

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA
August 17, 2026 - Olympia Transit Center
5:00 PM**

Join on your computer: Click [here](#) to join the meeting. The meeting ID: 299 633 505 441 36 Passcode: FF7GR3sh or call in (audio only) +1 929-229-5501, United States, New York City Phone Conference ID: 563 695 444#

CALL TO ORDER

- | | | |
|--------------|--|----------------|
| I. | APPROVE AGENDA | 1 min. |
| II. | INTRODUCTIONS | 1 min. |
| | A. Intercity Transit Authority Representative (<i>Carolyn Cox</i>) | |
| III. | MEETING ATTENDANCE | 3 min. |
| | A. September 16, 2026 (<i>All - Joint Meeting</i>) | |
| | B. October 21, 2026 (<i>Hallie Sutter</i>) | |
| | C. November 18, 2026 (<i>Marty Slighte</i>) | |
| IV. | APPROVAL OF MINUTES - July 20, 2026 | 1 min. |
| V. | RIDER'S ROUNDTABLE <i>*Extended Time</i> | 20 min. |
| VI. | NEW BUSINESS | |
| | A. Development Update (<i>Peter Stackpole</i>) | 20 min. |
| | B. Discuss ITA/CAC Joint Meeting (<i>Emily Bergkamp</i>) | 10 min. |
| VII. | REPORTS | 20 min. |
| | A. General Manager's Report (<i>Emily Bergkamp</i>) | |
| | B. CAC Ad hoc Committee (<i>Amanda Collins</i>) | |
| VIII. | NEXT MEETING Joint Meeting - September 16, 2026 | 1 min. |
| | 510 Pattison St. SE Olympia, WA | |

Attendance Report Attached

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

Committee materials are available at <https://www.intercitytransit.com/agency/community-advisory-committee>.

In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 24 hours prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Staff Liaison: Amanda Collins – (564) 669-4756 – acollins@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*

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. For assistance, contact Customer Service 360-786-1881.

Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
July 20, 2026 – Hybrid Meeting

CALL TO ORDER

Community Advisory Committee (CAC) Chair Rachel Wilson called the hybrid July 20, 2026, meeting of the Community Advisory Committee to order at 5:00 p.m.

Members Present: Clair Bourgeois, Dara Dotson, Ellen Matheny, Hallie Sutter, Vice Chair- Margaret Janis, Marty Slighte, Matthew Collins, Michael Gray, Rabia Sheikh, Chair- Rachel Wilson, Shawn Sandquist, Suzanne Simons, Ty Flint.

Absent: DC Wheat, Jacqueline Garrison, Jim Hanley, JoAnn Scott, Kindra Galan, Andrew Hague, Finch Lucas.

Staff and Guests Present: Emily Bergkamp – Intercity Transit (IT) General Manager, Amanda Collins – Public Records Officer and CAC Staff Liaison, Nicole (Nikki) Jones – Administrative Assistant, Raymond (Ray) Velasquez – Administrative Assistant Intern, Ramon Beltran – Information Systems (IS) Technician, Ali Fuller - Bicycle Community Challenge Representative, Jana Brown – Chief Financial Officer, Carolina Mejia - Intercity Transit Authority (ITA).

Procedural Changes & Meeting Guidelines

Chair Wilson outlined four key operational changes designed to keep meetings running on schedule, ensure respect for everyone's time, and ensure all members are heard:

- **Hand-Raising Request:** Attendees (both in-person and virtual) should raise their hands and wait to be recognized before speaking.
 - *Exception:* Standard approvals for the meeting agenda and previous minutes.
- **Holding Questions Until Presentation Ends:** Questions should be held until speakers complete their presentations to maintain speaker flow and prevent premature questions that might be addressed in later slides.
- **Monitoring Chat and Raised Hands:** Chair Wilson and Vice Chair Margaret Janis will pause after each presentation to review chat submissions and call on raised hands.
- **Maintaining Rider's Roundtable Focus:** Members are encouraged to submit complex or detailed questions to Amanda (Staff Liaison) before or after the meeting to keep the Roundtable concise while preserving time for constructive feedback.

Committee Discussion & Clarifications

- **Member Feedback:** A CAC member raised a point regarding the Rider's Roundtable, noting that topics often emerge dynamically as a brainstorming process when other members speak.

