

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, December 17, 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 522 478 006#

**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. Operator Class 25-04 (Michael Midstokke)**

**RECOGNITION** **30 min.**

**A. Boss of the Year Honorable Mention Award - Dena Withrow (Jessica Houchin, Thurston County Chamber and Ashley Stone, Express Employment Professionals)**

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

**2. PUBLIC COMMENT** **15 min.**

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

**A. Minutes - November 5, 2025, and November 19, 2025, Regular Meeting**

**B. Payroll November: \$3,826,007.18**

- Warrant Numbers: 44088-44090; and 44202-44204 in the amount of \$11,178.31
- ACH Payments: \$3,814,828.87

**C. Accounts Payable November: \$5,181,669.12**

- Disbursed Warrants, Numbers: 44043-44087; 44091-44148; 44149-44201; 44205-44259; and Voided Warrant Number 43693 totaling \$5,161,259.27
- ACH Payments: \$20,409.85

**4. NEW BUSINESS**

**A. Zero-Emissions Update (Jonathon Yee)** **30 min.**

**B. Adopt 2026-2031 Strategic Plan (Emily Bergkamp)** **5 min.**

**5. COMMITTEE REPORTS**

<b>A. Thurston Regional Planning Council (Dec. 5) (Robert Vanderpool)</b>	<b>5 min.</b>
<b>B. Transportation Policy Board (Dec. 10) (Justin Belk)</b>	<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*

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**November 5, 2025**

**CALL TO ORDER**

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

**Members Present:** Vice Chair and Community Representative Sue Pierce; Thurston County Commissioner Carolina Mejia; Community Representative Wendy Goodwin; Labor Representative Mark Neuville; Community Representative Justin Belk; City of Tumwater Councilmember Kelly Von Holtz; and City of Olympia Councilmember Robert Vanderpool.

**Members Excused:** Chair and City of Lacey Councilmember Carolyn Cox; City of Yelm Councilmember Brian Hess.

**Staff Present:** Emily Bergkamp; Pat Messmer; Nicole Jones; Jane Denicola; Matt Kenney; Brian Nagel; Jana Brown; Jonathon Yee; Ramon Beltran; Jessica Gould; Lynne Cunningham; David Chaffee; Dena Withrow; Jason Aguero; Michael Maverick; Peter Stackpole; Rob LaFontaine; David Dudek; Jesse Eckstrom; Brenden Houx; Drew Goffeney; Cameron Crass; Kerri Wilson; SJ Francis; Vincente Dearmore.

**Others Present:** Jeff Myers, Legal Counsel; Doug Riddels, Community Advisory Committee.

**STAFF INTRODUCTIONS**

- A. Kerri Wilson introduced SJ Francis, WNR Program Rep.
- B. David Chaffee introduced Vincente Dearmore, Technician.

**APPROVAL OF AGENDA**

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

**PUBLIC HEARINGS**

- A. **May 2026 Service Change.** Rob Lafontaine, Deputy Director of Planning, provided an update on the major service change proposal, noting the public comment period for the service change summary and draft equity analysis remains open until November 14. He detailed recent outreach efforts, including presentations to the Thurston Regional Planning Council and the Lacey City Council, as well as a heavily attended open house on Monday, November 3 at the Olympia Transit Center. A key focus of the open house was clarifying the concept of route interlines – where a bus continues service under a new route number – which has caused confusion but is

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crucial to the overall design. Lafontaine also addressed the Nightline service (Route 41), confirming it will continue through the end of the Evergreen State College academic year in 2026 under an existing contract, and assured that late-night service remains a part of their long-range plan. Specific concerns regarding the Route 41 replacement were addressed by explaining the proposed routes: the new Route 34 will use an interline connection from Evergreen to downtown, continuing as a 9X with limited stops, while the new Route 32 will primarily serve West Olympia by turning west on Harrison instead of heading east downtown. This change effectively switches the transfer burden, removing a transfer for West Olympia residents staying within that area while introducing a transfer for those going downtown from West Olympia, a trade-off made to better connect students with schools and serve income-challenged families in West Olympia, aligning with the City of Olympia's vision for that area. Finally, Lafontaine summarized other public feedback, including concerns about more complicated trips, requests for service expansion to North Olympia and Black Lake, interest in commuter service, and general excitement over overall service expansion in unserved areas, concluding with the timeline aiming for final adoption of the service plan on December 3, 2025, followed by extensive internal and public readiness efforts through early 2026.

*Vice Chair Pierce opened the public hearing on the May 2026 Service Change at 5:59 p.m.*

### Testimony Provided Remotely:

**Sabrina Thiruvathukal**, Chair of WASHPIRG Students at Evergreen State College, expressed initial disappointment and concern regarding the proposed service changes, specifically the elimination of Route 41, as she is a non-car-owning student heavily reliant on transit. Her primary worries are that students living on campus (over 600 of them) would be less likely to travel downtown—a key location for social connection—and this reduction in service could lead to an increase in DUIs. However, after attending the open house, her concern lessened upon learning that a direct bus downtown would still exist, albeit with less frequency. Thiruvathukal presented three specific requests for Intercity Transit: (1) to extend the public comment period by a few more months; (2) host another informational meeting directly at Evergreen for students; and (3) promptly release information detailing how the changes will impact the speed of service between the campus and downtown.

**Alice Rosewater**, a working-class Olympian living at the Evergreen Garden Apartments with an annual income under \$30,000, expressed serious concern about the proposed system redesign due to its impact on her daily bus commute. Currently, she easily catches Route 41 outside her complex to go downtown; under the proposal, she would have to walk 15 minutes across the Evergreen State College campus in bad weather just to catch the new Route 34, which then interlines to become the 9X downtown, making the trip significantly more difficult and

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complicated. Rosewater suggested a solution ensuring the new Route 34 also stops by the Evergreen dorm loop to maintain direct downtown access for residents of Evergreen Gardens. Furthermore, she criticized the earlier presentation for not accurately illustrating the current interlining involving Routes 41 and 48, arguing that a true comparison of changes is impossible without showing existing interline connections. Fearing that rushing such a massive redesign will cause people to stop using the bus, she strongly urged the ITA to delay the start of preparations (currently set for around the New Year) to extend the public comment and input period beyond the planned timeline, allowing planners more time to address potential issues and prevent negative unintended consequences.

**Noraa Danielle** is a resident of the Evergreen Garden Apartments in Olympia and a worker/owner at the Olympia Food Co. located near the intersection of Lansdale and Pacific, voiced significant concern over service changes affecting her commute and business access. She noted the current Route 66, which serves her grocery store, will be eliminated, forcing customers to walk more than two blocks to reach the replacement service, which she states only serves West Olympia once an hour. She fears this increased walking distance, especially while carrying groceries in Olympia's weather, will be a huge detriment to the business and the local community. Additionally, Danielle relies on the existing interlining between Route 41 and 48 in the morning, where the Route 48 turns into the 66, providing her with a single-bus commute to her job near the East side. She is worried that this reliable connection will be completely lost, causing her already long West Olympia-to-East side commute to become even longer with the proposed changes.

**Henry Sikora** is a student currently living in the dorms at The Evergreen State College, voiced serious concerns regarding the potential changes to bus service, focusing on the vital role of Route 41. He emphasized that for many students living on campus, Route 41 and Route 48 are the only current bus options. Sikora noted Route 41 is critical because it provides access to destinations the Route 48 either does not reach or would take an excessive amount of time to get to, thus potentially making it an all-day trip. If Route 41 were to be removed or significantly altered, it would significantly impact the educational lives of students who rely on it. Sikora raised a personal concern about his ability to attend the Olympia Unitarian Universalist congregation; he worries that without the 41, this church, and potentially other important places along the route, would become car-only destinations, preventing his and potentially others' attendance. His primary motivation for speaking is to highlight the importance of Route 41 for the large number of Evergreen students who depend on it.

### Testimony Provided In-Person:

**Zero Marzano** is an Evergreen student and resident of Olympia who expressed significant concerns regarding the recent changes to the bus routes serving the college, specifically Route 41. While acknowledging the route will not be eliminated

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entirely, he highlights a major issue with the lack of direct involvement and insufficient notification provided to Evergreen students about these crucial decisions. Many students learned about the changes only through word of mouth or physical campus postings, indicating a serious lack of transparency in the communication process. He emphasizes that although there are numerous buses serving Evergreen, the lack of a finalized or consistent schedule is troubling. This unreliability directly impacts many Evergreen students who depend on the bus system as their primary means of transportation to essential off-campus locations such as jobs, downtown areas, and grocery stores, underscoring the universal need for reliable transportation.

