

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, January 21, 2026
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 413 508 94#

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

CALL TO ORDER

STAFF INTRODUCTIONS

10 min.

- A. Van Zabochnik, Inventory Specialist (*Alejandro Soto*)
- B. Megan Nyblom, Inventory Specialist (*Alejandro Soto*)

1. APPROVAL OF AGENDA

1 min.

2. PUBLIC COMMENT

15 min.

3. APPROVAL OF CONSENT AGENDA

1 min.

- A. **Minutes** - December 3, 2025, and December 17, 2025, Regular Meeting.
- B. **Payroll December: \$3,998,447.75**
 - Warrant Numbers: 44305-44324; and 44446-44447 in the amount of \$28,188.73
 - ACH Payments: \$3,970,259.02
- C. **Accounts Payable December: \$9,747,095.05**
 - Disbursed Warrants, Numbers: 44260-44304; 44325-44445; and Voided Warrant Numbers 44016 & 44028 totaling \$9,736,796.82
 - ACH Payments: \$10,298.23
- D. **Surplus Property-Vanpool Vans and Non-Revenue Vehicles.** Staff is requesting the Authority declare the Vanpool vans and non-revenue support vehicles listed in Exhibit A as surplus. Intercity Transit received replacements for these vehicles which have exceeded their useful life, have been fully depreciated, and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus, the non-revenue support vehicles will be offered for direct purchase to other public agencies, while the vanpool vans will be granted through the Intercity Transit Surplus Van Grant Program. Surplus vehicles not sold via direct purchase will be sold at public

auction to achieve the highest rate of return. The total estimated fair market value of the vehicles listed in Exhibit A is \$44,300.00. (Noelle Gordon)

4. NEW BUSINESS

- | | |
|--|---------|
| A. Digital Call Center Phone Software Implementation (Jeff Peterson) | 5 min. |
| B. Purchase of Hybrid 40' Replacement Buses (Brenden Houx) | 5 min. |
| C. Village Vans Update (Izi LeMay) | 20 min. |

5. COMMITTEE REPORTS

- | | |
|--|--------|
| A. Thurston Regional Planning Council (Jan. 9) (Robert Vanderpool) | 5 min. |
| B. Transportation Policy Board (Jan. 14) (Justin Belk) | 5 min. |

6. GENERAL MANAGER'S REPORT

5 min.

7. AUTHORITY ISSUES

5 min.

ADJOURNMENT

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

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

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
December 3, 2025

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on December 3, 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 Neville; Community Representative Justin Belk; City of Tumwater Councilmember Kelly Von Holtz; City of Olympia Councilmember Robert Vanderpool; and 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; Dena Withrow; Jason Agüero; Michael Maverick; Peter Stackpole; Rob LaFontaine; Brenden Houx; Jonathan Martin; Cameron Crass; Thera Black; Amanda Collins; Daniel Van Horn; Heather Stafford; Alana Neal; Katie Cunningham; Nick Demerice; Tammy Ferris.

Others Present: Jeff Myers, Legal Counsel; Michael Gray and Margaret Janis, Community Advisory Committee.

STAFF INTRODUCTION

A. Nick Demerice introduced Jax Peterson, Marketing & Communications Rep.

APPROVAL OF AGENDA

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

PUBLIC HEARING

A. **Draft 2026-2031 Strategic Plan.** Bergkamp noted the Draft 2026–2031 Strategic Plan document had been available for public review since the comment period began in November. She explained the plan is a rolling six-year document, updated annually, which outlines specific policy positions, operating budgets, and capital budget recommendations. Bergkamp emphasized this specific iteration addresses regional growth in alignment with the long-range goals of Proposition 1. Citing Section 3 of the Intercity Transit Authority Bylaws, she clarified the Authority’s mandate to establish and monitor policies, budgets, and service levels. The Strategic Plan serves as the primary mechanism for defining the types of public transportation services to be offered through 2031, identifying the revenue sources necessary to finance those services, and ensuring total coordination with the agency’s annual budget.

Intercity Transit Authority Regular Meeting

December 3, 2025

Page 2 of 11

Chair Cox opened the public hearing of the 2026-2031 Draft Strategic Plan at 5:35 p.m.

With no one from the public providing testimony, Chair Cox closed the public hearing at 5:36.

PUBLIC COMMENT - None.

APPROVAL OF CONSENT AGENDA

A. Transit Center Security Services Contract Extension *(Brenden Houx)*

Renew the transit center security services contract with PalAmerican, Security, Inc. (PalAmerican) for another additional year in the amount of \$1,600,000, including sales tax.

It was M/S/A by Goodwin and Vanderpool to approve the consent agenda.

NEW BUSINESS

Community Representative Belk arrived.

A. Approve 2026 Budget. Chief Financial Officer, Jana Brown, presented the 2026 Budget for adoption. The 2026 draft budget has been available to the public on Intercity Transit's website since October 6. A public hearing was held on Wednesday, November 5, 2025.

The proposed Operating budget for 2026 is \$105.2 million, which includes \$3.4 million for rollover projects.

The proposed Capital budget for 2026 is \$90.3 million, which includes \$42 million in new projects and \$48.2 million for rollover projects.

The total proposed 2026 expenditure budget including staff recommended new projects/positions is \$195.5 million.

The changes implemented from the draft budget presented to the Authority Board and the public on October 6th resulted in an overall increase of \$16.9 million for the following operating and capital expenditure items:

Intercity Transit Authority Regular Meeting

December 3, 2025

Page 3 of 11

2026 DRAFT Budget		
Total Operating and Capital (10.15.2025)	\$178,569,585	
Fixed Route Bus Replacements	18,232,594	Increased capacity due to Order fulfillment delays
DAL and Vanpool Vehicle Replacements	1,501,570	Carry-over and increased capacity due to Order fulfillment delays
Capital Equipment and Improvements	305,000	Carry-over adjustment
Alternative Fueling Infrastructure	4,000,000	Site Design & Const. related to Hydrogen Fueling Station
Battery Electric (BEB) Coach Replacement	(4,672,000)	Removed due to grant funding
Pattison Bus Canopy retrofit	7,000,000	Design & Const. for conversion of temp shop to final programming needs
Pattison Maintenance Bldg Improvements	(9,739,390)	Adjust due to work performed in 2025
Salaries and Wages	24,263	Adjust due to increase rate of WA Paid Family Leave and L&I Increases
Security Contract	261,123	Additional Sales Tax associated with contract.
2026 FINAL Budget - Operating and Capital Expenditure	\$195,482,745	

Along with the changes to our Operating and Capital expenditure needs, we are also taking the opportunity to recognize the changes in grant revenues we know will now be forthcoming in 2026. They net to a \$4.1M increase.

Brown answered questions.

Vanderpool inquired about the status of the Battery Electric Grant following the recent denial of funding. Bergkamp clarified that although the agency was initially approved for the WSDOT Green Transportation Grant, the state legislature ultimately did not fund the program due to it being oversubscribed. Bergkamp noted that while immediate reapplication during this budget cycle is unlikely, she will consult with the Grants Manager to identify alternative funding programs to support the pilot of electric vehicle technology.

Regarding security, Vanderpool questioned the "break-even point" at which the agency would consider transitioning from contracted security to an in-house security force. Bergkamp responded that most agencies with internal security are significantly larger and typically employ specialized Transit Police. She offered to research the financial threshold for such a transition. An additional point was raised regarding the "soft costs" associated with in-house operations, noting that as a transit-focused organization, moving security in-house would require significant investment in non-core expertise, specialized training, and increased liability insurance premiums.

Michael Gray asked for clarification regarding the \$7M allocated for temporary shop structures and canopies, noting the existing building is only a few years old. Jonathan Yee, Fleet and Facilities Director, explained the structure was originally designed to serve only as a covered parking area. However, after a year of operational use and further site master planning, staff identified a critical need to convert the space into a permanent, walled, and insulated structure.

Yee clarified the \$7M budget covers the design, construction, and contingency costs required to bring the facility up to permanent life-safety codes. The upgrade will transition the area from an open, "makeshift" space into a fully functional, climate-controlled facility integrated into the agency's long-term infrastructure.

It was M/S/A by Belk and Mejia to approve Resolution 06-2025 that establishes the 2026 Budget.

- B. Transit Center Security Services Contract Capacity.** Senior Procurement and Project Management Coordinator, Brenden Houx, presented an increase to the contract for security services provided by Pal American Security, Inc. in 2025.

On December 9, 2024, Amendment #9 was executed to extend security services for the 2025 calendar year. Based on historical data and projected service needs, Intercity Transit (Transit) estimated the need for 37,915 service hours, with a not-to-exceed compensation level of \$1,046,183 for 2025 security services. However, unforeseen circumstances throughout this year have created a higher than anticipated need for security services due to rising risk at certain Transit properties, events, and other contributing factors. Without adjusting the contract capacity, Transit will be unable to maintain the level of security services, as the contract compensation limit will be reached earlier than expected. Additionally, PalAmerican's recent change in command has resulted in a more consistent service level and significantly reduced missed coverage hours.

