

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, March 18, 2026
5:30 P.M.
Board Room – 510 Pattison Street SE, Olympia

This is a hybrid meeting. Log on from your computer, tablet or smartphone at 5 p.m. for the audio/visual check-in via Microsoft Teams [Join the meeting](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 147 630 496#

CALL TO ORDER

- | | |
|---|----------------|
| STAFF INTRODUCTIONS | 10 min. |
| A. Jeff Peterson, Construction Projects Coordinator (<i>Katie Cunningham</i>) | |
| B. Greg Romanczak, Technician (<i>David Chaffee</i>) | |
| C. Staci Revel, Facilities Manager (<i>Jonathon Yee</i>) | |
| 1. APPROVAL OF AGENDA | 1 min. |
| 2. PUBLIC COMMENT | 15 min. |
| 3. APPROVAL OF CONSENT AGENDA | 1 min. |
| A. Minutes – February 4, 2026, and February 18, 2026, Regular Meetings. | |
| B. Payroll February: \$4,216,561.86 | |
| • Warrant Numbers: 44918-44919 in the amount of \$3,683.45 | |
| • ACH Payments: \$4,212,878.41 | |
| C. Accounts Payable February: \$4,579,734.93 | |
| • Disbursed Warrants, Numbers: 44805-44917; 44920-45034; and Voided Warrant Numbers 41823 & 44660 totaling \$4,534,921.69 | |
| • ACH Payments: \$44,813.24 | |
| 4. NEW BUSINESS | |
| A. Rear Door Bus Stop Enhancements Contract Increase (<i>Jeff Peterson</i>) | 5 min. |
| B. Tire Carousel Purchase/Installation (<i>Noelle Gordon</i>) | 5 min. |
| C. Purchase of a STAK System (<i>Noelle Gordon</i>) | 5 min. |
| D. Vertical Lift Module (<i>Noelle Gordon</i>) | 5 min. |
| E. DES Project Management Services Agreement Amendment (<i>Jonathan Martin</i>) | 5 min. |
| F. Stantec Design Services for Metal Structure (<i>Jonathon Martin</i>) | 5 min. |
| G. Transit Employee Appreciation Day Video (<i>Cameron Crass</i>) | 20 min. |
| 5. COMMITTEE REPORTS | |
| A. Thurston Regional Planning Council (Mar. 6) (<i>Robert Vanderpool</i>) | 5 min. |
| B. Transportation Policy Board (Mar. 11) (<i>Justin Belk</i>) | 5 min. |
| C. Community Advisory Committee (Mar. 16) (<i>Ellen Matheny</i>) | 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
February 4, 2026

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on February 4, 2026, 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; and City of Yelm Councilmember Brian Hess; and City of Olympia Councilmember Robert Vanderpool.

Members Excused: City of Tumwater Councilmember Kelly Von Holtz.

Staff Present: Emily Bergkamp; Pat Messmer; Nicole Jones; Jana Brown; Jonathon Yee; Jeff Peterson; Dena Withrow; Michael Maverick; Peter Stackpole; Brenden Houx; Daniel Van Horn; Katie Cunningham; David Chaffee; Jessica Gould; Noelle Gordon; Nathan Davis; Ben Robinson.

Others Present: Jeff Myers, Legal Counsel; Rachel Wilson, DC Wheat, and Margaret Janis, Community Advisory Committee; Brandon Hicks, Transportation and Engineering Director, City of Tumwater.

STAFF INTRODUCTIONS

- A. Michael Midstokke introduced **Operator Class 26-01**.
- B. David Chaffee introduced **Ben Robinson, Technician**.

APPROVAL OF AGENDA

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

PUBLIC COMMENT - None.

NEW BUSINESS

- A. **Audio/Visual Enhancements in AdOps Board Room.** Senior Procurement and Project Management Coordinator, Jeff Peterson, presented the purchase of additional audio-visual equipment to enhance meetings and training that occur in the board room.

Intercity Transit's Administrative Operations (ADOPS) board room serves as a venue for Authority meetings, staff training, community engagement, and collaborative activities. The existing audio and visual systems were originally

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designed to support in-person meetings and do not adequately accommodate the virtual and hybrid meeting formats that have become standard practice. Therefore, we have determined a need to improve conferencing capabilities, video distribution, audio quality, room flexibility, and overall meeting functionality in the Board room.

To address this need, Intercity Transit solicited proposals from qualified firms for this enhancement project, structured in two phases:

- **Phase 1:** Design and cost estimation.
- **Phase 2:** Equipment procurement, installation, programming, and training.

One Diversified was selected for Phase 1 and delivered a comprehensive design and scope of work, and staff engaged the firm to develop a solution that enhances audio and visual capabilities while leveraging most of the existing equipment. The proposed design includes:

- a. Installation of four permanently mounted pan/tilt/zoom (PTZ) cameras with integrated speaker tracking functionality.
- b. Addition of two new video displays to improve visibility of presentation materials and remote participants for Intercity Transit Authority (ITA) members.
- c. Deployment of dedicated, Microsoft Teams-based in-room computers and touch control panels to simplify operation and support hybrid meeting functionality.
- d. HDMI connectivity in key floor boxes to minimize cord-related tripping hazards.

This request for Phase 2 of the project includes the purchase of One Diversified's proposed equipment and related services, in the amount of \$119,400, which includes a 10% contingency and sales tax. After thorough review, project staff determined that the proposal meets the stated objectives and represents a fair and reasonable cost.

Project staff recommend the Board authorize proceeding with Phase 2 of the ADOPS Board room enhancement project and approve contracting with One Diversified to implement the proposed audio and visual solution as outlined.

It was M/S/A by Pierce and Cox to authorize the General Manager to issue a purchase order to One Diversified for Board room Audio and Visual Enhancements in the amount of \$119,400.

- B. Village Van Vehicle Purchase.** Procurement and Project Management Coordinator, Noelle Gordon, presented the purchase of two replacement vehicles for the Village Van program.

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Intercity Transit is requesting authorization to purchase two (2) new Ford Full-Size Passenger Vans from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will facilitate the replacement of the current Village Vans, which have reached their useful lifespan and are scheduled for replacement.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure vehicles through DES Contract 28423, which was awarded to Bud Clary Ford via a competitive bidding process. Staff concurs with the DES assessment regarding the fairness and reasonableness of the pricing offered by Bud Clary Ford and their demonstrated ability to perform.

Based on our previous positive experiences with Bud Clary Ford, staff is confident that these vehicles are mechanically sound and will effectively serve the needs of our agency and the Village Van Program.

It was M/S/A by Goodwin and Mejia to authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Village Van program from Bud Clary Ford in the amount of \$156,000.

C. Annual Authority Reorg - ITA Elections & Committee Assignments. Chair Cox led the Authority through the process of electing a new Chair and Vice Chair.

Cox opened the floor to nominations for Chair. **Community Representative Pierce nominated Carolyn Cox.** Hearing no further nominations, nominations for Chair were closed.

It was M/S/A by Goodwin and Mejia to elect Councilmember Carolyn Cox as Chair.

Chair Cox opened the floor to nominations for Vice Chair. **Councilmember Cox nominated Sue Pierce.** Hearing no further nominations, nominations for Vice Chair were closed.

It was M/S/A by Goodwin and Cox to elect Community Representative Sue Pierce as Vice Chair.

Chair Cox lead the Authority in the discussion of new committee assignments and with Authority consensus the following Board members were appointed as follows:

- **Councilmember Robert Vanderpool** as the primary representative for Intercity Transit on the *Thurston Regional Planning Council*.

Chair Cox appointed Councilmember Kelly Von Holtz to continue serving as alternate.

- **Community Representative Justin Belk** as the primary representative for Intercity Transit on the *Transportation Policy Board* and **Thurston County Commissioner Mejia** will serve as alternate.
- **Community Representative Sue Pierce** will serve as representative on Intercity Transit's *Pension Committee*.

COMMITTEE REPORTS

- A. Community Advisory Committee (Jan. 26).** Rachel Wilson shared that the new CAC members officially kicked off their new term last week and expressed high praise for the incoming cohort of members, noting that the group brings a fresh wave of talent and excitement to the agency's efforts.

They received an in-depth presentation on the Village Vans program. Izi LeMay provided comprehensive data and operational insights, addressing a wide range of inquiries from the committee. Members were highly impressed with the service's impact and felt satisfied with the information provided, noting the program remains a highlight of the agency's community offerings.

Wilson said there was significant momentum surrounding the Outreach Ad Hoc Subcommittee. Their primary objective will be to establish connections with similar organizations and transit agencies across the region. The goal of this initiative is to foster a collaborative "caucus" of Washington state transit advisory groups to share best practices and potentially coordinate larger regional efforts.

The committee concluded their session by outlining a roadmap for the year. Members identified several key topics they hope to see addressed in future meetings and requested additional presentations to further their understanding of agency operations.

GENERAL MANAGER'S REPORT

- Operator Class of 2025 graduated Friday, January 30 and is officially out on the road on their own!
- ITA, CAC members and staff are invited to participate in a facilitated focus group discussion with five open-ended questions, lasting less than an hour on Thursday February 12, 2026, at 1:30 p.m. in person at Intercity Transit – Pattison Executive Board Room or via Zoom. The City of Lacey is gathering input on human services needs in our community, and inviting transportation stakeholders to share their perspectives,

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experiences, and insights. Their goal is to engage a broad range of stakeholders to help guide human services priorities in Lacey. Information gathered through this conversation will help inform the City's Human Services Needs Assessment and future strategic planning efforts.

- Bergkamp attended the 1st Quarter WSTA Board of Directors Legislative Conference. The two-day meeting included presentations from the Governor's Office, WSDOT, leadership of both the Senate and House Transportation Committees, WSTA Lobbyists, a World Cup Update, and worked through standard WSTA business and actions items.
- Bergkamp joined a meeting of local elected officials from Lacey (Mayor Ryder), Tumwater (Mayor Dahlhoff), Yelm (Mayor DePinto), Olympia (Mayor Payne), and Thurston County (Commissioner Menser), and Elissa Gertler, the new Executive Director of the Thurston Regional Planning Council along with Congresswoman Marilyn Strickland. The purpose of this conversation was to gather local input as we look ahead to the future of federal infrastructure and transportation policy, particularly with the Infrastructure Investment and Jobs Act (IIJA) set to expire later this year. Congresswoman Strickland wanted to hear directly from local leaders about priority needs, lessons learned from recent IIJA investments, and what a next-generation infrastructure bill should address for Thurston County and the region.
- Last week, Bergkamp and Chief Marketing, Communications, and Outreach Officer Nick Demerice were interviewed for the Olympia Standard Podcast by co-host Daniel Garcia to chat about the upcoming May Service Redesign. The episode will be posted soon, so stay tuned.

