCRV2	1	\$100.00	\$100.00
65	Dell Latitude 7490 (No H/D)	DY4DRV2	1	\$100.00	\$100.00
66	Dell Latitude 7400 (No H/D)	DDLCZY2	1	\$125.00	\$125.00
67	Dell Latitude 7400 (No H/D)	F8LCZY2	1	\$125.00	\$125.00
68	Dell Latitude 7400 (No H/D)	B54T3Z2	1	\$125.00	\$125.00
69	Dell Latitude 7400 (No H/D)	B9DX4Y2	1	\$125.00	\$125.00
70	Dell Latitude 7400 (No H/D)	B8JX4Y2	1	\$125.00	\$125.00
71	Dell Latitude 7400 (No H/D)	560Y4Y2	1	\$125.00	\$125.00

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Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
72	Dell Latitude 7400 (No H/D)	7S8Y4Y2	1	\$125.00	\$125.00
73	Dell Latitude 7400 (No H/D)	BR8Y4Y2	1	\$125.00	\$125.00
74	Dell Precision Tower 3620 (No H/D)	DPYZFK2	1	\$75.00	\$75.00
75	iPad Air	DMPM4YEYFK14	1	\$50.00	\$50.00
76	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-269-2WKL	1	\$45.00	\$45.00
77	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-28I-12JL	1	\$45.00	\$45.00
78	Dell UltraSharp 24 U2412Mb (No Stand)	CN-0M2GCR-74261-265-0WEL	1	\$35.00	\$35.00
79	Dell UltraSharp 24 U2412Mb (No Stand)	CN-0YMYH1-74261-43E-1YPS	1	\$35.00	\$35.00
80	Dell UltraSharp 24 U2412Mb (No Stand)	CN-0YMYH1-74261-321-369L	1	\$35.00	\$35.00
81	Dell UltraSharp 24 U2412Mb (No Stand)	CN-0YMYH1-74261-321-6CFL	1	\$35.00	\$35.00
82	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-265-0WPL	1	\$45.00	\$45.00
83	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-265-0WML	1	\$45.00	\$45.00
84	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-265-0WNL	1	\$45.00	\$45.00
85	Dell UltraSharp 24 U2412Mb	CN-0YMYH1-74261-43D-78CS	1	\$45.00	\$45.00
86	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-26B-04KL	1	\$45.00	\$45.00
87	Dell 2007FPB	MX-0C9536-46634-72C-2EDS	1	\$75.00	\$75.00
88	Dell 2007FPB	MX-0C9536-46634-72C-2EFS	1	\$75.00	\$75.00
89	Dell UltraSharp 24 U2412Mb	CN-0M2GCR-74261-29R-3LJL	1	\$45.00	\$45.00
90	Dell UltraSharp 24 U2412Mb	CN-0YMYH1-74261-321-6CJL	1	\$45.00	\$45.00
INFORMATION SYSTEMS TOTAL					\$7,905.00

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**MAINTENANCE DEPARTMENT**

Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
1	Universal U-Joint Puller Kit	Model 7075	1	\$10.00	\$10.00
2	Ingersoll Rand 1" Titanium Impact Wrench	Model 2190Ti-6; SN: A04H14049	1	\$400.00	\$400.00
3	Ingersoll Rand 1" Titanium Impact Wrench	Model 2190Ti-6; SN: SP13D220014	1	\$400.00	\$400.00
4	1/2 Drive Impact	Worn Off	1	\$175.00	\$175.00
5	Weller Solder Gun	Model D550	1	\$25.00	\$25.00
6	MFG: Air Speed, SAW	Model: O4K4; SN: 2002	1	\$50.00	\$50.00
7	Snap On 3/4 Impact	Model: IM75; SN: 47900212	1	\$200.00	\$200.00
8	Ingersoll Rand Impact 1"	Model: 295; SN 103E	1	\$400.00	\$400.00
9	TIF Combustible Gas Detector	Model: 8800A	1	\$200.00	\$200.00
10	Digital Photo Tachometer	Model: J35825, SN 6074118	1	\$50.00	\$50.00
11	Power Instruments Tachometer	Model: 1984; SN: 880219	1	\$50.00	\$50.00
12	Pro-Link 9000	Model: J38500-1; SN: 050001276	1	\$50.00	\$50.00
13	Headlight Aiming Tool Kit	Unknown	3	\$50.00	\$150.00
14	Yellow Jacket Black Light	Model: 69464; SN: 550180	1	\$50.00	\$50.00
15	Craftsman Shop Vac (Small)	Model 125.16825; SN 272018	1	\$20.00	\$20.00
16	Shop Vac Brand Shop Vac (small)	Model: L250	1	\$30.00	\$30.00
17	Illuminator Bench Tester	Model: 80061-0001	1	\$50.00	\$50.00
18	Sunex Porta Power	Model: 4910A; SN: 0205000186	1	\$100.00	\$100.00
19	Bottle Jacks	NA	3	\$50.00	\$150.00

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Item	Description	Serial / Part #	Qty	Est. Fair Market Unit Value	Est. Total Value
20	Transmission Gauge Test Set, MFG: Kent Moore	Model: J26417	1	\$450.00	\$450.00
21	Belt Tension Gauge, Kent Moore	Model: BT-33-73F	2	\$30.00	\$60.00
22	Belt Tension Gauge, OTC	Model: 6673	1	\$100.00	\$100.00
23	Belt Tension Gauge, Cummins	Model: ST-1138	1	\$100.00	\$100.00
24	Diagnostic Data Link Kit	Model: J-44950ATDT	1	\$100.00	\$100.00
<b>MAINTENANCE TOTAL</b>					<b>\$3,370.00</b>
<b>TOTAL ESTIMATED SURPLUS VALUE</b>					<b>\$12,840.00</b>

DRAFT

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**October 15, 2025**

**CALL TO ORDER**

Chair Cox called the meeting of the Intercity Transit Authority to order on October 15, 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; Community Representative Wendy Goodwin; Labor Representative, Mark Neuville; Community Representative Justin Belk.

**Members Excused:** City of Yelm Councilmember Brian Hess; City of Tumwater Councilmember Kelly Von Holtz; and City of Olympia Councilmember Robert Vanderpool.

**Staff Present:** Emily Bergkamp; Pat Messmer; Katie Cunningham; Noelle Gordon; Nicole Jones; Jane Denicola; Nathan Davis; Thera Black; Matt Kenney; Brian Nagel; Jana Brown; Jonathon Yee; Ramon Beltran; Amanda Collins; Jessica Gould; Lynne Cunningham; David Chaffee; Ted Blankenship.

**Others Present:** Jakub Kocztorz, Legal Counsel; Jim Hanley and Margaret Janis, Community Advisory Committee; Matthew Branson from WSTIP; and Dale Learn from Gordon Thomas Honeywell.