Under this contract amendment, PalAmerican will continue to provide the same level of daily unarmed security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, Pattison Campus, the leased Bobcat parking lot, and patrols of the Martin Way Park and Ride. The hourly service rates will remain unchanged.

However, due to a recent legislative change affecting taxable services, Transit will likely be required to pay sales tax on these services beginning in December 2025. To account for both the additional service hours and sales tax, \$114,000.00 will be added to the contract capacity, resulting in a new contract not-to-exceed amount of \$1,160,183.00.

Based on PalAmerican's record of performance, staff remains confident the firm will continue to provide necessary services at our facilities with a professional and valuable presence and recommends the contract capacity is increased to provide complete service hours throughout the rest of the year.

It was M/S/A by Goodwin and Von Holtz to authorize the General Manager to execute a contract amendment with PalAmerican to increase the contract capacity in the amount of \$114,000.00, resulting in a new contract not-to-exceed total of \$1,160,183.00, for security services provided in 2025.

- C. Transit Asset Management Plan Update.** Senior Procurement and Project Management Coordinator, Brenden Houx, presented a Task Order with WSP USA, Inc. to update Intercity Transit's Transit Asset Management (TAM) Plan

The Federal Transit Administration (FTA) requires all recipients of federal transit funding to develop and maintain a compliant Transit Asset Management (TAMP) in accordance with 49 CFR Part 625. This plan ensures that transit agencies are effectively managing their capital assets, such as vehicles, facilities, equipment, and infrastructure, to maintain a State of Good Repair (SGR) and optimize investment decisions. The last update to Intercity Transit's TAMP was performed in 2022, and the next required update must be completed in 2026. Updating Transit's TAMP is necessary to:

1. **Maintain Regulatory Compliance** - The FTA mandates that the TAMP be updated at least every four years or when there are significant changes to our assets, operations, or performance targets. By updating the plan, we ensure full compliance with current FTA regulations, avoid potential funding penalties, and remain eligible for federal transit assistance.
2. **Reflect Current Asset Conditions and Inventory** - Asset conditions and inventories evolve over time due to acquisitions, retirements, maintenance, and upgrades. An updated TAMP allows us to accurately reflect the status of our assets and ensure our investment priorities align with actual needs.
3. **Update Performance Targets and Strategies** - Over time, our performance targets, maintenance strategies, and prioritization methods may need refinement based on operational experience, technological advancements, or updated guidance from the FTA. An updated TAMP incorporates these changes and supports continuous improvement in asset management practices.
4. **Support Data-Driven Decision Making** - A current and comprehensive TAMP strengthens our ability to make informed, data-driven decisions regarding capital planning, budgeting, and service delivery – improving safety, reliability, and efficiency across our transit system. Updating the TAMP is not just a regulatory requirement, but a strategic investment in the sustainability and effectiveness of our transit operations.

Upon approval, WSP will facilitate a kick-off meeting in coordination with Intercity Transit staff and stakeholders. The project is expected to span approximately six to eight months, with completion in advance of FTA's October 2026 deadline. At a high level, WSP will provide project management and coordination, review of existing data, TAMP preparation, and production. Some of the tasks include but are not limited to:

- Data Review of the Current 2022 TAMP

- Preparation for Data Review Request
- Develop TAMP Outline
- TAMP Production
- TAMP Preparation

Based on the scope and proposed hours, staff are confident the pricing is both fair and reasonable. WSP has a successful track record working with Intercity Transit and other public agencies delivering similar projects.

It was M/S/A by Mejia and Cox to authorize the General Manager to execute a Task Order with WSP in the amount of \$209,600, which includes 10% contingency, to update the Transit Asset Management Plan.

D. Bus Stop Pads Service Change Project 2504. Construction Projects Coordinator, Jonathan Martin, presented a contract for the construction of bus stop pads under the New Bus Stop Development Service Change project.

Intercity Transit (Transit) will implement a service change in May 2026, which will introduce new route configurations. As part of these changes, Transit will construct 37 new bus stops with 4' x 6' concrete pads under this contract. Additional stops will be implemented with flag posts; however, these installations will be completed by Transit's own staff, not the contractor. Transit will monitor ridership and route performance at these locations to determine whether long-term infrastructure investments are warranted.

Summary of Bus Stops to be Improved by Jurisdiction

Jurisdiction	No. of Stops
City of Olympia	8
City of Lacey	12
City of Tumwater	8
Thurston County	9
Total	37

Work Completed to Date: Earlier this year, Transit engaged KPFF under the On-Call Engineering Services Master Contract #1937 to complete the site evaluation and feasibility analysis for the bus stop locations, along with design engineering, permitting, preparation of final plans and specifications to advance the project to bid.

Current Status: Transit issued a Request for Bids on October 30, 2025, for the construction of the bus stop pads. Transit received thirteen (13) bids by the November 17, 2025, deadline, ranging from \$129,325 to \$571,690. Taycon, LLC submitted the lowest responsive and responsible bid in the amount of \$129,325, which is 42.3% below the engineer's estimate of \$224,007.84.

Taycon, LLC successfully completed similar infrastructure projects for Lewis County and the City of Centralia. Based on their experience and past performance, staff recommends awarding the construction contract to Taycon, LLC in the amount of \$148,724, which includes a 15% contingency to cover any unforeseen conditions during the project.

It was M/S/A by Von Holtz and Pierce to authorize the General Manager to enter a contract with Taycon, LLC for the construction of bus stop pads, in the amount of \$148,724, inclusive of a 15% contingency.

- E. May 2026 Service Change Adoption.** Planning Deputy Director, Rob LaFontaine, presented proposed changes to bus service anticipated to take effect Sunday, May 3, 2026.

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 six-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 3rd with approximately 70 participants in attendance, and a public hearing with the Authority Board on November 5th. 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. None of the comments received revealed any significant design flaws in the proposed system requiring major edits to the route structure and related equity analysis.

It was M/S/A by Pierce and Goodwin to adopt the May 2026 Service Change Summary and Equity Analysis as presented.

GENERAL MANAGER'S REPORT

- All employees, family members, retirees, ITA, CAC members and volunteers are invited to the holiday banquet Friday, December 5 being held in the Pattison Fuel Wash Building from 10 am to 4 pm and at the OTC from 8:30 am to 4 pm. There is a noontime program to honor milestones for long-time employees, welcome new employees, and thank our wonderful volunteers. This year overflow seating is available in the ADOPS Boardroom between 11 am – 2 pm. Staff, guests and family members attending the banquet can park in the Bobcat Lot and a shuttle service is provided.
- On November 20, the FTA announced their low and no emissions 2025 grant awards and IT was granted our full request to replace 16 buses at the end of their useful life with modern hybrid coaches in the amount of \$17,551,815. These grant applications truly are a group project and a big lift. Huge thanks and congratulations to all staff who worked on this, including:
 - **Dena Withrow** - compelling safety and security stories and highlights
 - **Drew Goffeney** - supportive data and maps to include
 - **Jason Aguero Jr.** - additional Safety and PTASP content
 - **Jonathon Yee** - additional proofreading and Letters of Support
 - **Jonathon Yee and David Chaffee** - costs and focus on what the project needs are in the coming years for coaches
 - **Jessica Gould and Thera Black** - for their amazing grant writing prowess and diligence!
- Bergkamp, Grants Manager Jessica Gould and Chief Marketing, Communications and Outreach Officer Nick Demerice met with state advocates David Frost and Joanna Grist to plan our legislative agenda for this year. We will focus on inviting our legislators to visit Intercity Transit, to thank them for their continued support and update them on the various state funded projects we have underway. The state budget continues to be in a deficit, so gratitude for what we have is in order.
- Operator Class 25-03 graduated on Friday, November 21 with 16 members who are now out on the road: "Cyd" Kormac-Kasola, Douglas Boggan, Henry White, Jake Andersen, Jamy Gerou, Jay Nery, Jeff Bodnar, Keith Stovall, Kerry Martin, Lamontay Ester, Lance Branum, Leilani Atwood, Mary Hudspeth, Robin Binkley, Tisha Montgomery, & Twana Walker. Class 25-04 began on Monday, November 24 with 19 members.
- Bergkamp joined Planning Deputy Director Rob LaFontaine for his presentation on the May 2026 Service Redesign at Tumwater City Council's meeting Tuesday, November 25. LaFontaine did an amazing job of presenting, and Bergkamp took the opportunity to share how hard he and our Planning department have

Intercity Transit Authority Regular Meeting

December 3, 2025

Page 9 of 11

worked to put together the plan for this redesign. They were excited to hear of the enhancements to service and how they'll impact the City of Tumwater.