**Indigo Blue** is a first-year Evergreen State College student who recently moved to Olympia without a car or local connections and shared their anxiety and disappointment regarding the proposed bus route changes. As someone who has always relied on public transportation, Indigo was initially excited by the prospect of free, efficient, and reliable transit in Olympia. However, the proposed changes caused significant worry, though some concerns have been eased by attending the current meeting. Indigo's primary focus is expressing disappointment over the lack of transparency and clear communication. They stated they, and other students, did not hear about the changes until the previous week, and were informed by an Evergreen staff member that the college itself was not consulted on the changes. Indigo heavily relies on the current Route 41 to access essential community resources, groceries, and clothing in Olympia. Due to the severe lack of timely communication, Indigo specifically requests the public comment period be extended to allow for proper student and community input.

**Jack Lattemann** is an Olympia resident and provided criticism of the proposed service redesign and the public process used by Intercity Transit (IT), speaking from his 28 years of experience as a planner in Pacific Northwest public transit. Lattemann emphasized he and his wife rely heavily on Route 13's 15-minute service to South Tumwater, a factor that influenced their 2013 decision to purchase their home near Capitol Boulevard. His primary concern is the lack of adequate public notification and transparency, stating he only learned about the redesign last Friday via the IT website, calling the three-day notice for the single workshop "really inadequate" and deeming the entire process the most opaque he has encountered. Lattemann and a former colleague developed an alternative network design that maintains the necessary geographic coverage and connections but would yield seven 15-minute service routes instead of just one, viewing the current proposal as an inefficient use of resources. He argues the proposed reorganization breaks existing connections and increases complexity for riders. Therefore, he requests a six-month delay in implementation and additional workshops held not just in Olympia, but also in Lacey, Tumwater, and Yelm to properly gather and incorporate valuable public feedback before any changes are finalized.

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**Tom Reynolds**, a long-time bus rider residing in West Olympia, expressed deep disappointment with the design process used by Intercity Transit (IT), noting it did not adequately encourage public involvement. He highlighted his choice to purchase a home in West Olympia was influenced by the availability of good bus service, particularly to downtown. Reynolds drew a stark contrast between IT's process and a King County Metro redesign in 2017, where riders were brought in at the *beginning* of the process, attended multiple design meetings over months, and provided input on specific route changes as the system maps were being developed. Reynolds only learned about IT's complete system redesign last week, feeling "totally left out." While he respects the planners, he noted a fundamental disconnect, stating his world of catching the bus on time prioritizes three key factors for a successful transit system: service frequency (especially 15-minutes), minimal transfers, and low system complexity. He believes the new redesign overlooks these crucial rider-focused goals and that planners seem uninterested in achieving 15-minute frequency for most buses. For Reynolds personally, the changes mean he will lose the combined 15-minute service he currently enjoys from both Route 41 and Route 45 near Division and Bowman, forcing him to rely solely on Route 45 or travel further to the mall for comparable service.

**Stephen Bernath** has been a resident of Northeast County for over 37 years who primarily drives or cycles, offered support for a specific part of the proposed transit redesign while raising considerations for area students. Bernath noted his community on Lily Road, past 26th, had bus service 30 years ago (the original Route 62), but service was subsequently removed. In the intervening years, the area has undergone extensive development, resulting in "lots of development and no bus service" for the newer residents. He specifically appreciates and supports the proposed Route 74, which would run out Sleater-Kinney and return via Lily Road, as it would address this long-standing lack of service. Bernath acknowledged his understanding of the overall redesign strategy, which aims for a main East-West corridor supported by North-South connectors. Finally, he raised two key considerations regarding youth transportation: whether Intercity Transit consulted with North Thurston Public Schools regarding over 1,100 homeless students who may need alternative ways to get to school and providing non-driving alternatives for Running Start students who commute from high schools to South Puget Sound Community College.

*With no one providing further testimony, Vice Chair Pierce closed the public hearing on the May 2026 Service Change at 6:28 p.m.*

Commissioner Mejia asked when the ITA would discuss the service redesign. LaFontaine clarified the current timeline aimed for final adoption on December 3 following a Community Advisory Committee (CAC) meeting on November 17. Staff confirmed the December 3 date is not set in stone, as the ITA always retains the ability

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to choose an alternative to adoption, such as further study or delayed action, by selecting from several alternatives presented by staff.

Echoing the concerns of the public speakers, Commissioner Mejia questioned the plan for further outreach, particularly with Evergreen State College students, given the severe lack of communication reported. Councilmember Von Holtz, a former marketing director at Evergreen, also stressed the critical need for student outreach. LaFontaine confirmed he set up a conversation with Evergreen's primary point of contact for the following day to address the concerns.

Recognizing the need for more in-depth discussion due to outstanding questions and the concerns raised, Commissioner Mejia requested time on an upcoming ITA agenda. The ITA agreed to setting aside dedicated discussion time on the November 19 agenda to review all questions and comments before the proposed December 3 adoption.

A question was raised about the current contract with The Evergreen State College. LaFontaine clarified the contract is an annual agreement and that Intercity Transit is committed to continuing to serve the college's late-night transit needs, stating there is no intention of stopping mid-contract. The contract is typically renewed in the summer.

**B. 2026 Draft Budget.** Jana Brown, the CFO of Intercity Transit, said the draft budget was presented at the October ITA meeting and has been publicly available for review and comment since the previous month. Brown stated that, as of this hearing, she has not received any comments or messages from the public regarding the budget. She confirmed staff is currently finalizing the numbers, and the budget is scheduled to be presented to the ITA for final approval during the December 3, 2025, meeting.

*Vice Chair Pierce opened the public hearing on 2026 Draft Budget at 6:38 p.m.*

*With no one providing comment, Vice Chair Pierce closed the public hearing on the 2026 Budget at 6:39 p.m.*

**PUBLIC COMMENT – None.**

**NEW BUSINESS**

**A. Temporary Waiver Vanpool Fares for Federal Workers.** Vanpool Manager, Lynne Cunningham, presented a proposed Resolution to temporarily waive vanpool fares for federal workers impacted by the government shutdown, which, at the time of the meeting, had reached 36 days, the longest in U.S. history. The shutdown was affecting over 79,000 federal workers in Washington State, with large concentrations in King, Pierce (especially JBLM), and Kitsap counties.

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Cunningham said federal workers comprise a significant segment of Intercity Transit's vanpool customers, accounting for 47 out of 154 total vanpools. Key points included:

- Financial Hardship: Federal workers, including essential personnel who are required to work but are in unpaid status, face financial difficulty. JBLM personnel specifically notified IT that their federal payment cards (used for vanpool benefits/subsidies) would be shut off.
- Operational Continuity: The waiver's objective is to maintain ridership and preserve vanpool groups (operational stability), preventing the need for costly and cumbersome re-enrollment efforts later.
- Community Support: The action promotes equity and accessibility for vulnerable riders and demonstrates community goodwill and responsiveness, aligning with IT's mission.
- Financial Impact: The estimated forgone revenue from the 47 federal vanpools is approximately \$11,000 per month. However, staff noted that without the waiver, the revenue may drop anyway due to riders being furloughed.

Cunningham said the proposed plan involves waiving fares for eligible federal employees, communicating the waiver prominently, and monitoring ridership and costs. The average federal vanpool fare is \$50 per month, with some groups paying up to \$175 per month.

Mitigation risks include a prolonged shutdown (mitigated by setting a review date and board oversight), non-federal riders expecting similar relief (mitigated by clearly defining eligibility to federal agency employees only), and administrative burden (mitigated by using streamlined employer attestation).

Riddels asked who is financially responsible for the federal employee vanpool fare - the employee or the federal government, and what is the maximum monthly subsidy? And is there any mechanism or opportunity for the government to get reimbursed, or for the transit funds to be recovered/reclaimed, once the current service disruption is over?

Cunningham said the federal vanpool fare is paid by the federal government via a transit benefit card provided to eligible employees, rather than being paid directly by the employees themselves. This card is the usual mechanism for employees to make their online fare payments, and the subsidy can be up to \$315 per month, though the fares in the specific context are not that expensive. However, due to the current situation employees are being told their transit cards will be shut off, and some have already been unable to make payments. Regarding the question of reclaiming or recovering these funds once the issue is resolved, the idea of denying the federal government the satisfaction of having the funds returned – the Cunningham expressed strong doubt. Based on past experiences where customers attempted to recover their subsidized fare

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payments after a service issue, the general experience has been that the federal government does not reimburse or pay back those funds.

The ITA asked staff to provide an update at the ITA meeting on November 19, 2025, on the number of federal workers utilizing the waiver.

**It was M/S/A by Mejia and Von Holtz to approve Resolution 05-2025 authorizing the General Manager to waive vanpool fares for eligible federal employees during any period of a federal government shutdown.**

**B. Draft Strategic Plan and Request Public Hearing.** Bergkamp introduced changes to the 2026-2031 Draft Strategic Plan and presented a detailed overview. The strategic plan serves as a visioning document outlining the agency's strategy, goals, resource allocation, and guiding principles for the next five to six years, including the Capital Improvement Program (CIP) and service levels.