**RECOGNITION**

**A. WSTIP 2024 Safety Star Award.** Matthew Branson, WSTIP Executive Director, presented Intercity Transit with the 2024 Safety Star Award in the large agency category. Branson emphasized the award, which is not an auto loss award, is a testament to the agency's consistent performance and dedication to safety, not just a single stellar year. Intercity Transit is described as the best performer in its size category, and this is their second time receiving the honor. The award includes a beautiful glass trophy and a \$5,000 prize to be used for employee recognition, acknowledging that the employees, with support from management, are the ones who make this safety record possible. IT used the financial prize to give each employee \$15 in "bonus bucks", which can be cashed out and added to their pay to be used as they wish. Branson praised IT's leadership and all employees—including drivers, mechanics, supervisors, and administrative staff—for making vehicle accident and avoidance an important part of the mission. The victory was exceptionally narrow, winning by a margin of only .0009 over the runner-up, Ben Franklin Transit. The other 2024 Safety Star winners mentioned were Clallam Transit System (medium agency) and Grant Transit Authority (small agency).

# Intercity Transit Authority Regular Meeting

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## STAFF INTRODUCTIONS

A. David Chaffee introduced Ted Blankenship, Technician.

## APPROVAL OF AGENDA

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

## PUBLIC COMMENT – None.

## APPROVAL CONSENT AGENDA

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

- A. **Minutes** – September 3, 2025, ITA Meeting and September 17, 2025, ITA/CAC Joint Meeting.
- B. **Payroll September: \$3,924,244.55**
  - Warrant Numbers: 43614-43615; 43714-43731 in the amount of \$23,837.30
  - ACH Payments: \$3,900,407.25
- C. **Accounts Payable September: \$9,325,983.22**
  - Disbursed Warrants Numbers: 43510-43613 & 43616-43773; and voided warrant 43589 in the amount of \$9,314,055.35
  - ACH Payments: \$11,927.87
- D. **Surplus Property Bus Shelter.** Donate a surplus bus shelter to the City of Bucoda. The estimated value of the surplus bus shelter is \$500. (*Noelle Gordon*)
- E. **Surplus Property Vehicles.** Declare the Vanpool and Facilities vehicles listed in Exhibit A as surplus. Intercity Transit received replacements for these vehicles which have exceeded their useful life and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus the non-federally funded vehicles will be offered for direct purchase by other public agencies. The total value of the vehicles listed in Exhibit A is estimated at \$116,250. (*Noelle Gordon*)

## NEW BUSINESS

A. **Federal Advocacy Report.** Federal Advocate, Dale Learn from Gordon Thomas Honeywell (GTH) provided an update on activities affecting public transportation in Washington D.C. and provided insight on what is going on in Congress, focusing on the federal shutdown, the status of transit funding, and the upcoming reauthorization of the surface transportation bill.

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**Current Federal Environment and Shutdown** - Learn said the country is currently in the 15th day of a federal government shutdown, which is highly disruptive to government functions and people's lives. While the FTA (Federal Transit Administration) is funded by gas/diesel taxes, meaning its employees are not furloughed, the shutdown does slow down grant processes and the awarding of funds. This delay occurs because consulting federal agencies, such as the EPA, Interior, and Labor, whose input is needed for grant analysis, are furloughed.

**Transit Funding and Grants** - Federal transit funding has been significantly boosted by the Infrastructure Investment and Jobs Act (IIJA), or surface transportation bill, which led to an approximate 43% increase in authorization and, with supplemental appropriations, over a 90% total increase in funding over the last several years. For example, the Bus and Bus Facilities account has quadrupled since 2015. The organization has an aggressive grant strategy and a pending \$17.5 million request for a \$22 million project to purchase 16 diesel-hybrid replacement coaches, but the award decision is delayed due to the shutdown.

IT benefits from its status as an urbanized area, which improves its formula balance and competitiveness for discretionary funds. Furthermore, the earmark process has returned, which IT successfully utilized in 2023 for its Zero-Fare Stop Access Improvement Project. On alternative fuels, a large hurdle occurred when a nearly \$1 billion federal investment in the Pacific Northwest Hydrogen Association was announced for cancellation, though Learn anticipates the courts will ultimately reinstate the project.

**Future Focus: Reauthorization in 2026** - The IIJA authorization is set to expire in 2026, making the reauthorization of the surface transportation bill the major focus for the coming year. The authorization committees (TNI in the House and Banking in the Senate) are evaluating current programs and formulating a new bill, which is traditionally a product of Congress. The GOP tends to favor formula funding, while Democrats prefer a balance with discretionary accounts. The local delegation is well-positioned to influence this process:

- **Representative Marilyn Strickland** is on the Transportation and Infrastructure (T&I) Committee.
- **Representative Rick Larsen** is the ranking Democratic member on T&I.
- **Senator Patty Murray** is the Vice Chair of the Senate Appropriations Committee.
- **Senator Maria Cantwell** is the ranking member on the Commerce Committee, which handles freight and safety issues related to the bill. President Trump's administration has outlined four basic concepts for the reauthorization: safety, accelerating project delivery/permitting reform, increasing opportunities through investment, and strengthening partnerships

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(implying seeking more funding partners). Staff will continue to advocate for the organization's interests during this critical reauthorization period.

Learn addressed several questions offering insights on federal policy, funding, and the political landscape. He responded to a question about the hydrogen project and zero-emissions plan and its future given the administration's actions, stating the President has selectively canceled projects from blue states, including the Pacific Northwest. Learn believes this cancellation, like others, will lose under legal scrutiny as it violates several elements of the U. S. Constitution and federal laws. He noted the consortium involved has indicated they will continue without the federal funding, and he anticipates seeing more private investment as litigation proceeds.

On the broader outlook for transportation funding, Learn offered an optimistic prediction, stating that a new surface transportation reauthorization will be generous and he does not anticipate a diminishment in transit funding. He characterized pure Department of Transportation (DOT) funding as very bipartisan and believes programs supporting transit, infrastructure, and access for the elderly and those with disabilities will not be affected by those in this administration. He added that even if full reauthorization takes time, a continuing resolution will maintain the current, very generous funding numbers.

A question was raised about the process for advocating for a large, multi-jurisdictional project, such as I-5 enhancements across the Nisqually region, which involves multiple agencies like the TRPC. Learn explained these projects are more competitive for federal funding, especially the earmark process. If multiple delegation members (like Representatives Strickland, Kilmer, and Cantwell) submit the same project, it creates a much stronger case and increases the priority for funding.

Finally, addressing the lawsuit Intercity Transit joined against the administration over grant requirements, Learn commented that while the administration will make certain political statements, like with the hydrogen hub, the courts have generally ruled against the executive branch in domestic affairs. He expressed confidence that very few of the politically-motivated restrictions on new funding will stick and the Federal Transit Administration (FTA) is unlikely to get political with routine items like the Bus and Bus Facilities account. However, he cautioned that large, statewide requests on politically charged issues, like the broadband funding mentioned, might still face political challenges.