- **Chair Clarification:** Chair Wilson affirmed that the Rider's Roundtable will remain an informal, "round-robin" brainstorming space. However, if discussions begin running over time, specific items may be tabled or handled via email before/after meetings.

APPROVAL OF AGENDA

M/S/A by Ty Flint and Rabia Sheikh

INTRODUCTIONS

Chair Wilson introduced Authority member, Carolina Mejia, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. **August 19, 2026, ITA Meeting** - *(Michael Gray) - Confirmed*
- B. **September 16, 2026, Joint Meeting** - *(All)*
- C. **October 21, 2026** - *(Hallie Sutter) - Confirmed*

APPROVAL OF MAY MINUTES.

M/S/A by Rabia Sheikh and Ty Flint

Rider's Roundtable

Chair Wilson initiated the Rider's Roundtable session, inviting committee members to share questions, concerns, or praise regarding transit services.

Discussion Points & Feedback

- **Positive Community Feedback on Schedules:** A CAC member shared positive feedback from volunteering at the Washington Center. Staff and volunteers expressed joy regarding the new schedules, route timings, and updated routes, noting they better serve community needs.
- **New Bus Stop Signs:** A member praised the crews installing new bus stop covers and signs, commenting on their rapid progress and nice appearance.
- **Staff Recognition:** A member expressed appreciation to staff members Ray Velasquez, Amanda Collins, and Nicole Jones for taking time out of their schedules to meet with them over the past month.
- **Route 600 Series & Hawks Prairie Experience:** A member shared positive feedback about taking Route 600 to Seattle and connecting with the Sounder. They also noted enjoying the Route 610 trip through Hawks Prairie, highlighting local amenities near the park and ride (such as restaurants and pickleball courts) during layovers.
- **September Schedule Adjustments:** A member expressed appreciation for upcoming September schedule adjustments that add 2 to 3 minutes to Routes 13, 15, and 16, noting this addresses recent minor delays (3–4 minutes late) on those lines.

- **General Manager Transit Experience:** Intercity Transit General Manager Emily Bergkamp shared her positive experience using local transit to attend a tabling event at a BBQ festival and navigating vehicle appointments across the Westside and Auto Mall. She noted riding with member Rabia Sheikh and highlighted that Route 9X ran smoothly with minimal delays.

Q&A on Trip Planning & Connection Timepoints:

- **Question:** A CAC member asked about trip planning scenarios where an arriving bus is scheduled to connect with a departing bus at the exact same time (e.g., connecting to Route 600 at the Transit Center). They inquired whether departing buses automatically wait, or if passengers need to ask their driver to call ahead. They also raised questions about whether route numbers change on certain lines (e.g., Route 20 becoming Route 22 near Lions Park).
 - **Answer:** Staff clarified that if a passenger informs their bus driver that they need a connection, the driver can radio in a 3-minute hold request, which requires the connecting bus to wait. Staff advised passengers to always make it a habit to inform their driver rather than assuming the bus will wait. Staff agreed to follow up with the Planning Department regarding tight transfer windows in the trip planner app and requested the member to email a screenshot of the trip plan for review.

NEW BUSINESS

A. 2026 Winter BCC Update (*Ali Fuller*)

Ali Fuller, Bicycle Community Challenge Representative, presented an update covering the history of the BCC, winter and spring 2026 events, and future initiatives.

Overview & Winter BCC Recap

- **Program Background:** The Bicycle Community Challenge (BCC) has been running for 39 years, with Intercity Transit (IT) managing it for the past 20 years. The free, county-wide program encourages Thurston County residents of all ages to cycle for any purpose.
- **Winter BCC (February 2026):** 315 cyclists logged a total of 28,000 miles.
 - IT's employee/volunteer group, "Team CrankIT," had 23 active participants.

