

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, August 19, 2026
5:30 P.M.
Board Room – 510 Pattison Street SE, Olympia

To observe the meeting remotely [REGISTER HERE TO OBSERVE THE MEETING](#)

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 696 527 763#

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

CALL TO ORDER

- | | |
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| STAFF INTRODUCTIONS | 10 min. |
| <ul style="list-style-type: none">A. Christopher Shoultz, Maintenance Supervisor (<i>David Chaffee</i>)B. Wyatt Webberding, Vehicle Detailer (<i>David Chaffee</i>)C. Kyle Kollman, Customer Service Supervisor (<i>Jane Denicola</i>) | |
| 1. APPROVAL OF AGENDA | 1 min. |
| 2. PUBLIC COMMENT | 30 min. |
| 3. APPROVAL OF CONSENT AGENDA | 1 min. |
| <ul style="list-style-type: none">A. Minutes – July 15, 2026, Regular Meeting.B. Payroll July: \$7,110,087.46<ul style="list-style-type: none">• Warrant Numbers: 46099-46102; 46208-46211; 46317-46321 in the amount of \$23,962.06• ACH Payments: \$7,086,125.40C. Accounts Payable July: \$7,780,908.48<ul style="list-style-type: none">• Disbursed Warrants, Numbers: 46099-46207 & 46212-46316 totaling \$7,776,522.72• ACH Payments: \$14,286.76 | |
| 4. NEW BUSINESS | |
| <ul style="list-style-type: none">A. Janitorial Contract Renewal (<i>Noelle Gordon</i>)B. Digital E-Paper Real-Time Information Signage Contract Amendment (<i>Jeff Peterson</i>)C. Adoption of the Transit Development Plan (<i>Drew Goffeney</i>)D. Schedule Special Meeting September 16, 2026, for ITA/CAC Joint Meeting (<i>Emily Bergkamp</i>)E. Schedule Special Meeting for October 7, 2026 (<i>Emily Bergkamp</i>) | <ul style="list-style-type: none">5 min.5 min.10 min.5 min.5 min. |

- F. DAL/Bus Buddy/Travel Training Update** (*Kevin Karkoski*) **15 min.**
- 5. COMMITTEE REPORTS**
- A. Community Advisory Committee (Aug. 17)** (*Michael Gray*) **5 min.**
- 6. GENERAL MANAGER'S REPORT** **5 min.**
- 7. AUTHORITY ISSUES** **5 min.**
- 8. EXECUTIVE SESSION** - The ITA will conduct an Executive Session in accordance with RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase.

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 9X, 50 (on Martin Way), and 70 (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
July 15, 2026

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on July 15, 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; Community Representative Wendy Goodwin; City of Olympia Councilmember Robert Vanderpool; Community Representative Justin Belk; City of Yelm Councilmember Brian Hess; Labor Representative Mark Neuville.

Members Excused: Thurston County Commissioner Carolina Mejia; City of Tumwater Councilmember Eileen Swarthout.

Staff Present: Emily Bergkamp; Pat Messmer; Katie Cunningham; Jana Brown; Peter Stackpole; Thera Black; Brian Nagel; Jonathon Yee; Michael Maverick; Dena Withrow; Jeff Peterson; Drew Goffeney; Nicole Jones; Jane Denicola; Jonathan Martin; Ruth Aaron; Kerri Wilson; Tim Anderson; Bonnie O'Brien; David Chaffee; Jason Aguero; John Denicola; Ron Parker; Camie Bailey; Jesse Eckland; Ramon Beltran.

Others Present: Jeff Myers, Legal Counsel; Jacqueline Garrison, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. Kerri Wilson introduced Walk N Roll Representatives Tim Anderson, Bonnie O'Brien and Ruth Aaron.

APPROVAL OF AGENDA

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

PUBLIC HEARING - Draft 2026 - 2031 Transit Development Plan.

Drew Goffeney, Associate Planner provided an update on the Transit Development Plan (TDP) that was initially brought forward last month. Following the launch of the public comment period, the agency received only one formal, TDP-specific comment. However, a large volume of general feedback has been received and is currently being reviewed. The planning team is actively working through these comments to help inform all future decisions regarding the TDP, emphasizing that public input is critical to the process.

Goffeney said most of the feedback received so far revolves around the major service change that took place in May. In response to this input, the agency has already made several minor tweaks and adjustments to resolve smaller issues within the TDP. The only major revision involves the planned Revenue Service for September, which is now expected to be approximately double what was originally anticipated. This significant increase in service is being implemented to address ongoing community concerns, specifically regarding late buses, and to better meet the needs of the public by correcting these issues.

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Goffeney reminded everyone that the plan remains available on the agency's website, where options for submitting feedback are still open. Additionally, he invited those participating in the current meeting to utilize the active public comment segment to share any further input.

Chair Cox opened the TDP public hearing at 5:38 p.m.

With no members of the public wishing to provide comment on the TDP, Chair Cox closed the TDP public hearing at 5:38 p.m.

GENERAL PUBLIC COMMENT

Jim Broman, Lacey - Mr. Broman shared he moved to Lacey 37 years ago to accept the position of Fire Chief for the Lacey Fire District, serving in that capacity until his retirement in 2011. He and his wife recently moved to the Bonaventure Senior Living community. He highlighted the location's convenience, noting it sits at the intersection of several bus routes, including Routes 52, 74, and 90, and expressed gratitude for the robust transit access.

Mr. Broman stated he has always been highly independent and previously drove himself wherever he needed to go. However, through personal travel, he and his wife came to deeply appreciate the value of public transit regarding cost, convenience, and ecological benefits. Following the completion of the system redesign, Mr. Broman decided to familiarize himself with the fixed-route system. While he had previously utilized Dial-A-Lift, he realized he could successfully navigate the fixed-route buses. He stated he has been riding the buses regularly for nearly two months and described it as one of the most enjoyable and pleasant experiences he has had within a municipal service setting.

In his two months of riding transit, Mr. Broman reported interacting with two to three dozen different Operators, noting that every single driver has been friendly, courteous, and exceptionally helpful. He emphasized that drivers never rush passengers, particularly during the boarding and wheelchair tie-down process, which requires time and effort. Instead, Operators consistently greet him with a smile, help, and ensure he is safely settled. In closing, Mr. Broman shared he utilized the transit system to attend the meeting, taking Route 52 downtown, Route 50 out to the meeting location, and planning to take Route 9X to return home. He congratulated the agency on its new headquarters and facilities, noting the profound impact of having a high-quality working environment and proper technology. He extended his sincere thanks to the Board and to all employees of the organization, and invited attendees to wave if they see him out riding the buses.