- Bergkamp and LaFontaine joined Chief Marketing, Outreach and Communications Officer Nick Demerice for his presentation on the May 2026 Service Redesign at Olympia City Council's meeting Tuesday, December 2. Demeris did an amazing job of presenting, while LaFontaine and Bergkamp were on hand to answer questions. Bergkamp took the opportunity again to share how hard LaFontaine and our Planning department have worked to put together the plan for this redesign. They were excited to hear of the enhancements to service and how they'll impact the City of Olympia.
- Congrats to Mark Neuville, who was re-elected as ATU Local 1765's President. Vice President is IT Operator and ATU member Ryan Harper, Financial Secretary is IT Operator and ATU member Gryffen Snyder-Chavez. Executive Board Members include Neil Ward, Kenny Farver, and Valerie Woodman – all ATU Members and Intercity Transit Operators.

AUTHORITY ISSUES

Neuville provided an update on the current initiatives, beginning with the positive news regarding the new bus routes and the plan to introduce paper maps on the buses, which he anticipates will be very helpful for riders navigating the new system. He acknowledged a significant challenge in managing the flow of passengers, especially at the OTC terminal, noting that even with a budget for new signage, it will be difficult to keep people oriented correctly, suggesting that more than a handful of ambassadors might be necessary. He also reported progress on the operational side with the successful launch of a new preventability program. This program is designed to improve safety infrastructure by leading to the right questions, prioritizing safety issues based on the level of threat/danger and the number of occurrences and ensuring these issues are functionally addressed and not forgotten after internal meetings. He concluded that these steps represent a positive direction for the department.

Belk highlighted the long-term necessity of planning for future light rail development, acknowledging the extensive time required for transit initiatives. However, he shared a timely and serendipitous development regarding the Olympic Region facility (ORMATH) up in Hawks Prairie, which is a State DOT office. Due to legislative directives pushing for office consolidation and the shift to hybrid schedules, many of his colleagues will soon need to share less office space more efficiently, leading to a major parking impact at the Hawks Prairie site beginning around next June. This internal crisis coincides perfectly with the May launch of the new and improved transit service to Hawks Prairie. Belk expressed gratitude to the transit team for this timing, noting the new routes will offer a timely solution for his colleagues who were concerned about on-site parking. Furthermore, the enhanced connections to the Hawks Prairie Park and Ride which offers free parking and security cameras provide an

Intercity Transit Authority Regular Meeting

December 3, 2025

Page 10 of 11

excellent Transportation Demand Management (TDM) option, allowing employees to park off-site and easily take the bus, thus reducing parking stress and maximizing efficiency at the consolidated facility.

Vanderpool added a relevant suggestion for the State DOT's office consolidation issue, pointing out that "3/4 of the LNI building is empty," implying potential shared space solutions between different state agencies will need to be explored. Vanderpool's main update concerned the Capital Corridor Project. He announced the project will hold an open house on December 4 at City Hall at 5:30 p.m. This event will provide an update on the future of Capital Way, which is a major initiative aimed at transforming the older road – which once functioned as a state highway running through a neighborhood and downtown to be significantly safer. Key proposals being considered include the implementation of protected bike lanes and road diets (reducing the number of travel lanes to repurpose space), with the goal of reversing the unsafe characteristics of the old road design. Vanderpool is excited for the project, viewing it as a potential standard for future road safety improvements within the area.

Cox shared a heartfelt anecdote illustrating the significant impact of the agency's zero-fare transit policy. While at the grocery store she struck up a conversation with a woman who was new to Lacey and expressed concern about the horrible local traffic and whether she could afford the bus fare. When informed the bus fare is zero, the woman was overcome with emotion and said, "You just changed my life." She was incredibly grateful and stunned that the service was offered at no cost. Cox said that this moment reinforced the value of the zero-fare policy, suggesting there are still many people in the community who are unaware of this benefit. This direct, positive reflection from a new resident served as a "really nice moment" and highlighted the transformative power of accessible public transit.

Hess expressed gratitude to staff for the hard work taking place in Yelm, specifically acknowledging the refurbishment of bus stops, which are looking "really good." He raised concern from the community regarding one specific bus stop where community members have requested the addition of some kind of shelter or cover. Hess shifted to Yelm's long-term strategy, noting the city is currently reviewing its comprehensive plan for the next 5-10 years. A consistent goal he has been pushing for is securing a designated spot for a possible future transit center, recognizing that as Yelm grows, more buses will be needed. He confirmed the planning department and the mayor are currently supportive of this initiative.

Hess said that Yelm recently finalized a contract with a developer for a 640-acre master-planned community. Before the developer can build any housing or commercial property, they are mandated to complete the construction of the "Southern Loop," a new road that will connect with the current end of Tahoma Terra. The first house is projected to be built and sold in five years. Hess committed to ensuring that information regarding this development is passed from Yelm Planning to ITA Planning, as it will likely impact future bus routes.

Intercity Transit Authority Regular Meeting

December 3, 2025

Page 11 of 11

Hess thanked the agency for the crucial service provided to high school students, noting that many rely on the bus to get around, which helps the Yelm Community Schools when their own buses are sometimes unavailable. He concluded by mentioning that his continued participation on the ITA board is pending the mayor's committee appointments in January, but he assured the ITA that he will advocate for his replacement to have the same passion for the transit authority.

EXECUTIVE SESSIONS:

At 7:12 p.m., Chair Cox announced the Intercity Transit Authority would conduct two separate Executive Sessions. The first pursuant to **RCW 42.30.110 (1) (g)** to review the performance of the General Manager; and the second pursuant to **RCW 42.30.110(1)(i)** to discuss with legal counsel matters concerning ATU arbitration.

Chair Cox announced no final action would occur during the Executive Sessions; therefore, the Authority did not reconvene to an open session.

ADJOURNMENT

It was M/S/A by Mejia and Belk to adjourn the meeting at 7:13 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk of the Board

Date Approved: January 21, 2026

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 17, 2025

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on December 17, 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 Neville; Community Representative Justin Belk; City of Tumwater Councilmember Kelly Von Holtz; City of Yelm Councilmember Brian Hess; and City of Olympia Councilmember Robert Vanderpool.

Staff Present: Emily Bergkamp; Pat Messmer; Katie Cunningham; Nicole Jones; Thera Black; Jana Brown; Jonathon Yee; Ramon Beltran; Jessica Gould; Lynne Cunningham; Daniel Van Horn; Michael Maverick; Peter Stackpole; Brenden Houx; Rob LaFontaine; Dena Withrow; Cameron Crass; Kyle McPherson; Lynne Cunningham; Michael Midstokke; Christina Loomis; Jane Denicola; Matthew Kelzenberg.

Others Present: Jeff Myers, Legal Counsel; Jessica Houchin, Thurston County Chamber; and Ashley Stone, Express Employment Professionals.

STAFF INTRODUCTIONS

- A. Michael Midstokke introduced Operator Class 25-04.

RECOGNITION

- A. **Boss of the Year Honorable Mention Award - Dena Withrow.** Bergkamp introduced Jessica Houchin, from the Thurston County Chamber and Ashley Stone, from Express Employment Professionals, who were invited to present Dena Withrow, Director of Operations, with the 2025 Boss of the Year Honorable Mention award. Houchin and Stone detailed the rigorous selection process, which has been a community staple for 15 years. The award is unique in that it begins with nominations from direct reports and involves Saint Martin's University students, who interview the finalists and "pitch" their respective bosses to a selection committee. Withrow was chosen from a large pool of candidates, notably receiving the highest volume of nominations from her own team.

The presentation highlighted Withrow's "people-first" leadership style, rooted in her professional journey from bus Operator to Director. Her staff praised her visibility and accessibility, noting that she is often found riding buses, visiting dispatch, and engaging directly with customer service. Specific achievements mentioned included the creation of a dedicated training department and her

Intercity Transit Authority Regular Meeting

December 17, 2025

Page 2 of 7

efforts to break down communication barriers – symbolized by her decision to keep office doors permanently unlocked. Stone described Withrow as the "anchor" of operations, a steady presence who treats mistakes as learning opportunities and encourages her staff to grow through cross-training and certifications.

Chair Cox recessed the meeting for 15 minutes to serve refreshments.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

APPROVAL CONSENT AGENDA

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

- 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

NEW BUSINESS

- A. **Zero-Emissions Update.** Fleet & Facilities Maintenance Director, Jonathon Yee, provided an update on Intercity Transit's zero-emissions program, outlining the agency's strategic transition toward more sustainable vehicle technologies. He explained that the Dial-A-Lift service will transition to battery electric vehicles (BEVs) rather than hydrogen fuel cells. This decision was driven by the prohibitive cost of fuel cell options and the nature of Dial-A-Lift's operations; since the service is appointment-based and operates on a more flexible schedule than fixed routes, it is easier to manage within the range and charging capabilities of current battery technology.

The agency is also targeting battery electric solutions for its vanpool and support vehicle fleets. While Intercity Transit has already introduced three electric

passenger vehicles into its motor pool, further expansion is temporarily on hold until facility construction is finished, and the necessary charging infrastructure is installed. This shift is being planned with a long-term view toward Washington State's Clean Vehicles Law, which mandates that all new light and medium-duty vehicles sold in the state must be zero-emission by 2035.