Spring Events & National Bike Month (May 2026)

- **Earth Day Market Ride (Mid-April):** Included starting points across nine Thurston County locations converging at Heritage Park Fountain, supported by volunteer teams, Walk N Roll staff, and the Olympia Police Department for traffic control.
 - Longtime BCC Coordinator Duncan Green officially passed leadership of the program to Ali Fuller during the event.
 - Walk N Roll operated a secure Bike Valet stand at the Olympia Farmers Market (managed with local students) and recently expanded bike valet services to the FIFA Fan Zone.
- **May Main Challenge Results:**

- **Theme & Artwork:** "Enjoy the Scenery Along the Route," inspired by the Upper Chehalis Western Trail / Mud Bay.
- **Participation:** 783 overall riders logged a combined 80,849 miles. Five cyclists individually rode over 1,000 miles, and about a dozen biked every day of the month.
- **IT Team Performance:** 31 riders on the IT team (a 12-rider increase from 2025) logged 391 active days and over 4,500 miles, including five first-time participants.
- **Incentives:** Participants received local business coupons, tiered prize draws, and an entry to win a new bicycle donated by Bayview and Ralph's Thriftway.
- **Community Engagement & Proclamations:**
 - Fuller cycled to municipal meetings in Olympia, Tumwater, Yelm, Lacey, and Thurston County, meeting five mayors to receive local May Bike Month proclamations.
 - Partnered with local advocacy groups to hold community group rides to City Hall meetings in Lacey and Olympia.
- **Additional Bike Month Events:**
 - **"Bike to Work Day":** Included nine morning stations across Lacey, Olympia, and Tumwater providing free coffee, breakfast burritos, and bagels, alongside a "blender bike" smoothie station.
 - **Bike Celebration Ride:** Included a reading of the Washington State Bike Month proclamation by Representative Beth Doglio.
 - **Upcycled Bike Craft Nights:** Hosted two nights downtown in partnership with OlyMEGA, upcycling 40-foot retired vinyl BCC banners and reflective stickers into high-visibility gear.
 - **National Bike & Roll to School Day:** Partnered with elementary schools and local fire departments (e.g., McLain Fire Department) to ensure route safety, which featured Pioneer Elementary's second annual "Bike Bus."
 - **Family & Youth Rides:** Organized the Youth Bike Summit Ride and a "Schools Out" celebration ride with participants as young as four years old.
 - **Great Olympic Bike Rodeo (June):** Hosted at Garfield Elementary featuring bike safety check stations, helmet fittings, music, and an obstacle course led by the Olympia Police Department.

Upcoming 40th Anniversary

- **40th Anniversary (2027):** BCC will celebrate its 40th year in 2027. Theme suggestions, slogans, and artwork ideas are currently being accepted at bcc@intercitytransit.com.

Q&A on Accommodations for People with Visual Impairment:

- **Question:** A member asked if the program could coordinate tandem bikes and volunteer captains for visually impaired community members who want to participate in future rides.
 - **Answer:** Fuller shared that IT has met with Outdoor All (who maintains a fleet of adaptive bicycles) and is exploring a joint "Demo Day" event to bring various adaptive bikes—including options for visually impaired riders—to the community for group rides.

B. 2026 Mid – Year Budget Update (As of June 30, 2026) *(Jana Brown)*

Jana Brown, Chief Financial Officer, provided a snapshot of Intercity Transit’s financial standing at the six-month mark:

- **Beginning Fund Balance & Resources:**

- **Beginning Fund Balance:** Budgeted at \$262 million, with an actual rollover of \$257.8 million due to timing variations and pending year-end grant reimbursements.
- **Service Revenues:** Budgeted at \$495,000, with \$219,000 (44%) being received by the end of June. Service revenues lag slightly because vanpool services are billed after receiving receipt.
- **Other Revenues:** Budgeted at \$8.9 million, with \$5.1 million (58%) received. Higher fund balances and elevated interest rates are driving increased interest earnings, putting projections on track to reach approximately \$10 million by year-end.
- **Other Agency Revenues (Sales Tax & Grants):** Budgeted at \$124.9 million, with \$48.6 million received. Sales tax makes up about 80% of this bucket and remains strong. Grants show a typical reporting lag since reimbursements are tied to project progress and billed quarterly or annually.
- **Total Available Resources:** Stood at \$311.8 million as of June 30.

- **Expenditures & Projections:**

- **Operating Expenditures:** Budgeted at \$103.7 million, with \$42.6 million (41%) spent, reflecting conservative spending across departments.
- **Capital Expenditures:** Budgeted at \$91.8 million, with \$10.7 million (11%) spent. This timeline is typical due to multi-year software implementations, active service rollouts, and long lead times for vehicle orders.
- **Ending Fund Balance:** Projected to end at approximately \$258 million (compared to the originally budgeted \$200 million).