AUTHORITY ISSUES

- **Hess** reported there are currently no major issues to report but highlighted a specific need for improved inter-agency coordination. He intends to follow up with the General Manager to streamline communication between the Yelm Planning Department and Intercity Transit. The planning department is seeking a direct point of contact to ensure that future city developments are strategically aligned with transit service capabilities. Hess will facilitate a connection between city planners and the transit agency to ensure future growth remains within the operational range of services provided. It was clarified that while no specific individual is currently assigned as a sole liaison for Yelm, coordination will be handled through the appropriate department at Intercity Transit.
- **Vanderpool** provided an update regarding recent developments within the Regional Housing Council (RHC), specifically focusing on environmental and safety concerns near agency facilities. The primary discussion centered on a funding request from OlyMAP to address heating solutions for the encampment area (commonly referred to as "the jungle") located adjacent to the Intercity

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Transit Pattison facility. Vanderpool noted that staff working outside near this area had previously raised concerns regarding air quality and safety. The Regional Housing Council has set aside dedicated funds to implement safer heating alternatives. Key takeaways included:

- ✓ **Transition to Clean Heating:** The funds will prioritize the use of propane over the burning of debris or trash, which has historically caused significant air quality issues.
 - ✓ **Air Quality Improvements:** This initiative is expected to reduce the "fog" and smoke generated by uncontained fires, improving the working environment for transit staff and the surrounding community.
 - ✓ **Cleanup Efforts:** In addition to heating solutions, a portion of the support is directed toward general cleanup to mitigate ongoing site issues.
- **Goodwin** expressed appreciation to Nick Demerice in the Marketing Department for his recent presentation to the Soroptimist International members. She noted that the presentation was highly effective in disseminating information about Intercity Transit services to the community and thanked the marketing team for their consistent hard work.

Significant progress was reported regarding sidewalk and crosswalk improvements on Ruddell Road in Lacey. Key highlights included:

- ✓ **Enhanced Accessibility:** New sidewalk improvements are providing community members with safer and easier access to transit.
- ✓ **Safety Features:** The installation of blinking light signals and community signage at crosswalks connecting bus stops met with high enthusiasm from local riders.
- ✓ **Public Reception:** Wendy noted the improvements have significantly increased the ease of transit use for the surrounding neighborhood.

Following up on Bergkamp's previous comments, Goodwin reported on her attendance at the HSTP meeting last Thursday. She highlighted the high quality of the data being collected through current surveys, which address both transportation service logistics and community representation. She commended Katrina and Chelsea for their effective management of the meetings and the comprehensive nature of the questions being asked of stakeholders.

- **Myers** said the oral arguments for *King County v. Turner* are scheduled for Monday at 9 am at the 9th Circuit Courthouse in Seattle. The case pertains to grant conditions and legal interpretations surrounding Diversity, Equity, and Inclusion (DEI).
- **Cox** said the City of Lacey focused on strategic planning, infrastructure milestones, and upcoming community developments. Lacey is currently in the midst of a two-day strategic retreat. Following a session last Friday, the council is

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scheduled to conclude with a five-hour session this coming Friday. Discussions are centered on long-term planning and establishing clear priorities for the city. A significant portion of the retreat is dedicated to navigating "slimmer budgets" and identifying sustainable paths forward amid tightening financial constraints.

Updates were provided regarding the new Lacey police station and Law Enforcement Training Center. The facility is nearing its official opening. A primary delay involved the acquisition and installation of a large-scale industrial generator, which required a two-year lead time. The city is currently finalizing the elaborate installation, training, and testing protocols for the generator. Full occupancy of the building is contingent upon the successful completion of these power systems.

The city is preparing for a ribbon-cutting ceremony for Greg J. Cuoio Park (Phase One). Located on North Carpenter Road near Britton Parkway, this expansive project encompasses approximately 500 acres. The opening of the first phase marks a major milestone in providing regional recreational space for North Lacey.

- **Neuville** provided a report concerning transit operations in Grays Harbor and Pacific County, focusing on a recent violent incident and ongoing labor challenges. He reported a severe physical assault on a transit Operator in Grays Harbor. The Operator suffered a broken eye socket and a concussion and faces a long road to recovery and he emphasized the gravity of the incident as a reminder of the risks frontline transit workers face.

Neuville addressed the current climate of labor-management relations, specifically in the context of long-term bargaining efforts. He noted the union has been bargaining in good faith through the JLM process for the past three years. He expressed significant frustration with a specific law firm previously involved in negotiations. He stated that while the firm made past promises of self-sufficiency in labor relations, they have been absent during times of crisis (such as the recent Operator assault) and have historically complicated the bargaining process. He reiterated the union's commitment to supporting its members directly, contrasting this with the perceived lack of support from outside consultants.

ADJOURNMENT

With no further business to come before the Authority, it was M/S/A by Goodwin and Pierce to adjourn the meeting at 6:17 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: March 18, 2026

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
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CALL TO ORDER

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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; and City of Yelm Councilmember Brian Hess; City of Olympia Councilmember Robert Vanderpool.

Staff Present: Emily Bergkamp; Pat Messmer; Jonathon Yee; Noelle Gordon; Brenden Houx; Jane Denicola; Jonathan Martin; Amanda Collins; Nicole Jones; Nathan Davis; Cameron Crass Ron Parker; Paul Kierzek; Katie Cunningham; Heather Stafford; Daniel Van Horn.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee.

PUBLIC COMMENT - None.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

A request was made to pull the minutes from the Consent Agenda for individual discussion based on a request from Mark Neville.

- A. Minutes - January 7, 2026, and January 21, 2026, Regular Meetings. - PULLED**
- B. Payroll January: \$6,731,329.80**
 - Warrant Numbers: 44546-44547; 44661-44663; 44785-44804 in the amount of \$51,381.92
 - ACH Payments: \$6,679,947.88
- C. Accounts Payable January: \$7,192,681.69**
 - Disbursed Warrants, Numbers: 44584-44554; 44555-44660; 44725-44784; and Voided Warrant Numbers 44179 & 43984 totaling \$7,169,850.77
 - ACH Payments: \$22,830.23

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

NEW BUSINESS

A. Digital E-Paper Real-Time Information Signage Contract. Jonathan Martin, Construction Projects Coordinator, presented a contract with Vector Electrical Group, LLC for installation of infrastructure and real-time signage at the Olympia Transit Center.

In 2023, Intercity Transit was awarded a WSDOT Regional Mobility Grant to deploy real-time information signage at Intercity Transit facilities, beginning with the Olympia Transit Center. The project has been implemented in multiple phases to support effective planning, procurement, and installation.

Work Completed to Date: In January 2024, the Authority authorized a contract with KPFF Consulting Engineers and their subconsultant, Concord, to complete system engineering, site evaluations, and technical specifications for the signage system.

On February 19, 2025, the Authority authorized the General Manager to execute a contract with Connectpoint, Inc. for the purchase of digital e-paper signs, enclosures, and related equipment. KPFF/Concord worked with Connectpoint to finalize designs, installation details, and construction documents, which are now complete. This work laid the groundwork for both the procurement of the signage and the upcoming construction and installation phase.

Current Status and Proposed Action: This agenda item seeks authorization to award a construction contract for the installation of supporting infrastructure and signage at the Olympia Transit Center. Work includes installation of underground conduits, foundations, electrical and communication infrastructure, mounting hardware, and sign enclosures, along with coordination with the sign vendor to ensure proper installation and system functionality.

Procurement advertised a Request for Bids on January 7, 2026, with a bid submission deadline of January 27, 2026. Transit received four (4) bids ranging from \$462,879.00 to \$739,382.78. Vector Electrical Group, LLC submitted the lowest responsive and responsible bid in the amount of \$462,879.00, which is 1.2% below the engineer's estimate of \$468,612.00.

Based on their experience and past performance, staff recommends awarding the construction contract to Vector Electrical Group, LLC in the amount of \$509,167, which includes a 10% contingency to address any unforeseen conditions during construction.

It was M/S/A by Vanderpool and Von Holtz to authorize the General Manager to execute a contract with Vector Electrical Group, LLC, in the amount of \$509,167, including a 10% contingency.

Mark Neuville arrived.

- B. New Work Truck Purchase.** Noelle Gordon, Procurement and Project Management Coordinator, presented for purchase one Chevrolet Work Truck.

Intercity Transit is requesting authorization to purchase a new Chevrolet Silverado Work Truck from Bud Clary Chevrolet under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will replace a work truck that has reached the end of its useful life.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure vehicles through DES Contract 28423, which was awarded to Bud Clary Chevrolet via a competitive bidding process. Staff concur with the DES assessment regarding the fairness and reasonableness of the pricing offered by Bud Clary Chevrolet and their demonstrated ability to perform.

Based on our positive past experiences with Bud Clary dealerships, staff are confident that this vehicle will meet our agency's needs.

It was M/S/A by Goodwin and Von Holtz to authorize the General Manager, pursuant to Washington State Contract 28423, to purchase a Chevrolet Work Truck from Bud Clary Chevrolet in the amount of \$101,000 including sales tax.

APPROVAL OF MINUTES

Neuville raised a concern regarding his comments from the previous meeting (February 4) being omitted from the record. The Board clarified which minutes were currently up for approval. After cross-referencing dates, it was determined the minutes under review were for January 7, 2026, and January 21, 2026. It was noted the minutes for the February 4 meeting had not yet been finalized or presented for approval. Neuville acknowledged the clarification and withdrew his objection.

It was M/S/A by Goodwin and Pierce to approve the minutes from January 7, 2026, and January 21, 2026.

- C. Ambassador Program Update.** Deputy Director of Operations, Cameron Crass, views the Ambassador Pilot Program as a major success for both staff morale and passenger safety. Below is a detailed summary of his presentation.

Program Overview & Origins

- **Purpose:** To create a safe, welcoming, and customer-friendly environment at transit centers and on coaches. Ambassadors serve as a visible support presence for passengers and operators.
- **The Team:** The program was spearheaded by Dena Withrow (Operations Director) and Cameron Crass. The initial working group included customer service managers, safety officers, and retired Operators with law enforcement backgrounds.
- **Staffing:** Currently consists of six Ambassadors (Lois Thomas, Cindy Young, Mario Torres, John Denicola, MK Bergen, and Annette Brock).

Training & Development - The ambassadors underwent rigorous multidisciplinary training, including:

- **Safety & Legal:** Transit conduct (RCW), Title VI, and Public Records.
- **Health & Crisis:** Narcan administration, First Aid, and Human Trafficking awareness.
- **Soft Skills:** Unconscious bias, Diversity, Equity & Inclusion (DEI), and de-escalation.
- **Specialized Coaching:** Training from de-escalation expert Jesus Villa Hermosa and Officer George Clark (OPD) on public engagement.

Operational Data & Strategy

- **Deployment:** Ambassadors work from 8 AM to 8 PM.
- **Target Routes:** Data-driven placement focusing on high-incident routes: 62A/B, 13, and 68.
- **Impact on Schools:** A heavy focus is placed on "School Release" times (especially Wednesdays). Having all six Ambassadors active during these windows has significantly calmed student behavior and reduced the need for supervisor intervention.
- **Key Stats (7-Month Period):**
 - 4,400+ passenger interactions.
 - 1,000+ behavioral issues addressed.
 - ~8,000 trips/segments ridden on Routes 62A/B.