**B. Purchase of Operations Uniforms.** Procurement and Project Management Coordinator, Noelle Gordon presented a contract for as-needed uniform items for Operations staff. Intercity Transit seeks to continue to purchase uniform items for Operations staff on an as-needed basis. These items include

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replacement garments for current staff and new items for new employees. Galls has been Intercity Transit's uniform provider for the past several years.

To ensure the uninterrupted and reliable provision of uniforms, staff seek approval to transition to the Washington State Department of Enterprise Services (DES) Master Contract 03424 for uniforms and accessories.

This new DES master contract was awarded to Galls following a competitive bid process, ensuring fair and reasonable contract pricing through the state's procurement process.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to utilize this contract. Based on our positive history with Galls and the necessity of ensuring a continuous, reliable, and reasonably priced uniform supply, staff recommends using the DES Master Contract 03424.

**It was M/S/A by Goodwin and Mejia to authorize the General Manager, pursuant to Washington State Contract 03424, to purchase as-needed uniform items from Galls, LLC (Galls) in an amount not-to-exceed \$225,000 per year, including sales tax.**

**C. 2026 Budget Presentation and Set a Public Hearing.** CFO, Jana Brown presented an overview of the organization's current financial status and proposed the 2026 Draft Budget, requesting the board set a public hearing date.

**Current Fiscal Status (Year-to-Date as of September 30)** - The organization is in a strong financial position, having received 86.6% of its budgeted resources (\$333.6 million of \$385 million) while only expending 65% of the operating budget and 46% of the total capital budget. A large portion of resources came from interest income on capital reserves (\$6.2 million) and sales tax revenue.

Operating expenditures were at approximately \$59 million against a \$90 million budget, reflecting a conservative and controlled spending environment. Capital expenditures are lower primarily because funds for large items like vehicle replacements are budgeted but often not spent until years after they are secured.

**2026 Funding Resources** - The 2026 budget is based on \$392 million in total funding resources, including a healthy fund balance carryover.

- Sales Tax Revenue is conservatively projected at \$88.3 million. This estimate reflects a challenging and volatile recent history, moving from an 11% increase in 2021 to a 1% increase in 2023, and a decrease in 2024. The 2026 projection is a conservative 3% increase over 2024 collected revenue, serving as a flat budget approach from an anticipated 2025 collection.
- Operating Grants total \$3.9 million, supporting key services like smart sensors, the walk-and-roll program, corridor express, I-5 service, and Dial-a-Lift/Vanpool support.

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- Capital Grants include a large \$13 million for the Patterson Maintenance Building, along with funds for bus/van replacements, bus stop improvements, and transit center upgrades. Staff remains optimistic that these grant funds will be secured, allowing projects to proceed or be scaled back if necessary.

**2026 Expenditures and New Initiatives** - The total proposed budget for 2026 is \$178.6 million, which is less than the previous year.

- Operating Expenditures are budgeted at approximately \$105 million.
- Capital Expenditures are budgeted at \$73.6 million.
- New Capital Projects include mechanical system improvements for the AD-OPS building, a roof replacement for the Amtrak Centennial station (paid through an inter-local agreement), and OTC restroom improvements. Regular life-cycle vehicle replacement is also budgeted for fixed-route, Dial-a-Lift, Vanpool, and non-revenue vehicles.
- Continuing Projects include the Patterson Maintenance Building Improvement, the Enterprise Resource Planning (ERP) software, the Asset Management System, the Transit Operation Management System (TOMS), the BRT and Corridor capital program, bus stop improvements, and the hydrogen pilot project.
- Staffing additions include 9 new positions to support growing services and internal needs: an Operations Assistant, a Transit Instructor Supervisor and two Instructors, a Facility Technician, an Administrative Assistant for Vanpool, a Human Resource Analyst (to bring LNI review in-house), an Information Services Technician, and an Inventory Specialist.

**It was M/S/A Goodwin and Pierce to set a public hearing for the 2026 Draft Budget on Wednesday, November 5, 2025, at 5:30 p.m.**

**D. Selection of CAC Candidates for Interviews.** Bergkamp provided a detailed summary of the process for selecting candidates for the Community Advisory Committee (CAC) interviews. Acknowledging the efforts of the ad-hoc committee, including staff members Amanda Collins and Nicole Jones.

Bergkamp said 38 applicants applied by the October 4 deadline. Given the large and diverse pool of applicants – many with specific interests in transit, equity, accessibility, and pedestrian/cyclist safety – the ad-hoc committee decided it would be difficult to interview all of them, so they worked to narrow the list down to 18 individuals to create a diverse and well-rounded group of applicants that would address current representation gaps.

The ad-hoc committee's shortlist of 18 candidates for interviews represents a mix of demographics, geographic locations (Lacey, Olympia, Tumwater, and broader

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Thurston County), age cohorts (from 20-30 up to 65+), gender identities, and personal experiences related to transit.

Bergkamp concluded by asking the ITA to direct staff to schedule interviews for the recommended shortlist of 18 candidates on November 7, 2025. The process also includes five standby candidates who can be called upon if any of the initial 18 drop out before the interviews, three of whom are youth candidates to meet the goal of having multiple youth representatives.

Pierce sought clarification on the selection numbers, especially since this is the first year with such a large applicant pool and a structured selection process. Pierce understands that 18 interviews will be conducted for the CAC three-year term applicants – these are the individuals detailed in Bergkamp's summary. The five standby candidates will only be used if one of the initial 18 is unable to attend or chooses not to proceed with their scheduled interview. Pierce confirmed that all three youth applicants will be interviewed, regardless of whether they were part of the initial 18 main candidates or the standby group. This clarification ensures the committee is prepared to move forward with the interview scheduling on the approved date.

**It was M/S/A by Belk and Mejia to direct staff to schedule interviews on November 7, 2025, based on the recommendations of the ad-hoc committee.**

## COMMITTEE REPORTS

- A. Thurston Regional Planning Council (Oct. 3)** Cox presented the TRPC update. She said several key items were presented beginning with a major presentation by IT staff Bergkamp, Nick Demeris and Rob LaFontaine on the major service changes scheduled to launch in May 2026 – a presentation that garnered significant attention and interest. Additionally, a report was given on rural transit, which TRPC manages. The report focused on service enhancements made possible by a new federal grant, highlighted by personal success stories of people whose lives were improved by having access to rural transit for jobs and classes. The newly added Saturday service has been highly successful, leading to immediate public demand for Sunday service.

The Council reviewed a list of legislative priorities to be coordinated with Thurston County cities, which included the Nisqually Bridge project, Yelm roundabouts, federal matching funds for fish projects, federal transportation funding, and a request to maintain funding for current projects.

Finally, a significant update was provided on the search for a new Executive Director. Fifteen candidates were narrowed down to five semi-finalists, with interviews scheduled for October 17. A community reception will be held on

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November 6 for the public to meet the finalists, and the TRPC is planning to extend their meeting on November 7 to vote on the final candidate.