Proposed & Approved Budget Amendments

The Intercity Transit Authority Board approved several adjustments to recognize new revenue sources and address operational expenditure needs:

- **Recognized Revenue Additions (+\$1.3 million Total):**

- **WSDOT Grants:** Funding recognized for a new E-Bike Lending Program and operational support for the FIFA World Cup fan zone and transit services.
- **Partnership Revenue:** Funds recognized from The Evergreen State College for late-night transit service support.
- **Interest Earnings:** Added \$1.0 million to align with higher interest projections.

- **Expenditure Increases (+\$6.1 million Total):**

- **Salaries & Benefits Reconciliations (+\$1.5 million):** Mid-year adjustments reflecting actual hiring schedules, retirements, and new positions.

- **Fuel Costs (+\$1.0 million):** Budget added to address rising fuel prices.
- **Special Projects & Capital Improvements:** Includes \$250,000 for bus stop enhancements, \$500,000 for Customer Information Navigation Systems (electronic transit center signage), \$75,000 for World Cup operations, and \$2.5 million to finalize ongoing improvements at the Pattison property.
- **Security & Grants:** Security service expansion at the Hawks Prairie Park and Ride, alongside operational spending for the E-Bike program.
- **Staffing Expansion (+13 Full-Time Equivalent (FTE) Positions):**
 - **Transit Ambassadors (6 FTEs):** Transitioning a successful pilot program into permanent staffing.
 - **Safety & Emergency Management (2 FTEs):** An Administrative Assistant and an Emergency Management Safety Coordinator to maintain regulatory compliance plans.
 - **Human Resources (1 FTE):** An HR Analyst to manage employee leave programs as the agency grows.
 - **Finance & Administration (2 FTEs):** A Financial Analyst to support software transitions and long-term financing, plus an in-house Project Manager (transitioned from a contracted service role).
 - **Walk N Roll & E-Bike Program (2 FTEs):** Grant-funded positions to support the E-Bike program, alongside a temporary bike mechanic and education support role.

Q&A on Fiscal Year Timeline:

- **Question:** A member asked to confirm if the fiscal year runs from January 1st to December 31st and if the report represents the six-month mark.
 - **Answer:** Brown confirmed that the fiscal year matches the calendar year, making the 41% operating expenditure rate a very healthy metric at the 50%-time mark.

Q&A on Capital Expenditure Outliers:

- **Question:** A member inquired about the low year-to-date spending rate (4.2% / \$2.4M spent) on Maintenance and Facilities capital expenditures.
 - **Answer:** Brown explained that IT placed an order for 38 new coaches earlier in the year. Because vehicle deliveries take 18 to 24 months, the budget capacity must be established up front even though the actual cash outlay does not occur until delivery. Payments made year-to-date reflect orders placed in previous fiscal cycles.

C. 2026 CAC Self-Assessment (*Amanda Collins*)

CAC Staff Liaison Amanda Collins presented the annual CAC Self-Assessment requirement, which serves as the committee's key assignment prior to the joint meeting with the Intercity Transit Authority (ITA) in September.

Purpose and Background

- **Annual Requirement:** Per committee bylaws and Authority policy, the CAC conducts a mid-year self-assessment focusing on achievements, experiences, and operations during the current calendar year (2026).
- **COVID-19 Pause & Historical Data:** After a four-year pause due to the COVID-19 pandemic, self-assessments resumed in 2023. The 2026 assessment marks the third consecutive year of trend data for evaluation.
- **Participation Goal:** Staff are seeking 100% participation among all members—including first-term, mid-term, and long-standing committee members.
- **Next Steps & Timeline:**
 - **July 21, 2026:** Online survey link distributed to members.
 - **August 7, 2026:** Deadline for members to complete the assessment.
 - **August 17, 2026: Meeting:** Preliminary results presented internally to the CAC.
 - **September 16, 2026:** Compilation of results presented and discussed during the joint ITA/CAC meeting.