Key "Wins" & Community Feedback - Crass highlighted several specific successes that illustrate the program's value:

- **Operator Support:** Drivers' report feeling a "sense of relief," noting that Ambassadors handle everything "behind the yellow line," allowing drivers to focus on the road.
- **Crisis Intervention:** Ambassadors have successfully de-escalated individuals in crisis, guided passengers to social services, and even facilitated reunions with missing family members.
- **Customer Experience:** Positive feedback from elderly passengers feeling safer downtown and regular passengers who enjoy interacting with the ambassadors.

- **Small Gestures:** Mention of an ambassador (Wendy) who keeps lollipops in her bag to soothe children during stressful trips.

Future Initiatives

- **Expansion:** Crass expressed a goal to make the program full-time and permanent (target budget request for 2027).
- **Technology:** Plans to implement a QR code system in Operator breakrooms so drivers can instantly report recurring issues for ambassador follow-up.
- **2026 Service Change:** Ambassadors will play a critical role in guiding passengers through the major system changes coming in May 2026.
- **Youth Outreach:** In response to Board feedback, Crass expressed interest in exploring a "Youth Ambassador" peer program for high school and college-aged riders.

Several Board members noted that even when Ambassadors aren't in "heavy duty action," their presence (identifiable by their jackets) provides immediate psychological comfort to passengers on crowded buses. Crass highlighted that Ambassadors improve system efficiency by assisting passengers with mobility devices – clearing seating areas and folding up seats before the passenger boards – which helps buses stay on schedule.

The Board emphasized the program is successfully building "community goodwill," a benefit that is invaluable but difficult to quantify in a budget. Bergkamp noted that while the idea was proposed earlier, the Pilot Program was the right way to "kick the tires" and refine the concept. Joint Labor Management Leadership met monthly with the ATU to address Operator concerns. While drivers were initially protective of being "in charge of their ship," they have shifted to deeply appreciating the extra support for passenger engagement and de-escalation.

Ron Parker, OTC Supervisor, was recognized as the anchor of the program's daily operations. Crass and Bergkamp credited Parker with directly scheduling and mentoring the Ambassadors, performing life-saving actions, including Narcan deployments and CPR at the transit center, and maintaining deep, personal connections with passengers that help stabilize the downtown environment.

The Board concluded the program's greatest success is creating access. By helping passengers "regulate" their behavior and making others feel safe enough to ride, the ambassadors are ensuring the transit system remains accessible to everyone in the community.

Commissioner Mejia arrived.

D. Reducing Frequency of ITA Monthly Meetings. Bergkamp proposed for consideration changing the frequency of Intercity Transit Authority Board (ITA) meetings from twice monthly to once a month.

There are recurring fluctuations in the number of business-related agenda items requiring board action or approval at regular meetings. This can lead to some regular twice-monthly meetings being shorter in duration.

Preparation for twice-monthly board meeting content and logistics takes a significant amount of staff time before, during, and after scheduled meetings. Non-action updates for programs like Dial-A-Lift, Village Vans, Vanpool and others have the flexibility to take place annually, reviewing data, achievements, and challenges from the previous year. Staff strives to provide program updates to the Community Advisory Committee (CAC) first to gather their feedback prior to presenting to the ITA. Scheduling these infrequent program updates for ITA meetings also depends on staff's availability and workload and can't always be added to ITA meeting agendas for more content.

Clerk of the Board Pat Messmer researched the frequency of transit board meetings among other Washington State agencies. Out of the 12 that responded to her request for information, 11, including Link, Valley, Jefferson, Clallam, Spokane, Grant, Island, C-Tran, Mason, Lewis County, and Pierce Transit, hold their board meetings once a month. Kitsap Transit was the only agency that responded with information they meet twice a month but is also unique in the fact they operate a service most do not – ferry service. Spokane and Pierce Transit are two of the largest systems in the state behind King County Metro, with the second and third highest number of passenger trips at over 11 and 6 million respectively, documented in the most recent [Washington State Department of Transportation 2024 Summary of Public Transportation](#).

Given the busy schedules of many ITA members, the increased demands for staff's time as Intercity Transit fulfills our long-range plan, and the flexibility of ITA Bylaws to schedule special meetings if unplanned or urgent agency needs arise requiring ITA approval, twice monthly meetings may no longer be the best use of everyone's time. This change may make once monthly meetings longer in duration, but likely more productive, and a better fit for ITA and staff work-life balance. Finance staff has requested maintaining the 3rd Wednesday of the month as the regular ITA meeting date which provides sufficient time to prepare monthly payroll and accounts payable consent agenda items requiring ITA approval.

If the Authority Board has interest in this adjustment to regular meeting frequency, the ITA Bylaws need to be amended to reflect this change, by resolution, in paragraph 5.1 where it currently specifies meeting twice per month. A once monthly schedule can become effective on a date to be

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determined in 2026 after planned meeting agenda items intended for specific dates and/or requiring ITA approval have been completed.

The Board engaged in a detailed discussion regarding the shift from two monthly meetings to one monthly meeting. To balance the desire for fewer meetings with the need for flexibility, the Board agreed to the following:

- Board members are encouraged to keep the first Wednesday of the month as an informal "placeholder" on their calendars. If an urgent action item arises, a Special Meeting will be called for that first Wednesday.
- The Clerk will maintain her current routine of checking for agenda items. While legally only 24 hours' notice is required for special meetings, the Board requested as much lead time as possible (ideally by the Friday prior) to manage their schedules.
- Concern was raised regarding longer meetings resulting from consolidation potentially lasting until 9 p.m.
- Place action items and critical presentations at the beginning of the agenda to ensure a quorum is maintained for voting. Informational items will be moved to the end.
- For special meetings with limited agendas, Board members may utilize remote attendance to facilitate participation without travel.
- If a meeting runs excessively late, the Board may adjourn and continue the remaining items on a specific date (such as the first Wednesday of the next month).
- Leadership proposed an annual Board retreat (targeted for early summer) to handle non-urgent annual updates and long-term planning in a less formal environment.
- The Board discussed the LOTT model, a Work Session followed by a Regular Meeting. While not adopted for every meeting, it remains an option for complex topics.
- Bergkamp committed to quarterly one-on-one "coffee meetings" with Board members to ensure open lines of communication despite the reduced formal meeting schedule.
- The month of March will be used for a robust marketing and public notification process to inform the community of the new once-a-month meeting schedule.

It was M/S/A by Mejia and Von Holtz to pass Resolution 01-2026 amending paragraph 5.1 of the ITA Bylaws to change the frequency of the ITA meetings from twice per month, to once per month effective April 1, 2026.

- E. Schedule Executive Session for March 4 ITA Meeting.** Bergkamp presented whether to conduct the General Manager's performance evaluation for the period of February 21, 2024, to February 21, 2026.

The General Manager's employment contract, Section 3 Performance Evaluation, states "Performance evaluations will be conducted biennially or at such intervals as determined by the Board. At each performance evaluation, the GM shall provide a written report to the Authority Board of their performance, addressing each of the 'Performance Measures' adopted at the start of the performance period."

General Manager Emily Bergkamp entered an Employment Contract with Intercity Transit on November 15, 2023, which included guidelines for biennial performance evaluations, including a written report to the ITA addressing each of the "Performance Measures" adopted at the start of the performance period. The performance measures were adopted by the ITA at their February 21, 2024, meeting and are as follows:

1. What went well this past year? Please explain your analysis of why those things went well.
2. What could have gone better and what was learned from those experiences?
3. Efforts in the past year to ensure/maintain a positive, inclusive culture at the agency and with the community.
4. Efforts to create/maintain a positive working relationship with both unions (IAM and ATU).
5. Areas or topic of focus for the coming year? Why did you select those areas or topics?
6. Continuing education, training, and/or conferences attended in the past year.
7. Continuing education, training, and/or conferences planned for in the coming year.
8. How would you rate the GM-Board relationship? How can the board support the GM and/or way they can enhance the GM-Board relationship?
9. How would you rate the Community Advisory Committee (CAC) relationship?
10. Please identify opportunities to create an even better relationship between the GM, the Board and CAC (stop/start/continue).

It was M/S/A by Goodwin and Mejia to conduct the biennial performance evaluation during an executive session at the March 4, 2026, meeting.

COMMITTEE REPORTS

Thurston Regional Planning Council (Feb. 6). Vanderpool reported the meeting commenced with the annual election of officers for the upcoming term. The following appointments were confirmed: Chair – Eileen Swarthout (Tumwater); Vice Chair - Carolyn Cox (Lacey); and Secretary: Jasmine Vasavada (Port of Olympia)

The Council reviewed the 2026 meeting calendar and discussed the formation of a subcommittee for the upcoming 2026 Retreat.

A vacancy remains for the primary representative on the Growth Management Policy Board for the PSRC. While an alternate has been identified, the main seat remains open as no members were currently available to fulfill the meeting schedule. This item is expected to return to the agenda for the March meeting.

The Council engaged in a strategic discussion regarding Federal TDM legislation.

- **Congestion Management:** The conversation focused on how federal policy impacts regional congestion and which specific legislative pieces the council should formally endorse.
- **Process Development:** Members are working on a formalized process for evaluating federal endorsements, with further updates slated for March or April.

The Human Services Transportation Plan (HSTP) update is moving into a critical phase of community and provider engagement. The projected timeline is as follows:

- **March:** Launch of the community survey.
- **April:** Presentation of survey results.
- **Summer:** Release of the draft plan.
- **Fall:** Formal action and adoption.

Vanderpool highlighted the ongoing work to synchronize local safety efforts with the Safe Streets and Roads for All (SS4A) federal framework.

- **Regional Alignment:** While jurisdictions like Olympia already have established street safety plans, this process aims to create a unified regionalized approach.
- **Jurisdictional Updates:** The plan will continue to evolve as individual cities update their safety protocols to align with the overarching regional standards.

Transportation Policy Board (Feb. 11). Belk reported the TPB held its annual elections with no changes to the current leadership. The following members were retained: Chair – Andy Ryder and Vice Chair - Radcliffe Sinclair.

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The Board received a presentation regarding the upcoming World Cup events and the associated transportation demands. He said a major "Fan Zone" is being established at the Port of Olympia (North End, Budd Bay). This site will serve as a central hub for soccer fans to gather and view matches. Belk noted that Intercity Transit will play a key role in the event's success. Recent service changes and additional funding will allow for increased frequency and shuttle services, facilitating "park and ride" options for fans traveling into the Intercity Transit area.

Belk said the meeting marked the start of the regional "call for projects". Paul Brewster delivered a presentation on the framework for the Rural Community Support Program. The presentation addressed the inherent difficulties smaller agencies face when navigating the complex regulations required to secure federal transit funding. The program is designed to create partnerships that help smaller South Thurston jurisdictions access their proportionate share of federal funds, ensuring rural infrastructure is not overlooked during the current funding cycle.