**B. Transportation Policy Board (Oct. 8).** Belk said the Board received two key presentations from IT staff: a transit system update from Nick Demerice and an update on the Smart Corridors project from Peter Stackpole, both of which were well received. The agenda also included a continuing effort to recruit a business representative. The Board acted on the 2025 Title VI Plan and Resolution, which is the non-discrimination component of the Civil Rights Act. The discussion focused heavily on how the agency meets federal non-discrimination requirements, particularly through public outreach and accommodating diverse needs, including the translation thresholds for reaching people who speak languages other than English. The TPB recommended TRPC approve the Title VI Plan once it is finalized. Finally, Veronica Jarvis provided an update on the legislative priorities, which had already been approved by the TRPC but was highlighted to show they are now easily accessible on the website.

## GENERAL MANAGER'S REPORT

- Bergkamp gave a brief update on former ITA member Don Melnick, who applied to be on the CAC. Bergkamp said to capitalize on his vast experience, particularly his knowledge bridging the CAC and ITA, the ad-hoc committee will create an emeritus role for Don so he can assist with being an ambassador for the committee.
- IT's Grant Program Manager, Jessica Gould, applied for the WSDOT Active Transportation grant. The grant request is for \$147,657 for the purchase of 9 e-bikes (3 cargo bikes, 5 commuter bikes and 1 adaptive trike), supportive equipment, and a part-time program coordinator who would manage all aspects of the e-bike lending library. The design of the project and number of bikes was determined by the IT employee survey (over 100 responses!) which showed tremendous interest and support for this project. Kerri Wilson brought the opportunity and the vision to apply for an e-bike lending library for IT employees. With help from the following individuals, we put together a very strong application:
  - Kerri—vision and a fully formed Project Implementation Plan
  - Thera—editing for word limits, content enhancement, and letter of support drafts
  - Drew—updated map of service area
  - Heather and Ally—employee survey assistance
  - Peter and the Cut Commute Committee—Letter of support and encouragement
  - Mark Neuville—Letter of support from ATU
  - Jana—liaison with WSTIP on insurance questions

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- In celebration of October's National Disability Employment Awareness Month (NDEAM), the DEI committee hosted a special presentation by Steve Ferreira, founder of *Beyond Disabilities*, on Monday, October 6th. Ferreira is a dynamic and inspiring motivational speaker who has shared his story over 1,000 times across the U.S. and internationally. Born with cerebral palsy, Steve brings a powerful message about overcoming limitations, embracing differences, and living life beyond disability. His presentations offer a fresh perspective on inclusion, accessibility, and the value of diverse experiences in the workplace.

In addition to his speaking career, Ferreira is an accomplished athlete, a TEDx presenter, and a certified ADA consultant. His organization, *Beyond Disabilities*, advocates for people with disabilities and encourages communities to recognize that disability is simply a different way of living – not a limitation. To learn more about Steve, visit his website [Beyond Disabilities | Motivational Speaker | United States](http://Beyond Disabilities | Motivational Speaker | United States).

- Customer Service Manager Jane Denicola and the Customer Service Team celebrated Customer Service Week October 6-10 with the theme of Mission: Possible. The work group enjoyed a group lunch out and held an Open House for all IT employees with refreshments, games and fun, and enjoyed a breakfast made by Denicola, Supervisors Russ Gilsdorf and Renee Fonseca. Thank you, Customer Service, for all the great support you provide our agency and the folks who count on us, our customers.

## AUTHORITY ISSUES

**Goodwin and Belk** are excited about creating an "ambassador" role for former ITA member Don Melnick so he can continue his involvement with the agency. They strongly support the ambassador concept, seeing it as a timely and fitting way to utilize Melnick's experience, especially given the current CAC application process. Furthermore, they noted former ITA member Clark Gilman had previously suggested a similar "emeritus position" for Melnick which reinforces the value of Goodwin's suggestion.

**Belk** is excited about the endorsement of e-bikes as a transportation option. Belk shared that while he doesn't own an e-bike, he frequently uses them as a great fallback when public transit doesn't fully meet his travel needs in a different city. Belk mentioned positive, "transformative" personal experiences using e-bikes in locations like the National Mall in D.C. and around Seattle, finding them to be a very efficient way to get around. Belk said e-bikes are a great tool whose use and popularity will only continue to grow.

## ADJOURNMENT

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With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:16 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

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Carolyn Cox, Chair

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Pat Messmer  
Clerk of the Board

Date Approved: November 19, 2025

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

DRAFT

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**EXHIBIT A**  
**SURPLUS VEHICLES - OCTOBER 2025**

<b>VANPOOL VANS</b>						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	2335	2013	Ford Econoline 12 passenger	12	110,236	\$10,000.00
2	2344	2013	Ford Econoline 12 passenger	12	124,654	\$8,750.00
3	2349	2013	Ford Econoline 12 passenger	12	116,349	\$10,000.00
4	2351	2013	Ford Econoline 12 passenger	12	116,753	\$10,000.00
5	2355	2013	Ford Econoline 12 passenger	12	111,634	\$10,000.00
6	2430	2014	Chevrolet Express 12 passenger	12	133,926	\$8,750.00
7	2437	2014	Chevrolet Express 12 passenger	12	122,518	\$10,000.00
8	2444	2014	Chevrolet Express 12 passenger	12	145,469	\$8,750.00
9	2513	2015	Chevrolet Express 12 passenger	12	146,873	\$8,750.00
10	2514	2015	Chevrolet Express 12 passenger	12	110,208	\$10,000.00
<b>SUBTOTAL</b>						<b>\$95,000.00</b>
<b>FACILITIES VEHICLE</b>						
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	EST. VALUE
1	1293	2006	Ford F250	6	167,215	\$8,750.00
2	1295	2008	Ford F450	6	135,863	\$12,500.00
<b>SUBTOTAL</b>						<b>\$21,250.00</b>
<b>TOTAL ESTIMATED SURPLUS VEHICLE VALUE</b>						<b>\$116,250.00</b>

**Intercity Transit**  
**Payroll Disbursement List**  
**October 2025**

**Pay Periods:**

PP 21 (Sep 21 - Oct 4)