Survey Format & Instructions

- **Platform Transition:** To operate efficiently within existing agency resources, Intercity Transit transitioned the survey platform from SurveyMonkey to **Microsoft Forms** via Microsoft 365.
- **Survey Structure (12 Questions):**
 - **10 Rating Scale Statements:** Evaluates level of agreement (*Strongly Agree, Somewhat Agree, Somewhat Disagree, Strongly Disagree, Don't Know*).
 - **2 Open-Ended Questions:** Focuses on what the CAC is doing well and one action item that would improve committee effectiveness and individual member experience.
- **Anonymity & Submissions:** The survey is completely anonymous and does not collect login data or names. Paper accommodation is available upon request.
- **Special Instructions for Comments:** Because Microsoft Forms limits side-by-side rating and comment boxes without adding extra pages, members wishing to leave written feedback on rating questions should select the "Other" box, type their rating (e.g., *Strongly Agree*), and follow it with their comments.

Action Taken by the Committee

- **Motion & Approval:** A motion was made by Chair Rachel Wilson and seconded by Dara Dotson to approve opening the 2026 CAC Self-Assessment (pending minor formatting cleanup by staff). The motion carried unanimously.

General Manager's Report (*Emily Bergkamp*)

General Manager Emily Bergkamp presented the General Manager's Report, providing context on state and federal grant funding, ongoing project applications, agency events, and operational updates:

Grant Funding & Federal Policy Updates

- **Vanpool Grant Adjustment:** Vanpool Manager Lynn successfully secured nearly \$200,000 in additional subsidy funding from the Washington State Department of Transportation (WSDOT) after mid-year Vanpool participation outperformed initial lower estimates.
- **Federal Funding & Policy Tracking:** Intercity Transit (IT) is tracking proposed federal Office of Management and Budget guidance that would give federal agencies broad discretion to terminate discretionary grants if deemed contrary to federal priorities or policies (specifically targeting Diversity, Equity, and Inclusion [DEI] initiatives). Bergkamp noted that IT remains involved in an ongoing federal lawsuit with other municipalities regarding retroactive grant conditions. She reaffirmed Intercity Transit's commitment to equal opportunity recruitment, workplace inclusivity, and community values, noting strong support from the Authority Board.

Active Grant Applications

IT has submitted applications during the current grant cycle for several initiatives:

- **Walk N Roll Programing:** Continued support for community youth and walking/biking programs.
- **West Olympia Transit Center Feasibility Study:** Funding to study potential property attributes and feasibility for a potential transit center in West Olympia.
- **Transit Signal Priority (TSP):** Funding to expand cloud-based transit signal priority technology.
- **Lacey Transit Center Expansion:** Funding to add four to five perimeter loading zones, real-time signage at crosswalks, flashing beacons, and stormwater infrastructure upgrades.

Agency Events, Operations, and Media

- **Transit Appreciation Day:** Scheduled for August 5, 2026, at the Pattison site (AdOps building). The event features lunch, games, and a noon ceremony honoring employee service milestones under the theme "*Transit Through the Decades*".
- **Community Outreach:** Following participation in the Lakefair Parade, IT will host an information table at the Nisqually Valley BBQ Festival on July 25. HR continues targeted recruitment efforts, such as sending veteran staff members to Joint Base Lewis-McChord job fairs.
- **State Audit:** The annual Washington State audit process is officially underway following last week's entrance conference.
- **Media Coverage:** IT and CAC member Marty Slighte were featured in *The Tyee*, an independent British Columbia online news magazine, highlighting zero-fare transit service models.

Committee Praise (DEI Support): Members commended Intercity Transit and the Authority Board for maintaining their commitment to our DEI values and equal opportunity goals, in a way that honors our community's principles.

Q&A on Federal Lawsuit Status:

- **Question:** A member asked for an update on the status of the federal lawsuit regarding grant conditions.
 - **Answer:** Bergkamp reported there are no major status changes. Initial opening briefs were submitted, but the federal government appealed, leaving the case in a holding pattern.
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CAC Ad hoc Committee Report (*Amanda Collins*)

CAC Staff Liaison Amanda Collins presented an update regarding the Ad Hoc Committee's recent activities and plans for a regional transit volunteer gathering:

- **Regional Volunteer Event Planning:** The Ad Hoc Committee met recently alongside CAC volunteers and staff representatives from external transit agencies, including Jefferson Transit and Clallam Transit (referred to as *Gadget transit* in the transcript). The group confirmed strong interest in planning the first annual regional meeting for transit volunteers to exchange ideas and collaborate.
 - **Staff Support & Event Logistics:** Staff members across participating agencies are coordinating event logistics, including proposing dates, identifying a hybrid-accessible meeting location (supporting both in-person and online participation), and managing event marketing.
 - **Volunteer-Led Vision:** Staff emphasized that the initiative will be volunteer-led and volunteer-driven, with staff providing logistical support, discussion prompts, and speaker coordination.
 - **Meeting Cadence & Membership:** The Ad Hoc Committee established a consistent monthly meeting schedule. Current committee members include Ty Flint, Clair Bourgeois, and Kindra Galan. All CAC members will be invited to participate in the eventual regional gathering.
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NEXT MEETING: August 17, 2026, 5:00 pm, at the Olympia Transit Center.