Jackie LaFrance, Olympia - Ms. LaFrance stated she has been a transit rider for 19 years and has extensive familiarity with the system. While acknowledging the previous positive comments, she stated her intent is to share critical feedback regarding recent operational changes. Her primary concern regarded the Route 9X, which she requested make a stop at the South Sound Center. She noted that because the route currently bypasses this major retail area to go directly to the Lacey Transit Center, passengers must walk approximately six blocks backward to access it, which poses a significant hardship for senior citizens. She suggested Route 9X also stop near the back of Fred Meyer to provide better access to surrounding businesses like Dollar Tree and Value Village, emphasizing the current configurations require excessive walking for older passengers.

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Ms. LaFrance also requested route modifications for Route 50, which travels along Martin Way. She proposed Route 50 into Lacey stop at the South Sound Center, Fred Meyer, and Lacey Transit Center before continuing on its way, noting that shopping has become increasingly difficult under the current system. She expressed a strong preference for the discontinued Route 60, describing it as the best route in the system. She detailed the complex itinerary currently required to reach her doctor's office at Providence on College Street from her residence, explaining she must take Route 20 or Route 22 downtown, transfer to Route 52 to travel via Henderson Boulevard and Yelm Highway to College Street, and then execute an entirely different multi-route return trip via Route 52, the Lacey Transit Center, Route 9X downtown, and a final transfer back to Route 20 or Route 22 to minimize excessive walking.

Ms. LaFrance advocated for a higher concentration of bus routes to terminate or connect directly at the Olympia Transit Center (OTC). She expressed frustration that certain routes must now be accessed at the Capital Mall, which would require her to utilize three separate buses. She observed that activity at the downtown transit center has decreased and argued that the current network structure requires far too many transfers. She estimated approximately one-quarter of the transit system's ridership consists of seniors and individuals with disabilities utilizing walkers, wheelchairs, canes, or walking sticks, and asserted that requiring these passengers to transfer multiple times is overly burdensome.

She raised questions regarding the removal of passenger amenities, noting a visible trend over the last one to two years where bus shelters, seating, and wastebaskets have been removed from stops. She emphasized that responsible passengers deeply miss having places to sit and properly dispose of trash.

She concluded her remarks by thanking the transit Operators, customer service personnel, and transit ambassadors for their continued patience and kindness under strain, while reiterating her final plea for fewer transfers and the reinstatement of Route 60.

APPROVAL OF CONSENT AGENDA

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

NEW BUSINESS

- A. 2026 Mid-Year Budget Update and FTE Adjustment.** Chief Financial Officer, Jana Brown presented a mid-year review of the 2026 budget and increase 2026 full time equivalent FTE allocation. The Intercity Transit Authority Board may amend the annual budget at any point during the year. To support transparency and accountability, the General Manager requested a mid-year review of the 2026 Budget. Staff evaluated current projects, emerging initiatives, cost revisions, changes in funding sources, and any additional operational needs.

The following changes and/or needs were identified:

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Salaries and Benefit adjustment for reconciliation of staffing changes due to terminations, retirements and new hires, and the 6 month increase of 13 FTEs.	\$1,513,134
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Increased fuel costs due to ongoing unanticipated increases	\$1,010,000
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Additional Bus Stop Enhancement Project Costs	\$250,000
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Additional Customer Information Navigation System	\$500,000
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Grant Funded Community Support for the World Cup	\$75,000
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Grant Funded E-Bike Lending Program less FTE costs	\$57,500
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Additional Maintenance Building Improvement Cost Needs	\$2,500,000
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Additional Security Services for Hawk Prairie Park & Ride	\$147,020
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2026 Budget Expenditure Increase:	\$6,052,654
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Grant Revenue for WSDOT E-Bike Program	\$162,600
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Grant Revenue for WSDOT World Cup Ops Support	\$75,000
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TESC Late Night Transit Services	\$30,000
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Additional Investment Earnings	\$1,000,000
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2026 Budget Revenue Increase:	\$1,267,600
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The review identified several staffing needs that support ongoing operations and strategic initiatives. The following 13 positions are recommended for inclusion in the amended FTE allocation:

- **6 Transit Ambassadors:** Converts the successful pilot program into a permanent service.
- **1 Administrative Assistant:** Provides essential administrative support to the Safety Division, enabling staff to prioritize technical and regulatory work.
- **1 Emergency Management Safety Coordinator:** Establishes a comprehensive emergency management and business continuity program, including regulatory documentation and staff training.
- **1 Human Resource Analyst:** Supports increasing employee leave management needs driven by evolving laws and contractual requirements.
- **1 Senior Accountant:** Enhances Finance Division capacity related to accounting tasks, reporting, and growing workloads.
- **1 Project Manager:** Converts a currently contracted role into a permanent staff position.
- **1 Walk N Roll E-Bike Program Representative (Grant Funded):** Manages the employee e-bike lending library and coordinates program logistics.

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- **1 Walk N Roll Temporary Bike Mechanic and Education Support (Grant Funded):** Supports the Teens Biking to Destination Program and Walk N Roll bike maintenance activities.

It was M/S/A by Pierce and Goodwin to adopt Resolution 02-2026 amending the 2026 Budget.

- B. Audio and Video System, Fleet Maintenance Shop.** Jeff Peterson, Construction Projects Coordinator, presented a contract with Desco Electronics Corp to provide audio and visual equipment to support the fleet maintenance shop renovation project. The Intercity Transit Fleet Maintenance Shop renovation project is progressing on schedule. The new design includes a meeting room to facilitate virtual/hybrid meetings and host training sessions, which require an audio and visual (AV) solution to support presentations and virtual meetings.

To support this effort, Intercity Transit will engage Desco Electronics Corp. (Desco), under the Department of Enterprise Services competitively awarded contract number 00224 for AV solutions. Desco is a local firm that has previously provided maintenance services on our existing equipment. The project team met with Desco to develop a design, equipment list and implementation strategy to fulfill our AV expectations, and staff are confident the firm will be able to fulfill the design, equipment, installation, and training needs for the maintenance building.

The intent of the AV solution is to support meetings and training for staff utilizing the maintenance building with standard equipment and staff recommend proceeding with Desco to provide an AV solution in a not-to-exceed amount of \$130,000, which includes sales

It was M/S/A by Vanderpool and Goodwin to authorize 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.

- C. Microsoft 365 Suite License Renewal.** Jeff Peterson, Construction Projects Coordinator, presented a renewal of Intercity Transit's Microsoft 365 licensing agreement. Intercity Transit utilizes the Microsoft 365 suite to conduct day-to-day business. The suite encompasses operating system licensing for laptops and desktops, the office suite (Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher), Exchange 365 email services, Teams, SharePoint, and cybersecurity protection for email, laptops, desktops, and servers.

Intercity pays an annual license fee that includes use of the Microsoft 365 software, support, and security updates.

The Department of Enterprise Services established a master contract with SHI to provide a full range of reseller services and service options to support Microsoft software. Intercity Transit currently partners with SHI utilizing the state contract to provide Microsoft software and recommends continuing the partnership with this renewal.