GENERAL MANAGER'S REPORT

- Digital Schedules and maps for the May 3 service redesign are now online at <https://www.intercitytransit.com/>, and work has started on new transit guides which will be available well in advance of the May service redesign. A trip planner customers can use for date ranges after May 3 will be available soon.

We also have outreach planned at several locations over the next few weeks to educate riders about the changes coming.

- The 2026 Winter Bicycle Challenge is here! Intercity Transit's annual Winter Bicycle Challenge encourages all Thurston County residents to bike for any reason. This fun and free event runs throughout the month of February and is open to people of all ages. Those interested can sign up at <https://bcc.intercitytransit.com/>.
- Bergkamp and Chief Marketing, Communications, and Outreach Officer Nick Demerice were interviewed for the Olympia Standard Podcast by co-host Daniel Garcia to chat about the upcoming May Service Redesign. The episode is posted at their website <https://theolympiastandard.com/>.
- Bergkamp, Dial-A-Lift Manager Kevin Karkoski, Human Resources Deputy Director Alana Neal, and Chief Communications, External Relations Officer Nick Demerice attended Leadership Thurston County's Distinguished Leadership Awards. TVW, Katie McMurray founder of Sensory Tool House, and the Squaxin Island Tribe were honored for demonstrating outstanding initiative, inspiring others, and making a significant impact in our community beyond their organizations, exemplified through their community support and involvement. Bergkamp discussed riding the bus to the event, which was an enjoyable trip to and from on a lovely, dry, evening!

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- Bergkamp shared information about Intercity Transit's role during World Cup Festivities at the February 11 Transportation Policy Board meeting presentation by Jennie Foglia-Jones, the consultant working on local events for the Thurston County Chamber. IT is eligible for funding through WSDOT to increase route frequency by 1,500 service hours locally (24, 51, 14) for a Fan Zone event planned for June 19, 2026, at The Port of Olympia, and regionally on Seattle Match dates (route 600). World Cup attendees often book hotel rooms up to three hours away from the venue. Some of the local routes mentioned are being implemented with our service redesign going into effect May 3, 2026.

Event organizers are exploring event parking at South Puget Sound Community College, and there is usually ample parking along Deschutes Pkwy. for good access to Route 24, and at the Martin Way Park-and-Ride and Hawks Prairie Park-and-Ride for 15-minute service on new Route 9x to OTC where fans can connect with Route 24.

The local expanded service will be open to everyone riding transit the dates the fan zone is active, as will regional service for Seattle match dates.

Intercity Transit will also be working with the event organizer to promote using transit for the SEA-WIN app activities encouraging visitors to frequent locations in Olympia/Lacey for chances to win fan gear.

- Wednesday, March 18 is National Transit Employee Appreciation Day. This annual celebration is recognized across the transit industry to recognize and honor its workforce, specifically frontline employees, trades technicians, and essential workers who continuously strive to deliver vital transportation options that serve as a lifeline for our community.

Our Coach and Dial-A-Lift (DAL) Operators, Operations Supervisors, DAL Supervisors and Dispatch Specialists, Maintenance, Facilities and Inventory teams, Customer Service Representatives, Transit Ambassadors, Travel Trainers, Village Vans, Walk N' Roll, and Vanpool program staff go above and beyond to keep us moving. Our agency event planners have some fun ways to honor these Transit Heroes on March 18 and the surrounding days.

- IT completed the first full year of our Stipend program for CAC participation. Attendance increased by 32% YOY. The 2024 average attendance across all members and all months was about 60%. The average attendance across all members and all months of 2025 was 92%. Year 1- 50% enrollment in stipend from CAC members.
- We are currently recruiting for a Chief of Staff (COS), which was crafted to replace the budgeted FTE position of Director of Strategic Programs, previously held by

retiree Eric Phillips. The COS will serve as a strategic and trusted advisor to the General Manager. This role offers a unique opportunity to advance the Agency's mission and vision by promoting a unified framework for colleagues at all levels to understand their role in shaping the present and future success of Intercity Transit. The COS will play a pivotal role in supporting the development and sustainability of our robust, inclusive transit system that meets the evolving needs of our community.

Visit our website to apply. Applicants need to include a letter of interest and a resume. Letters of interest should explain how candidates meet the skills and qualifications for this position. **Completed applications must be submitted in NEOGOV by 5 p.m., Wednesday, March 25, 2026.** If ITA knows of anyone who might be interested, the Clerk can forward the information.

AUTHORITY ISSUES

- **Neuville** provided an update regarding potential collaboration with Grays Harbor Transit. Grays Harbor is in the early stages of planning a new administrative and bus center. He noted significant population and traffic growth in the corridors between McCleary, Shelton, and the Highway 101/Mud Bay area. There is an open invitation (or "feeler") to discuss how the two agencies might coordinate facility placement or service interchanges to better serve the increasing traffic levels between the two jurisdictions. This was placed on the "radar screen" for staff to monitor as Grays Harbor's planning progresses.
- **CAC member, Ty Flint** reported the CAC met January 26, 2026, and noted the CAC is following a front-loaded agenda model. The Riders' Roundtable, which covers specific issues affecting the committee and the community, was moved to the start of the meeting. Previously, these discussions occurred at the end of the agenda and were often cut short due to time constraints. Moving the roundtable to the beginning resulted in immediate and high engagement, specifically regarding accessibility. Committee members who utilize wheelchairs noted concerns regarding Dial-A-Lift. Reports indicated a slight bend or physical issue when boarding larger wheelchairs. Dena Withrow, who sat in for Bergkamp, addressed these concerns, noting that while the lifts are functional, the design of modern wheelchairs can create challenges. She committed to following up with drivers to ensure they are providing extra reassurance to passengers during the boarding process. There was a request for drivers to more consistently "lower" (kneel) the buses at various stops, as the step-up height remains a significant barrier for passengers with limited mobility. The committee showed high enthusiasm for the May 2026 service change.

Flint said multiple committee members raised their hands to volunteer for the rollout of the new route system. Volunteers expressed a desire to work alongside Marketing staff at transit centers and key stops to help guide passengers through the upcoming changes.

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- **Chair Cox** completed an administrative item from the February 4 meeting regarding Intercity Transit’s representation on the Thurston Regional Planning Council (TRPC). She asked Von Holtz if she would be available to continue to serve as the Alternate Representative for Intercity Transit. Von Holtz accepted the appointment.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:17 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: March 18, 2026

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

DRAFT

**Intercity Transit
Payroll Disbursement List
FEBRUARY 2026**

Pay Periods:

PP 04 (Jan 25 - Feb 7)

PP 05 (Feb 8 - 21)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
2/13/2026 ACH	PR DIRECT DEPOSIT	1,358,161.75
2/13/2026 44918 - 44919	PR PAPER CHECKS	3,683.45
2/13/2026 ACH	IRS	226,628.50
2/13/2026 ACH	HEALTH SAVING	674.59
2/13/2026 ACH	VANGUARD	204,821.73
2/13/2026 ACH	PERS	211,215.25
2/13/2026 ACH	DEF COMP	64,872.15
2/13/2026 ACH	MISSION SQUARE	29,354.84
2/13/2026 ACH	CHILD SUPPORT	3,637.41
2/13/2026 ACH	Oregon DOR	363.79
2/13/2026 ACH	PERS Split Month Rounding	0.29
2/26/2026 ACH	Aflac	17,574.60
2/27/2026 ACH	PR DIRECT DEPOSIT	1,362,660.02
2/27/2026 ACH	IRS	221,253.03
2/27/2026 ACH	HEALTH SAVING	678.59
2/27/2026 ACH	VANGUARD	200,923.32
2/27/2026 ACH	PERS	211,199.56
2/27/2026 ACH	DEF COMP	65,186.52
2/27/2026 ACH	MISSION SQUARE	29,763.88
2/27/2026 ACH	CHILD SUPPORT	3,545.11
2/27/2026 ACH	Oregon DOR	363.48
	Total Payroll Disbursements	4,216,561.86

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
FEBRUARY 2026**

Check No.	Check Date	Vendor No.	Payee	Amount
44805	02/02/26	02060	AMERISAFE INC.	\$371.95
44806	02/02/26	03506	BIG LANGUAGE SOLUTIONS HOLDINGS LLC	\$19.76
44807	02/02/26	03747	BONACO INC	\$854.93
44808	02/02/26	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$182.27
44809	02/02/26	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$6,822.79
44810	02/02/26	05937	CENTRALIA OK TIRE INC.	\$4,893.55
44811	02/02/26	06013	CINTAS CORPORATION NO. 3	\$1,021.72
44812	02/02/26	06045	CITY OF LACEY	\$3,124.00
44813	02/02/26	06120	CITY OF OLYMPIA	\$5,613.43
44814	02/02/26	06216	CHRISTENSEN INC.	\$1,971.54
44815	02/02/26	07220	CUMMINS INC.	\$706.28
44816	02/02/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$12,633.20
44817	02/02/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$288.95
44818	02/02/26	09662	FERRELLGAS LP	\$9,665.47
44819	02/02/26	09862	FOREVER POWDER COATING	\$7,200.16
44820	02/02/26	10477	GALLS PARENT HOLDINGS LLC	\$4,344.24
44821	02/02/26	10660	GILLIG LLC	\$10,371.36
44822	02/02/26	10759	GORDON TRUCK CENTERS INC	\$510.92
44823	02/02/26	11097	HART HEALTH AND SAFETY INC.	\$1,664.27
44824	02/02/26	11615	INDUSTRIAL HYDRAULICS INC.	\$534.52
44825	02/02/26	11895	J&I POWER EQUIPMENT INC.	\$137.22
44826	02/02/26	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$679.39
44827	02/02/26	12845	KNIGHT FIRE PROTECTION INC.	\$3,354.15
44828	02/02/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44829	02/02/26	14590	MOHAWK MFG & SUPPLY CO.	\$339.15
44830	02/02/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,834.23
44831	02/02/26	15046	NAVILENS PROJECTS CORP.	\$11,086.92
44832	02/02/26	15106	NEW FLYER OF AMERICA INC.	\$9,868.50
44833	02/02/26	15216	NORTHWEST BUS SALES INC	\$310.32
44834	02/02/26	16252	ONSPOT OF NORTH AMERICA INC.	\$800.60
44835	02/02/26	16699	PBS ENGINEERING AND ENVIRONMENTAL LLC	\$21,160.68
44836	02/02/26	16701	PEAK INDUSTRIAL INC.	\$381.26
44837	02/02/26	16706	PERFORMANCE VALIDATION INC.	\$16,500.00
44838	02/02/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$2,067.75
44839	02/02/26	17505	RAINIER DODGE INC.	\$319.39
44840	02/02/26	17560	ROMAINE ELECTRIC CORP.	\$70.78
44841	02/02/26	17580	PERFORMANCE SEATS CLINTON INC.	\$2,205.15
44842	02/02/26	17900	SCHETKY NORTHWEST SALES INC.	\$10.59
44843	02/02/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$393.80
44844	02/02/26	18530	STANDARD PARTS CORP.	\$4,056.21
44845	02/02/26	18540	STANTEC CONSULTING SERVICES INC	\$67,406.88
44846	02/02/26	18893	TEC EQUIPMENT INC.	\$197.75
44847	02/02/26	21645	THE EVERGREEN STATE COLLEGE	\$2,691.60
44848	02/02/26	21950	TITUS-WILL CHEVROLET	\$423.82
44849	02/02/26	22010	ROTTERS INC.	\$788.37
44850	02/02/26	22089	TRANSIT HOLDING INC.	\$3,605.55
44851	02/02/26	22420	ALLEN WALTON	\$767.83