- **ADJOURNMENT** Meeting adjourned at 6:15 p.m.

Prepared by Nicole Jones

COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 6-A
MEETING DATE: August 17, 2025

FOR: Intercity Transit Authority

FROM: Peter Stackpole, Development Director, 360-357-1795

SUBJECT: Development Department Priorities / Project Updates

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- 1) **The Issue:** Provide the CAC with an overview of active projects within the Development Department, highlighting progress and next steps for several key initiatives.
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- 2) **Recommended Action:** Information and discussion.
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- 3) **Policy Analysis:** Regular project updates to the CAC promote transparency, accountability, and public understanding of major initiatives that enhance safety, connectivity, and customer experience throughout the Intercity Transit system.
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- 4) **Background:** The Development Department is advancing several capital and technology initiatives that support Intercity Transit's long-term vision for improved mobility and system performance:
- High-Capacity Transit (BRT Lite): Advancing corridor planning and conceptual station design, following completion of the corridor inventory and preliminary traffic analysis.
 - Smart Corridors Phase V: Advancing technology and funding initiatives to improve transit operations, traffic data, and system performance, including:
 - SMART Grant - AI Smart Sensors: Deploying artificial intelligence-based sensors to enhance traffic data collection, safety analysis, and operational planning.
 - ATTAIN Grant: Pursuing federal funding to support expanded smart corridor technologies and transit signal priority.
 - Cloud-Based Transit Signal Priority Pilot: Testing cloud-based technology to improve transit signal priority and bus movement through signalized intersections.
 - East Martin Way Gateway Station Roundabout Project: Completing public outreach and preparing to present outreach results to the Thurston County Council in September. If advanced, the project would proceed to right-of-way acquisition and construction.

- Real-Time Signage Program: Continuing implementation of digital signage providing real-time departure information at key stops and transit facilities.

Staff will provide an update on project status, coordination efforts, funding, and anticipated next steps.

5) **Alternatives:** N/A

6) **Budget Notes:** All projects are funded through a mix of local, state, and federal sources, including competitive grant programs. Budget impacts will vary depending on project phase and external funding awards.

7) **Goal Reference:** Goal #1: *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area"* Goal #4: *"Provide responsive transportation options within financial and staffing limitations."* Goal #6: *"Encourage use of our services, reduce barriers and increase ridership"* Goal #7: *"Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer"*

8) **References:** N/A

**INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
AGENDA ITEM NO. 6-B
MEETING DATE: August 17, 2026**

FOR: Community Advisory Committee

FROM: Emily Bergkamp, General Manager, (360) 705-5889

SUBJECT: Review of ITA/CAC Joint Meeting

1) **The Issue:** Provide a brief orientation ahead of the ITA - CAC Joint meeting to clarify CAC's role, review Robert's Rules of Order for efficient participation, highlight prior joint meeting discussions to support ongoing dialogue for the current CAC self-assessment.

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

3) **Policy Analysis:** Per CAC Bylaws, the Purpose and Authority of the CAC is "to advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals. This includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit. The CAC is advisory to the Transit Authority and provides customer feedback to the agency." The CAC/ITA Annual meeting is a meaningful format for the CAC to advise the ITA on important issues within their purpose and authority.

4) **Background:** The CAC is the advisory body to the Transit Authority and provides customer feedback to the agency. Since the early years of the CAC's inception, the joint meeting has offered a meaningful format for the CAC to advise the ITA on important issues within their purpose and authority. The meeting also helps to build rapport and the relationship between the two bodies.

5) **Alternatives:** N/A

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

7. **Goal Reference:** An engaged CAC supports all agency goals.