PP 22 (Oct 5 - 18)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
10/10/2025 ACH	Oregon DOR Q3 2025 PFML	319.11
10/10/2025 ACH	PR DIRECT DEPOSIT	1,265,654.65
10/10/2025 43835 - 43837	PR PAPER CHECKS	6,030.72
10/10/2025 ACH	IRS	218,403.62
10/10/2025 ACH	HEALTH SAVING	425.59
10/10/2025 ACH	VANGUARD	184,702.94
10/10/2025 ACH	PERS	197,898.92
10/10/2025 ACH	DEF COMP	58,104.20
10/10/2025 ACH	MISSION SQUARE	24,100.82
10/10/2025 ACH	CHILD SUPPORT	2,912.11
10/10/2025 ACH	Oregon DOR	359.61
10/10/2025 ACH	PERS Split Month Rounding	(0.30)
10/21/2025 ACH	L&I Q3 2025	443,629.76
10/24/2025 ACH	PR DIRECT DEPOSIT	1,357,353.18
10/24/2025 43988 - 43991	PR PAPER CHECKS	12,951.31
10/24/2025 ACH	IRS	249,795.22
10/24/2025 ACH	HEALTH SAVING	425.59
10/24/2025 ACH	VANGUARD	196,695.45
10/24/2025 ACH	PERS	197,833.45
10/24/2025 ACH	DEF COMP	64,631.21
10/24/2025 ACH	MISSION SQUARE	25,121.11
10/24/2025 ACH	CHILD SUPPORT	2,912.11
10/24/2025 ACH	Oregon DOR	364.13
10/30/2025 ACH	Aflac	15,847.10
<b>Total Payroll Disbursements</b>		<b><u>4,526,471.61</u></b>

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

<b>Check No.</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Payee</b>	<b>Amount</b>
43774	10/06/25	01545	AL VAN EQUIP NW INC.	\$35,983.30
43775	10/06/25	01805	AM BRANAM TOOLS INC.	\$129.72
43776	10/06/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$157.30
43777	10/06/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$9,499.68
43778	10/06/25	05948	CHARLOTTE SUZANNE SIMONS	\$120.00
43779	10/06/25	06013	CINTAS CORPORATION NO. 3	\$263.51
43780	10/06/25	06120	CITY OF OLYMPIA	\$15,735.98
43781	10/06/25	06227	CLAIR BOURGEOIS	\$120.00
43782	10/06/25	06238	CLARY LONGVIEW LLC	\$128,890.86
43783	10/06/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,930.47
43784	10/06/25	07220	CUMMINS INC.	\$509.36
43785	10/06/25	07559	DARA DOTSON	\$120.00
43786	10/06/25	07640	DAY MANAGEMENT CORP	\$4,336.01
43787	10/06/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$10,334.24
43788	10/06/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$649.49
43789	10/06/25	08840	JEMMA INC.	\$14,335.17
43790	10/06/25	09662	FERRELLGAS LP	\$8,236.48
43791	10/06/25	10290	FUSION GRAPHIX LLC	\$5,182.68
43792	10/06/25	10585	ROBERT EDWARD GEBHART	\$585.00
43793	10/06/25	10660	GILLIG LLC	\$10,972.01
43794	10/06/25	10759	GORDON TRUCK CENTERS INC	\$1,315.45
43795	10/06/25	11096	HARRISON ASHBY	\$120.00
43796	10/06/25	11310	HOGAN MFG. INC.	\$100.15
43797	10/06/25	11326	HOLMAN DAVID	\$46.01
43798	10/06/25	11615	INDUSTRIAL HYDRAULICS INC.	\$111.19
43799	10/06/25	11805	ITERIS INC	\$14,353.08
43800	10/06/25	11831	INTRADO LIFE & SAFETY INC.	\$278.75
43801	10/06/25	11836	INTUEOR CONSULTING INC.	\$7,700.00
43802	10/06/25	11938	JOANN E. SCOTT	\$120.00
43803	10/06/25	11960	JOHN PAUL WOLFGANG FOX-SEIDEL	\$40.00
43804	10/06/25	12188	JULIAN T. PRESTON	\$160.00
43805	10/06/25	12454	KASEYA US LLC	\$1,811.37
43806	10/06/25	12825	KIRK'S AUTOMOTIVE INC.	\$1,852.50
43807	10/06/25	12875	KPFF CONSULTING ENGINEERS INC	\$41,523.85
43808	10/06/25	13469	LEAGUE OF AMERICAN WHEELMAN INC.	\$2,950.00
43809	10/06/25	13759	MARGARET L. JANIS	\$120.00
43810	10/06/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,430.74
43811	10/06/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$858.28
43812	10/06/25	15216	NORTHWEST BUS SALES INC	\$593.02
43813	10/06/25	16338	ORTIZ RALPH	\$42.25
43814	10/06/25	16765	PETROCARD INC.	\$219,685.76
43815	10/06/25	17203	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$4,325.00
43816	10/06/25	17425	RACHEL WILSON	\$120.00
43817	10/06/25	17505	RAINIER DODGE INC.	\$70.66

43818	10/06/25	17724	ROBERT HALF INC.	\$5,440.00
43819	10/06/25	17792	ROUSH CLEANTECH LLC	\$292.88
43820	10/06/25	17824	S & A SYSTEMS INC	\$12,199.88
43821	10/06/25	18052	SHEA CARR & JEWELL INC.	\$1,576.36
43822	10/06/25	18066	SHI INTERNATIONAL CORP.	\$13,570.43
43823	10/06/25	18145	SIX ROBBLES' INC.	\$57.45
43824	10/06/25	18210	SME SOLUTIONS LLC	\$4,008.91
43825	10/06/25	18530	STANDARD PARTS CORP.	\$1,068.42
43826	10/06/25	18705	SUNBELT RENTALS INC.	\$1,273.06
43827	10/06/25	18893	TEC EQUIPMENT INC.	\$151.26
43828	10/06/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$13,839.01
43829	10/06/25	21659	THERMO KING NORTHWEST INC.	\$6,500.00
43830	10/06/25	22420	ALLEN WALTON	\$669.18
43831	10/06/25	22470	TY FLINT	\$200.00
43832	10/06/25	23800	VESTIS GROUP INC.	\$564.59
43833	10/06/25	24000	W. W. GRAINGER INC.	\$129.08
43834	10/06/25	24755	WA ST HEALTH CARE AUTHORITY	\$855,648.57
37636	10/10/25	03745	BOLD JORDAN - VOID	(\$12.00)
37697	10/10/25	13788	MARTINEZ GABRIELA - VOID	(\$2.00)
37900	10/10/25	16750	PERRY BETHANY - VOID	(\$2.00)
38162	10/10/25	18743	SWANN BILLY - VOID	(\$10.00)
38302	10/10/25	12573	KEUM KWANG - VOID	(\$40.00)
38505	10/10/25	10481	GALVEZ VICTOR - VOID	(\$2.00)
38708	10/10/25	11269	HIGGENBOTTOM BECKY - VOID	(\$67.64)
39527	10/10/25	14877	NAICKER RAJIV - VOID	(\$50.00)
39654	10/10/25	10481	GALVEZ VICTOR - VOID	(\$2.00)
43854	10/13/25	01687	ALEXANDER WENDY	\$20.01
43855	10/13/25	01805	AM BRANAM TOOLS INC.	\$283.96
43856	10/13/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,329.65
43857	10/13/25	02060	AMERISAFE INC.	\$253.31
43858	10/13/25	02834	AVAAP USA LLC	\$30,118.18
43859	10/13/25	03247	BAUS SYSTEMS LLC	\$4,206.16
43860	10/13/25	05937	CENTRALIA OK TIRE INC.	\$6,204.06
43861	10/13/25	06040	CITY OF LACEY	\$3,363.88
43862	10/13/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$2,436.87
43863	10/13/25	07115	CREATIVE INK INC.	\$801.58
43864	10/13/25	07220	CUMMINS INC.	\$3,809.15
43865	10/13/25	07520	DAILY JOURNAL OF COMMERCE	\$450.50
43866	10/13/25	07619	DAVID S FOSTER	\$2,000.00
43867	10/13/25	07869	DEPENDABLE COURIER SERVICE LLC	\$587.11
43868	10/13/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,395.83
43869	10/13/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,879.01
43870	10/13/25	08089	DS SERVICES OF AMERICA INC	\$774.69
43871	10/13/25	08743	ELKHART BRASS MANUFACTURING INC	\$1,025.80
43872	10/13/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$76.35
43873	10/13/25	09662	FERRELLGAS LP	\$7,949.23
43874	10/13/25	10290	FUSION GRAPHIX LLC	\$3,455.12
43875	10/13/25	10660	GILLIG LLC	\$0.00
43876	10/13/25	10660	GILLIG LLC	\$18,699.10
43877	10/13/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
43878	10/13/25	10759	GORDON TRUCK CENTERS INC	\$1,212.87
43879	10/13/25	10990	HANDI-HUT INC.	\$6,775.00