44852	02/02/26	23800	VESTIS GROUP INC.	\$1,116.73
44853	02/02/26	24000	W. W. GRAINGER INC.	\$384.02
44854	02/02/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$519.75
44855	02/02/26	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$150.00
44856	02/02/26	24755	WA ST HEALTH CARE AUTHORITY	\$905,554.22
44857	02/09/26	01895	ECOLUBE RECOVERY LLC	\$183.00
44858	02/09/26	02834	AVAAP USA LLC	\$30,118.18
44859	02/09/26	03247	BAUS SYSTEMS LLC	\$4,206.16
44860	02/09/26	05937	CENTRALIA OK TIRE INC.	\$1,049.90
44861	02/09/26	06760	COMMUNITY TRANSPORTATION ASSOC OF THE NW	\$800.00
44862	02/09/26	07114	CRIST LYNN	\$30.00
44863	02/09/26	07115	CREATIVE INK INC.	\$5,298.03
44864	02/09/26	07220	CUMMINS INC.	\$3,043.09
44865	02/09/26	07350	CW JANITORIAL SERVICE LLC	\$49,971.64
44866	02/09/26	07619	DAVID S FOSTER	\$2,000.00
44867	02/09/26	07869	DEPENDABLE COURIER SERVICE LLC	\$595.30
44868	02/09/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$10,582.29
44869	02/09/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$303.79
44870	02/09/26	09662	FERRELLGAS LP	\$7,797.19
44871	02/09/26	10660	GILLIG LLC	\$2,693.18
44872	02/09/26	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
44873	02/09/26	10759	GORDON TRUCK CENTERS INC	\$1,064.62
44874	02/09/26	10820	SOULIERE INC.	\$776.97
44875	02/09/26	11310	HOGAN MFG. INC.	\$4,480.30
44876	02/09/26	11615	INDUSTRIAL HYDRAULICS INC.	\$190.07
44877	02/09/26	11933	JESSE ORNDORFF	\$631.35
44878	02/09/26	11943	JOANNA GRIST	\$2,000.00
44879	02/09/26	12454	KASEYA US LLC	\$1,811.37
44880	02/09/26	12825	KIRK'S AUTOMOTIVE INC.	\$2,593.50
44881	02/09/26	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,803.35
44882	02/09/26	13579	LIPPERT COMPONENTS MANUFACTURING INC.	\$338.61
44883	02/09/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,721.38
44884	02/09/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,426.85
44885	02/09/26	15216	NORTHWEST BUS SALES INC	\$94.05
44886	02/09/26	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$274.81
44887	02/09/26	16252	ONSPOT OF NORTH AMERICA INC.	\$1,578.96
44888	02/09/26	16490	HAROLD LEMAY ENTERPRISES	\$976.12
44889	02/09/26	16769	PHAM QUI	\$54.21
44890	02/09/26	16841	PIONEER FIRE & SECURITY INC.	\$289.00
44891	02/09/26	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$347.32
44892	02/09/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$2,728.20
44893	02/09/26	17420	R&R TIRE COMPANY INC.	\$1,509.45
44894	02/09/26	17505	RAINIER DODGE INC.	\$489.99
44895	02/09/26	17560	ROMAINE ELECTRIC CORP.	\$1,787.00
44896	02/09/26	17580	PERFORMANCE SEATS CLINTON INC.	\$1,744.50
44897	02/09/26	17724	ROBERT HALF INC.	\$3,865.12
44898	02/09/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$426.30
44899	02/09/26	18066	SHI INTERNATIONAL CORP.	\$14,495.71
44900	02/09/26	18145	SIX ROBBLEES' INC.	\$54.06
44901	02/09/26	18469	SPORTWORKS GLOBAL LLC	\$107.31
44902	02/09/26	18530	STANDARD PARTS CORP.	\$3,474.69
44903	02/09/26	18611	STERTIL-KONI USA INC.	\$680,307.80
44904	02/09/26	18705	SUNBELT RENTALS INC.	\$4,992.12
44905	02/09/26	18893	TEC EQUIPMENT INC.	\$218.28
44906	02/09/26	21659	THERMO KING NORTHWEST INC.	\$6,500.00

44907	02/09/26	21870	THURSTON COUNTY COUNCIL ON AGING	\$448.00
44908	02/09/26	21950	TITUS-WILL CHEVROLET	\$678.24
44909	02/09/26	22000	TOYOTA TSUSHO MATERIAL HANDLING AMERICA	\$1,131.45
44910	02/09/26	22089	TRANSIT HOLDING INC.	\$1,166.66
44911	02/09/26	22170	TRANSPORTATION CHOICES COALITION	\$10,000.00
44912	02/09/26	22360	TUMWATER AREA CHAMBER OF COMMERCE	\$1,000.00
44913	02/09/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44914	02/09/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44915	02/09/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44916	02/09/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$165,571.92
44917	02/09/26	25909	WEX BANK	\$32,899.36
44920	02/17/26	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,858.01
44921	02/17/26	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,232.91
44922	02/17/26	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,922.62
44923	02/17/26	02060	AMERISAFE INC.	\$393.52
44924	02/17/26	03506	BIG LANGUAGE SOLUTIONS HOLDINGS LLC	\$6.73
44925	02/17/26	05937	CENTRALIA OK TIRE INC.	\$3,988.92
44926	02/17/26	06011	CINTAS CORPORATION NO. 2	\$1,221.42
44927	02/17/26	06013	CINTAS CORPORATION NO. 3	\$510.86
44928	02/17/26	06040	CITY OF LACEY	\$1,420.89
44929	02/17/26	06216	CHRISTENSEN INC.	\$2,088.38
44930	02/17/26	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,820.67
44931	02/17/26	07220	CUMMINS INC.	\$9,490.53
44932	02/17/26	07640	DAY MANAGEMENT CORP	\$4,541.32
44933	02/17/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$0.00
44934	02/17/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$9,883.85
44935	02/17/26	08080	DRY BOX INC.	\$4,388.00
44936	02/17/26	08643	EFP ADMIN LLC	\$1,092.72
44937	02/17/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$619.22
44938	02/17/26	09662	FERRELLGAS LP	\$9,134.26
44939	02/17/26	09961	FORMA CONSTRUCTION COMPANY	\$1,148,013.04
44940	02/17/26	10008	FOUR SEASONS CONCRETE CONSTRUCTION LLC	\$306,411.24
44941	02/17/26	10251	FRUITION GROWTH LLC	\$2,085.00
44942	02/17/26	10477	GALLS PARENT HOLDINGS LLC	\$8,414.87
44943	02/17/26	10660	GILLIG LLC	\$0.00
44944	02/17/26	10660	GILLIG LLC	\$15,402.77
44945	02/17/26	10759	GORDON TRUCK CENTERS INC	\$571.15
44946	02/17/26	10820	SOULIERE INC.	\$939.67
44947	02/17/26	11097	HART HEALTH AND SAFETY INC.	\$135.40
44948	02/17/26	11615	INDUSTRIAL HYDRAULICS INC.	\$16.30
44949	02/17/26	11933	JESSE ORNDORFF	\$1,360.42
44950	02/17/26	12370	KAISER FOUNDATION HEALTH PLAN OF WASHING	\$1,380.00
44951	02/17/26	12856	KNOWBE4 INC.	\$22,732.00
44952	02/17/26	13369	LANDEROS DANIEL	\$25.58
44953	02/17/26	13485	LEMAY MOBILE SHREDDING	\$2,495.24
44954	02/17/26	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,037.21
44955	02/17/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44956	02/17/26	14499	MINITUBISHI ELECTRIC US INC.	\$988.20
44957	02/17/26	14590	MOHAWK MFG & SUPPLY CO.	\$1,925.88
44958	02/17/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$628.47
44959	02/17/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,248.96
44960	02/17/26	15216	NORTHWEST BUS SALES INC	\$3,943.34
44961	02/17/26	16252	ONSPOT OF NORTH AMERICA INC.	\$6,505.45
44962	02/17/26	16302	OREILLY AUTO ENTERPRISES	\$13.41
44963	02/17/26	16645	THE PAPE' GROUP INC.	\$695.03

44964	02/17/26	16701	PEAK INDUSTRIAL INC.	\$980.88
44965	02/17/26	16765	PETROCARD INC.	\$133,151.98
44966	02/17/26	17290	PUGET SOUND ENERGY	\$26,084.56
44967	02/17/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$995.89
44968	02/17/26	17505	RAINIER DODGE INC.	\$34.77
44969	02/17/26	17560	ROMAINE ELECTRIC CORP.	\$1,850.90
44970	02/17/26	17580	PERFORMANCE SEATS CLINTON INC.	\$345.90
44971	02/17/26	17900	SCHETKY NORTHWEST SALES INC.	\$93.35
44972	02/17/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$588.75
44973	02/17/26	18145	SIX ROBBLEES' INC.	\$961.74
44974	02/17/26	18174	SKOVOLD JACLYN	\$20.00
44975	02/17/26	18530	STANDARD PARTS CORP.	\$838.09
44976	02/17/26	18893	TEC EQUIPMENT INC.	\$839.09
44977	02/17/26	18940	TENNANT SALES AND SERVICE COMPANY	\$63.35
44978	02/17/26	21950	TITUS-WILL CHEVROLET	\$124.13
44979	02/17/26	22010	ROTTERS INC.	\$1,533.08
44980	02/17/26	22089	TRANSIT HOLDING INC.	\$491.58
44981	02/17/26	22100	TRANSIT SOLUTIONS LLC	\$3,146.47
44982	02/17/26	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
44983	02/17/26	23740	USSC ACQUISITION CORP	\$1,746.32
44984	02/17/26	23800	VESTIS GROUP INC.	\$1,241.75
44985	02/17/26	24000	W. W. GRAINGER INC.	\$360.17
44986	02/17/26	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$150.00
44987	02/17/26	26700	ZEIGLERS WELDING INC.	\$1,482.30
41823	02/18/26	06760	COMMUNITY TRANSPORTATION ASSOC OF THE NW - VOID	(\$800.00)
44660	02/18/26	25909	WEX BANK - VOID	(\$34,120.32)
44988	02/18/26	18066	SHI INTERNATIONAL CORP.	\$384,200.26
44989	02/23/26	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$374.37
44990	02/23/26	01567	CANON FINANCIAL SERVICES INC.	\$4,530.23
44991	02/23/26	01895	ECOLUBE RECOVERY LLC	\$661.34
44992	02/23/26	02409	ARCHITECTURAL SHEET METAL INC.	\$10,101.60
44993	02/23/26	03747	BONACO INC	\$437.46
44994	02/23/26	03754	BOSTON HARBOR SERVICES INC.	\$6,355.14
44995	02/23/26	04120	BUILDERS' HARDWARE & SUPPLY CO INC.	\$1,185.86
44996	02/23/26	06011	CINTAS CORPORATION NO. 2	\$9,325.58
44997	02/23/26	06045	CITY OF LACEY	\$284.00
44998	02/23/26	06120	CITY OF OLYMPIA	\$2,203.44
44999	02/23/26	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$362.34
45000	02/23/26	06760	COMMUNITY TRANSPORTATION ASSOC OF THE NW	\$800.00
45001	02/23/26	07220	CUMMINS INC.	\$8,413.65
45002	02/23/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$6,300.79
45003	02/23/26	08060	DON SMALL & SONS OIL DIST CO INC.	\$19,276.39
45004	02/23/26	08089	DS SERVICES OF AMERICA INC	\$392.72
45005	02/23/26	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$240.00
45006	02/23/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$614.36
45007	02/23/26	09205	ERF COMPANY INC.	\$295.00
45008	02/23/26	09662	FERRELLGAS LP	\$7,487.61
45009	02/23/26	10660	GILLIG LLC	\$11,474.25
45010	02/23/26	10759	GORDON TRUCK CENTERS INC	\$137.68
45011	02/23/26	10826	GRAVITEC SYSTEMS INC.	\$2,512.22
45012	02/23/26	11615	INDUSTRIAL HYDRAULICS INC.	\$64.81
45013	02/23/26	11895	J&I POWER EQUIPMENT INC.	\$81.23
45014	02/23/26	11933	JESSE ORNDORFF	\$1,684.49
45015	02/23/26	12458	KAUFMAN REAL ESTATE LLC	\$10,484.02
45016	02/23/26	12825	KIRK'S AUTOMOTIVE INC.	\$6,554.00