It was M/S/A by Goodwin and Pierce to authorize 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.

- D. Electrical Gear for Pattison Expansion Rehab Project.** Jonathan Martin, Construction Projects Coordinator, presented for approval an order for electrical service gear needed to energize the final pieces of the Pattison Expansion and Rehab project so construction can remain on schedule for the anticipated start date of January 2027.

Design of the Metal Structure and Interim Hydrogen Fueling projects is progressing as planned. During the design process, it was determined that the combined electrical loads for both projects exceed the capacity of the existing electrical distribution equipment and backup generators. As a result, additional electrical gear is required to support the increased power demand. The estimated lead-time for this equipment is approximately 36 weeks. To maintain the overall project schedule and avoid delays, it is critical that the electrical equipment be procured at this time.

This agenda item seeks approval to authorize the General Manager to authorize DES and Forma to proceed forward with an early bid package and necessary contracts to secure the necessary electrical gear needed for the project for a total not to exceed amount of \$750,000 including taxes and a 10 percent contingency.

It was M/S/A by Goodwin and Vanderpool to authorize 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.

- E. Construction Contingency Pattison Expansion & Rehab.** Jonathan Martin, Construction Projects Coordinator, requested additional authorization for the construction budget including contingency in the Forma Construction (Forma) contract for the Pattison Expansion and Rehab project.

Since the beginning of the construction project in 2019, Intercity Transit staff requested and received authority to execute contracts for the Pattison Base Rehabilitation project within a pre-authorized umbrella amount. Over time, staff requested and received subsequent approvals to increase the project budget and pre-approval baseline. To mitigate risk, we partnered with the Department of Enterprise Services (DES) to act as the project management intermediary with Forma Construction.

Currently, construction on the Fleet Maintenance building is progressing steadily, with completion anticipated in September 2026. To accommodate this final phase of construction, staff is requesting additional funds to execute necessary contracts and change orders.

Throughout construction, scope additions and modifications were made to meet Transit's growing operational needs and address unanticipated issues. These included incorporating hydrogen readiness, expanding inventory capacity, and installing a medium-voltage power loop to support future electrification. These strategic changes, alongside typical

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construction variables, require an increase in the construction and contingency budget to mitigate potential risks and ensure successful project completion.

It was M/S/A by Pierce and Goodwin to authorize 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.

- F. **Winter BCC Update.** Ali Fuller, Walk N Roll Program Representative and Coordinator for the Thurston County Bicycle Community Challenge (BCC) provided the results of the 2026 Bicycle Community Challenge and associated events.

Fuller said the BCC has evolved over the years into a completely free initiative open to individuals of all ages and abilities within Thurston County. The program's core goal is to encourage community members to ride their bicycles for any reason and to any destination during the month of May, which aligns with National Bike Month. The current iteration marks the 39th year of the overall challenge, Intercity Transit's 20th year hosting the event, and the presenter's inaugural year as coordinator.

The year kicked off with the Winter Bicycle Challenge, a smaller-scale "appetizer" event held annually in February to coincide with National Winter Bike to Work Day. This year's winter event saw a strong turnout with 315 participating cyclists who collectively logged over 28,000 miles. Participation is open to both individuals and teams. Intercity Transit's internal team, "Team Crank It," featured 23 active riders. Fuller highlighted the dedication of external team captains, noting a commuter station hosted independently by Heidi, the captain for the Providence St. Peter's team.

In mid-April, the program hosted its annual Earth Day Market Ride utilizing a concept map featuring nine distinct starting locations. Each location was managed by dedicated volunteers and Walk N Roll staff members. Cyclists gathered at the Heritage Park Fountain for a collective celebration.

During this gathering, a ceremonial passing of the torch took place as the previous BCC coordinator officially transitioned the role to the presenter. From the fountain, a diverse parade of over 200 riders cycled together to the local Farmer's Market. Safe passage through intersections was secured by the Olympia Police Department and community volunteers. At the Farmer's Market, a bike valet stand was successfully operated by students and staff from Avanti High School, whose year-round bike program is supported by Walk N Roll.

May served as the peak promotional month, featuring unique branding and artwork voted on by Walk N Roll staff and the Intercity Transit Marketing department. This year's theme, "Enjoy the scenery along the route," featured artwork inspired by the mossy northern end of the Chehalis Western Trail.

The challenge achieved significant engagement with 783 participants logging a total of 80,849.32 miles on the BCC website. Notable individual milestones included five riders who surpassed 1,000 miles each, and approximately one dozen riders who cycled every single day of the month. Over 100 distinct teams participated in total. Intercity Transit's "Team Crank It" expanded to 31 riders – an increase of 12 from the prior year, including five first-

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time riders who contributed a combined 391 riding days and helped the team exceed 4,500 total miles.

To incentivize participation, the BCC operated on an "everyone wins" model. Numerous local businesses donated coupons to encourage cyclists to visit regional storefronts. Larger prizes were also donated by local community pillars, including a grand prize bicycle provided by Bayview and Ralph's Thriftway, which was supplemented by smaller prizes purchased directly by Intercity Transit.

A significant component of Bike Month involved securing civic support across Thurston County. Intercity Transit successfully coordinated with the local city councils of Lacey, Olympia, Tumwater, and Yelm, as well as the Thurston County Board of Commissioners, to officially proclaim May as Bike Month. The coordinator attended these municipal meetings to accept the proclamations and deliver remarks promoting active transportation. In a new collaborative effort, Intercity Transit partnered with the local advocacy group Bike Thurston to host community bike rides directly to the Olympia and Lacey City Council meetings.

Bike Anywhere Day and Celebration Rides

- **Bike Anywhere Day:** Serving as the local celebration of Bike to Work Day, this event featured a record nine morning "celebration stations" across Lacey, Olympia, and Tumwater. Organized in partnership with local bike shops and businesses, these pop-up stations offered free coffee, snacks, and gear. Highlights included a blender bike for making smoothies at the trail roundabout and breakfast items at various stops.
- **Bike Month Celebration Ride:** Formerly known as the interagency ride, this public event maintained strong partnerships across multiple regional and state agencies. Washington State Representative Beth Doglio attended as a special guest, reading the official State of Washington Bicycle Month proclamation aloud and encouraging widespread cycling.
- **Creative Partnerships:** A new partnership with Arbutus Folk School provided classroom space for two nights. Participants used the space to upcycle old bicycle parts from the Walk N Roll educational bike shop, a retired BCC banner, and reflective stickers into unique, functional bicycle reflectors.

National Bike and Roll to School Day allowed Fuller to bridge the BCC with the Walk N Roll to School program. Various local elementary schools participated with distinct community support:

- **McLean Elementary:** Partnered with the McLean Black Lake Fire Department, which utilized fire trucks to block busy intersections for safe student travel.
- **Pioneer Elementary:** Piloted a "bike bus" program where dedicated adults picked up students at designated stops along a route, growing the group on two wheels to ensure a safe, celebratory commute to school.
- **Youth Family Rides:** The end of May featured the Youth Bike Summit Ride and a "Schools Out" group ride to celebrate the conclusion of the academic year while logging miles for the BCC.