Yee addressed the unique logistical challenges of electrifying the Vanpool program. Because these vehicles are typically kept at the homes of participants, the agency must develop a long-term strategy to facilitate charging. This will involve exploring options for home charging as well as collaborating with regional employers to ensure workplace charging availability. With these planning stages established, Yee noted the agency is now prepared to move from the research phase into active implementation.

Yee answered questions.

An inquiry was made regarding the definition of "Clean Diesel" and the hybrid components of clean diesel buses.

Yee detailed the physical requirements for the transition, noting the need for medians between lanes to house charging infrastructure. The facility plan includes widespread charging stations dedicated to:

- Staff/motor pool vehicles
- Vanpool vehicles
- General non-revenue fleet

The agency remains committed to a mixed-fleet approach. Hydrogen is preferred for fixed-route services due to range requirements, while battery electric is slated for Dial-a-Lift and smaller vehicles.

Due to shifts in the industry and changes in federal support, the agency is purposefully slowing the implementation timeline. Future large-scale steps are on hold – outside of current hydrogen and small-scale battery electric projects – while the agency monitors:

- Advancements in technology
- Federal direction and funding availability

Despite the potential cancellation of the California hydrogen hub, projects continue across the Pacific Northwest and California, primarily focusing on transit, trucking, and sustainable aviation fuels.

Unlike gasoline or diesel, hydrogen currently lacks standardized "weights and measures" regulations for fueling.

- Work is underway (initiated by the Douglas County project) to establish these state regulations to prepare for a broader hydrogen economy.

There is significant cross-sector partnership between end-users, producers, and nonprofits. The agency is actively leaning on California's experience and collaborating with various industry associations to align standards.

The Authority thanked Yee for the informative presentation and gave their approval of the current strategic direction.

- B. Adopt 2026-2031 Strategic Plan.** Bergkamp presented the final 2026-2031 Strategic Plan for adoption. The Strategic Plan defines the levels and types of public transportation services for the next six years and outlines the revenue sources to finance them. This update maintains the existing Mission, Vision, and Goals or Policy Positions while refreshing operational data.

The Strategic Plan's ongoing process is to document Intercity Transit's intended direction. Strategic planning prioritizes efforts, allocates resources, aligns stakeholders and employees on our goals, backed by data and sound reasoning.

- Defines levels and types of transportation services offered over the next six years.
- Determines the amount and sources of revenue to finance services.
- Represents the continuation of our commitments created from a multi-year transit planning process and increased funding.
- Guiding principles, capital program and service levels are reviewed and outlined for the next six-year period.
- Recognizes the One IT project's impact on business operations.

The plan continues commitments made during the "Intercity Transit Road Trip" planning process. Following the passage of Proposition 1, the agency's sales tax authority increased to 1.2%. Intercity Transit is one of only two transit systems in Washington with this funding level (others are capped at 0.9% without legislative permission).

Upcoming Milestones Include:

- Large bus replacements. The plan includes a thorough overview of received and pending grants. Reimbursements for the Hydrogen Project (specifically for buses) are expected to begin soon.
- Major redesign scheduled for May 2026.
- Post-redesign focus will be on on-time performance and route tweaks based on community and operator feedback.
- Plans are being explored for areas where 40-foot buses cannot operate (e.g., Yelm).
- An on-demand service is planned to supplement "Nightline" for downtown Olympia social events.

Hess expressed appreciation for the inclusion of micro-transit initiatives within the plan. He highlighted the importance of these services for the Yelm area and voiced a hope to see implementation within the next 5 to 10 years.

Belk thanked Bergkamp and the entire agency staff. He acknowledged that while strategic plan presentations may not draw large public audiences, the document is vital for setting the agency's long-term direction and representing its values.

It was M/S/A by Belk and Mejia to adopt the 2026-2031 Strategic Plan.

COMMITTEE REPORTS

- A. Thurston Regional Planning Council (Dec. 5).** Vanderpool said TRPC received an update from the Port of Olympia on their current projects. The plan primarily focuses on three things - land use, economic development, and the environment. TRPC remains active in the Port Peninsula Plan, which outlines the strategy for the coming years. While originally intended to be a shorter process the timeline will likely be extended.

TRPC provided a review of and updates on the Martin Way Crossing Strategy, focusing on the crossroads of accessibility, safety, and equity. The strategy targets areas with high crash rates and high pedestrian density, specifically looking at proximity to bus stops and key destinations. The project has reached the 30% design milestone. There is an ongoing dialogue regarding the standardization of design to ensure consistency across the corridor. Because Martin Way was historically a highway and now passes through Olympia, Lacey, and Thurston County, Vanderpool emphasized the need for continued inter-jurisdictional coordination.

- B. Transportation Policy Board (Dec. 10).** Belk said the TPB received an update from the Port of Olympia, which covered several overlapping regional topics. Regarding transportation, the Port has been engaged in discussions concerning the potential for a ferry service. This service would provide a water connection between the local area and northern destinations, such as Tacoma, Seattle, or transit points closer to the airport. Belk expressed interest in this development. Additionally, the Port advocated for the continued importance of rail infrastructure, emphasizing its role in moving both people and goods. Belk noted that rail should remain a priority option for future regional planning.

Belk said the TPB recognized outgoing members, and appreciation was expressed for Bob Iyall from the Port of Olympia, who is stepping away as he will no longer be on the Commission. The Board also recognized John O'Callahan from the city of Tenino and Emeritus Representative Pete Kmet for

their service. Belk said the recruitment process for community and business representatives is currently ongoing.

GENERAL MANAGER'S REPORT

- Bergkamp announced the American Public Transportation Association's (APTA) Legislative Conference is being held April 12-14, 2026, in Washington, D.C. This is an opportunity for the public transportation industry to make their presence felt and our voices heard in D.C. The conference helps educate APTA members on important federal legislation, policy initiatives and an opportunity to shape the industry's positions and federal advocacy agenda. Bergkamp said Commissioner Mejia expressed interest in attending, and traditionally two Board members attend. Board members interested in attending should let Bergkamp know.
- Three days of CDL testing for Operator Class 25-04 begins December 18. Best of luck to these soon-to-be CDL holders.
- Intercity Transit submitted a grant to the Department of Commerce for technical assistance to design solar power and battery storage at the Pattison campus. If awarded, this grant phase could lead directly to implementation after the design phase. Special thanks to Thera Black and Jessica Gould for their work on this application.
- Bergkamp said staff is working with WSP on a new long range financial planning tool. She feels it's going to be important because it's going to allow IT to take into consideration historical information as well, which we can't do right now with the current tool. It will give us a more workable tool to plug in different dynamics as they change over time. At some point, Jana Brown can provide a test drive for the ITA and give some examples of how we're able to use it.

AUTHORITY ISSUES

Mejia said the County completed committee assignments and she will remain on the ITA.

Von Holtz said the City of Tumwater passed its Comprehensive Plan. She was on the Planning Commission and is excited to see it finally come to fruition. During her day job, Von Holtz is working on several projects with WSDOT that IT may have access to. She noted that WSDOT will launch a public survey regarding freight mobility. This initiative is designed to gather data on the movement of goods and services to ensure the state's freight system functions efficiently. Von Holtz said the state rail plan is also going to be doing more work and the first part of its engagement has finalized, and we'll be learning more about that. Von Holtz said the Transportation Resiliency Improvement Plan (survey) will be coming out probably in January/February.

Intercity Transit Authority Regular Meeting

December 17, 2025

Page 7 of 7

Pierce encourages members to participate in this year's Legislative Conference. Also Pierce encourages everyone read through the Strategic Plan because it's a good source of information for new Authority and CAC members.

Cox said the City of Lacey passed a \$240 million budget and update to their Comprehensive Plan. She said it's been a tough year for many, but she's happy to see we're coming back together in a family spirit, and hoping 2026 will be a much brighter year for everyone.

Goodwin thanked Cox and Councilmember Robin Vasquez for making the Martin Way Corridor comment about making it a Thurston County issue that all of us need to work together on to make that a much better way of travel.

Goodwin said there are a few community members who want to thank Intercity Transit for the trip planner updates. She would like confirmation from staff if there is an option such as an app that shows the new routes.

Also, Goodwin is looking forward to working with members of the Marketing and Communications staff on the Olympia Free Clinic meet and greet being held with local businesses in 2026.