45017	02/23/26	14590	MOHAWK MFG & SUPPLY CO.	\$2,080.95
45018	02/23/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$3,183.24
45019	02/23/26	15216	NORTHWEST BUS SALES INC	\$341.52
45020	02/23/26	15620	VISITOR & CONVENTION BUREAU OF THURSTON	\$3,224.28
45021	02/23/26	16969	POINT GRAPHICS LLC	\$166.90
45022	02/23/26	17290	PUGET SOUND ENERGY	\$19,540.24
45023	02/23/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$915.18
45024	02/23/26	17580	PERFORMANCE SEATS CLINTON INC.	\$227.16
45025	02/23/26	17724	ROBERT HALF INC.	\$11,250.26
45026	02/23/26	18052	SHEA CARR & JEWELL INC.	\$3,144.42
45027	02/23/26	18530	STANDARD PARTS CORP.	\$7,381.55
45028	02/23/26	21790	THURSTON COUNTY PUBLIC WORKS	\$3,096.00
45029	02/23/26	21950	TITUS-WILL CHEVROLET	\$288.60
45030	02/23/26	22089	TRANSIT HOLDING INC.	\$895.84
45031	02/23/26	22420	ALLEN WALTON	\$246.83
45032	02/23/26	23740	USSC ACQUISITION CORP	\$111.81
45033	02/23/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$141.75
45034	02/23/26	25673	WSP USA INC.	\$15,672.50
ACH	02/02/26		AUTHORIZE.NET	\$252.60
ACH	02/06/26		RIVERA JAMES	\$138.00
ACH	02/13/26		COFFMAN ROBERT	\$459.00
ACH	02/13/26		DENICOLA JANE	\$53.00
ACH	02/13/26		LORENZO JEFFREY	\$459.00
ACH	02/13/26		OWSLEY STEVE	\$459.00
ACH	02/13/26		PARKER RONALD	\$53.00
ACH	02/18/26		WEX BANK	\$34,120.32
ACH	02/20/26		DOANE PETER	\$69.91
ACH	02/20/26		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,378.74
ACH	02/20/26		JOHNSON LORA	\$62.77
ACH	02/20/26		REYNOLDS JONATHAN	\$138.00
ACH	02/25/26		DEPARTMENT OF REVENUE	\$4,447.54
ACH	02/27/26		BERGKAMP EMILY	\$150.00
ACH	02/27/26		DOANE PETER	\$53.00
ACH	02/27/26		HEINEMEYER ZACHARY R.	\$584.36
ACH	02/27/26		KEELAND DANA	\$160.00
ACH	02/27/26		KELLY TROY	\$255.00
ACH	02/27/26		WHITE BRIAN	\$120.00
ACH	02/27/26		WITHROW DENA	\$135.00
ACH	02/27/26		YEE JONATHON	\$265.00
				<u>\$4,579,734.93</u>

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: March 18, 2026

FOR: Intercity Transit Authority

FROM: Jeff Peterson
Construction Projects Coordinator, 564.233.8980

SUBJECT: Rear Door Bus Stop Enhancements Construction – Contract Increase

-
- 1) **The Issue:** Consider authorizing a revised total contract amount with Four Seasons Concrete Construction to complete the Rear Door Bus Stop Enhancements project.

 - 2) **Recommended Action:** Authorize the General Manager to revise the total construction contract amount with Four Seasons Concrete Construction to \$2,574,968.83, which includes a 3.5% construction contingency.

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

 - 4) **Background:** On September 17, 2025, the Authority authorized the General Manager to execute a contract with Four Seasons Concrete Construction (FSCC) in the amount of \$2,487,587.61, which included a 5% construction contingency for the construction of 147 bus stop pads. FSCC’s original bid amount was \$2,369,131.06. Change orders issued to date total \$127,475.30, bringing the current construction contract amount to \$2,496,606.36.

Most of the change orders addressed work at sites that were not surveyed during design. During construction, the contractor identified existing cross-slopes between the sidewalk and curb ranging from 2.5% to 3.0%, exceeding the maximum allowable 2% cross-slope. To meet ADA requirements, the contractor completed additional grading, sidewalk replacement, and concrete work to bring the sites into compliance.

Staff recommend increasing the total contract authority to \$2,574,968.83, which includes a 3.5% construction contingency of \$87,381.22 to address any remaining unforeseen conditions. This action ratifies change orders issued to date and establishes additional contingency authority for the remaining work.

FSCC has completed approximately half of the bus stops throughout the service area, with work largely finished in the Cities of Yelm and Lacey and currently advancing through the City of Olympia; remaining stops include

City of Tumwater, the Department of Enterprise Services, and WSDOT. Staff do not anticipate significant site issues, and the proposed contingency is expected to cover any unforeseen conditions.

5) **Alternatives:**

- A. Authorize the General Manager to revise the total construction contract amount with Four Seasons Concrete Construction to \$2,574,968.83, which includes a 3.5% construction contingency.
 - B. Defer action. Deferring action may delay project completion and increase the risk of additional construction costs.
-

6) **Budget Notes:** The budget includes sufficient programmed funding to support this contract award.

7) **Goal References:** **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 #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: March 18, 2026

FOR: Intercity Transit Authority

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

SUBJECT: Tire Carousel Purchase and Installation

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- 1) **The Issue:** Consider the purchase of a new Tire Carousel and reinstallation of the existing Tire Carousel.
-
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Department of Enterprise Services (DES) Contract 19922, to purchase a Vidmar Tire Carousel and reinstall the existing Tire Carousel in the amount of \$147,554, which includes sales tax and 10% contingency.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** The Intercity Transit Fleet Maintenance Shop renovation project is progressing on schedule. To maintain this timeline and ensure the Fleet Maintenance Division is fully prepared to occupy the renovated facility, it is necessary to procure a new additional Vidmar tire storage carousel, including installation, as identified in the project design. In addition, Vidmar will reinstall Intercity Transit's existing tire carousel which was removed prior to construction as part of the overall installation package.

Intercity Transit has identified Vidmar as the vendor for this equipment through the DES Grainger contract 19922.

The lead time for ordering and shipping these items is up to 12 weeks, and therefore, timely approval and subsequent ordering are crucial to avoid any disruption to the renovation project timeline.

The DES Contract 19922, competitively awarded to Grainger, authorizes Intercity Transit to procure this equipment with Vidmar. Given the quality and prior experience with Vidmar's products, staff are confident the new Tire Carousel along with the reinstallation of the existing carousel will meet the agency's needs. Therefore, staff recommends the approval of this purchase.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to DES Contract 19922, to purchase a Vidmar Tire Carousel and reinstall the existing Tire Carousel in the amount of \$147,554, which includes sales tax and 10% contingency.
- B. Defer action. Deferring the order would result in a significant delay in completion of the renovation of the Fleet Maintenance building.

6) **Budget Notes:** The necessary funding for this equipment purchase is included within the approved 2026 budget.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: March 18, 2026

FOR: Intercity Transit Authority

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

SUBJECT: STAK System

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- 1) **The Issue:** Consider the purchase of a Vidmar STAK System.
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- 2) **Recommended Action:** Authorize the General Manager, pursuant to Department of Enterprise Services (DES) Contract 19922, to purchase a Vidmar STAK System in the amount of \$285,362, which includes sales tax and 10% contingency.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** The Intercity Transit Fleet Maintenance Shop renovation project is progressing on schedule. A Vidmar STAK System will be acquired to support the operations of the Inventory department and Fleet Maintenance Division in the renovated facility, in accordance with the project design specifications.

Intercity Transit has identified Vidmar as the vendor for this equipment through the DES contract 19922 with Grainger.

The lead time for ordering and shipping these items is up to 12 weeks, and therefore, timely approval and subsequent ordering are crucial to avoid any disruption to the renovation project timeline.

The DES Contract 19922, competitively awarded to Grainger, authorizes Intercity Transit to procure this equipment with Vidmar. Given the quality and prior experience with Vidmar's products, staff is confident that the new Vidmar STAK System will meet the agency's needs. Staff therefore recommends approval of this purchase.

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- 5) **Alternatives:**
- A. Authorize the General Manager, pursuant to DES Contract 19922, to purchase a Vidmar STAK System in the amount of \$285,362, which includes sales tax and a 10% contingency.

B. Defer action. Deferring the order would result in a significant delay in completion of the renovation of the Fleet Maintenance building.

6) **Budget Notes:** The necessary funding for this equipment purchase is included within the approved 2026 budget.

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

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

REVISED AGENDA
INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: March 18, 2026

FOR: Intercity Transit Authority

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

SUBJECT: Vertical Lift Module

1) **The Issue:** Consider the purchase of Vidmar Vertical Lift Module (VLM).

2) **Recommended Action:** Authorize the General Manager, pursuant to Department of Enterprise Services (DES) Contract 19922, to purchase Vidmar Vertical Lift Module in the amount of \$990,000, which will include sales tax and a 7% contingency.

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

4) **Background:** The Intercity Transit Fleet Maintenance Shop renovation project is progressing on schedule. A VLM will be acquired to support the operations of the Inventory department and Fleet Maintenance Division in the renovated facility, in accordance with the project design specifications.