The programming concluded in early June with the Great Olympia Bike Rodeo, the largest bike festival of the year designed to teach bike handling and maintenance. In partnership with the Childcare Action Council, the event featured a mobile traffic garden, a bike check-over station staffed by high school volunteers, and support from the local fire department.

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Similar bike festivals were held throughout May in partnership with other community organizations, including a local Cub Scout troop.

Looking ahead, Fuller noted that next year will mark the historic **40th year of the Bicycle Community Challenge**, and planning will focus on expanding the event further.

COMMITTEE REPORTS

Transportation Policy Board (July 8). Belk said the TPB featured a major presentation from WSDOT, which brought in all its key personnel leading the Cascadia High-Speed Rail and I-5 program. The presentation was structured as a series of several mini presentations, which generated a substantial amount of conversation and questions between each segment. Because of extensive discussion, this topic took up a large portion of the meeting. Belk noted he joined the meeting a little bit late into the first part of the presentation.

The first part of the WSDOT presentation covered the overarching Cascadia program, which encompasses both the I-5 master planning and the Cascadia High-Speed Rail initiative. WSDOT is defining Cascadia as the entire mega-region extending from Vancouver, British Columbia, down into Oregon, meaning this area sits right in the middle of it. While it is referred to as the I-5 corridor, WSDOT is considering all modes of transportation and future possibilities for how people move north and south through the region.

The presentation covered the I-5 master plan, which is a top-to-bottom look at what I-5 needs from Portland to the Canadian border. This effort involves identifying needs, gaps, and specific projects that will help meet future demands regarding the roadway facility itself. It also addresses multimodal safety and how other transportation modes interact with and cross the I-5 facility. Additionally, the presenters discussed Amtrak Cascades within the broader context of the statewide rail plan.

Belk shared that the most exciting part for him was the Cascadia High-Speed Rail planning, noting there will be a lot more to come on that topic. This subject was exactly the type of issue the Transportation Policy Board likes to discuss, which is why it spurred so many questions and took up most of the meeting time. The presentation was for informational purposes only. As an example of their current progress, WSDOT is coming up with potential alignments and identifying route areas that would be feasible for bringing high-speed ground transportation through the region, including potential stops in this area between Portland and Seattle.

The second item on the agenda was an update on the Public Participation Plan. This plan drives how TRPC approaches outreach and public participation for any action they take. It is a federal requirement that meets elements of Title VI, and it has not been updated in several years. This presentation served as a first reading of the potential changes to that plan. The proposed updates will go out for public comment, followed by a second reading in September, before finally going to the main TRPC council for review and adoption.

Because the previous items took up the standard meeting time, the board did not make it to the freight mobility strategy kickoff, which is designed to look at freight options through Thurston County. However, staff did provide some materials for the board members to consider and comment on in the meantime.

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Thurston Regional Planning Council (July 10). Vanderpool mentioned discussing the high-speed rail initiative extensively over the past week and added TRPC also received an update on it, which contained a large amount of information that is quite difficult to condense down.

The council then received the TRPC mid-year update, which reviewed what has occurred over the last year, where regional collaboration is taking place, and overall improvements in the process. Vanderpool expressed a strong appreciation for these mid-year check-ins that the organization is starting to receive, as they provide a helpful look at current progress. The update also covered upcoming organizational changes designed to build capacity, execute some restructuring, and perform job reclassifications, all of which are intended to help the organization meet the needs of all its partners.

Additionally, there was an update on the Regional Multimodal Level of Service. This effort involves examining and measuring regional goals across bicycle, pedestrian, transit, and vehicular travel, as well as cross-cutting elements. Vanderpool explained that instead of a standard level of service system – where an engineer looks at a road, predicts that traffic will worsen in the future, and plans to add a turn lane or a roundabout – this approach looks at things from a multimodal standpoint. It focuses on how to measure future needs for all forms of transportation, rather than just vehicles.

Vanderpool found the cross-cutting analysis particularly interesting, as it considers interconnected trips, such as someone riding a bike and placing it on the front of a bus, or someone using a mobility device to roll to a transit stop, boarding the bus, and then getting off. The focus is shifted toward how to move people around the region rather than simply moving vehicles. Vanderpool expressed great interest in seeing how this process moves forward.

To conclude the update, the council received a very brief update regarding the federal performance measures update, specifically around safety measures. Vanderpool noted this item was primarily about reviewing how a little bit of feedback will be coming back to the council in the future.

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.

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- 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

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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](#)

AUTHORITY ISSUES

Neuville provided an update on regional hydrogen initiatives, beginning with the Regional Hydrogen Alliance in Wenatchee. He noted that while local fueling issues are currently being managed, it would have been advantageous to utilize the Wenatchee dam's nighttime excess electricity to produce hydrogen, which could have been easily and affordably shipped to the local area. This opportunity was impacted by the termination of the Lewis County project. Cummins Diesel, the manufacturer of the stainless-steel hydrolyzers used there, has ceased servicing their equipment. Neuville commented on the high quality of the machinery, noting its durability for regular maintenance, but suggested the service halt could be a strategy to wait out a lack of funding.

To compensate for these setbacks, alternative developments are underway. A new hydrolyzer is being constructed in Vancouver, Canada, which is exploring alternative transportation options. Additionally, Toyota is heavily investing in a new facility in Ontario, California, transitioning

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entirely to hydrogen for its delivery truck fleet. He emphasized that while the agency is slightly ahead of schedule with its five hydrogen buses, this timeline provides a valuable window to address workforce-related challenges.

In addressing workforce issues, Neuville successfully engaged ATU International to participate in an East Coast program, which serves as an equivalent to the local regional hydrogen association. This collaboration focuses on developing workforce and school programs to help students transition from high school and technical schools directly into industry jobs. He referenced a recent briefing with Bergkamp regarding mentorship program data, which indicates very positive outlooks. Integrating these mentorship frameworks into the hydrogen sector is expected to yield significant long-term benefits. He noted that workforce readiness will also be discussed at length next week during the Washington State Labor Council meeting in Wenatchee.

Neuville shared insights from a weekend spent in Winnipeg at the Northwest Conference. He highlighted a severe security situation involving a Winnipeg bus driver whose family was abducted by a passenger and whose house was subsequently burned down. While the children were safely recovered, the incident left the driver displaced and without belongings, prompting a GoFundMe campaign.

Neuville used this incident to illustrate that critical safety issues are widespread and require proactive measures, such as Winnipeg's critical incident response program. In discussions with public officials, he emphasizes the principle that the transit system is only as safe as the community it serves. He stressed that while the agency supports community-wide safety initiatives, addressing short-term operator safety remains a critical priority.