43880	10/13/25	11097	HART HEALTH AND SAFETY INC.	\$903.61
43881	10/13/25	11310	HOGAN MFG. INC.	\$4,208.57
43882	10/13/25	11943	JOANNA GRIST	\$2,000.00
43883	10/13/25	12825	KIRK'S AUTOMOTIVE INC.	\$4,250.00
43884	10/13/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,761.00
43885	10/13/25	13485	LEMAY MOBILE SHREDDING	\$415.20
43886	10/13/25	13579	LIPPERT COMPONENTS MANUFACTURING INC.	\$45.83
43887	10/13/25	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$823.50
43888	10/13/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,476.13
43889	10/13/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
43890	10/13/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$908.57
43891	10/13/25	15046	NAVILENS PROJECTS CORP.	\$8,700.00
43892	10/13/25	15106	NEW FLYER OF AMERICA INC.	\$68,119.74
43893	10/13/25	15216	NORTHWEST BUS SALES INC	\$2,644.24
43894	10/13/25	16252	ONSPOT OF NORTH AMERICA INC.	\$2,272.88
43895	10/13/25	16490	HAROLD LEMAY ENTERPRISES	\$926.50
43896	10/13/25	16765	PETROCARD INC.	\$112,505.16
43897	10/13/25	16874	PITNEY BOWES BANK INC.	\$1,500.00
43898	10/13/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$3,698.62
43899	10/13/25	17290	PUGET SOUND ENERGY	\$0.00
43900	10/13/25	17290	PUGET SOUND ENERGY	\$21,978.41
43901	10/13/25	17560	ROMAINE ELECTRIC CORP.	\$2,121.16
43902	10/13/25	17746	ROBIN LUCAS	\$585.00
43903	10/13/25	17872	SARAH BOYLE	\$2,825.00
43904	10/13/25	17900	SCHETKY NORTHWEST SALES INC.	\$32.82
43905	10/13/25	17908	SCHINDLER ELEVATOR CORPORATION	\$1,647.00
43906	10/13/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$321.62
43907	10/13/25	18145	SIX ROBBLES' INC.	\$235.66
43908	10/13/25	18530	STANDARD PARTS CORP.	\$500.90
43909	10/13/25	18540	STANTEC CONSULTING SERVICES INC	\$26,986.86
43910	10/13/25	18893	TEC EQUIPMENT INC.	\$2,583.63
43911	10/13/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,944.19
43912	10/13/25	21950	TITUS-WILL CHEVROLET	\$328.94
43913	10/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
43914	10/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
43915	10/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
43916	10/13/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$102,880.28
43917	10/13/25	23740	USSC ACQUISITION CORP	\$1,736.05
43918	10/13/25	24000	W. W. GRAINGER INC.	\$1,622.02
43919	10/13/25	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$63,987.41
43920	10/13/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,980.90
43921	10/13/25	25909	WEX BANK	\$43,297.79
43922	10/20/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$4,305.44
43923	10/20/25	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,873.26
43924	10/20/25	01567	CANON FINANCIAL SERVICES INC.	\$4,556.84
43925	10/20/25	01895	ECOLUBE RECOVERY LLC	\$132.30
43926	10/20/25	02828	AVAIL TECHNOLOGIES INC	\$4,352.12
43927	10/20/25	03599	BLACKCURRANT INC.	\$16,537.50
43928	10/20/25	05937	CENTRALIA OK TIRE INC.	\$12,107.63
43929	10/20/25	06013	CINTAS CORPORATION NO. 3	\$548.77
43930	10/20/25	06216	CHRISTENSEN INC.	\$2,188.16
43931	10/20/25	06238	CLARY LONGVIEW LLC	\$183,949.48