### **Plan Organization and Key Changes**

- **Refined History and Background:** Section one has been revised to be less wordy. It now aligns the agency's history more closely with the Transit Development Plan (TDP), emphasizing how the focus of previous strategic plans has evolved (e.g., from considering service cuts to re-envisioning the transit system).
- **Guiding Principles:** The plan reviews the agency's mission, vision, goals, end policies, and design principles. Recent changes emphasize inclusivity and making equity-driven decisions, exemplified by the equity analysis now conducted for major service changes. The Community Advisory Committee (CAC) provided no immediate feedback on these principles.
- **Design Principles:** These focus on providing and enhancing mobility within the four-city public transportation benefit areas and urban growth areas, responsive to population density, land use, and public comment, prioritizing service in the densest areas and to community members with the greatest financial need.

### **Funding and Operational Context.**

- **Funding Uncertainty:** The plan addresses the impacts of funding fluctuations, including state budget shortfalls and uncertain federal grant funding.
  - The state budget shortfall impacted the funding of two agency projects this biennium, although Bergkamp acknowledged this decision was understandable given that other small transits might have had to cut street service.
  - The federal shutdown currently is not affecting existing transit grants but is expected to delay future grant processes, such as a pending grant to replace 16 hybrid diesel buses.

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- Legal Challenges: Intercity Transit is involved in the King County versus Turner lawsuit due to new conditions placed on previously awarded grants, adding to the uncertainty regarding state and federal funding.
- **System Redesign (Phase 3).** The plan incorporates the upcoming Phase 3 of the system redesign, currently scheduled for May 2026. This phase includes:
  - Service to new areas.
  - A high-frequency corridor service (like Bus Rapid Transit or BRT).
  - Recognition of the project's impact on business operations, specifically the major staff undertaking of replacing the Enterprise Resource Planning (ERP) system.
- **Policy Positions.** The draft plan includes specific policy questions and staff recommendations, such as:
  - **Fixed Route Service:** Defining the role of fixed-route service in the core areas (Olympia, Lacey, Tumwater, Yelm) and continuing implementation of the Long-Range plan, acknowledging that COVID-19 impacted forward momentum. The plan will still reference COVID-19 to show commitment to unfulfilled promises from Proposition 1.
  - **Vanpool Program:** A recommendation to continue expansion and promotion of the program to remove barriers and increase ridership.
- **Public Hearing Timeline.** The status is part of a concurrent feedback process involving the budget, system redesign, and the strategic plan.
  - The draft plan has been posted for review and comment.
  - It was presented to the CAC on October 20.

**It was M/S/A Goodwin and Vanderpool to schedule a public hearing for the 2026-2031 Draft Strategic Plan on Wednesday, December 3, 2025, at 5:30 p.m.**

**C. Community Representative Reappointment.** Bergkamp presented whether to reappoint Community Representative Sue Pierce to a third 3-year term to the ITA as her current term expires on December 31, 2025. Bergkamp provided the ITA with the following options:

- Reappoint Pierce for a third three-year term, as she is eligible per the Authority bylaws and has expressed a strong desire to continue serving; or conduct a full recruitment by opening the position to solicit applications from interested community members, utilizing all available outlets for advertising, including the agency's website, social media, and partnering with local jurisdictions and the CAC.

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**It was M/S/A by Mejia and Von Holtz to appoint Sue Pierce to a third 3-year term to expire December 31, 2028.**

### COMMITTEE REPORTS

**A. Community Advisory Committee.** Doug Riddels said the CAC met on October 20, 2025. Riddels said LaFontaine presented the proposed service changes, and although the process for the CAC is expedited, LaFontaine indicated he would seek a consensus recommendation from the committee before presenting the changes to the ITA. DAL Manager, Kevin Karkoski provided an update on the Dial-A-Lift service, which included testimonials highlighting the program's profound impact on the community. The committee also conducted a review of the 2026 budget and discussed the Draft Strategic Plan.

Riddels said the CAC held nominations for officers for 2026, resulting in only one nominee for each office: Rachel Wilson was nominated for Chair, and Dara Dotson was nominated for Vice Chair. Following this, the committee engaged in a discussion regarding their meeting structure and process.

Riddels said the General Manager's report included two notable items. First, the proposal to appoint former Board member, Don Melnick to the new position of CAC Ambassador. Second, a discussion on a new grant opportunity for an E-Bike Lending Library program, which would allow staff to test out e-bikes to see if they could imagine using them for future commutes. The report concluded with a positive note from the federal lobbyist, who was optimistic about a soon-to-end government shutdown.

### GENERAL MANAGER'S REPORT

- Bergkamp attended a ribbon cutting/open house of the new Thurston County Ballot processing center.
- A multi-disciplinary team met to review the Foul Weather Plan for updates before severe winter weather arrives.
- Bus Buddies chose their newest/oldest Bus Buddy Coordinator moving forward. Janina (Jan) Robbins, who was the first Intercity Catholic Community Services Bus Buddy Coordinator when the program started in 2013, accepted the position as Bus Buddy Coordinator. She has extensive experience using the IT system and knows how to coordinate the Bus Buddy program with ease. Dial 1-844-851-9380 for referrals and/or to request a Bus Buddy.
- Bergkamp shared the following quote from an observer of a recent Dial-A-Lift Driver interaction: *“Leaving an appointment this morning, I found some joy that would have been so easy to pass by. Noticed an Olympia Intercity Transit bus driver assisting a*

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*gentleman arriving for his appointment – smiles, laughter, joking around. You would have thought they were old friends until I heard 'Nice to meet you, sir.' 'I appreciate you, mister.' Day made, for all three of us. It's not hard to make a difference in this world if you shine your inner joy outward. I took a few seconds to thank the bus driver for being great at his job and for bringing me some joy today too. Notice joy, extend yourself and really 'see' people – it matters. Make this week great, friends – we all matter!"*

## AUTHORITY ISSUES

- **Mejia** announced an upcoming "meet the finalists" event at the Port of Olympia for the Thurston Regional Planning Council (TRPC)'s next Executive Director, highlighting TRPC as an important partner. She encouraged everyone to visit the ballot processing center observation room to see the election system in action.
- **Goodwin** shared feedback from the November 4th open house, relaying thanks from a community member to Rob LaFontaine, Spencer Zeman, and Nick Demerice for their outreach on bus stops and system changes, emphasizing the need for grace and direct engagement to address service gaps. She also thanked Pierce, Bergkamp, and Mejia for attending the Olympia Free Clinic Breakfast for All event, expressing hope for increased partnerships.
- **Goodwin** raised a critical safety concern at the Lacey Food Bank, where the number of community members served has risen significantly (from \$240 to over \$300), causing severe traffic congestion, including backups onto Martin Way. This increased congestion, combined with a recent slip, trip, and fall incident due to accessibility issues (bus crossing/sidewalk), has created a dangerous situation, and she requested the ITA look at mediation or options for improved accessibility and routing immediately.
- **Vanderpool** provided two updates from the City of Olympia. First, the city plans to hire an internal four-person crew for sidewalk repair in the first quarter of the year. This internal crew is expected to double the amount of work accomplished annually for the same cost compared to contracting. Second, in response to the Food Bank congestion issue, the City Council is currently looking at using Councilman dollars to help the Food Bank, and they are reaching out to other councils and governing bodies for potential collaboration.
- **Legal Counsel, Jeff Myers**, extended congratulations to Board members who were successful in their recent council re-elections.

## ADJOURNMENT

**With no further business to come before the Authority, Vice Chair Pierce adjourned the meeting at 7:35 p.m.**

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INTERCITY TRANSIT AUTHORITY

ATTEST

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Carolyn Cox, Chair

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Pat Messmer  
Clerk of the Board

Date Approved: December 17, 2025

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

**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>

**Minutes  
INTERCITY TRANSIT AUTHORITY  
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November 19, 2025**

**CALL TO ORDER**

Vice Chair Pierce called the meeting of the Intercity Transit Authority to order on November 19, 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; City of Tumwater Councilmember Kelly Von Holtz; and City of Olympia Councilmember Robert Vanderpool.

**Members Excused:** City of Yelm Councilmember Brian Hess.

**Staff Present:** Emily Bergkamp; Pat Messmer; Katie Cunningham; Nicole Jones; Thera Black; Matt Kenney; Brian Nagel; Jana Brown; Jonathon Yee; Ramon Beltran; Jessica Gould; Lynne Cunningham; Daniel Van Horn; Michael Maverick; Nick Demerice; Peter Stackpole; Tammy Ferris; Brenden Houx; Jonathan Martin; Rob LaFontaine; Paul Kierzek.