Locally, the collaborative preventability and safety programs implemented last year continue to deliver highly successful results. While Neuville declined to review the specific data during this update, he noted the voting process within these bipartisan, union-company programs have been highly efficient.

Out of the cases reviewed, there have only been five instances of an "agreed to disagree" outcome, which occurs when there is a tied two-to-two vote regarding whether an accident was preventable. He explained these five cases fell squarely within a narrow margin of error where an incident could reasonably be interpreted either way. The implementation of this balanced process has eliminated arbitrary decision-making and brought clarity to reviews. As a result, operators have significantly more confidence that they will be treated fairly, which has greatly reduced operational stress.

Pierce provided an update on the rodeo highlighting the recent regional and local rodeo held on June 27 and 28. The event drew many volunteers, including participants from other competing transit agencies, which ensured every obstacle on the course was fully staffed. Pierce noted that her specific station, the left-hand turn, had four people assigned, allowing her to serve as a trainer for the day.

The maintenance competition ran concurrently. Pierce remarked that despite it being a long day, it was highly encouraging to see strong volunteer participation from various transit systems.

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Following the local event, Pierce attended the Kitsap Transit Rodeo on July 11 and 12. Although Kitsap organizers initially believed they were fully staffed with volunteers, they faced logistics adjustments on Sunday morning, which allowed Pierce to gain operational experience driving a golf cart. She noted that while golf carts are highly competitive and typically assigned by seniority at Intercity Transit, she was able to utilize one during the Kitsap event.

Pierce shared observations on Kitsap's unique setup, which featured a highly compact course laid out in a high school parking lot during the summer break. A specific requirement for using this location involves sending maintenance crews out on Monday morning to power-wash the parking lot, as all chalk lines, paint markings, and obstacle boundaries for the cones must be completely erased before school operations resume.

Pierce said the State Rodeo competition is scheduled for August 8 and 9 in Pierce County. Saturday, August 8 will serve as the official practice day, followed by the main competition on Sunday, August 9. Anyone interested in participating or attending is encouraged to contact her for further details as the event approaches.

Goodwin expressed her gratitude to everyone who attended the barbecue, noting she was made to feel incredibly welcome when she toured the Bubble Bus. She shared she had an enjoyable time during the event and thanked the team for always being consistently welcoming whenever she visits, concluding that she is fully satisfied with current operations.

Vanderpool led into a discussion regarding the Cascadia Rail, high-speed rail developments, and the Washington State Department of Transportation (WSDOT) I-5 Master Plan. He noted that having reviewed the WSDOT plans twice, they engaged with WSDOT staff regarding the multimodal framework being proposed for the Interstate system. It was highlighted as notable that WSDOT is thinking in multimodal terms for a major interstate highway, specifically exploring connections over the highway and looking at ways to recover some of that infrastructure space within urban environments.

During the consultation with WSDOT staff, he recommended the I-5 Master Plan move beyond standard high-occupancy vehicle (HOV) lanes to incorporate dedicated Bus Rapid Transit (BRT) lanes along the route. It was argued that establishing dedicated bus lanes up and down the I-5 corridor would directly support all regional transit agencies. He emphasized that while long-term work continues on the high-speed rail system, WSDOT must simultaneously support local transit systems by embedding these bus-centric infrastructure solutions into the master plan.

Representing Intercity Transit at the meeting, Vanderpool stressed the vital importance of including all local transit agencies in the planning process moving forward. This collaborative involvement was noted as particularly critical as the project advances closer toward high-speed rail station selection and other foundational planning milestones.

Belk agreed with the points previously raised by Vanderpool regarding the critical need to integrate the Washington State Department of Transportation (WSDOT) I-5 corridor master plan with local transit agencies. Belk emphasized the importance of actively seeking out joint infrastructure opportunities as these regional initiatives advance. In addition to the highway corridor coordination, he reinforced the necessity of aligning local transit agency planning with the ongoing developments of the Cascadia High-Speed Rail project. He concluded by echoing that complete collaboration on both projects is vital for the region moving forward.

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Hess provided an update on his attendance at the Association of Washington Cities (AWC) conference held last month in Spokane, Washington. He reported it was an excellent conference, during which he attended the transportation committee's annual meeting. He noted it was highly interesting to observe how the committee discusses all aspects of transportation, though he observed there was not a significant amount of discussion focused specifically on buses, which he identified as an area for potential growth and focus. Additionally, Hess shared he gathered valuable insights regarding how to communicate more effectively with constituents, as well as strategies that have proven successful in other cities regarding their public transit infrastructure, bike lanes, and various municipal programs. He stated his intention to organize these ideas and materials to forward to the CEO for review and potential next steps.

Hess reported the City of Yelm's planning department is scheduled to meet with Intercity Transit's planning department. The focus of this upcoming meeting will be to coordinate transit operations and infrastructure adjustments following the completion of the 510 Loop, as well as to address other future roadway projects slated for construction within Yelm.

Hess thanked Intercity Transit for their community outreach efforts, specifically highlighting the presence of the Bubble Bus at local Yelm events to promote transit availability. He reported the outreach efforts appear to be highly successful, noting a visible increase in local students utilizing the bus system to travel around town, which has provided a significant benefit to the community.

Cox provided an update on the progress of the Greg J. Cuoio Park. The park is scheduled for an informal opening in early August, followed by an official community ribbon-cutting celebration tentatively planned for late August or September. This development has been a long time coming and represents only phase one of the park, with full development expected to take several years.

Cox said the Thurston Conservation District delivered a presentation during the Lacey City Council meeting. The city is currently exploring a partnership with the conservation district to utilize the park's natural wooded areas. Potential joint initiatives include the development of a Community Education Center alongside other environmental projects.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:03 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: August 19, 2026

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

**Intercity Transit
Payroll Disbursement List
July 2026**

Pay Periods:

PP 14 (June 14 - 27)

PP 15 (June 28 - July 11)