Intercity Transit has identified Vidmar as the vendor for this equipment through the competitively awarded DES Contract 19922 with Grainger.

The lead time for designing, ordering and shipping these items can be up to 18 weeks, and therefore, timely approval and subsequent ordering are crucial to avoid any disruption to the renovation project timeline.

DES Contract 19922 authorizes Intercity Transit to procure this equipment directly from Vidmar. Given the quality and prior experience with Vidmar's products, staff are confident that the VLM will meet the agency's needs. Therefore, staff recommend approval of this purchase.

5) **Alternatives:**

A. Authorize the General Manager, pursuant to Department of Enterprise Services (DES) Contract 19922, to purchase Vidmar Vertical Lift Module in the amount of \$990,000, which will include sales tax and a 7% contingency.

B. Defer action. Deferring the order would result in a significant delay in completion of the renovation of the Fleet Maintenance building.

6) **Budget Notes:** The necessary funding for this equipment purchase is included within the approved 2026 budget.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: March 18, 2026

FOR: Intercity Transit Authority

FROM: Jonathan Martin, Construction Projects Coordinator, 360.819.0244

SUBJECT: DES Project Management Services Agreement Amendment

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- 1) **The Issue:** Updating the Department of Enterprise Services (DES) Project Management Services fee schedule for the Pattison Base Maintenance, Operations and Administrative (MOA) Expansion and Rehabilitation project

 - 2) **Recommended Action:** Authorize the General Manager to execute an amendment to increase the DES Project Management total fee schedule from \$854,340.60 to \$1,142,740.60 based on the updated total overall project budget of \$114,000,000.

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

 - 4) **Background:** Intercity Transit has an existing Interagency Agreement (IAA) with DES to provide project management services for the Pattison MOA Project. This agreement covers project management services for the completed AdOps and FWF Facilities, as well as the renovation of the maintenance building currently underway. The DES fee for these services was based on a percentage of the total original project budget of \$86,000,000 in the current IAA. With the updated total project budget of \$114,000,000, the revised DES Project Management fee schedule is calculated to be \$1,142,740.60, reflecting an increase of \$288,400. An amendment to the existing IAA is therefore required to adjust the DES fee accordingly.

Current Status and Proposed Action: This agenda item seeks authorization to increase the total fee schedule for DES Project Managements Services for the Pattison MOA project. This work will support the completion of the ongoing renovation work to the existing Maintenance Building, conversion of the temporary Metal Structure to a permanent storage building, and the interim hydrogen fueling and associated site work. Leveraging DES's breadth of experience and resources in delivering this project provides considerable value, and staff believe the approximately 1% premium for their services is fair and reasonable.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to increase the DES Project Management total fee schedule from \$854,340.60 to \$1,142,740.60 based on the updated total overall project budget of \$114,000,000.
 - B. Defer action and thereby suspend use of DES Project Management Services.

-
- 6) **Budget Notes:** The current budget includes sufficient programmed funding to support this contract amendment. The revised total project management fee of \$1,147,740 represents a \$288,400, or approximately 1%, increase in DES fees based on a total project value of \$114,000,000.

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- 7) **Goal References:** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: March 18, 2026

FOR: Intercity Transit Authority

FROM: Jonathan Martin, Construction Projects Coordinator, 360.819.0244

SUBJECT: Metal Structure Design Services

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- 1) **The Issue:** Consider authorizing an agreement between the Department of Enterprise Services (DES) and Stantec Architecture to provide design services for Intercity Transit's Pattison South Parcel Metal Structure.

 - 2) **Recommended Action:** Authorize the General Manager to have DES enter into an agreement with Stantec Architecture to provide design services for the Pattison South Parcel Metal Structure, in an amount not-to-exceed \$1,200,000.

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

 - 4) **Background:** The south parcel metal structure was originally designed and constructed to serve as a temporary facility during the renovation of the Maintenance Building. At the completion of that project, the structure was intended to be modified for use as open covered parking. Since that time, operational needs have evolved. The facility is now needed to support Dial-A-Lift vehicle parking, provide additional storage space, and accommodate future infrastructure, such as fast-charging equipment, as the fleet transitions to zero-emission vehicles. Repurposing the structure to meet these needs will allow Intercity Transit to maximize the long-term value of the facility while supporting both current operational demands and future fleet electrification goals.

Current Status and Proposed Action: This agenda item seeks approval to authorize the General Manager to direct DES to enter into an agreement with Stantec Architecture to provide design, bidding support, construction administration and project close out services for the Pattison South Parcel Metal Structure. The fees for all phases of design are calculated using the current Office of Financial Management Architect/Engineer fee guidelines. The total not to exceed cost for the design phase through close out for this project is calculated to be \$1,200,000. The OFM A&E fee guidelines are used for public works building projects for Washington State agencies, and this cost is considered fair and reasonable. Therefore, staff recommend

authorization to enable DES to enter into an agreement with Stantec Architecture on Intercity Transit's behalf.

5) Alternatives:

- A. Authorize the General Manager to have DES enter into an agreement with Stantec Architecture to provide design services for the Pattison South Parcel Metal Structure, in an amount not-to-exceed \$1,200,000.

 - B. Defer action and do not proceed with design work for converting the metal structure to a permanent storage building.
-

6) Budget Notes: The current budget includes sufficient programmed funding to support this contract award.

7) Goal References: **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **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-G
MEETING DATE: March 18, 2026

FOR: Intercity Transit Authority
FROM: Cameron Crass, Operations Deputy Director, 360-705-5824
SUBJECT: National Transit Employee Appreciation Day

1) **The Issue:** In honor of National Transit Employee Appreciation Day, staff will share footage highlighting how Intercity Transit Operators and frontline transit staff make a difference in our communities.

2) **Recommended Action:** This item is for information only.

3) **Policy Analysis:** Complimenting Intercity Transit’s Employee Recognition Program, National Customer Service Week, Transit Appreciation Day, and Annual Holiday Banquet, it is our privilege to participate in National Transit Employee Appreciation Day to thank Operators and other frontline staff and volunteers for their service to the community.

4) **Background:** Intercity Transit equips all buses and Dial-A-Lift vehicles with surveillance capturing dashcam, exterior video, interior cabin video, and operator audio. Surveillance assists the agency with reviewing security incidents, collisions, and customer comments. Staff have been able to utilize this camera system to locate lost items, identify missing persons, demonstrate real-life scenarios of defensive driving, and more. Upon reviewing situations, which are typically brought to supervisors’ attention through event reports, customer comments, and public records requests, we discover Operators’ heroic actions from behind the wheel. This presentation will provide an overview of the existing system and highlight some footage to show “a day in the life” of an operator.

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

6) **Budget Notes:** This item is for information only.

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

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

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
February 23, 2026 – Hybrid Meeting

CALL TO ORDER

Community Advisory Committee (CAC) Chair Rachel Wilson called the hybrid February 23, 2026, meeting of the Community Advisory Committee to order at 5:30 p.m.

Members Present: Clair Bourgeois, Ellen Matheny, Hallie Sutter, Jacqueline Garrison, JoAnn Scott, Kindra Galan, Margaret Janis, Marty Slighte, Matthew Collins, Michael Gray, Rabia Sheikh, Chair- Rachel Wilson, Suzanne Simons, and Ty Flint.

Absent: Vice Chair- Dara Dotson, DC Wheat, Jim Hanley, Shawn Sandquist, Andrew Hague, Finch Lucas.

Staff and Guests Present: Emily Bergkamp, Raymond (Ray) Velasquez, Jesse Eckstrom, Janina (Jan) Robbins, Peter Stackpole, Rob LaFontaine, Nick Demerice, and Kelly Von Holtz - Intercity Transit Authority (ITA).

APPROVAL OF AGENDA

M/S/A by JoAnn Scott and Margret Janis - Motion Passed Unanimously

INTRODUCTIONS

Chair Wilson introduced Authority member, Kelly Von Holtz as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. **March 4, 2026, ITA Meeting** - *(DC Wheat)*
- B. **March 18, 2026, ITA Meeting** - *(Ellen Matheny)*
- C. **April 1, 2026, ITA Meeting** - *Cancelled - Emily Bergkamp noted that starting in April, the ITA is moving to a once-a-month schedule (the third Wednesday of the month).*

APPROVAL OF JANUARY MINUTES.

M/S/A by Ty Flint and Clair Bourgeois - Motion Passed Unanimously

Rider's Roundtable

- **Emergency Service and Fire Response:** A committee member praised Intercity Transit for using buses as emergency shelters during a fire. Emily Bergkamp noted that Intercity Transit is part of the Thurston County Emergency Management Plan, offering transportation, evacuation assistance, temporary shelter, and heating/cooling stations during emergencies.

Emily Bergkamp and Rob LaFontaine noted that despite a 3–6-hour gap in early morning service, the agency usually responds to emergency calls 24/7. Maintenance supervisors with commercial driver licenses can offer transportation during these gaps, except on Sunday nights when there is no graveyard maintenance coverage.

- **Evacuation Assistance:** Emily Bergkamp mentioned she was unaware of Intercity Transit offering shelter during the College Point Apartments evacuation last month and believed nearby businesses might have managed it.
- **Sunday Service Levels:** A member reported long wait times for Express route connections on Sundays owing to reduced service compared to weekdays.
- **Next Meeting:** Chair Rachel Wilson informed the committee that the March meeting will be at the Pattison Administrative - Operations Offices.
- **ITA Meeting Schedule Change:** Emily Bergkamp announced that ITA will reduce meetings from twice a month to once a month starting April 2026. The board will meet on the third Wednesday of each month, with special meetings for urgent budget approvals. March 2026 will be the last month with two meetings.

NEW BUSINESS

A. Bus Buddy Program Update – *Janina (Jan) Robbins – Bus Buddy Coordinator*

Leadership and Background

Jan Robbins, who originally served as the Bus Buddy Coordinator from 2013 to 2015, has returned to lead the program following the retirement of the previous coordinator. With a professional background in technical writing and organizational communication, Jan has consistently focused her career on workforce development and advocacy for vulnerable populations.

Program Overview

The Bus Buddy program in Thurston County operates as a grant-funded initiative supported by the Washington State Department of Transportation (WSDOT). It is sponsored by Catholic Community Services (CCS) and works in close partnership with Intercity Transit (IT). Functioning under the CCS Volunteer Services umbrella, the program's primary mission is to serve seniors and adults with functional limitations. In her renewed role, Jan has set a new objective to broaden outreach efforts to include low-income individuals.

Peer-to-Peer Assistance

Bus Buddies are experienced transit riders who provide peer-to-peer support. Their assistance includes trip planning and travel training, helping new riders build confidence in using the transit system.