**Others Present:** Jeff Myers, Legal Counsel; Margaret Janis, Community Advisory Committee.

**STAFF INTRODUCTIONS**

A. Alejandro Soto introduced Jennifer Reynolds and Shawn Willis, Inventory Specialists.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT – None.**

**APPROVAL CONSENT AGENDA**

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

- 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

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## 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

## NEW BUSINESS

### A. May '26 Service Change Summary & Draft Equity Analysis Recommendation.

Rob Lafontaine, Planning Deputy Director, and Nick Demerice, Chief Communications Officer, presented an update on the public engagement process for the system redesign anticipated for May 2026. The engagement followed the public hearing and included 44 written comments, with approximately 40% focused specifically on Evergreen State College and Route 41. Following the hearing, staff met with Evergreen contacts and quickly addressed circulating misinformation, leading to a stop in Route 41-specific comments within 24 hours. Notably, the person behind the "Save the Route 41" Instagram account later posted support for the redesign's objectives.

Demeris outlined the three phases of the redesign process: the Design Phase (built on data and customer feedback, completed in 2024), the Test Phase (involving initial external engagement with authorizing environments and community stakeholders), and the current Adoption Phase. He emphasized the difficulty in the Adoption Phase for riders to understand the true impact of the changes because the granular details like timetables and trip planners are still being finalized. The feedback received largely shows a desire for this detailed, personalized information, which will be the focus of the upcoming Education Phase. Staff believes the proposed design represents a "net positive" for the community, which is the focus of the current Board action request.

LaFontaine added that the comments received did not identify any "fatal flaws," meaning no significant changes to the draft plan are anticipated. However, the feedback highlights the need to be highly mindful of transfer logistics, the pedestrian experience (e.g., crosswalks, shelters), and total trip time during the final development. He shared that the Community Advisory Committee (CAC) met two days prior and unanimously endorsed the document's progress. Staff are working on the final draft, expecting only one minor alignment change to proposed Route 50 for Operator layover benefit, which also saves a bus stop. Staff recommends Board action in two weeks, acknowledging the significant amount of work ahead for the implementation and education phases to minimize rider disruption on the launch date.

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The discussion following the staff presentation focused on specific rider concerns, the communication process, and the upcoming steps toward system implementation.

## Concerns and Clarifications (Evergreen & Nightline)

- Evergreen Concerns: Vanderpool acknowledged that after staff outreach, concerns regarding the changes to the Evergreen State College service (moving from one route, Route 41, to two new routes) have narrowed down primarily to the span of service (lateness factor/late hours) on the Division Street route. He noted this is a continuing conversation with Evergreen regarding their willingness to partner on service hours.
- Nightline Service: Demerice clarified the Nightline service, which is currently underwritten by a contract with Evergreen, will continue past the service change, ensuring essential late-night service remains available.

## Implementation and Education Timeline

- Post-Implementation Review: Staff plans to survey the community in the fall of 2026, after the May launch, to gather feedback on the changes – testing if the system is a net positive and informing future adjustments, as the transit system is constantly evolving.
- Trip Planner Launch: The new system's trip planner is projected to be live and available for rider use in January 2026 (Phase 4). This tool will allow riders to input travel dates after the May 2026 change (e.g., May 5th) to see their new routes, connections, and schedules, which is expected to significantly reduce rider anxiety. The intention is to launch all maps and communication tools simultaneously.
- Bus Stop Amenities: Board members raised questions about new bus stop amenities. LaFontaine stated that approximately 100 new bus stops are coming online, with about a third starting as "budget friendly" simple two-seater stops. The conversion to more permanent, shelter-ready stops happens over time through bus stop enhancement efforts, depending on factors like right-of-way limitations and location suitability. Providing comfortable waiting areas, particularly for those with mobility issues, was suggested as a key incentive for ridership.

## Community Engagement and Equity Focus

- Internal and External Education: Staff emphasized the need for a massive public education push, including training Operators (who are the first point of contact), providing customized outreach materials ("swag"), and seeking community ambassadors (non-profits, organizations) to spread information, especially to areas receiving new service for the first time.
- Equity and COVID-19 Impact: Bergkamp noted the COVID-19 pandemic disrupted the initial Prop 1 plans but ultimately led to a stronger focus on equity and data. The minor sacrifices some riders might make (e.g., a few minutes

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longer commute for an Evergreen student) are being used to redeploy resources to serve families with limited resources who need access to critical locations like LP Brown, demonstrating the community's commitment to supporting those who need it most.

- **CAC Endorsement:** Bergkamp and Margaret Janis from the CAC reiterated that the Community Advisory Committee unanimously endorsed the proposal, signaling confidence in the work done to date.
- **Visual Learning Tools:** Staff are exploring the public sharing of new route video footage, typically used for Operator training, to aid visual learners in becoming familiar with the new routes.

**Conclusion and Next Steps** - LaFontaine and Demerice expressed gratitude for the feedback and confirmed they are moving forward, with staff anticipating recommending a Board action on the service summary and analysis document on December 3. Final public conversations are scheduled with the Tumwater City Council on Tuesday, November 25 and the Olympia City Council on December 2.

**B. CAC Recruitment Recommendations.** Bergkamp presented the recommendations from the ad hoc committee for appointments to the Community Advisory Committee (CAC) following a successful recruitment drive. Staff, including Amanda Collins and Administrative Intern Nichole Jones, and the Marketing department were instrumental in the recruitment efforts. This year, the Board-approved stipend for CAC members was clearly advertised, leading to a strong turnout of just under 40 applications for six open positions and two youth positions. Approximately 20 candidates were interviewed.

Bergkamp presented the following recommendations:

- Reappoint Claire Bourgeois to a second consecutive three-year term beginning January 1, 2026.
- 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 the following individuals to a one-year term youth position: Andrew Hague and Finch Lucas.
- Select the following individuals to be on the list of approved alternate candidates for 2026: Jamie Thompson; Jordan Lefever; Monica Kaplan; Shellee Billings.

Belk and Goodwin, who served on the selection committee, expressed that the candidate pool was highly competitive and impressive, featuring individuals deeply passionate about their community and representing diverse perspectives. They noted the difficulty of the selection process but highlighted that the recommended individuals will significantly increase the diversity and representation on the CAC, allowing Intercity Transit to better reach various segments of the community. They also offered encouragement to all applicants who were not selected, urging them to remain involved as transit consumers and attend the open CAC meetings.

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It was M/S/A by Belk and Goodwin to:

- Re-appoint Clair Bourgeois to serve a second consecutive three-year term beginning January 1, 2026.
- 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 Lucus* to one-year youth positions beginning January 1, 2026.
- Select the following individuals to be on a list of approved alternate candidates: *Jamie Thompson, Jordan Lefever, Monica Kaplan, and Shellee Billings*.

## COMMITTEE REPORTS

A. **Thurston Regional Planning Council (Nov. 6).** Vanderpool said the TRPC completed the initial preview of its annual workplan, and selected Elissa Gertler as the next Executive Director, who is expected to start in early December. Gertler brings a wealth of experience in both housing and transportation, having previously worked for Metro in Oregon—a large regional planning organization encompassing five counties with extensive responsibilities and budget management. Gertler originally focused on transportation but recognized the deep connection between transportation and housing needs, expanding her expertise in both areas. Vanderpool expressed excitement for her leadership, noting her extensive experience, strong communication skills, and great sense of humor.

B. **Transportation Policy Board (Nov. 12).** Belk reported staff from the Washington State Department of Transportation (WSDOT), Olympic Region, provided a significant update on the I-5 Marvin Road to Mounts Road corridor project, which spans the area near the Nisqually Delta, connecting JBLM/DuPont to Lacey/Tumwater/Olympia. WSDOT wrapped up the PEL phase of the project, settling on future plans for the segment.

Discussions focused on cost and timeline efficiencies, comparing two main construction approaches:

1. Rebuilding the segment within its current footprint, which would cause significant traffic impacts.
2. Building most of the new infrastructure outside the current I-5 footprint, leading to much less disruption, except when tying into the new segments. This option may also allow for the reuse of the old pavement for a shared-use path.

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The project will extend HOV lanes into Thurston County, continuing the program started to the north. A Transportation Policy Board (TPB) member also unofficially suggested the dedicated right-of-way created by the offline rebuilding option could potentially be used for Express Bus lanes after construction. WSDOT had discussions with the Nisqually Tribe regarding the project's trade-offs.

Belk said Paul Brewster from the TRPC presented an update on the Southwest Thurston County Trail study. This study focuses on planning trail connections and identifying alignments in the Rochester, Grand Mound, and Chehalis Tribe area. The goal is to establish how trail users can navigate within these communities, building upon existing or planned connections that run from Olympia down to Rochester. The study narrowed down several potential alignments to a few high-ranking lines on the map, which will be the focus of continued planning.