PP 16 (Jul 12 - 25)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
7/3/2026 ACH	PR DIRECT DEPOSIT	1,355,996.36
7/3/2026 46099-46102	PR PAPER CHECKS	4,661.36
7/3/2026 ACH	IRS	227,965.06
7/3/2026 ACH	HEALTH SAVING	731.00
7/3/2026 ACH	VANGUARD	212,332.94
7/3/2026 ACH	MISSION SQUARE	29,100.67
7/3/2026 ACH	CHILD SUPPORT	2,822.96
7/3/2026 ACH	Oregon DOR	363.48
7/6/2026 ACH	DEF COMP	65,148.72
7/6/2026 ACH	PERS	215,250.92
7/17/2026 ACH	PR DIRECT DEPOSIT	1,502,598.98
7/17/2026 46208-46211	PR PAPER CHECKS	9,225.73
7/17/2026 ACH	IRS	269,095.52
7/17/2026 ACH	HEALTH SAVING	731.00
7/17/2026 ACH	VANGUARD	228,151.70
7/17/2026 ACH	PERS	232,049.85
7/17/2026 ACH	SPLIT MONTH ROUNDING	(0.21)
7/17/2026 ACH	DEF COMP	70,516.19
7/17/2026 ACH	MISSION SQUARE	31,871.36
7/17/2026 ACH	CHILD SUPPORT	2,818.54
7/17/2026 ACH	OR DOR Q1 withholding correction	322.43
7/17/2026 ACH	Oregon DOR	364.97
7/17/2026 ACH	OR PFML Q2 Payment	300.90
7/30/2026 ACH	AFLAC	16,740.48
7/30/2026 ACH	L&I Q2 2026 Payment	502,861.06
7/31/2026 ACH	PR DIRECT DEPOSIT	1,383,477.76
7/31/2026 46317-46321	PR PAPER CHECKS	10,074.97
7/31/2026 ACH	IRS	226,460.12
7/31/2026 ACH	HEALTH SAVING	731.00
7/31/2026 ACH	VANGUARD	200,058.67
7/31/2026 ACH	PERS	211,230.78
7/17/2026 ACH	PERS ADJUSTMENT	(1,046.54)
7/31/2026 ACH	DEF COMP	65,468.05
7/31/2026 ACH	CHILD SUPPORT	2,753.54
7/31/2026 ACH	MISSION SQUARE	28,492.50
7/31/2026 ACH	Oregon DOR	364.64
Total Payroll Disbursements		7,110,087.46

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

Check No.	Check Date	Vendor No.	Payee	Amount
46103	07/06/26	05937	CENTRALIA OK TIRE INC.	\$21,778.13
46104	07/06/26	06011	CINTAS CORPORATION NO. 2	\$1,468.34
46105	07/06/26	06216	CHRISTENSEN INC.	\$3,177.42
46106	07/06/26	07145	CRISIS REALITY TRAINING INC.	\$31,215.98
46107	07/06/26	07220	CUMMINS INC.	\$3,623.42
46108	07/06/26	07350	CW JANITORIAL SERVICE LLC	\$50,227.14
46109	07/06/26	07640	DAY MANAGEMENT CORP	\$5,628.48
46110	07/06/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,258.33
46111	07/06/26	08643	EFP ADMIN LLC	\$1,002.12
46112	07/06/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$40.41
46113	07/06/26	09205	ERF COMPANY INC.	\$590.00
46114	07/06/26	09662	FERRELLGAS LP	\$6,814.36
46115	07/06/26	10477	GALLS PARENT HOLDINGS LLC	\$5,407.40
46116	07/06/26	10660	GILLIG LLC	\$0.00
46117	07/06/26	10660	GILLIG LLC	\$8,973.44
46118	07/06/26	10759	GORDON TRUCK CENTERS INC	\$92.02
46119	07/06/26	10874	GREEN DUNCAN	\$450.00
46120	07/06/26	11310	HOGAN MFG. INC.	\$4,345.30
46121	07/06/26	11615	INDUSTRIAL HYDRAULICS INC.	\$90.05
46122	07/06/26	11831	INTRADO LIFE & SAFETY INC.	\$285.36
46123	07/06/26	11933	JESSE ORNDORFF	\$1,211.09
46124	07/06/26	12458	KAUFMAN REAL ESTATE LLC	\$671.26
46125	07/06/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,903.38
46126	07/06/26	14590	MOHAWK MFG & SUPPLY CO.	\$17.90
46127	07/06/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$938.19
46128	07/06/26	15216	NORTHWEST BUS SALES INC	\$201.46
46129	07/06/26	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$4,033.56
46130	07/06/26	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$244.17
46131	07/06/26	16302	O'REILLY AUTO ENTERPRISES	\$213.21
46132	07/06/26	17290	PUGET SOUND ENERGY	\$5,968.30
46133	07/06/26	17420	R&R TIRE COMPANY INC.	\$1,321.77
46134	07/06/26	17505	RAINIER DODGE INC.	\$482.78
46135	07/06/26	17900	SCHETKY NORTHWEST SALES INC.	\$31.98
46136	07/06/26	17939	SCOTT ALEXANDER'S GOLF SHOP INC.	\$1,278.02
46137	07/06/26	18066	SHI INTERNATIONAL CORP.	\$371,164.70
46138	07/06/26	18530	STANDARD PARTS CORP.	\$823.04
46139	07/06/26	22010	ROTTERS INC	\$335.68
46140	07/06/26	22089	TRANSIT HOLDING INC.	\$803.36
46141	07/06/26	22455	TUMWATER RENTALS	\$1,873.30
46142	07/06/26	24000	W. W. GRAINGER INC.	\$94.92
46143	07/06/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$399.67
46144	07/06/26	24755	WA ST HEALTH CARE AUTHORITY	\$881,022.08
46145	07/06/26	26230	WORKSPACE DEVELOPMENT LLC	\$1,179.57
46146	07/13/26	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,125.72