8. **References:** N/A

Intercity Transit Authority Meeting Highlights/Summary

A brief recap of the July 15, 2026, Intercity Transit Authority Meeting

Wednesday night, the ITA:

- Conducted a public hearing on the draft 2026-2031 Transit Development Plan. *(Drew Goffeney)*
- Authorized the General Manager to execute approvals under our existing Department of Enterprise Services contract for services with our GCCM contractor, Forma Construction, supporting an early bid package and necessary contracts for new electrical equipment for the Metal Structure and Interim Hydrogen Fueling projects, for a total amount not-to-exceed \$750,000 including sales taxes and a 10 percent contingency. *(Jonathan Martin)*
- Adopted Resolution 02-2026 amending the 2026 Budget. *(Jana Brown)*
- Authorized an increase to the construction budget and pre-approval baseline by \$500,000 for contingency purposes and thus authorize the General Manager to approve additional baseline funds for the DES and Forma contract, bringing the new total baseline to \$88,726,233. *(Jonathan Martin)*
- Authorized the General Manager to execute a purchase order with SHI International (SHI) to license the Microsoft 365 product suite for the not-to-exceed amount of \$754,000 over three years. This includes sales tax and anticipated annual licensing adjustments. *(Jeff Peterson)*
- Authorized the General Manager, pursuant to Department of Enterprise Services (DES) Contract 00224, to purchase an Audio and Video Solution from Desco Electronics Corp. in the amount of \$130,000. *(Jeff Peterson)*

Other Items of Interest:

- Ali Fuller, Walk N Roll Program Rep provided an update on the 2026 Bicycle Challenge and Bicycle Community Challenge.
- The following new Walk N Roll Program Reps were introduced:
 - Bonnie O'Brien, Ruth Aaron, and Tim Anderson

General Manager's Report

- Due to Vanpool Manager Lynne Cunningham's efforts with WSDOT, Vanpool funding subsidies for the 2025-2027 biennium were increased by \$222,631.25 from \$94,068 to \$316,699.
- Grants Program Manager Jessica Gould is working with Intercity Transit's Federal Advocate Dale Learn to keep abreast of proposed sweeping changes from the Management and Budget office pertaining to federal financial assistance. A few examples of the proposed changes are as follows:
 - Agencies will have the discretion to terminate discretionary grants if an award isn't achieving program goals, not supporting agency priorities, or if deemed no longer in the federal government's interest.
 - A 90-day suspension authority is established which would allow federal agencies to pause awards and issue stop-work orders to recipients while considering the future status of the grant award.
 - Political appointees at federal agencies will use independent judgment when evaluating grant applications, inserting a more direct political lens in grant reviews.
 - Requirement to ensure that federal funds do not "fund, promote, encourage, subsidize, or facilitate" DEI, gender ideology, or pediatric gender transition procedures for individuals under 19 years of age.

- Requirement to ensure that subrecipients do not “significantly damage the reputation” of the pass-through entity, the federal agency, or the U.S. government.
- Requirement to participate in the Department of Homeland Security’s (DHS) E-Verify program for employment eligibility of employees and contractors performing work under federal awards.

In general, these changes increase administrative burden, further unpredictability in federal reimbursements, introduce at-will termination of grants mid-project by federal agencies, and potential loss of investment revenue for delayed repayments, increasing the uncertainty of federal funding as administered by the current administration.

- Intercity Transit turned in applications for TRPC’s Call for Projects (CFP) for funding from the Congestion Mitigation and Air Quality and Surface Transportation Block Grant Programs:
 - **Walk N Roll programming**
 - **West Olympia Transit Center Study:** This study will conduct analysis and engagement needed to identify and evaluate potential locations for suitability as a permanent multimodal transit center on Olympia’s westside. A NEPA evaluation process will assess potential locations to identify one or more preferred areas for further consideration. Activities also include development of a scope of work for completing future right-of-way, engineering, and construction phases in a manner that complies with all local, state, federal, and FTA requirements.
 - **Cloud Based TSP Implementation:** This project expands upon a USDOT-funded SMART Stage 1 demonstration project currently underway in Lacey by deploying a regional cloud-based Transit Signal Priority (TSP) system integrated with Intercity Transit’s CAD/AVL platform and partner traffic signal systems throughout the Thurston Smart Corridors network. Together, these improvements will enhance transit reliability, improve corridor efficiency and safety, support multimodal planning, strengthen regional coordination, and make transit, walking, and biking more attractive travel options on the region’s busiest corridors.