Belk said the TPB received an update on the ongoing recruitment for its own community and business representatives, which is proceeding as scheduled.

The conversation transitioned into a follow-up discussion on the I-5 Marvin Road to Mounts Road Corridor project, specifically addressing environmental concerns within the Nisqually Delta area.

Goodwin raised a concern about silt levels and the sensitive environmental area of the Nisqually Delta, questioning how WSDOT's proposed construction methods (both in-place and offline options) would manage foundation issues and environmental impact, particularly since the current sediment buildup on the bridges is a known problem contributing to the need for replacement.

Belk confirmed he did not recall a detailed discussion on the silt or specific environmental impacts during the TPB meeting but assured that WSDOT is actively conducting the necessary site investigations and weighing risks due to the sensitive geography. Vanderpool said the project is currently in the Environmental Assessment phase (part of the NEPA/SEPA process), which includes studying natural resources, habitat restoration, and mitigation strategies. This phase will evaluate the two main construction scenarios: the Build Alternative (which includes HOV lanes, new bridges, and ecosystem enhancements) and the No Build Alternative. He acknowledged the "offline" construction (building next to the existing highway) would necessitate building on one side of the current I-5 footprint, likely shifting construction further north where environmental concerns are often more pronounced. Vanderpool noted

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WSDOT is addressing the issue of sediment buildup as it is a major reason for replacing the existing bridges.

Vanderpool expressed his disappointment that the current planning has separated out rail preparedness, reflecting limitations in the state budget. Von Holtz clarified that WSDOT does have rail components in several larger plans (State Rail Plan, Freight Plan, I-5 Cascadia Plan), but current budgeting constraints are what prevent a focus on immediate construction or development.

Goodwin expressed interest in ensuring that environmental concerns, especially regarding the sensitive delta ecosystem, are carefully monitored as the project progresses through the planning and funding phases.

**C. Community Advisory Committee (Nov. 17)** Janis said the main discussion focused on the system redesign update, where Rob Lafontaine presented information similar to what was shared with the ITA and the CAC responded by giving a unanimous "big thumbs up" to the proposed activities moving forward. The CAC also received an update from Peter Stackpole, Development Director, who shared interesting information on various technical changes being explored, such as intelligent crosswalk technology that can detect if a pedestrian is moving slowly and can hold the signal light longer to ensure they safely cross the street. The meeting also marked the end of the terms for four individuals on the CAC, who were presented with certificates by Bergkamp in recognition of their service. This was their final meeting, as the CAC meeting scheduled for December 15 was cancelled for the holiday season.

## GENERAL MANAGER'S REPORT

- **Update on Vanpool Fare Waiver for impacted Federal workers** - IT credited close to \$2,500 in vanpool fares for federal workers who were not being paid their salary and/or not receiving their usual subsidy during the federal shutdown. The shutdown ended November 13, and we will likely be back to status quo when groups pay their December fares; but we can work with groups who are still experiencing a lag in receiving their subsidies for that month if needed. Bergkamp shared several notes of thanks from impacted federal workers who vanpool:
  - "THANK YOU. This is a very generous offer.... Thank you! I will remember this support and support Intercity Transit in return."
  - "I appreciate the support and thank you very much!"
  - "Thank you for the update and resolute support!"
  - "This is such a great help to me, and I sincerely appreciate it. Many thanks!"
  - "I am struggling to make ends meet and this really helps me out!!!!"

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- “I’m glad you reached out about this! I want you to know we all appreciate this support.”
- **Staff and Engineering professionals present East Martin Way Gateway Station Roundabout Project at local homeowners association (HOA) meetings** - Peter Stackpole, Development Director, attended the Ridgeview 2 HOA meeting Sunday, November 23 at Fire Station 31 in Lacey. Adjacent HOA members from Ridgeview I, Nisqually Bluff, and Steilacoom Ridge were also invited.

Residents in these neighborhoods raised concerns about westbound access to Martin Way and about overall safety if a roundabout is constructed at the Martin Way / Meridian intersection. Our traffic analysis shows access to Martin Way will, in fact, be easier with a roundabout in place. The safety benefits are also well-supported – both by our analysis and by national data demonstrating that roundabouts outperform traditional at-grade intersections in reducing severe crashes.

At the meeting, Stackpole reviewed the traffic analysis, shared crash data from similar treatments in Thurston County, and debuted the story map created as part of our outreach efforts:

<https://storymaps.arcgis.com/stories/32d99b06e2e7479f927691642006d957>

We are also coordinating our outreach with Thurston County’s Community Outreach Team, who recently endorsed the effort and requested the County logo be included in outreach materials going forward.

- **Bergkamp shared WSTA Q4 Board Meeting Highlights:**
  - Federal updates from WSTA’s federal advocate and The Bus Coalition.
  - Reviewed state legislative outlook and WSTA 2026 priorities.
  - Took a tour of Mason Transit’s multi-use transit center in downtown Shelton.
  - Received updates from WSDOT on Statewide Planning efforts, grants and community partnerships.
  - Took action on WSTA business items pertaining to the budget.
- **World Cup Planning** - Matches in 3 regions start June 11, 2026, and go through July 19, 2026. We are creating a budget on how we plan to spend WSDOT funding available to us as a Fan Zone so we can submit our plan prior to the timeline of 12/1. Possible plans include a combination of increased Express service June/July timeframe for regional games in Seattle and Vancouver, BC, and some elements of service for the local fan zone events planned at The Port of Olympia. WSDOT suggested we think of the expenditure plan as a budgetary document rather than a detailed account of

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every penny. We still have plenty of time to dial in what the service will look like.

Thurston County Chamber is the lead – Jennie Foglia-Jones is a consultant who is the point of contact. We've met once, and she confirmed last week she will send specific info regarding the public events planned at The Port so we can plan how best to support that. Details like where parking will be located for attendees if they plan to drive, etc. since our temporary service would likely serve the parking and event location.

Foglia-Jones recently hosted a family and friends' opportunity on November 9 for a beta test of the "SEA & WIN" app. Each Fan Zone city will feature its own tour on the app. This recent opportunity was to playtest the Olympia portion of the Olympia/Lacey tour. Participants took an hour-long walk through downtown to test the location markers, play a few games, take a few quizzes about their favorite Olympia businesses and locations, and shared feedback. We will very likely promote transit as a way folks can engage with various app activities. Foglia-Jones mentioned it's similar to how Pokémon Go works.

- **The Holiday Banquet is on Friday, December 5 – ITA and CAC are invited.**
- **Recent Federal Proposals** - On November 14, Politico published an article that the U.S. Department of Transportation (DOT) advanced two proposals to the White House Office of Management and Budget (OMB) that significantly jeopardize public transit investment. First, DOT proposes to eliminate the Mass Transit Account (MTA) of the Highway Trust Fund and dedicate the current MTA tax revenues (2.86 cents per gallon of gasoline) to highway programs. This proposal would eliminate public transit's contract authority, which provides guaranteed funding for transit formula and other programs. Second, DOT proposes to prohibit States from using their Federal-aid highway funds for public transit investments. Under current law, States transfer more than \$1.5 billion per year from highway programs to transit investment. At this point, these DOT proposals are internal documents and not the Trump Administration's official position. Bergkamp will attend a meeting hosted by APTA to discuss DOT's proposals and APTA's response in more detail.

Federal advocate Dale Learn mentioned that leaders, including those in the House, Senate, and APTA, have panned the idea. We will certainly have to sign letters and talk about it, but he feels there's a good chance this will not come to pass.

## AUTHORITY ISSUES

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**Neuville** said Operations staff are engaged in the transition to the new 2026 schedule, noting it requires significant effort; for instance, familiarizing Operators with the new routes alone is a 20-hour task. He said good progress is being made on integrating the Safety Program with the Preventability Program.

**Vanderpool** said the Olympia City Council passed its Missing Middle Update 2.0, aligning with and expanding upon state legislation for Tier One cities. This update increases housing density by adjusting factors like setbacks and building heights across the city. Vanderpool said the new Intercity Transit route changes directly impact the city's zoning by expanding the half-mile radius from transit stops rule, which covers about 85% of the city. This expansion affects parking minimums and general zoning, enabling more development across a wider area.

**Vanderpool** said the City Council approved a one-time allocation of \$50,000 for the local Food Bank, combining councilmember and city manager funds to meet community needs. Also, the city is working with a new lobby firm, prioritizing state and federal advocacy to secure continued grants for sidewalk and project needs, guided by the principle of "do no harm" given the shaky budget climate.

**Vanderpool** reiterated his disappointment that the specific I-5 South project discussed at the TPB does not include planning for the necessary grade or bridge strength to support heavy rail weight, though high-speed rail remains a separate cascading project.