46147	07/13/26	02060	AMERISAFE INC.	\$1,269.34
46148	07/13/26	02834	AVAAP USA LLC	\$30,118.17
46149	07/13/26	03247	BAUS SYSTEMS LLC	\$4,491.64
46150	07/13/26	03747	BONACO INC	\$970.29
46151	07/13/26	06013	CINTAS CORPORATION NO. 3	\$1,757.75
46152	07/13/26	06040	CITY OF LACEY	\$3,125.10
46153	07/13/26	06120	CITY OF OLYMPIA	\$354.84
46154	07/13/26	07220	CUMMINS INC.	\$705.95
46155	07/13/26	07619	DAVID S FOSTER	\$2,000.00
46156	07/13/26	07869	DEPENDABLE COURIER SERVICE LLC	\$631.07
46157	07/13/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$0.00
46158	07/13/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$3,055.31
46159	07/13/26	08060	DON SMALL & SONS OIL DIST CO INC.	\$8,339.59
46160	07/13/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$43.57
46161	07/13/26	09180	EXPRESS SERVICES INC	\$7,223.66
46162	07/13/26	09662	FERRELLGAS LP	\$5,265.00
46163	07/13/26	09961	FORMA CONSTRUCTION COMPANY	\$966,502.15
46164	07/13/26	10251	FRUITION GROWTH LLC	\$2,085.00
46165	07/13/26	10608	GEOENGINEERS INC.	\$1,983.83
46166	07/13/26	10660	GILLIG LLC	\$18,821.65
46167	07/13/26	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
46168	07/13/26	10759	GORDON TRUCK CENTERS INC	\$524.31
46169	07/13/26	10820	SOULIERE INC.	\$163.16
46170	07/13/26	10888	GTL LEASING LLC	\$37,300.00
46171	07/13/26	11097	HART HEALTH AND SAFETY INC.	\$933.72
46172	07/13/26	11805	ITERIS INC	\$24,769.77
46173	07/13/26	11943	JOANNA GRIST	\$2,000.00
46174	07/13/26	13351	LAMAR TEXAS LIMITED PARTNERSHIP	\$7,500.00
46175	07/13/26	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$1,100.50
46176	07/13/26	13471	LEE EQUIPMENT LLC	\$6,500.00
46177	07/13/26	13485	LEMAY MOBILE SHREDDING	\$300.80
46178	07/13/26	13750	MAILBOX OF OLYMPIA - THE	\$1,449.57
46179	07/13/26	13886	MATERIALS TESTING & CONSULTING INC.	\$3,792.50
46180	07/13/26	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,785.23
46181	07/13/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$27.65
46182	07/13/26	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$97,507.12
46183	07/13/26	15216	NORTHWEST BUS SALES INC	\$2,489,753.46
46184	07/13/26	16302	O'REILLY AUTO ENTERPRISES	\$556.23
46185	07/13/26	16490	HAROLD LEMAY ENTERPRISES	\$988.73
46186	07/13/26	16706	PERFORMANCE VALIDATION INC.	\$255.00
46187	07/13/26	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$345.15
46188	07/13/26	17290	PUGET SOUND ENERGY	\$23,154.24
46189	07/13/26	17505	RAINIER DODGE INC.	\$807.12
46190	07/13/26	17721	RINGCENTRAL INC.	\$4,166.71
46191	07/13/26	17724	ROBERT HALF INC.	\$18,199.20
46192	07/13/26	17792	ROUSH CLEANTECH LLC	\$1,079.41
46193	07/13/26	17900	SCHETKY NORTHWEST SALES INC.	\$678.70
46194	07/13/26	18101	SIJ HOLDINGS LLC	\$378.06
46195	07/13/26	18236	SNELL CRANE SERVICE INC.	\$2,635.05
46196	07/13/26	18530	STANDARD PARTS CORP.	\$0.00
46197	07/13/26	18530	STANDARD PARTS CORP.	\$6,419.02

46198	07/13/26	18540	STANTEC CONSULTING SERVICES INC	\$47,536.71
46199	07/13/26	21655	THE W.W. WILLIAMS COMPANY LLC	\$89,951.36
46200	07/13/26	22010	ROTTERS INC	\$605.24
46201	07/13/26	22089	TRANSIT HOLDING INC.	\$975.31
46202	07/13/26	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
46203	07/13/26	23800	VESTIS GROUP INC.	\$1,119.41
46204	07/13/26	24000	W. W. GRAINGER INC.	\$222.55
46205	07/13/26	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$625.00
46206	07/13/26	25673	WSP USA INC.	\$21,565.00
46207	07/13/26	25909	WEX BANK	\$48,969.58
46212	07/20/26	01567	CANON FINANCIAL SERVICES INC.	\$4,363.32
46213	07/20/26	01780	AMALGAMATED TRANSIT UNION 1765	\$33,290.93
46214	07/20/26	02060	AMERISAFE INC.	\$746.90
46215	07/20/26	03037	BAILEY CAMIE	\$95.14
46216	07/20/26	06013	CINTAS CORPORATION NO. 3	\$586.63
46217	07/20/26	06120	CITY OF OLYMPIA	\$6,001.62
46218	07/20/26	06216	CHRISTENSEN INC.	\$4,182.81
46219	07/20/26	07145	CRISIS REALITY TRAINING INC.	\$4,459.43
46220	07/20/26	07220	CUMMINS INC.	\$2,680.64
46221	07/20/26	07640	DAY MANAGEMENT CORP	\$59.94
46222	07/20/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$7,743.65
46223	07/20/26	08643	EFP ADMIN LLC	\$1,002.12
46224	07/20/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$139.68
46225	07/20/26	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$219.60
46226	07/20/26	09662	FERRELLGAS LP	\$5,708.51
46227	07/20/26	09862	FOREVER POWDER COATING	\$4,447.58
46228	07/20/26	10008	FOUR SEASONS CONCRETE CONSTRUCTION LLC	\$149,608.51
46229	07/20/26	10477	GALLS PARENT HOLDINGS LLC	\$2,298.26
46230	07/20/26	10660	GILLIG LLC	\$5,392.91
46231	07/20/26	11615	INDUSTRIAL HYDRAULICS INC.	\$432.07
46232	07/20/26	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
46233	07/20/26	13886	MATERIALS TESTING & CONSULTING INC.	\$2,819.00
46234	07/20/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,903.38
46235	07/20/26	14603	MOMENTUM PROFESSIONAL STRATEGY PARTNERS	\$7,094.72
46236	07/20/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,122.01
46237	07/20/26	15106	NEW FLYER OF AMERICA INC.	\$19,737.00
46238	07/20/26	15216	NORTHWEST BUS SALES INC	\$331.95
46239	07/20/26	16623	PALAMERICAN SECURITY INC.	\$110,034.17
46240	07/20/26	16701	PEAK INDUSTRIAL INC.	\$706.87
46241	07/20/26	16765	PETROCARD INC.	\$198,200.28
46242	07/20/26	16768	PCI PEST CONTROL INC.	\$505.08
46243	07/20/26	16969	POINT GRAPHICS LLC	\$174.59
46244	07/20/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$4,287.80
46245	07/20/26	17505	RAINIER DODGE INC.	\$109.92
46246	07/20/26	17580	PERFORMANCE SEATS CLINTON INC.	\$3,293.46
46247	07/20/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$357.26
46248	07/20/26	18052	SHEA CARR & JEWELL INC.	\$1,400.65
46249	07/20/26	18530	STANDARD PARTS CORP.	\$3,643.83
46250	07/20/26	18705	SUNBELT RENTALS INC.	\$1,273.06
46251	07/20/26	18893	TEC EQUIPMENT INC.	\$33.53
46252	07/20/26	22010	ROTTERS INC	\$418.55