ADJOURNMENT

With no further business to come before the Authority, it was M/S/A by Goodwin and Von Holtz to adjourn the meeting at 7:34 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: January 21, 2026

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

**Intercity Transit
Payroll Disbursement List
December 2025**

Pay Periods:

PP 25 (Nov 16 - 29)

PP 26 (Nov 30 - Dec 13)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
12/5/2025 ACH	PR DIRECT DEPOSIT	1,272,015.09
12/5/2025 44305 - 44324	PR PAPER CHECKS	23,506.02
12/5/2025 ACH	IRS	220,349.71
12/5/2025 ACH	HEALTH SAVING	549.59
12/5/2025 ACH	VANGUARD	188,488.85
12/5/2025 ACH	PERS	204,082.21
12/5/2025 ACH	DEF COMP	52,447.65
12/5/2025 ACH	MISSION SQUARE	27,095.54
12/5/2025 ACH	CHILD SUPPORT	3,027.22
12/5/2025 ACH	Oregon DOR	359.61
12/19/2025 ACH	PR DIRECT DEPOSIT	1,299,063.12
12/19/2025 44446 - 44447	PR PAPER CHECKS	4,682.71
12/19/2025 ACH	IRS	218,075.59
12/19/2025 ACH	HEALTH SAVING	549.59
12/19/2025 ACH	VANGUARD	187,878.34
12/19/2025 ACH	PERS	201,784.23
12/19/2025 ACH	PERS Split Month Rounding	0.05
12/19/2025 ACH	DEF COMP	48,341.84
12/19/2025 ACH	MISSION SQUARE	26,767.39
12/19/2025 ACH	CHILD SUPPORT	3,027.22
12/19/2025 ACH	Oregon DOR	359.61
12/19/2025 ACH	Oregon DOR	37.25
12/30/2025 ACH	Aflac	15,959.32
Total Payroll Disbursements		3,998,447.75

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

Check No.	Check Date	Vendor No.	Payee	Amount
44260	12/01/25	01805	AM BRANAM TOOLS INC.	\$130.41
44261	12/01/25	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$1,628.49
44262	12/01/25	05937	CENTRALIA OK TIRE INC.	\$53,255.94
44263	12/01/25	06013	CINTAS CORPORATION NO. 3	\$889.89
44264	12/01/25	07220	CUMMINS INC.	\$453.41
44265	12/01/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$3,154.76
44266	12/01/25	08089	DS SERVICES OF AMERICA INC	\$256.58
44267	12/01/25	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$2,045.00
44268	12/01/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$654.95
44269	12/01/25	09662	FERRELLGAS LP	\$7,481.22
44270	12/01/25	10290	FUSION GRAPHIX LLC	\$1,288.98
44271	12/01/25	10477	GALLS PARENT HOLDINGS LLC	\$2,784.10
44272	12/01/25	10660	GILLIG LLC	\$6,327.02
44273	12/01/25	10759	GORDON TRUCK CENTERS INC	\$623.37
44274	12/01/25	10820	SOULIERE INC.	\$1,234.53
44275	12/01/25	11482	HYFLUENCE SYSTEMS CORP.	\$852,330.08
44276	12/01/25	11615	INDUSTRIAL HYDRAULICS INC.	\$1,291.66
44277	12/01/25	11805	ITERIS INC	\$10,749.35
44278	12/01/25	12825	KIRK'S AUTOMOTIVE INC.	\$1,453.00
44279	12/01/25	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,207.80
44280	12/01/25	14393	MICHAEL DIAZ	\$3,245.62
44281	12/01/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$96.63
44282	12/01/25	15106	NEW FLYER OF AMERICA INC.	\$3,062,270.31
44283	12/01/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$847.45
44284	12/01/25	15216	NORTHWEST BUS SALES INC	\$627.95
44285	12/01/25	16200	OLYMPIC REGION CLEAN AIR AGENCY	\$1,131.46
44286	12/01/25	16252	ONSPOT OF NORTH AMERICA INC.	\$4,398.50
44287	12/01/25	16765	PETROCARD INC.	\$94,534.28
44288	12/01/25	16969	POINT GRAPHICS LLC	\$445.57
44289	12/01/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$9,208.89
44290	12/01/25	17391	QUALITY MUFFLER & BRAKE	\$358.94
44291	12/01/25	17724	ROBERT HALF INC.	\$5,440.00
44292	12/01/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$138.10
44293	12/01/25	18052	SHEA CARR & JEWELL INC.	\$110.00
44294	12/01/25	18101	SIJ HOLDINGS LLC	\$815.62
44295	12/01/25	18145	SIX ROBBLEES' INC.	\$270.21
44296	12/01/25	18530	STANDARD PARTS CORP.	\$3,837.09
44297	12/01/25	18695	SUMMIT LAW GROUP PLLC	\$2,713.50
44298	12/01/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$11,334.67
44299	12/01/25	21950	TITUS-WILL CHEVROLET	\$55.91
44300	12/01/25	22010	ROTTERS INC.	\$30.41
44301	12/01/25	22089	TRANSIT HOLDING INC.	\$581.75
44302	12/01/25	23800	VESTIS GROUP INC.	\$552.33
44303	12/01/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$217.20
44304	12/01/25	25673	WSP USA INC.	\$38,358.74
44325	12/08/25	01405	ADVANCE GLASS INC.	\$1,030.80

44326	12/08/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$2,977.78
44327	12/08/25	01895	ECOLUBE RECOVERY LLC	\$170.80
44328	12/08/25	02060	AMERISAFE INC.	\$178.92
44329	12/08/25	02834	AVAAP USA LLC	\$30,118.18
44330	12/08/25	03247	BAUS SYSTEMS LLC	\$4,206.16
44331	12/08/25	04105	BUILDERS EXCHANGE OF WASHINGTON INC	\$63.90
44332	12/08/25	05937	CENTRALIA OK TIRE INC.	\$117.61
44333	12/08/25	06013	CINTAS CORPORATION NO. 3	\$451.03
44334	12/08/25	06216	CHRISTENSEN INC.	\$2,112.45
44335	12/08/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$2,808.87
44336	12/08/25	07220	CUMMINS INC.	\$2,516.53
44337	12/08/25	07350	CW JANITORIAL SERVICE LLC	\$47,236.99
44338	12/08/25	07520	DAILY JOURNAL OF COMMERCE	\$291.50
44339	12/08/25	07640	DAY MANAGEMENT CORP	\$4,691.50
44340	12/08/25	07869	DEPENDABLE COURIER SERVICE LLC	\$500.85
44341	12/08/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$6,019.66
44342	12/08/25	08643	EFP ADMIN LLC	\$1,078.69
44343	12/08/25	09662	FERRELLGAS LP	\$7,398.56
44344	12/08/25	09664	FERN TALLOS	\$2,060.00
44345	12/08/25	10251	FRUITION GROWTH LLC	\$2,085.00
44346	12/08/25	10660	GILLIG LLC	\$79,417.37
44347	12/08/25	10759	GORDON TRUCK CENTERS INC	\$1,053.94
44348	12/08/25	11097	HART HEALTH AND SAFETY INC.	\$1,320.81
44349	12/08/25	11831	INTRADO LIFE & SAFETY INC.	\$278.75
44350	12/08/25	11836	INTUEOR CONSULTING INC.	\$75,378.33
44351	12/08/25	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$377.43
44352	12/08/25	11933	JESSE ORNDORFF	\$1,043.10
44353	12/08/25	12454	KASEYA US LLC	\$1,811.37
44354	12/08/25	12825	KIRK'S AUTOMOTIVE INC.	\$712.50
44355	12/08/25	12845	KNIGHT FIRE PROTECTION INC.	\$2,620.00
44356	12/08/25	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44357	12/08/25	14590	MOHAWK MFG & SUPPLY CO.	\$175.70
44358	12/08/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,296.61
44359	12/08/25	15216	NORTHWEST BUS SALES INC	\$729.29
44360	12/08/25	16252	ONSPOT OF NORTH AMERICA INC.	\$8,244.14
44361	12/08/25	16490	HAROLD LEMAY ENTERPRISES	\$916.91
44362	12/08/25	16630	PANORAMA	\$465.00
44363	12/08/25	16639	OX BODIES INC.	\$14,870.46
44364	12/08/25	16765	PETROCARD INC.	\$67,105.20
44365	12/08/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$476.47
44366	12/08/25	17724	ROBERT HALF INC.	\$10,064.00
44367	12/08/25	17900	SCHETKY NORTHWEST SALES INC.	\$356.80
44368	12/08/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$59.09
44369	12/08/25	18052	SHEA CARR & JEWELL INC.	\$4,234.60
44370	12/08/25	18101	SIJ HOLDINGS LLC	\$4,794.05
44371	12/08/25	18530	STANDARD PARTS CORP.	\$0.00
44372	12/08/25	18530	STANDARD PARTS CORP.	\$1,345.04
44373	12/08/25	18540	STANTEC CONSULTING SERVICES INC	\$75,134.16
44374	12/08/25	18893	TEC EQUIPMENT INC.	\$628.45
44375	12/08/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,376.88
44376	12/08/25	21659	THERMO KING NORTHWEST INC.	\$6,500.00
44377	12/08/25	21870	THURSTON COUNTY COUNCIL ON AGING	\$672.00
44378	12/08/25	21950	TITUS-WILL CHEVROLET	\$63.39