**Belk** said it was a pleasure to serve on the CAC interview panel. He thanked the staff for their work on the system redesign, affirming that all his questions were answered, and reiterated his pleasure at seeing the CAC give the plan full endorsement.

**Pierce** reported on the biannual Pension Committee meeting. A massive project to update the Pension Trust Plan has been completed, finalized, and printed. The current focus is on employee education regarding contributions to the 401(k) and 457 plans, which Intercity Transit offers alongside the state PERS system, including information about the agency's matching contributions. Information is being distributed through various internal channels, including union representatives (IAM and ATU) and department representatives.

**EXECUTIVE SESSION** - At 7:07 p.m., Vice Chair Piece announced that in accordance with RCW 42.30.110 (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 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, Vice Chair Pierce adjourned the meeting at 7:07 p.m.

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INTERCITY TRANSIT AUTHORITY

ATTEST

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Carolyn Cox, Chair

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Pat Messmer  
Clerk of the Board

Date Approved: December 17, 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**  
**November 2025**

**Pay Periods:**

PP 23 (Oct 19 - Nov 1)

PP 24 ( Nov 2 - 15)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
11/7/2025 ACH	PR DIRECT DEPOSIT	1,235,425.64
11/7/2025 44088 - 44090	PR PAPER CHECKS	7,328.71
11/7/2025 ACH	IRS	209,264.03
11/7/2025 ACH	HEALTH SAVING	425.59
11/7/2025 ACH	VANGUARD	179,617.96
11/7/2025 ACH	PERS	196,179.44
11/7/2025 ACH	DEF COMP	56,534.56
11/7/2025 ACH	MISSION SQUARE	23,022.16
11/7/2025 ACH	CHILD SUPPORT	3,062.65
11/7/2025 ACH	Oregon DOR	359.61
11/7/2025 ACH	PERS Split Month Rounding	(0.03)
11/21/2025 ACH	PR DIRECT DEPOSIT	1,233,174.18
11/21/2025 44202 - 44204	PR PAPER CHECKS	3,849.60
11/21/2025 ACH	IRS	206,784.53
11/21/2025 ACH	HEALTH SAVING	425.59
11/21/2025 ACH	VANGUARD	178,119.99
11/21/2025 ACH	PERS	194,361.95
11/21/2025 ACH	DEF COMP	54,846.33
11/21/2025 ACH	MISSION SQUARE	24,592.44
11/21/2025 ACH	CHILD SUPPORT	3,027.22
11/21/2025 ACH	Oregon DOR	359.61
11/26/2025 ACH	Aflac	15,245.42
<b>Total Payroll Disbursements</b>		<b>3,826,007.18</b>

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

Check No.	Check Date	Vendor No.	Payee	Amount
44043	11/03/25	02828	AVAIL TECHNOLOGIES INC	\$12,429.93
44044	11/03/25	03747	BONACO INC	\$589.22
44045	11/03/25	05937	CENTRALIA OK TIRE INC.	\$3,733.08
44046	11/03/25	05995	CHILD CARE ACTION COUNCIL	\$295.36
44047	11/03/25	06013	CINTAS CORPORATION NO. 3	\$1,096.65
44048	11/03/25	06045	CITY OF LACEY	\$12,496.00
44049	11/03/25	06120	CITY OF OLYMPIA	\$9,275.93
44050	11/03/25	06765	COMPLETE COACH WORKS	\$3,952.80
44051	11/03/25	07220	CUMMINS INC.	\$3,397.14
44052	11/03/25	07350	CW JANITORIAL SERVICE LLC	\$47,236.99
44053	11/03/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$1,426.41
44054	11/03/25	08089	DS SERVICES OF AMERICA INC	\$430.08
44055	11/03/25	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$1,260.00
44056	11/03/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,550.95
44057	11/03/25	09662	FERRELLGAS LP	\$7,447.60
44058	11/03/25	10477	GALLS PARENT HOLDINGS LLC	\$4,393.55
44059	11/03/25	10580	GENE'S TOWING INC	\$730.08
44060	11/03/25	10660	GILLIG LLC	\$10,352.87
44061	11/03/25	10759	GORDON TRUCK CENTERS INC	\$247.42
44062	11/03/25	10820	SOULIERE INC.	\$830.55
44063	11/03/25	10823	GRABLE KIMBERLY	\$49.53
44064	11/03/25	11615	INDUSTRIAL HYDRAULICS INC.	\$887.88
44065	11/03/25	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$362.34
44066	11/03/25	11933	JESSE ORNDORFF	\$2,715.36
44067	11/03/25	12454	KASEYA US LLC	\$1,811.37
44068	11/03/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$214.69
44069	11/03/25	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$21,851.60
44070	11/03/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,072.17
44071	11/03/25	16252	ONSPOT OF NORTH AMERICA INC.	\$800.47
44072	11/03/25	16765	PETROCARD INC.	\$136,559.03
44073	11/03/25	17391	QUALITY MUFFLER & BRAKE	\$198.68
44074	11/03/25	17580	PERFORMANCE SEATS CLINTON INC.	\$70.44
44075	11/03/25	17824	S & A SYSTEMS INC	\$19,419.09
44076	11/03/25	17900	SCHETKY NORTHWEST SALES INC.	\$203.16
44077	11/03/25	18052	SHEA CARR & JEWELL INC.	\$67,737.24
44078	11/03/25	18066	SHI INTERNATIONAL CORP.	\$13,156.41
44079	11/03/25	18145	SIX ROBBLES' INC.	\$97.07
44080	11/03/25	18530	STANDARD PARTS CORP.	\$941.10
44081	11/03/25	18705	SUNBELT RENTALS INC.	\$1,273.06
44082	11/03/25	18893	TEC EQUIPMENT INC.	\$713.70
44083	11/03/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,741.90
44084	11/03/25	21655	THE W.W. WILLIAMS COMPANY LLC	\$80.87
44085	11/03/25	22089	TRANSIT HOLDING INC.	\$16,035.25
44086	11/03/25	23800	VESTIS GROUP INC.	\$554.61
44087	11/03/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,000.00
43693	11/10/25	11482	HYFLUENCE SYSTEMS CORP. - VOID	(\$1,010,826.38)

44091	11/10/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,393.39
44092	11/10/25	01661	ALL STAR RENT A FENCE INC.	\$740.77
44093	11/10/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$15,449.19
44094	11/10/25	01895	ECOLUBE RECOVERY LLC	\$107.80
44095	11/10/25	02060	AMERISAFE INC.	\$841.72
44096	11/10/25	02834	AVAAP USA LLC	\$30,118.18
44097	11/10/25	03247	BAUS SYSTEMS LLC	\$4,206.16
44098	11/10/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$12,253.98
44099	11/10/25	05937	CENTRALIA OK TIRE INC.	\$3,096.29
44100	11/10/25	06040	CITY OF LACEY	\$2,217.22
44101	11/10/25	06216	CHRISTENSEN INC.	\$2,210.04
44102	11/10/25	07220	CUMMINS INC.	\$1,936.35
44103	11/10/25	07350	CW JANITORIAL SERVICE LLC	\$2,734.65
44104	11/10/25	07619	DAVID S FOSTER	\$2,000.00
44105	11/10/25	07869	DEPENDABLE COURIER SERVICE LLC	\$639.98
44106	11/10/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$8,571.77
44107	11/10/25	08643	EFP ADMIN LLC	\$1,236.18
44108	11/10/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$774.90
44109	11/10/25	09662	FERRELLGAS LP	\$7,058.50
44110	11/10/25	10580	GENE'S TOWING INC	\$437.65
44111	11/10/25	10660	GILLIG LLC	\$8,241.95
44112	11/10/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
44113	11/10/25	11097	HART HEALTH AND SAFETY INC.	\$116.66
44114	11/10/25	11615	INDUSTRIAL HYDRAULICS INC.	\$174.08
44115	11/10/25	11943	JOANNA GRIST	\$2,000.00
44116	11/10/25	12845	KNIGHT FIRE PROTECTION INC.	\$375.00
44117	11/10/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,411.39
44118	11/10/25	13886	MATERIALS TESTING & CONSULTING INC.	\$443.50
44119	11/10/25	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44120	11/10/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$13,222.49
44121	11/10/25	15106	NEW FLYER OF AMERICA INC.	\$17,763.30
44122	11/10/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$848.80
44123	11/10/25	15216	NORTHWEST BUS SALES INC	\$444.97
44124	11/10/25	16252	ONSPOT OF NORTH AMERICA INC.	\$11,550.63
44125	11/10/25	16600	AMERIDIAN INDUSTRIES LLC	\$1,055.33
44126	11/10/25	16765	PETROCARD INC.	\$137,729.52
44127	11/10/25	16769	PHAM QUI	\$71.90
44128	11/10/25	17203	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$2,485.00
44129	11/10/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$1,529.55
44130	11/10/25	17505	RAINIER DODGE INC.	\$184.56
44131	11/10/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$616.99
44132	11/10/25	18145	SIX ROBBLES' INC.	\$761.67
44133	11/10/25	18469	SPORTWORKS GLOBAL LLC	\$121.99
44134	11/10/25	18530	STANDARD PARTS CORP.	\$3,759.36
44135	11/10/25	18540	STANTEC CONSULTING SERVICES INC	\$121,722.77
44136	11/10/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,280.30
44137	11/10/25	21659	THERMO KING NORTHWEST INC.	\$6,500.00
44138	11/10/25	21950	TITUS-WILL CHEVROLET	\$59.20
44139	11/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44140	11/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44141	11/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44142	11/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44143	11/10/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$195,537.19