43932	10/20/25	07872	DESCO ELECTRONICS CORP	\$77.74
43933	10/20/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$9,063.72
43934	10/20/25	08643	EFP ADMIN LLC	\$1,169.14
43935	10/20/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$313.13
43936	10/20/25	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$708.90
43937	10/20/25	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$1,507.01
43938	10/20/25	09662	FERRELLGAS LP	\$7,689.82
43939	10/20/25	09740	FIRSTLINE BUSINESS SYSTEMS INC	\$2,300.31
43940	10/20/25	09862	FOREVER POWDER COATING	\$1,511.67
43941	10/20/25	09961	FORMA CONSTRUCTION COMPANY	\$2,658,153.29
43942	10/20/25	10251	FRUITION GROWTH LLC	\$10,886.10
43943	10/20/25	10477	GALLS PARENT HOLDINGS LLC	\$14,711.27
43944	10/20/25	10660	GILLIG LLC	\$665.43
43945	10/20/25	10759	GORDON TRUCK CENTERS INC	\$615.84
43946	10/20/25	10823	GRABLE KIMBERLY	\$40.01
43947	10/20/25	11310	HOGAN MFG. INC.	\$3,358.50
43948	10/20/25	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$271.76
43949	10/20/25	11933	JESSE ORNDORFF	\$926.72
43950	10/20/25	12370	KAISER FOUNDATION HEALTH PLAN OF WASHING	\$1,518.00
43951	10/20/25	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
43952	10/20/25	12845	KNIGHT FIRE PROTECTION INC.	\$1,303.00
43953	10/20/25	13369	LANDEROS DANIEL	\$20.05
43954	10/20/25	13707	LY THIEN	\$104.35
43955	10/20/25	13886	MATERIALS TESTING & CONSULTING INC.	\$1,948.00
43956	10/20/25	13893	MAUL FOSTER & ALONGI INC.	\$3,665.00
43957	10/20/25	14499	MITSUBISHI ELECTRIC US INC.	\$988.20
43958	10/20/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$179.93
43959	10/20/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$847.45
43960	10/20/25	15216	NORTHWEST BUS SALES INC	\$116.28
43961	10/20/25	16252	ONSPOT OF NORTH AMERICA INC.	\$1,757.71
43962	10/20/25	16623	PALAMERICAN SECURITY INC.	\$99,229.17
43963	10/20/25	16969	POINT GRAPHICS LLC	\$221.36
43964	10/20/25	17203	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$1,740.00
43965	10/20/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$8,805.55
43966	10/20/25	17391	QUALITY MUFFLER & BRAKE	\$861.88
43967	10/20/25	17505	RAINIER DODGE INC.	\$665.92
43968	10/20/25	17810	RR DONNELLEY COMPANY	\$1,626.79
43969	10/20/25	17900	SCHETKY NORTHWEST SALES INC.	\$613.31
43970	10/20/25	18007	SELS USA LLC	\$6,042.45
43971	10/20/25	18066	SHI INTERNATIONAL CORP.	\$227,105.39
43972	10/20/25	18101	SIJ HOLDINGS LLC	\$3,785.00
43973	10/20/25	18145	SIX ROBBLES' INC.	\$93.47
43974	10/20/25	18530	STANDARD PARTS CORP.	\$3,047.61
43975	10/20/25	18540	STANTEC CONSULTING SERVICES INC	\$73,067.27
43976	10/20/25	18607	STEVE FERREIRA	\$2,000.00
43977	10/20/25	18648	STORAGELAND LLC	\$4,455.00
43978	10/20/25	18893	TEC EQUIPMENT INC.	\$729.03
43979	10/20/25	21645	THE EVERGREEN STATE COLLEGE	\$2,691.60
43980	10/20/25	22010	ROTTERS INC.	\$714.26
43981	10/20/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
43982	10/20/25	23800	VESTIS GROUP INC.	\$1,163.24
43983	10/20/25	23835	VIA TRANSPORTATION INC.	\$219,116.88

43984	10/20/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$519.75
43985	10/20/25	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$122,653.04
43986	10/20/25	25673	WSP USA INC.	\$82,643.30
43987	10/20/25	26710	ZILLA CORPORATION	\$4,459.25
43222	10/22/25	12458	KAUFMAN REAL ESTATE LLC - VOID	(\$9,890.06)
43992	10/27/25	01780	AMALGAMATED TRANSIT UNION 1765	\$27,595.38
43993	10/27/25	01805	AM BRANAM TOOLS INC.	\$139.24
43994	10/27/25	03844	BRIDGET UNDERDAHL	\$180.00
43995	10/27/25	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$155.75
43996	10/27/25	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$4,516.27
43997	10/27/25	05205	CAPITAL BUSINESS MACHINES	\$103.95
43998	10/27/25	05320	CAPITOL CITY PRESS INC	\$3,875.77
43999	10/27/25	05450	CARRANZA CRISTOBAL	\$100.00
44000	10/27/25	06120	CITY OF OLYMPIA	\$1,298.14
44001	10/27/25	06216	CHRISTENSEN INC.	\$2,188.16
44002	10/27/25	07350	CW JANITORIAL SERVICE LLC	\$51,895.68
44003	10/27/25	07620	DAVIS WRIGHT TREMAINE LLP	\$11,215.50
44004	10/27/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$5,660.24
44005	10/27/25	08643	EFP ADMIN LLC	\$1,382.34
44006	10/27/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$9.34
44007	10/27/25	09662	FERRELLGAS LP	\$8,197.99
44008	10/27/25	10660	GILLIG LLC	\$0.00
44009	10/27/25	10660	GILLIG LLC	\$20,891.36
44010	10/27/25	10759	GORDON TRUCK CENTERS INC	\$1,244.06
44011	10/27/25	10820	SOULIERE INC.	\$738.35
44012	10/27/25	11831	INTRADO LIFE & SAFETY INC.	\$278.75
44013	10/27/25	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
44014	10/27/25	12825	KIRK'S AUTOMOTIVE INC.	\$9,500.00
44015	10/27/25	12875	KPFF CONSULTING ENGINEERS INC	\$31,604.32
44016	10/27/25	13351	LAMAR TEXAS LIMITED PARTNERSHIP	\$3,300.00
44017	10/27/25	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44018	10/27/25	14590	MOHAWK MFG & SUPPLY CO.	\$1,155.26
44019	10/27/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,447.16
44020	10/27/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$714.78
44021	10/27/25	15196	NORTHLAND SAFETY SOLUTIONS LLC	\$4,000.00
44022	10/27/25	15216	NORTHWEST BUS SALES INC	\$987.18
44023	10/27/25	16969	POINT GRAPHICS LLC	\$131.76
44024	10/27/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$919.03
44025	10/27/25	17560	ROMAINE ELECTRIC CORP.	\$1,301.13
44026	10/27/25	17724	ROBERT HALF INC.	\$16,320.00
44027	10/27/25	17792	ROUSH CLEANTECH LLC	\$1,301.27
44028	10/27/25	17908	SCHINDLER ELEVATOR CORPORATION	\$2,783.43
44029	10/27/25	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	\$5,600.00
44030	10/27/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$337.15
44031	10/27/25	18066	SHI INTERNATIONAL CORP.	\$24,266.73
44032	10/27/25	18530	STANDARD PARTS CORP.	\$4,623.57
44033	10/27/25	18695	SUMMIT LAW GROUP PLLC	\$704.50
44034	10/27/25	18893	TEC EQUIPMENT INC.	\$455.23
44035	10/27/25	21830	THURSTON COUNTY SOLID WASTE	\$9.00
44036	10/27/25	21950	TITUS-WILL CHEVROLET	\$67.51
44037	10/27/25	22010	ROTTERS INC.	\$372.31
44038	10/27/25	22420	ALLEN WALTON	\$323.62