Recent Program Updates

- Streamlining the client intake process by introducing electronic signatures
- Reestablishing monthly orientation sessions for new participants
- Conducting a volunteer recruitment drive with the goal of reaching 20 active volunteers to support the forthcoming Intercity Transit system redesign (currently 12 volunteers are enrolled)
- Exploring the launch of a "Junior Bus Buddy" pilot program at local high schools to promote transit as an essential life skill

Volunteer Experience and Regional Connectivity

During the meeting, David Goodpastor, a veteran and active Bus Buddy, shared insights from his collaboration with transit staff to introduce new bus stops serving large apartment complexes. He emphasized the significance of regional transit connectivity, particularly in anticipation of major events such as the World Cup. David also praised the transit system's accessibility and cost-effectiveness.

Q&A on Support for Multilingual and Hard of Hearing Participants

Jan emphasized the program's commitment to assisting all individuals. They plan to work with Intercity Transit and Catholic Community Services for interpretation services and may use translation apps like the Purple app to overcome language barriers.

B. Smart Sensor AI Cameras Demonstration Project Update - Peter Stackpole - Development Director

Peter Stackpole, Development Director, provided an update on Intercity Transit's USDOT Smart Grant demonstration project, which is being conducted in partnership with the City of Lacey. This pilot initiative features the installation of AI-enabled smart sensors at ten intersections situated near the Lacey Transit Center and along Martin Way. The primary aim of these sensors is to analyze the movement patterns of vehicles, buses, bicycles, and pedestrians within these areas.

Although the project was initially designed to include a second stage for full-scale implementation, Stackpole reported that the USDOT has recently discontinued the Smart Grant program. Despite this change, all existing Stage 1 demonstration projects, including this one, will continue as planned. The initiative is fully supported by grant funding, with up to \$40,000 per year in eligible costs covered for the City of Lacey under an interlocal agreement.

The technology deployed in this pilot leverages computer vision to evaluate multimodal interactions and overall system performance. Stackpole highlighted the privacy-centric design of the sensors, noting that they do not collect personally identifiable information, track individual faces, or capture license plate data. The system is intended strictly as a planning tool to support transit and infrastructure improvements, rather than for enforcement purposes.

The demonstration project officially began in late August 2025 after some initial administrative delays. Data collection is scheduled to start in late spring or early summer, with the project aiming for completion by November 2026.

Q&A on Intersection Capability and Pedestrian Safety

Peter stated that sensors monitor pedestrians, bicycles, and vehicles at signalized intersections, with a range of about 350 feet. Using machine learning, the system can extend pedestrian signals for those needing extra time to cross.

Q&A on Transit Signal Priority (TSP) and Regional Coordination

Peter clarified that while TSP is active in Olympia, Lacey, Tumwater, and WSDOT areas, data collection for operational improvements has been limited. A cloud-based TSP pilot program is being considered for real-time adjustments and improved data dashboarding.

Q&A on Funding and Partnership Benefits

Addressing concerns that the City of Lacey might benefit more from the data than Intercity Transit, Peter argued the project is a "win-win". He explained that safer intersections and reduced multimodal conflicts benefit transit by ensuring passenger safety and reducing traffic delays. He also noted that Intercity Transit is willing to fund infrastructure upgrades through grants, emphasizing regional coordination for efficient bus movement.

Q&A on Future Expansion to Olympia

Peter explained that although all cities were invited to the pilot, some lacked the necessary technicians. The goal is to expand the technology to high-capacity corridors throughout the service area if the Lacey project succeeds.

C. Progress Report on May System Redesign - Rob LaFontaine - Deputy Director Planning & Nick Demerice - Chief Communications and External Relations Officer

Implementation and Internal Preparation

Following the Transit Authority's adoption of the system redesign proposal on December 3, 2025, the agency has transitioned into full implementation mode. Rob LaFontaine explained that a key focus is on retraining more than 300 operators to work with the entirely new transit system. The staff is also finalizing schedules within the agency's software, which includes defining new route names, crafting route descriptions, and updating stop coordinates. These updates will be integrated with external tools such as Google Maps and the "OneBusAway" app to support rider navigation and access to information. Additionally, consultants are collaborating with the agency to complete professional-quality system maps, as the current versions serve only as temporary placeholders.

Communication Strategy for Riders

Nick Demerice outlined a multi-phase communication strategy aimed at reducing rider anxiety and increasing awareness of the upcoming changes. The agency is shifting from a general "awareness" phase to an "action-oriented" phase beginning in mid-March, encouraging riders to familiarize themselves with new routes, sign up for rider alerts, and try out a standalone trip planner that is currently being developed. The "Next Stop" branding is being used to connect the redesign to the goals set forth by the voter approved 2018 Proposition 1 for increased sales tax authority, reinforcing the agency's commitment to improvements.

Physical Improvements to Transit Infrastructure

Physical enhancements are also underway as part of the system redesign. Contractors are installing approximately 100 new bus stops throughout the service area. Of these, around 37 locations, including Henderson Blvd and Pioneer Park, will feature new concrete pads, improving accessibility and comfort for riders.

Q&A on Refining Routes After Implementation

Rob mentioned that while minor adjustments can occur during regular service changes, the aim is for the redesigned system to remain stable. The maps and guides should be seen as a reliable reference for the community to avoid confusion from frequent changes.

Q&A on Accessibility and Translation

Nick explained that the redesigned website meets modern accessibility standards. For non-digital users, interpreter services and ASL support are available through customer service. They avoided uploading unmediated PDFs to ensure screen reader compatibility.

Q&A Outreach and Community Partnerships

Nick listed various community partners, including the Olympia Youth Council filming a PSA, local HOAs, senior centers, and the Timberland Regional Library system. The agency sponsors local events like Arts Walk and a family theater production of "Don't Let the Pigeon Drive the Bus" to reach thousands of residents. Staff and ambassadors are distributing business cards with QR codes to direct riders to the redesign web hub.

Q&A on Express Service and Stop Locations

Rob explained that the main express route will be the 9X, with limited stops. Other routes like the 610 (Lacey Connector) are considered commuter services but may stop more often than a rapid express. Efforts are underway to clearly indicate which stops the express routes will skip to inform the public and operators.

Q&A on Specific Infrastructure (Martin Way Roundabout)

Rob and Peter stated that the bus turnaround at Martin Way and Meridian is in the traffic analysis and design phase. Construction will need future grant funding and is a long-term goal, not part of the imminent May redesign.

Rider's Roundtable Cont.

No other discussion

REPORTS

February 4, 2026, ITA Report - Rachel Wilson

Chair Wilson reported on the February 4th Intercity Transit Authority meeting. Key actions included the approval of audio and visual enhancements for the boardroom and the acquisition of replacement vehicles to support the Village Van program. Additionally, Carolyn Cox and Sue Pierce were re-elected to continue their service as Chair and Co-Chair of the ITA Board, respectively.

February 18, 2026, ITA Report - Ty Flint

Ty Flint reported on the Intercity Transit Authority meeting held on February 18, 2026. Operations Deputy Director Cameron Crass presented the Transit Ambassador Program, launched in June 2025 as a one-year pilot. Six ambassadors, former drivers or security personnel, assist passengers and support coach operators during high-traffic times and in challenging areas. The program has been successful and well-received, leading to plans to expand to 12 ambassadors by June 2026.

Collaboration Sub-Committee Report - DC Wheat

No Report

General Manager's Report - Emily Bergkamp

Winter Bicycle Commuter Contest

Intercity Transit is once again encouraging residents to participate in the annual Winter Bicycle Commuter Contest throughout the month of February. This free event is open to all ages and encourages biking for any purpose. Participants can still register for the final days of the month through the contest website.

World Cup Planning

The Olympia, Lacey, and Tumwater area has been designated as a "fan zone" for the FIFA World Cup, with an outdoor viewing area planned at the Port of Olympia near the old KGY radio station. To support festivities, Intercity Transit plans to increase frequency on local routes and implement detours to provide direct service to the fan zone. Specific service enhancements are being planned for match days in Seattle, as visitors often stay in hotels up to two hours away from the stadium. A Juneteenth event on June 19th will serve as an initial service test. Additionally, IT will promote a "Pokémon Go" style app designed to encourage tourism and support local businesses via transit.

CAC Stipend Program Success

Intercity Transit has completed its first full year of the Community Advisory Committee (CAC) stipend program. The program was established to remove barriers to participation, such as childcare or travel

costs. Data shows the initiative has been highly successful, with average member attendance increasing from 60% in 2024 to 92% in 2025.

Agency Recruitment and Internal Projects

The agency is currently recruiting for a Chief of Staff (formerly Director of Strategic Programs) to act as a strategic advisor to the General Manager. This role will function as "connective tissue" between departments during a period of significant change, including the system redesign and the implementation of a new ERP system. The recruitment period remains open until March 25th.

General Manager Transit Experience

General Manager Bergkamp shared reflections on her recent experiences riding the bus, including navigating stop closures due to ongoing refurbishments. She emphasized her commitment to regular riding to better understand the challenges faced by transit-dependent residents, such as the anxiety of missing trips. She also commended the professionalism of IT operators and the positive, respectful culture among the agency's riders.

NEXT MEETING: 5:30pm March 16th, 2026, at ADOPS Boardroom 510 Pattison St SE. Olympia, WA 998501.

- **ADJOURNMENT** Meeting adjourned at 7:15 p.m.

Prepared by Nicole Jones

Thurston Regional Planning Council (TRPC)

AFTER MEETING SUMMARY

March 6, 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 YouTube channel at:

<https://www.youtube.com/watch?v=oKfZucUat-M>.

PLEASE NOTE: Participation in the April 3, 2026, Council meeting will be remote with an in-person option.

Comprehensive Plan Roundup, Land Use and Housing

Local planning staff from Lacey, Tumwater, Olympia, Yelm, and Thurston County shared short overviews of land use and housing policy changes in recently completed (or near complete) Comprehensive Plan updates. The plans provide a foundation for how the region will accommodate growth over the next 20 years, and this update cycle included an increased focus on planning for affordable housing, among other factors.

The full presentation can be found here:

https://www.trpc.org/DocumentCenter/View/13803/A6_TRPC_Comprehensive-Plan-Roundup_March-2026.

Intercity Transit's Martin/Duterrow Road Roundabout

Intercity Transit and SCJ Alliance staff provided an update on their collaboration with Thurston County to develop alternative designs for the intersection of Martin Way and Duterrow Road that improve transit access, safety, and traffic flow.

The intersection was identified in the Martin Way Corridor Study as a key improvement to achieve high frequency transit and placemaking envisioned for the easternmost section of the corridor. The project partners will be reaching out to community members over the next few months.

For more information, view the project website: <https://www.intercitytransit.com/construction/east-martin-way-gateway-station-roundabout>

The full presentation from Intercity Transit can be found here:

https://www.trpc.org/DocumentCenter/View/13804/A8_East-Martin-Way-Gateway-Project-Update_TRPC-Board_0306.

Public Participation Plan 2026 Update

Staff provided an overview the agency's 2026 Public Participation Plan Update which details TRPCs process for conducting outreach and is a required element of the Title VI Plan, which was updated and adopted by Council in 2025.

The full presentation can be found here: https://www.trpc.org/DocumentCenter/View/13802/A9_PPP-2026-update.