44144	11/10/25	23800	VESTIS GROUP INC.	\$579.93
44145	11/10/25	24100	WA ST DEPT OF ECOLOGY 1	\$2,230.00
44146	11/10/25	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$29,492.80
44147	11/10/25	24755	WA ST HEALTH CARE AUTHORITY	\$859,832.88
44148	11/10/25	25909	WEX BANK	\$41,476.82
44149	11/17/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,329.65
44150	11/17/25	03844	BRIDGET UNDERDAHL	\$180.00
44151	11/17/25	05937	CENTRALIA OK TIRE INC.	\$12,520.20
44152	11/17/25	06013	CINTAS CORPORATION NO. 3	\$1,391.50
44153	11/17/25	06520	COLOR GRAPHICS SCREENPRINTING INC.	\$1,069.43
44154	11/17/25	06781	COMPUNET INC.	\$4,392.00
44155	11/17/25	07220	CUMMINS INC.	\$530.08
44156	11/17/25	07640	DAY MANAGEMENT CORP	\$984.83
44157	11/17/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$0.00
44158	11/17/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$7,525.66
44159	11/17/25	08607	EDNETICS INC	\$8,640.17
44160	11/17/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$752.85
44161	11/17/25	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$901.64
44162	11/17/25	09662	FERRELLGAS LP	\$8,434.22
44163	11/17/25	09862	FOREVER POWDER COATING	\$1,174.89
44164	11/17/25	10251	FRUITION GROWTH LLC	\$2,690.55
44165	11/17/25	10477	GALLS PARENT HOLDINGS LLC	\$3,128.72
44166	11/17/25	10660	GILLIG LLC	\$11,588.86
44167	11/17/25	10759	GORDON TRUCK CENTERS INC	\$2,053.56
44168	11/17/25	11310	HOGAN MFG. INC.	\$54.25
44169	11/17/25	11482	HYFLUENCE SYSTEMS CORP.	\$1,010,826.38
44170	11/17/25	11615	INDUSTRIAL HYDRAULICS INC.	\$50.70
44171	11/17/25	11776	INTERCLEAN EQUIPMENT LLC	\$1,435.09
44172	11/17/25	11805	ITERIS INC	\$23,065.90
44173	11/17/25	11905	JANEK CORPORATION - THE	\$2,053.80
44174	11/17/25	11933	JESSE ORNDORFF	\$1,753.51
44175	11/17/25	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
44176	11/17/25	13475	LEGACY TELECOMMUNICATIONS LLC	\$395.28
44177	11/17/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,207.10
44178	11/17/25	14499	MITSUBISHI ELECTRIC US INC.	\$988.20
44179	11/17/25	14590	MOHAWK MFG & SUPPLY CO.	\$212.86
44180	11/17/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$245.17
44181	11/17/25	15216	NORTHWEST BUS SALES INC	\$681.20
44182	11/17/25	16490	HAROLD LEMAY ENTERPRISES	\$925.67
44183	11/17/25	16701	PEAK INDUSTRIAL INC.	\$110.29
44184	11/17/25	16969	POINT GRAPHICS LLC	\$294.81
44185	11/17/25	17290	PUGET SOUND ENERGY	\$0.00
44186	11/17/25	17290	PUGET SOUND ENERGY	\$35,883.00
44187	11/17/25	17391	QUALITY MUFFLER & BRAKE	\$930.94
44188	11/17/25	17420	R&R TIRE COMPANY INC.	\$2,415.11
44189	11/17/25	17560	ROMAINE ELECTRIC CORP.	\$1,861.11
44190	11/17/25	17724	ROBERT HALF INC.	\$10,880.00
44191	11/17/25	17746	ROBIN LUCAS	\$585.00
44192	11/17/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$262.54
44193	11/17/25	18052	SHEA CARR & JEWELL INC.	\$12,771.15
44194	11/17/25	18530	STANDARD PARTS CORP.	\$605.72
44195	11/17/25	18940	TENANT SALES AND SERVICE COMPANY	\$3,796.93
44196	11/17/25	21655	THE W.W. WILLIAMS COMPANY LLC	\$2,934.18

44197	11/17/25	22010	ROTTERS INC.	\$756.10
44198	11/17/25	22089	TRANSIT HOLDING INC.	\$7,956.23
44199	11/17/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
44200	11/17/25	24000	W. W. GRAINGER INC.	\$299.57
44201	11/17/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$2,384.07
44205	11/24/25	01567	CANON FINANCIAL SERVICES INC.	\$4,396.36
44206	11/24/25	01780	AMALGAMATED TRANSIT UNION 1765	\$27,106.78
44207	11/24/25	01895	ECOLUBE RECOVERY LLC	\$1,508.02
44208	11/24/25	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$159.14
44209	11/24/25	02828	AVAIL TECHNOLOGIES INC	\$477.63
44210	11/24/25	02834	AVAAP USA LLC	\$742,051.12
44211	11/24/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$7,363.34
44212	11/24/25	06120	CITY OF OLYMPIA	\$2,378.73
44213	11/24/25	06216	CHRISTENSEN INC.	\$2,078.77
44214	11/24/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,273.66
44215	11/24/25	07220	CUMMINS INC.	\$1,794.81
44216	11/24/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$0.00
44217	11/24/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$9,334.60
44218	11/24/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$11,207.70
44219	11/24/25	08643	EFP ADMIN LLC	\$1,121.09
44220	11/24/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$488.45
44221	11/24/25	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$602.80
44222	11/24/25	09205	ERF COMPANY INC.	\$295.00
44223	11/24/25	09662	FERRELLGAS LP	\$6,881.70
44224	11/24/25	09961	FORMA CONSTRUCTION COMPANY	\$1,804,321.22
44225	11/24/25	10290	FUSION GRAPHIX LLC	\$5,272.29
44226	11/24/25	10660	GILLIG LLC	\$6,516.96
44227	11/24/25	10759	GORDON TRUCK CENTERS INC	\$304.30
44228	11/24/25	11640	INFO-TECH RESEARCH GROUP INC.	\$47,747.25
44229	11/24/25	11776	INTERCLEAN EQUIPMENT LLC	\$1,435.09
44230	11/24/25	12845	KNIGHT FIRE PROTECTION INC.	\$640.00
44231	11/24/25	12875	KPFF CONSULTING ENGINEERS INC	\$60,381.55
44232	11/24/25	13579	LIPPERT COMPONENTS MANUFACTURING INC.	\$682.90
44233	11/24/25	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,070.56
44234	11/24/25	13893	MAUL FOSTER & ALONGI INC.	\$6,972.35
44235	11/24/25	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44236	11/24/25	14457	MIDWEST BUS CORPORATION	\$202.17
44237	11/24/25	14588	MOHAWK LIFTS LLC	\$21,833.34
44238	11/24/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$454.25
44239	11/24/25	15216	NORTHWEST BUS SALES INC	\$730.08
44240	11/24/25	16252	ONSPOT OF NORTH AMERICA INC.	\$2,382.68
44241	11/24/25	16623	PALAMERICAN SECURITY INC.	\$100,561.15
44242	11/24/25	16701	PEAK INDUSTRIAL INC.	\$873.02
44243	11/24/25	16765	PETROCARD INC.	\$34,748.99
44244	11/24/25	16969	POINT GRAPHICS LLC	\$406.59
44245	11/24/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$5,585.69
44246	11/24/25	17505	RAINIER DODGE INC.	\$113.49
44247	11/24/25	17560	ROMAINE ELECTRIC CORP.	\$1,208.74
44248	11/24/25	17580	PERFORMANCE SEATS CLINTON INC.	\$96.00
44249	11/24/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$972.13
44250	11/24/25	18066	SHI INTERNATIONAL CORP.	\$2,860.73
44251	11/24/25	18145	SIX ROBBLEES' INC.	\$84.43
44252	11/24/25	18530	STANDARD PARTS CORP.	\$4,543.61