Intercity Transit also turned in applications for WSDOT’s 2027-2029 Regional Mobility Grant:

- Smart Corridors Cloud-Based TSP Implementation.
- Lacey Transit Center Expansion: Intercity Transit will add 4-5 perimeter loading zones to the Lacey Transit Center (LTC), install real-time signage, add a crosswalk and flashing beacons, and upgrade stormwater facilities.
- Join us for Transit Appreciation Day on Wednesday, August 5 at AdOps in the bus yard in front of the fuel wash building from 10 a.m. to 4 p.m. This year’s theme is Transit Through the Decades, bringing the nostalgia to life with transit memorabilia, a classic car display, and retro yard games for all ages. There will be a catered meal and awards program at noon, honoring staff celebrating 20+ years of service (January–August), our Excellence in Transit award recipients, volunteers, newly hired staff, and more.
- As per tradition, Intercity Transit participated in the Capital City Pride parade, Tumwater’s Independence Day parade and the Yelm Prairie Days parade with our well-loved Bubble Bus, and invited employees, their friends and family to join the fun by riding the bus in the parade. There’s another opportunity to enjoy riding the parade bus in the Lakefair Parade coming up on Saturday. Meet the bubble bus at the staging area on Capitol Way between 18th and 19th Streets by 4:15 p.m.; the parade starts at 5 p.m.

We also staffed an information table at Yelm Prairie Days and at last weekend’s South Sound BBQ Festival at Huntamer Park, where Bergkamp saw ITA member Wendy Goodwin, and many employees out enjoying the event. Bergkamp met Lacey City Councilmember Ryan Siu and discussed the possibility of more bike valets at City of Lacey events. We will also table at the Nisqually Valley BBQ Festival in Yelm on July 25.

- Our state audit is underway, and the entrance meeting will be held remotely via Teams on July 17 from 10 a.m. to 10:30 a.m. Those wishing to attend, please RSVP directly to the Clerk, Pat Messmer.
- June was Ride Transit Month, coordinated by the Transportation Choices Coalition. Intercity Transit was a sponsor this year, supporting activities like transit themed Bingo and Trivia nights, along with encouraging agencies, organizations, and riders across the state to enjoy fun events and activities in the celebration of all things transit.
- The Tyee, an independent, online news magazine from British Columbia founded in 2003, featured Intercity Transit in a story entitled, “The Cities Where Riding the Bus Is Free” by co-editor Josh Kozelj of their What Works series on green enterprises. Community Advisory Committee member Marty Slighte was interviewed and featured in the story, as well as Bergkamp. You can read the article here: [The Cities Where Riding the Bus Is Free | The Tyee](#)

Prepared July 16, 2026, Pat Messmer/Clerk of the Board

COMMUNITY ADVISORY COMMITTEE ATTENDANCE RECORD

		1	2	3	4	5	6	7	8	9	10	11	12
CAC Members		Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26
Clair	Bourgeois	<i>absent</i>	<i>x</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Dara	Dotson	<i>x</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>x</i>					
DC	Wheat	<i>x</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>
Ellen	Matheny	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Hallie	Sutter	<i>absnet</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Jim	Hanley	<i>x</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>absent</i>	<i>x</i>	<i>absent</i>					
Jacqueline	Garrison	<i>x</i>	<i>x</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>absent</i>					
JoAnn	Scott	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>absent</i>					
Kindra	Galan	<i>x</i>	<i>x</i>	<i>x</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>absent</i>					
Margaret	Janis	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Marty	Slighte	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Matthew	Collins	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Michael	Gray	<i>absent</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>absent</i>	<i>x</i>					
Rabia	Sheikh	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Rachel	Wilson	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Shawn	Sadquist	<i>absent</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>absent</i>	<i>x</i>	<i>x</i>					
Suzanne	Simons	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>	<i>x</i>					
Ty	Flint	<i>x</i>	<i>x</i>	<i>x</i>	<i>absent</i>	<i>x</i>	<i>x</i>	<i>x</i>					
YOUTH Andrew	Hague	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>x</i>	<i>absent</i>	<i>absent</i>					
YOUTH Finch	Lucus	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>	<i>absent</i>					

= Joint meeting does not count against required meeting attendance