44379	12/08/25	21976	TOTAL BATTERY SUPPLY AND AUTOMOTIVE LLC	\$179.10
44380	12/08/25	22010	ROTTERS INC.	\$48.98
44381	12/08/25	22089	TRANSIT HOLDING INC.	\$558.63
44382	12/08/25	23740	USSC ACQUISITION CORP	\$2,281.41
44383	12/08/25	23771	VEHICLE SERVICE GROUP LLC	\$7,407.82
44384	12/08/25	23800	VESTIS GROUP INC.	\$560.67
44385	12/08/25	24000	W. W. GRAINGER INC.	\$75.42
44386	12/08/25	24755	WA ST HEALTH CARE AUTHORITY	\$839,617.90
44387	12/08/25	25909	WEX BANK	\$31,034.80
44388	12/15/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,433.93
44389	12/15/25	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$3,786.91
44390	12/15/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,232.91
44391	12/15/25	02839	AVIVA KAMM LAW PLLC	\$840.00
44392	12/15/25	03280	BAYVIEW CATERING	\$22,130.55
44393	12/15/25	05937	CENTRALIA OK TIRE INC.	\$3,079.94
44394	12/15/25	05952	CHAD M. PEARSON	\$1,852.92
44395	12/15/25	06013	CINTAS CORPORATION NO. 3	\$510.62
44396	12/15/25	06040	CITY OF LACEY	\$1,524.74
44397	12/15/25	06120	CITY OF OLYMPIA	\$9,188.64
44398	12/15/25	06140	CITY OF TUMWATER	\$285.00
44399	12/15/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$362.34
44400	12/15/25	07220	CUMMINS INC.	\$6,892.32
44401	12/15/25	07619	DAVID S FOSTER	\$2,000.00
44402	12/15/25	07640	DAY MANAGEMENT CORP	\$4,541.32
44403	12/15/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$10,503.74
44404	12/15/25	09662	FERRELLGAS LP	\$6,088.02
44405	12/15/25	09961	FORMA CONSTRUCTION COMPANY	\$1,540,578.13
44406	12/15/25	10477	GALLS PARENT HOLDINGS LLC	\$8,674.63
44407	12/15/25	10660	GILLIG LLC	\$18,305.87
44408	12/15/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
44409	12/15/25	10759	GORDON TRUCK CENTERS INC	\$131.08
44410	12/15/25	11207	HEATHER CHARD	\$600.00
44411	12/15/25	11615	INDUSTRIAL HYDRAULICS INC.	\$21.36
44412	12/15/25	11933	JESSE ORNDORFF	\$1,274.78
44413	12/15/25	11943	JOANNA GRIST	\$2,000.00
44414	12/15/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,191.94
44415	12/15/25	13485	LEMAY MOBILE SHREDDING	\$138.40
44416	12/15/25	13893	MAUL FOSTER & ALONGI INC.	\$220.00
44417	12/15/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,357.34
44418	12/15/25	14499	MITSUBISHI ELECTRIC US INC.	\$988.20
44419	12/15/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,013.64
44420	12/15/25	15106	NEW FLYER OF AMERICA INC.	\$1,786.97
44421	12/15/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$491.41
44422	12/15/25	16874	PITNEY BOWES BANK INC.	\$1,500.00
44423	12/15/25	16969	POINT GRAPHICS LLC	\$32.94
44424	12/15/25	17203	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$3,350.00
44425	12/15/25	17290	PUGET SOUND ENERGY	\$0.00
44426	12/15/25	17290	PUGET SOUND ENERGY	\$41,221.82
44427	12/15/25	17505	RAINIER DODGE INC.	\$267.04
44428	12/15/25	17580	PERFORMANCE SEATS CLINTON INC.	\$886.11
44429	12/15/25	17792	ROUSH CLEANTECH LLC	\$475.55
44430	12/15/25	18066	SHI INTERNATIONAL CORP.	\$14,619.68
44431	12/15/25	18145	SIX ROBBLEES' INC.	\$156.27

44432	12/15/25	18530	STANDARD PARTS CORP.	\$4,180.84
44433	12/15/25	18705	SUNBELT RENTALS INC.	\$1,803.58
44434	12/15/25	18893	TEC EQUIPMENT INC.	\$627.88
44435	12/15/25	21950	TITUS-WILL CHEVROLET	\$76.77
44436	12/15/25	22089	TRANSIT HOLDING INC.	\$9,645.55
44437	12/15/25	22100	TRANSIT SOLUTIONS LLC	\$146,985.97
44438	12/15/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44439	12/15/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44440	12/15/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44441	12/15/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$150,143.94
44442	12/15/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
44443	12/15/25	23800	VESTIS GROUP INC.	\$556.13
44444	12/15/25	24000	W. W. GRAINGER INC.	\$366.58
44445	12/15/25	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$2,330.99
44016	12/18/25	13351	LAMAR TEXAS LIMITED PARTNERSHIP - VOID	(\$3,300.00)
44028	12/18/25	17908	SCHINDLER ELEVATOR CORPORATION - VOID	(\$2,783.43)
44448	12/22/25	01567	CANON FINANCIAL SERVICES INC.	\$4,695.90
44449	12/22/25	01895	ECOLUBE RECOVERY LLC	\$463.22
44450	12/22/25	02828	AVAIL TECHNOLOGIES INC	\$435.00
44451	12/22/25	03506	BIG LANGUAGE SOLUTIONS HOLDINGS LLC	\$13.69
44452	12/22/25	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$4,695.19
44453	12/22/25	05937	CENTRALIA OK TIRE INC.	\$21,212.76
44454	12/22/25	05948	CHARLOTTE SUZANNE SIMONS	\$80.00
44455	12/22/25	06013	CINTAS CORPORATION NO. 3	\$510.86
44456	12/22/25	06216	CHRISTENSEN INC.	\$1,947.45
44457	12/22/25	06227	CLAIR BOURGEOIS	\$40.00
44458	12/22/25	07220	CUMMINS INC.	\$92.12
44459	12/22/25	07559	DARA DOTSON	\$120.00
44460	12/22/25	07640	DAY MANAGEMENT CORP	\$130.44
44461	12/22/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,490.94
44462	12/22/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$11,000.69
44463	12/22/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$58.31
44464	12/22/25	09662	FERRELLGAS LP	\$9,087.67
44465	12/22/25	10008	FOUR SEASONS CONCRETE CONSTRUCTION LLC	\$141,563.78
44466	12/22/25	10660	GILLIG LLC	\$3,627.05
44467	12/22/25	10759	GORDON TRUCK CENTERS INC	\$419.44
44468	12/22/25	11096	HARRISON ASHBY	\$80.00
44469	12/22/25	11615	INDUSTRIAL HYDRAULICS INC.	\$134.68
44470	12/22/25	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$406.26
44471	12/22/25	11938	JOANN E. SCOTT	\$80.00
44472	12/22/25	12188	JULIAN T. PRESTON	\$40.00
44473	12/22/25	12370	KAISER FOUNDATION HEALTH PLAN OF WASHING	\$1,018.00
44474	12/22/25	12875	KPFF CONSULTING ENGINEERS INC	\$29,690.18
44475	12/22/25	13339	LADZINSKI MIKE	\$60.00
44476	12/22/25	13351	LAMAR TEXAS LIMITED PARTNERSHIP	\$3,300.00
44477	12/22/25	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$631.36
44478	12/22/25	13759	MARGARET L. JANIS	\$100.00
44479	12/22/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,060.38
44480	12/22/25	15106	NEW FLYER OF AMERICA INC.	\$1,528,276.67
44481	12/22/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$357.39
44482	12/22/25	15217	NORTHWEST EVENT DECORATORS	\$681.86
44483	12/22/25	16252	ONSPOT OF NORTH AMERICA INC.	\$6,258.32
44484	12/22/25	16623	PALAMERICAN SECURITY INC.	\$96,981.24