44253	11/24/25	18540	STANTEC CONSULTING SERVICES INC	\$2,461.84
44254	11/24/25	18893	TEC EQUIPMENT INC.	\$173.22
44255	11/24/25	22420	ALLEN WALTON	\$148.10
44256	11/24/25	23660	UNITED WAY OF THURSTON COUNTY	\$340.00
44257	11/24/25	23800	VESTIS GROUP INC.	\$1,140.52
44258	11/24/25	23835	VIA TRANSPORTATION INC.	\$19,368.72
44259	11/24/25	24000	W. W. GRAINGER INC.	\$75.42
ACH	11/01/25		AUTHORIZE.NET	\$252.15
ACH	11/06/25		SYKES ZACKERY	\$1,160.00
ACH	11/07/25		AGUERO JASON F	\$896.73
ACH	11/07/25		LASLIE CRAIG	\$260.18
ACH	11/07/25		LY KATHLEENA	\$225.50
ACH	11/07/25		MEIERHOFF AMY	\$225.50
ACH	11/14/25		ADAMS JESSICA	\$138.00
ACH	11/14/25		BLEDSOE JERALD	\$1,221.02
ACH	11/14/25		COLLINS AMANDA	\$141.66
ACH	11/14/25		CONLEY JOHN	\$20.00
ACH	11/14/25		DAVIS NATHANIEL	\$639.00
ACH	11/14/25		DENICOLA JANE	\$53.00
ACH	11/14/25		FONSECA RENEE E.	\$53.00
ACH	11/14/25		GILSDORF RUSSELL	\$51.33
ACH	11/14/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,187.75
ACH	11/14/25		JIMENEZ CLINTON	\$145.00
ACH	11/14/25		KIATTIPAT-AGUINAGA SUTARAT	\$308.90
ACH	11/14/25		MARTIN SHARON	\$146.50
ACH	11/14/25		PARKER RONALD	\$49.67
ACH	11/14/25		SOTO ALEJANDRO	\$728.68
ACH	11/14/25		SYKES ZACKERY	\$138.00
ACH	11/21/25		BELL JOE	\$103.00
ACH	11/21/25		HOUX BRENDA	\$132.00
ACH	11/21/25		LORENZO JEFFREY	\$103.00
ACH	11/21/25		MARTIN JONATHAN	\$132.00
ACH	11/21/25		YEE JONATHON	\$132.00
ACH	11/21/25		ZURFLUH AMY	\$103.00
ACH	11/25/25		DEPARTMENT OF REVENUE	\$7,574.48
ACH	11/28/25		HOUX BRENDA	\$155.00
ACH	11/28/25		CHAFFEE DAVID	\$155.00
ACH	11/28/25		CHOKAR HARWINDER	\$189.80
ACH	11/28/25		COFFMAN ROBERT	\$155.00
ACH	11/28/25		IT PROJECT ASSISTANCE	\$831.00
ACH	11/28/25		IT WELLNESS	\$862.00
ACH	11/28/25		MALAY SEAN	\$138.00
ACH	11/28/25		McCLURE SHAWN	\$155.00
ACH	11/28/25		OWSLEY STEVE	\$155.00
ACH	11/28/25		SWANSTROM DYLAN	\$138.00
ACH	11/28/25		TREFSGAR ERIC	\$155.00

**\$5,181,669.12**

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: December 17, 2025**

**FOR:** Intercity Transit Authority

**FROM:** Jonathon Yee, Fleet & Facilities Maintenance Director,  
360-705-5884

**SUBJECT:** Zero-Emissions Update

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**1) The Issue:** Staff will share an update on progress in our zero-emission fleet transition projects and planning activities.

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**2) Recommended Action:** No action is required. This presentation is for information and discussion.

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**3) Policy:** The Authority has expressed interest in keeping abreast of the progress of the zero-emissions planning and project implementation.

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**4) Background:** In January 2024, staff presented recommendations for the agency's gradual transition toward a zero-emissions fleet. The 2024 recommendations followed a full analysis led by the Center for Transportation and the Environment (CTE) to understand cost and operational impacts associated with available zero-emission vehicle technologies and related infrastructure.

Since the recommendations were presented, staff have been working on implementation of a grant-funded demonstration project to incorporate and test hydrogen fuel-cell buses and related support infrastructure within the agency's operations to verify the accuracy of the analysis and inform future decisions.

Staff will present a brief recap of prior activities and actions, an update on the status of projects in progress, and insights into future plans and projects necessary to complete the fleet transition to zero-emissions.

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

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**6) Budget Notes:** Multiple projects supporting the future steps are included in the 2026 budget. Specifically related to this update, staff plans to finalize projects related to the hydrogen fuel cell demonstration project as well as long term planning for potential future transition phases including significant charging infrastructure for battery electric vehicles.

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: December 17, 2025**

**FOR:** Intercity Transit Authority  
**FROM:** Emily Bergkamp, General Manager, 360-705-5889  
**SUBJECT:** 2026-2031 Strategic Plan Adoption

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- 1) The Issue:** Adopt the 2026-2031 Strategic Plan.

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- 2) Recommended Action:** Adopt the 2026-2031 Strategic Plan.

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- 3) Policy Analysis:** The Intercity Transit Authority is required to adopt a Budget and the Transportation Improvement Program/Program of Projects annually. The Strategic Plan provides the framework for these documents and maps Intercity Transit's trajectory over the next six years.

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- 4) Background:** The 2026-2031 Strategic Plan continues the Authority's practice of annually updating and adopting a Strategic Plan. It coordinates with the development of the 2026 Operating and Capital budget. A public hearing was held on Wednesday, December 3. Notable plan updates include:
  - Revenue and grant funding trends
  - Transitioning away from restoration to pre-pandemic levels of service to improving and enhancing our services to deliver on the promises of Proposition 1 and our Long-range Plan
  - Overall funding impermanence
  - Statement of Guiding Principles including Mission & Vision Statements, Goals & Ends Policies, Design Principles and Policy Positions
  - Removed expired references to COVID-19

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- 5) Alternatives:**
  - A) Adopt the 2026-2031 Strategic Plan.
  - B) Direct staff to revise the proposed 2026-2031 draft plan for adoption at a later date. There is no requirement for the Authority to adopt the Strategic Plan.

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

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- 7) Goal Reference:** The Strategic Plan identifies and addresses all the goals.

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- 8) References:** [Draft 2026-2031 Strategic Plan](#)

## Thurston Regional Planning Council (TRPC)

### AFTER MEETING SUMMARY

December 5, 2025

Please use this after-meeting summary to update your fellow board, council, and commission members on what took place at the TRPC meeting.

The full meeting can be found on TRPC's Facebook page: <https://www.facebook.com/trpc.org> and TRPC's YouTube channel at: <https://www.youtube.com/watch?v=uhQ-KZzyzSQ>.

**PLEASE NOTE:** Participation in the January 9, 2026, Council meeting will be remote with an in-person option.

#### Staff Longevity Recognitions

Chair Vasquez recognized the following staff members for their years of service at TRPC:

- Aidan Dixon – 5 years
- Veronica Jarvis – 5 years
- Katrina Van Every – 10 years
- Paul Brewster – 25 years

#### Outgoing Councilmember Recognitions

Outgoing Council members Robin Vazquez, Amy Evans Harding, and John O'Callahan were recognized for all their years of service with TRPC and the Thurston Region.

#### Port of Olympia Update

Alex Smith, Executive Director of the Port of Olympia, briefed the Council on the Port's current projects and wide-ranging business enterprises and their role in supporting countywide economic development. Alex highlighted activities on the International Marine Terminal, the Olympia Regional Airport, the Marina and Boatworks, its Real Estate Operations, and the Port's commitment to Environmental Sustainability.

Paul Brewster, TRPC Senior Planner, presented an overview of TRPC's partnership with the Port on upcoming work to develop a Port Peninsula Master Plan.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/13686/A8\\_Port\\_TRPC-Presentation---12-5-2025](https://www.trpc.org/DocumentCenter/View/13686/A8_Port_TRPC-Presentation---12-5-2025).

#### Martin Way Crossing Strategy

TRPC staff provided a review of and updates on the Martin Way Crossing Strategy, a project which focuses on improving safety and accessibility for people using the Martin Way corridor.

The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/13687/A10\\_MWCS-Presentation-12-5-2025](https://www.trpc.org/DocumentCenter/View/13687/A10_MWCS-Presentation-12-5-2025).

#### The 2025 Profile

Senior Planner Michael Ambrogi reviewed the 2025 Profile which is a source of statistics, trends, and other data information for Thurston County and its jurisdictions.

The 2025 Profile can be reviewed online at <https://www.trpc.org/391/The-Profile-Thurston-County-Statistics-D>.