44039	10/27/25	22461	TURNER DOUGLAS R.	\$100.00
44040	10/27/25	23660	UNITED WAY OF THURSTON COUNTY	\$340.00
44041	10/27/25	23800	VESTIS GROUP INC.	\$582.57
44042	10/27/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,875.60
ACH	10/01/25		AUTHORIZE.NET	\$239.74
ACH	10/03/25		CRANOR KAYLA R.	\$80.00
ACH	10/03/25		GORDON NOELLE	\$730.95
ACH	10/03/25		HARTMANN DAVID	\$160.00
ACH	10/03/25		IT PROJECT ASSISTANCE	\$1,235.50
ACH	10/03/25		IT WELLNESS	\$1,094.50
ACH	10/03/25		MILLER WILLIAM	\$138.00
ACH	10/03/25		SEYDEL LISA	\$20.00
ACH	10/10/25		AGUERO JASON	\$1,743.34
ACH	10/10/25		DERUWE JULIE	\$90.00
ACH	10/10/25		FONSECA RENEE E.	\$72.00
ACH	10/10/25		FOSTER BUDDY	\$255.00
ACH	10/10/25		GOULD JESSICA	\$24.00
ACH	10/10/25		HALE JEREMY E.	\$138.00
ACH	10/10/25		HEMPHILL GREGORY	\$26.52
ACH	10/10/25		REINHARDT BRYCE	\$383.40
ACH	10/10/25		YEE JONATHON	\$352.50
ACH	10/10/25		DEPARTMENT OF REVENUE	\$187.64
ACH	10/17/25		BRYANT JASON	\$215.00
ACH	10/17/25		CUNNINGHAM LYNNE	\$62.49
ACH	10/17/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,187.75
ACH	10/17/25		PROUTY CURTIS	\$369.70
ACH	10/17/25		KIATTIPAT-AGUINAGA SUTARAT	\$397.00
ACH	10/17/25		KRAMER GAVIN	\$357.80
ACH	10/17/25		WILSON KERRI	\$136.83
ACH	10/24/25		BROWN JANA	\$2,503.31
ACH	10/24/25		CRASS CAMERON	\$247.94
ACH	10/24/25		DEPARTMENT OF REVENUE	\$1,534.30
ACH	10/24/25		DUDEK DAVID	\$198.00
ACH	10/24/25		DUNCAN JARED	\$138.00
ACH	10/24/25		GOFFENY ANDREW	\$276.00
ACH	10/24/25		KARKOSKI KEVIN	\$132.94
ACH	10/24/25		MILLER WILLIAM	\$269.40
ACH	10/24/25		PARDUE NORMA JEAN	\$65.00
ACH	10/24/25		TERRELL MATTHEW	\$132.94
ACH	10/24/25		WITHROW DENA	\$132.94
ACH	10/24/25		ZEMAN SPENCER	\$276.00
ACH	10/31/25		ANDREWS III ROBERT L.	\$109.08
ACH	10/31/25		BARRETT SEAN	\$109.08
ACH	10/31/25		BRYANT JASON	\$43.00
ACH	10/31/25		EAGLES KIP	\$35.00
ACH	10/31/25		IT PROJECT ASSISTANCE	\$821.00
ACH	10/31/25		IT WELLNESS	\$837.00
ACH	10/31/25		JONES RANDI	\$60.00
ACH	10/31/25		RANDALL DAVID	\$43.00
ACH	10/31/25		RUFFINI SARAH	\$43.00
ACH	10/31/25		SHAIRULLA AFZAL	\$200.00
				<b>\$6,209,963.33</b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: November 19, 2025**

**FOR:** Intercity Transit Authority

**FROM:** Rob LaFontaine, Planning Deputy Director 360-705-5832  
Nick Demerice, Chief Communications Officer

**SUBJECT:** May 2026 Service Change Summary & Draft Equity Analysis; Staff Recommendation

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**1) The Issue:** Discussion of planned changes to bus service anticipated to take effect Sunday, May 3, 2026.

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

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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 2026 Draft Annual Budget and forecast of Planned Operating Changes programmed in the 2025 – 2030 Transit Development Plan (TDP), Intercity Transit intends to change fixed route service on May 3, 2026, by implementing a comprehensive system redesign of local bus routes. The anticipated change includes the deployment of 25 new bus routes and discontinuation of 17 existing routes.

The May 2026 service change meets Intercity Transit's established definition of a Major service change. As such, the completed Summary document includes an analysis of minority and low-income populations directly affected by the adjustments to service. The associated methodology and presentation of findings are included within draft Analysis 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.

A 6-week public comment period was held between October 1 – November 14, 2025. During that time Intercity Transit staff collected, reviewed, and responded

to dozens of comments. Additionally, an Open House event was held at the Olympia Transit Center on Monday, November 3<sup>rd</sup> with approximately 70 participants in attendance, and a public hearing with the Authority Board on November 5<sup>th</sup>. The comment period, open house, and public hearing combined to provide an opportunity to present clarifying information which relieved many of the original concerns about proposed route changes. Staff will present a summary of the public comments during the scheduled meeting; however, we are encouraged to share that as of this writing none of the comments received have exposed any significant design flaws in the proposed system requiring major edits to the route structure and related equity analysis.

It is understood and respected that some members of the public who have shared frustration over the changes will experience a loss in directness or efficiency for trips specific to their individual circumstances. Planning Staff are continuing to develop the related bus stop locations and route schedules to support the redesign; comments received brought emphasis to key locations where bus-to-bus connections are critical.

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- 5) **Alternatives:** N/A.
- 6) **Budget Notes:** The necessary financial resources to implement and operate the May 2026 redesign are reflected in the 2026 Draft Annual Budget.
- 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:** [May 2026 Service Change Summary and Draft Equity Analysis](#) [2018 Short-Long Range Plan](#); and [2024-2027 Title VI Program](#)

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**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: November 19, 2025**

**FOR:** Intercity Transit Authority

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

**SUBJECT:** Community Advisory Committee Appointments

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**1) The Issue:** Consider recommendations of the ad-hoc selection committee for Community Advisory Committee appointments.

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**2) Recommended Action:**

- A. Re-appoint the following individuals to serve second consecutive three-year terms beginning January 1, 2026: *Clair Bourgeois*.
- B. Appoint the following individuals to three-year terms beginning January 1, 2026: *DC Wheat, Ellen Matheny, Jacqueline Garrison, Kindra Galan, Marty Slichte, Matthew Collins, and Rabia Sheik*.
- C. Appoint the following individuals to a one-year term youth position beginning January 1, 2026: *Andrew Hague and Finch Lucas*.
- D. Select the following individuals to be on the list of approved alternate candidates for 2026: *Jamie Thompson, Jordan Lefever, Monica Kaplan, and Shellee Billings*.

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**3) Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

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**4) Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 7, 2025. The committee consisted of ITA Community Representatives *Sue Pierce, Justin Belk, and Wendy Goodwin*, with CAC Members *Clair Bourgeois, Doug Riddels, and Margaret Janis*. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

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**5) Alternatives:**

- A. Re-appoint the following individuals to serve second consecutive three-year terms beginning January 1, 2026: *Clair Bourgeois*; appoint the following individuals to three-year terms beginning January 1, 2026: *DC Wheat, Ellen Matheny, Jacqueline Garrison, Kindra Galan, Marty Slichte, Matthew Collins, and Rabia Sheik*; appoint *Andrew Hague and Finch Lucas* to one-year youth positions beginning January 1, 2026; and select the following individuals to

be on a list of approved alternate candidates: *Jamie Thompson, Jorda Lefever, Monica Kaplan, and Shellee Billings.*

- B. Defer appointments.
- C. Recommend staff conduct another recruitment.

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6) **Budget Notes:** Funding for CAC Stipends is allocated for 20 CAC members in the 2026 operating budget.

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7) **Goal References:** Appointment of new members to the CAC meets all Authority goals.

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