44485	12/22/25	16701	PEAK INDUSTRIAL INC.	\$873.02
44486	12/22/25	16765	PETROCARD INC.	\$64,036.88
44487	12/22/25	17425	RACHEL WILSON	\$80.00
44488	12/22/25	17505	RAINIER DODGE INC.	\$92.28
44489	12/22/25	17724	ROBERT HALF INC.	\$16,320.00
44490	12/22/25	17792	ROUSH CLEANTECH LLC	\$452.89
44491	12/22/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$710.39
44492	12/22/25	18101	SIJ HOLDINGS LLC	\$420.31
44493	12/22/25	18110	SILVERSTONE SYSTEMS LLC	\$12,267.00
44494	12/22/25	18145	SIX ROBBLEES' INC.	\$125.54
44495	12/22/25	18530	STANDARD PARTS CORP.	\$4,224.95
44496	12/22/25	18549	STAPLES INC.	\$1,583.54
44497	12/22/25	21950	TITUS-WILL CHEVROLET	\$318.37
44498	12/22/25	22010	ROTTERS INC.	\$20.88
44499	12/22/25	22045	TRACKIT LLC	\$19,040.00
44500	12/22/25	22089	TRANSIT HOLDING INC.	\$1,539.03
44501	12/22/25	22470	TY FLINT	\$40.00
44502	12/22/25	23800	VESTIS GROUP INC.	\$557.08
44503	12/22/25	25741	WEISS NATALIE	\$62.02
44504	12/29/25	01780	AMALGAMATED TRANSIT UNION 1765	\$28,345.72
44505	12/29/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$9,766.88
44506	12/29/25	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$4,519.02
44507	12/29/25	05320	CAPITOL CITY PRESS INC	\$4,645.40
44508	12/29/25	05937	CENTRALIA OK TIRE INC.	\$280.60
44509	12/29/25	06013	CINTAS CORPORATION NO. 3	\$510.86
44510	12/29/25	06120	CITY OF OLYMPIA	\$1,769.86
44511	12/29/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,194.81
44512	12/29/25	07220	CUMMINS INC.	\$301.73
44513	12/29/25	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$3,426.08
44514	12/29/25	08079	DRIVENTIC LLC	\$10,201.55
44515	12/29/25	08089	DS SERVICES OF AMERICA INC	\$422.27
44516	12/29/25	08643	EFP ADMIN LLC	\$1,110.94
44517	12/29/25	09662	FERRELLGAS LP	\$8,494.61
44518	12/29/25	10660	GILLIG LLC	\$10,726.84
44519	12/29/25	10759	GORDON TRUCK CENTERS INC	\$520.98
44520	12/29/25	11310	HOGAN MFG. INC.	\$4,147.75
44521	12/29/25	11831	INTRADO LIFE & SAFETY INC.	\$278.75
44522	12/29/25	11895	J&I POWER EQUIPMENT INC.	\$160.29
44523	12/29/25	11933	JESSE ORNDORFF	\$329.40
44524	12/29/25	12825	KIRK'S AUTOMOTIVE INC.	\$2,375.00
44525	12/29/25	13339	LADZINSKI MIKE	\$40.00
44526	12/29/25	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44527	12/29/25	14499	MINITUBISHI ELECTRIC US INC.	\$682.69
44528	12/29/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$8,945.86
44529	12/29/25	15216	NORTHWEST BUS SALES INC	\$1,242.94
44530	12/29/25	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$685.79
44531	12/29/25	16252	ONSPOT OF NORTH AMERICA INC.	\$813.24
44532	12/29/25	16841	PIONEER FIRE & SECURITY INC.	\$1,333.11
44533	12/29/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$3,128.50
44534	12/29/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$63.95
44535	12/29/25	18052	SHEA CARR & JEWELL INC.	\$937.18
44536	12/29/25	18145	SIX ROBBLEES' INC.	\$115.03
44537	12/29/25	18530	STANDARD PARTS CORP.	\$3,706.38

44538	12/29/25	18705	SUNBELT RENTALS INC.	\$1,273.06
44539	12/29/25	22010	ROTTERS INC.	\$84.70
44540	12/29/25	22089	TRANSIT HOLDING INC.	\$483.62
44541	12/29/25	23660	UNITED WAY OF THURSTON COUNTY	\$340.00
44542	12/29/25	23741	USSC ACQUISITION CORP.	\$9,646.92
44543	12/29/25	23800	VESTIS GROUP INC.	\$553.73
44544	12/29/25	24000	W. W. GRAINGER INC.	\$224.68
44545	12/29/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$1,234.23
ACH	12/01/25		AUTHORIZE.NET	\$234.79
ACH	12/05/25		BEABER JUSTIN	\$138.00
ACH	12/05/25		BRYANT JASON	\$1,237.45
ACH	12/05/25		FISKNESS SCOTT	\$30.00
ACH	12/05/25		HOWELL JR. CARL	\$50.00
ACH	12/05/25		HOWLAND PATRICIA	\$138.00
ACH	12/05/25		MILLER JOE	\$616.16
ACH	12/05/25		PARKER RONALD	\$795.00
ACH	12/05/25		ROMINES ROBERT	\$130.00
ACH	12/05/25		RIVERA DANIEL	\$245.00
ACH	12/05/25		SANDY GLENROY	\$75.00
ACH	12/05/25		SHABAAN ERNEST	\$20.00
ACH	12/05/25		WELLS CHRISTOPHER	\$85.92
ACH	12/12/25		BERGKAMP EMILY	\$76.08
ACH	12/12/25		DENICOLA JANE	\$53.00
ACH	12/12/25		DOANE PETER	\$60.17
ACH	12/12/25		FONSECA RENEE E.	\$53.00
ACH	12/12/25		AMENDALA JENNIFER	\$399.80
ACH	12/12/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,187.75
ACH	12/12/25		PARKER RONALD	\$53.00
ACH	12/19/25		ALLISON LISA	\$135.00
ACH	12/19/25		BAIR ALYSIA	\$10.03
ACH	12/19/25		COFFMAN ROBERT	\$138.00
ACH	12/19/25		DALLOUL DAVID	\$75.00
ACH	12/19/25		DEPOE JANET	\$55.00
ACH	12/19/25		DOANE PETER	\$53.00
ACH	12/19/25		ELY CRISTY	\$35.00
ACH	12/19/25		GILSDORF RUSSELL	\$53.00
ACH	12/19/25		LEANORD CAREY	\$120.00
ACH	12/19/25		MCPHERSON KYLE	\$34.06
ACH	12/19/25		NOCIS JEANICE	\$25.00
ACH	12/19/25		YATES CHARLES	\$35.00
ACH	12/26/25		AMMANN KARL	\$37.80
ACH	12/26/25		BEAIRD SETH	\$40.00
ACH	12/26/25		HOUX BRENDEN	\$96.40
ACH	12/26/25		CHAFFEE DAVID	\$32.00
ACH	12/26/25		COFFMAN ROBERT	\$32.00
ACH	12/26/25		CRAWFORD STEPHEN	\$60.00
ACH	12/26/25		DEWITT MATTHEW	\$35.00
ACH	12/26/25		DEPARTMENT OF REVENUE	\$1,067.82
ACH	12/26/25		FISKNESS SCOTT	\$80.00
ACH	12/26/25		GAMBOA JOSE	\$200.00
ACH	12/26/25		GIEDOSH STEPHEN	\$60.00
ACH	12/26/25		McCLURE SHAWN	\$32.00
ACH	12/26/25		MORRISON MELISSA	\$25.00

ACH	12/26/25	OWSLEY STEVE	\$32.00
ACH	12/26/25	REINHARDT MICHAEL	\$620.00
ACH	12/26/25	SANDBERG BENNY JON	\$305.00
ACH	12/26/25	SMITH NIKOLAS	\$65.00
ACH	12/26/25	TREFSGAR ERIC	\$32.00
			<u>\$9,747,095.05</u>

**INTERCITY TRANSIT AUTHORITY
CONSENT AGENDA ITEM NO. 3-D
MEETING DATE: January 21, 2026**

FOR: Intercity Transit Authority

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

SUBJECT: Surplus Vehicles - Vanpool Vans and Non-Revenue Support Vehicles

-
- 1) **The Issue:** Whether to declare vehicles surplus.
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- 2) **Recommended Action:** Declare the vehicles listed in Exhibit A as surplus.
-
- 3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare vehicles as surplus to our needs prior to disposition.
-
- 4) **Background:** Staff is requesting the Authority declare the Vanpool vans and non-revenue support vehicles listed in Exhibit A as surplus. Intercity Transit received replacements for these vehicles which have exceeded their useful life, have been fully depreciated, and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus, the non-revenue support vehicles will be offered for direct purchase to other public agencies, while the vanpool vans will be granted through the Intercity Transit Surplus Van Grant Program. Surplus vehicles not sold via direct purchase will be sold at public auction to achieve the highest rate of return. The total estimated fair market value of the vehicles listed in Exhibit A is \$44,300.00.
-
- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these vehicles.
 - B. Defer action. Storage availability on-site and off-site storage costs are an issue.
-
- 6) **Budget Notes:** Funds generated by the sale of surplus vehicles are deposited in the Intercity Transit cash account.
-
- 7) **Goal Reference: Goal No. 3:** *"Maintain a safe and secure operating system."*
-
- 8) **References:** Exhibit A - Surplus Vehicles - January 2026.

EXHIBIT A
SURPLUS VEHICLES - JANUARY 2026

<u>VANPOOL VANS</u>							
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	IT BOOK VALUE	EST. FAIR MARKET VALUE
1.	2323	2013	Ford Econoline	12	131,126	\$0	\$6,000.00
2.	2518	2015	Chevrolet Express	12	115,538	\$0	\$7,250.00
3.	2529	2015	Chevrolet Express	12	123,708	\$0	\$6,500.00
4.	2629	2016	Chevrolet Express	12	129,192	\$0	\$7,250.00
SUBTOTAL							\$27,000.00
<u>NON-REVENUE SUPPORT VEHICLES</u>							
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	IT BOOK VALUE	EST. FAIR MARKET VALUE
5.	1220	2012	Chevrolet Colorado	5	146,954	\$0	\$3,200.00
6.	1222	2012	Nissan Leaf	5	27,701	\$0	\$900.00
7.	1226	2017	Ford Explorer	5	132,505	\$0	\$4,700.00
8.	1297	2009	Ford F350	6	125,395	\$0	\$8,500.00
SUBTOTAL							\$17,300.00
TOTAL ESTIMATED SURPLUS VEHICLE FAIR MARKET VALUE							\$44,300.00

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: January 21, 2026

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Senior Procurement and Project Management
Coordinator, (564) 233-8980

SUBJECT: Digital Call Center Phone Software Implementation

1) **The Issue:** Consideration of the purchase of project implementation services for the new replacement digital call center software solution.

2) **Recommended Action:** Authorize the General Manager, pursuant to Sourcewell Cooperative contract 120122-RNG, to acquire professional services in the amount of \$17,700, excluding taxes, to implement a cloud-based communications solution from RingCentral.

3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000. This purchase does not exceed this expenditure however, it is in conjunction with the approved purchase of the call center solution approved by the Authority on January 7, 2026, and the combined authorization amount of \$157,700 exceeds the expenditure limit.

4) **Background:** Intercity Transit Authority approved a call center solution on January 7, 2026, that is part of our Microsoft 365 Unified Communications Project intended to modernize communications and reduce complexity. This includes transitioning from the current Mitel Connect phone system. The transition is needed as the current solution is approaching its end of life, software updates are no longer being received, and the system has experienced several multi-day outages due to the legacy integration with our telecom provider over the past 18 months. However, the Teams Phone System will not fully satisfy the requirements of our call center environment which requires advanced features such as queue management, detailed reporting, and multi-channel support. To address this gap in customer service efficiency and to support our cybersecurity posture, the project team conducted extensive research and evaluated four call center solutions through demonstrations, scoring surveys, and stakeholder feedback.

The initial approval did not include professional services to implement the new call center software solution. A statement of work was proposed that includes implementation and training for the new call center software.

Intercity Transit is eligible to procure the RingCentral solution, and related professional services, through Sourcewell Cooperative contract 120122-RNG, which offers competitive pricing, and favorable terms, and conditions. After thorough evaluation, staff concluded that RingCentral's professional services statement of work to implement their software is appropriate.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Sourcewell Cooperative contract 120122-RNG, to acquire professional services in the amount of \$17,700, excluding taxes, to implement a cloud-based communications solution from RingCentral.
- B. Defer action. This alternative will result in delayed implementation of our call center software and continued use of a phone system that is unsupported which could cause our phone system to fail.

6) **Budget Notes:** This effort has been planned and allocated in Intercity Transit's current budget. The total amount being sought corresponds to the contract pricing and is reasonable within market standards.

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal # 6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: January 21, 2026

FOR: Intercity Transit Authority

FROM: Brenden Houx, Senior Procurement and Project Management Coordinator, (360) 819-0606

SUBJECT: Hybrid 40-Foot Replacement Bus Purchase

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- 1) **The Issue:** Consideration of the purchase of eighteen (18) hybrid 40-foot replacement buses for fixed-route service.

 - 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase eighteen (18) hybrid replacement buses from Gillig, LLC not-to-exceed the amount of \$31,462,594, including sales tax and contingency.

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

 - 4) **Background:** To continue to provide our community with safe and reliable transit services, Intercity Transit plans to replace eighteen (18) coaches which have met or exceeded their Federal Transit Administration (FTA), which have met or exceeded their useful life expectancy. The FTA establishes a minimum replacement cycle for heavy-duty buses of 12 years or 500,000 miles, whichever occurs first. Intercity Transit typically plans replacement of buses based on this minimum life to maintain a safe and efficient transit fleet.

In November 2025, Intercity Transit received \$17,551,815 in federal grant funding to replace buses that have reached the end of their useful life with modern hybrid coaches. These funds were awarded through FTA's Low or No Emission Program, which provides financial assistance to state and local governmental authorities for the purchase or lease of zero-emission and low-emission buses, as well as the acquisition, construction, and leasing of supporting facilities. Using this grant, Intercity Transit will purchase a total of eighteen (18) buses via purchase order, with the first order containing eight (8) 40-foot hybrid buses from Gillig under the Washington State Department of Enterprise Services (DES) Contract 06719. The second order will consist of ten (10) 40-foot Hybrid buses from Gillig utilizing the same contract and process.

Gillig currently has a 24-month lead time on new orders and is scheduling production and delivery dates for 2027 and later. To meet grant requirements and maintain safe fleet operations, it is critical that we secure our position in Gillig's production schedule as soon as possible.

DES competitively bid Contract 06719, awarding the lowest responsive and responsible bidders by vehicle category, and Gillig was selected for this purchase as a chosen vendor of the Heavy-Duty bus category. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Staff concurs with DES's assessment regarding Gillig's ability to perform, and that the contract pricing is fair and reasonable. Gillig has extensive experience in the bus industry, and staff are confident that these vehicles will be mechanically sound and will serve our staff and customers well for many years to come.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase eighteen (18) hybrid replacement buses from Gillig, LLC not-to-exceed the amount of \$31,462,594, including sales tax and contingency
- B. Defer action. This alternative will result in a delay in upgrading the current aging fleet of buses that have met or exceeded their useful life.

6) **Budget Notes:** The total purchase amount of \$31,462,594 falls within Intercity Transit's budget allocation for this purpose.

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal # 4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal # 5:** *"Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: January 21, 2026

FOR: Intercity Transit Authority

FROM: Izi LeMay, Village Vans Supervisor, 360-705-5831

SUBJECT: Village Vans Program Update

1) **The Issue:** Provide a Status Report regarding the Village Vans Program.

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

3) **Policy Analysis:** At least annually, staff provides the Authority and Community Advisory Committee status reports on various programs the agency provides.

4) **Background:** The concept of the Village Vans Program developed during collaboration of over 40 community human service organizations in the late 1990's. These groups participated in research activities to identify gaps in services to families with low or no income for reaching economic independence. In Intercity Transit's continuing quest to provide better, more reliable and innovative services, this organization took leadership in developing an effective and efficient program to help close the transportation gap.

The service, which began in February 2002, continues today facilitating access to work support activities and other necessary locations. In 2004, staff designed a Customized Job Skills Training program that doubles Village Vans' important impact by using eligible volunteer Drivers and Program Assistants. Participants receive work experience, job search coaching and skill building instruction. Passengers can travel to employment-related resources and volunteers receive significant support in advancing their professional development and reaching their employment goals.

Through an on-going assessment of transportation needs of low-income citizens, Village Vans provides a responsive and innovative service that facilitates customer transitions to economic independence. Employed families contribute to the economic and social sustainability of our community through enhanced stability and health with less demand on limited human service resources.

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

6) **Budget Notes:** Intercity Transit uses a portion of the Washington State Transit Support grant to support the Village Vans program. Transit Support grant funds provide funding to support operating and capital expenses of transit agencies in Washington state. The Transit Support grant is supported by state funding from Washington’s Climate Commitment Act (CCA) (100 percent). The CCA supports Washington’s climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health.

7) **Goal Reference:** **Goal 1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal 2:** “Provide outstanding customer service.” **Goal 3:** “Maintain a safe and secure operating system.” **Goal 4:** “Provide responsive transportation options within financial and staffing limitations.” **Goal 5:** “Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan.” **Goal 6:** “Encourage use of our services, reduce barriers to access and increase ridership.” **Goal 7:** “Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer.”

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

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

January 9, 2026

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://youtu.be/w12F-WzP9Nc>.

PLEASE NOTE: Participation in the February 6, 2026, Council meeting will be remote with an in-person option.

TRPC Operating Budget

Executive Director Elissa Gertler provided an overview of TRPC's 2026 Consolidated Operating Budget. The Council approved the budget and Resolution 2026-01.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13729/A6_2026-Budget-for-Council-010926.

Call for Written Officer Nominations

Acting Chair Cox reviewed the process by which officers are elected each year and called for written nominations to be sent to Burlina Lucas, Executive Assistant, by January 26, 2026. Nominations will also be taken from the floor at the February 6, 2026, Council meeting.

Comprehensive Plan Certifications

Staff provided an update on the status and outcomes of Comprehensive Plan certifications, using the process approved by Council in 2024 and updated in 2025.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13730/A8_Comprehensive-Plan-Review-and-Certification-Process-Update-01092026.

WRIA 13 Lead Entity for Salmon Recovery Annual Update

Staff provided an update on salmon recovery program activities, including highlights of recent projects completed and an upcoming funding request for the Deschutes River Watershed through the state Floodplains by Design grant program.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13731/A10_WRIA-TRPC-Annual-Update-.

Federal Priorities and Federal Reauthorization

Staff provided an overview of the ongoing federal Surface Transportation Reauthorization process, which will take place in 2026. Councilmembers should connect with their Transportation Policy Board members to share local priorities for transportation funding or can reach out to TRPC staff. TPB will be discussing federal funding priorities at their January 14 meeting.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13728/A11-Federal-Priorities-and-Reauthorization_01092026.