46253	07/20/26	22100	TRANSIT SOLUTIONS LLC	\$621.07
46254	07/20/26	22420	ALLEN WALTON	\$296.33
46255	07/20/26	24000	W. W. GRAINGER INC.	\$255.42
46256	07/20/26	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$137,698.59
46257	07/20/26	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$58,373.30
46258	07/20/26	26230	WORKSPACE DEVELOPMENT LLC	\$3,697.98
46259	07/24/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
46260	07/24/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
46261	07/24/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
46262	07/24/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$135,780.84
46263	07/29/26	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,626.90
46264	07/29/26	01791	AMAZON CAPITAL SERVICES INC.	\$684.61
46265	07/29/26	01895	ECOLUBE RECOVERY LLC	\$512.02
46266	07/29/26	02060	AMERISAFE INC.	\$471.30
46267	07/29/26	02181	ANKURA INTERMEDIATE HOLDINGS LP	\$5,709.50
46268	07/29/26	03604	BLACK LAKE TOWING LLC	\$1,105.23
46269	07/29/26	03631	BLUETRITON BRANDS INC.	\$347.44
46270	07/29/26	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$3,127.92
46271	07/29/26	05937	CENTRALIA OK TIRE INC.	\$28,531.05
46272	07/29/26	06013	CINTAS CORPORATION NO. 3	\$617.91
46273	07/29/26	06120	CITY OF OLYMPIA	\$11,363.48
46274	07/29/26	07220	CUMMINS INC.	\$4,766.44
46275	07/29/26	07640	DAY MANAGEMENT CORP	\$474.47
46276	07/29/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,887.66
46277	07/29/26	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$120.00
46278	07/29/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$181.26
46279	07/29/26	09180	EXPRESS SERVICES INC	\$2,812.04
46280	07/29/26	09575	FASTENAL COMPANY	\$68.11
46281	07/29/26	09662	FERRELLGAS LP	\$7,804.75
46282	07/29/26	09961	FORMA CONSTRUCTION COMPANY	\$1,152,192.40
46283	07/29/26	10290	FUSION GRAPHIX LLC	\$3,581.98
46284	07/29/26	10621	BOYD GROUP (U.S.) INC. - THE	\$6,876.72
46285	07/29/26	10660	GILLIG LLC	\$0.00
46286	07/29/26	10660	GILLIG LLC	\$21,184.94
46287	07/29/26	10759	GORDON TRUCK CENTERS INC	\$709.14
46288	07/29/26	10820	SOULIERE INC.	\$1,453.77
46289	07/29/26	10888	GTL LEASING LLC	\$18,475.00
46290	07/29/26	11933	JESSE ORNDORFF	\$467.50
46291	07/29/26	12825	KIRK'S AUTOMOTIVE INC.	\$6,991.50
46292	07/29/26	12875	KPFF CONSULTING ENGINEERS INC	\$10,928.77
46293	07/29/26	14590	MOHAWK MFG & SUPPLY CO.	\$219.10
46294	07/29/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,404.75
46295	07/29/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$737.12
46296	07/29/26	15216	NORTHWEST BUS SALES INC	\$514.45
46297	07/29/26	16701	PEAK INDUSTRIAL INC.	\$2,264.67
46298	07/29/26	16969	POINT GRAPHICS LLC	\$237.66
46299	07/29/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$4,383.22
46300	07/29/26	17420	R&R TIRE COMPANY INC.	\$3,304.43
46301	07/29/26	17505	RAINIER DODGE INC.	\$219.84
46302	07/29/26	17539	RANDY LIBRI	\$642.33
46303	07/29/26	17580	PERFORMANCE SEATS CLINTON INC.	\$88.52

46304	07/29/26	17724	ROBERT HALF INC.	\$6,301.53
46305	07/29/26	17900	SCHETKY NORTHWEST SALES INC.	\$32.16
46306	07/29/26	18066	SHI INTERNATIONAL CORP.	\$5,780.42
46307	07/29/26	18530	STANDARD PARTS CORP.	\$0.00
46308	07/29/26	18530	STANDARD PARTS CORP.	\$974.86
46309	07/29/26	18540	STANTEC CONSULTING SERVICES INC	\$45,610.76
46310	07/29/26	18695	SUMMIT LAW GROUP PLLC	\$862.84
46311	07/29/26	21950	TITUS-WILL CHEVROLET	\$105.80
46312	07/29/26	22010	ROTTERS INC	\$9.34
46313	07/29/26	22089	TRANSIT HOLDING INC.	\$531.74
46314	07/29/26	23800	VESTIS GROUP INC.	\$1,103.34
46315	07/29/26	24000	W. W. GRAINGER INC.	\$549.08
46316	07/29/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$2,414.51
ACH	07/01/26		AUTHORIZE.NET	\$269.85
ACH	07/02/26		AGUERO JASON	\$1,824.06
ACH	07/10/26		HOUX BRENDEN	\$133.00
ACH	07/10/26		DENICOLA JANE	\$53.00
ACH	07/10/26		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,386.24
ACH	07/10/26		MARTIN JONATHAN	\$133.00
ACH	07/10/26		PARKER RONALD	\$53.00
ACH	07/10/26		YEE JONATHON	\$172.50
ACH	07/17/26		BLED SOE JERALD	\$1,698.13
ACH	07/17/26		BURNS TRACI	\$160.00
ACH	07/17/26		DELANCY ARTHUR	\$138.00
ACH	07/17/26		DOANE PETER	\$53.00
ACH	07/17/26		KOLLMANN KYLE	\$53.00
ACH	07/17/26		LEMONS VERLE RICHARD	\$138.00
ACH	07/17/26		MORRISON MELISSA	\$5.00
ACH	07/17/26		PARISI ALENA	\$138.00
ACH	07/17/26		SHOULTZ CHRISTOPHER D	\$138.00
ACH	07/17/26		SKINNER MARK	\$85.00
ACH	07/17/26		SMATHERS LARRY J	\$5.00
ACH	07/24/26		CHOKAR HARWINDER	\$103.68
ACH	07/24/26		FONSECA RENEE E.	\$53.00
ACH	07/24/26		HULL KEVIN	\$138.00
ACH	07/24/26		IT PROJECT ASSISTANCE	\$867.00
ACH	07/24/26		IT WELLNESS	\$842.00
ACH	07/24/26		MILLER JOE	\$454.70
ACH	07/27/26		DEPARTMENT OF REVENUE	\$2,562.26
ACH	07/31/26		EBY BRET	\$208.00
ACH	07/31/26		JIMENEZ CLINTON	\$224.02
ACH	07/31/26		MACMILLAN DANIEL	\$208.00
ACH	07/31/26		REVEL KENNY	\$208.00
ACH	07/31/26		ROGERS KYLE	\$208.00
ACH	07/31/26		SOTO ALEJANDRO	\$574.32

\$7,780,809.48

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: August 19, 2026

FOR: Intercity Transit Authority

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

SUBJECT: Janitorial Services and Supplies

-
- 1) **The Issue:** Renew the janitorial services and supplies contract with CW Janitorial Service for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment for a one-year renewal of janitorial services and supplies with CW Janitorial Service at Intercity Transit facilities in an amount of \$618,700, including taxes.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** In August 2024, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The initial contract with CW Janitorial Service was for a one-year term with four one-year renewal options. This item represents the second of these one-year renewals, effective September 1, 2026.

Under this renewal, CW Janitorial Service will continue to provide daily janitorial services and supplies at all Intercity Transit facilities, including the Administration Operations (AdOps) Building, Temporary Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Fuel Wash Facility, Walk-N-Roll Bike Shop, Amtrak Station, and the new Martin Way Park n' Ride facility.

CW Janitorial Service has maintained Intercity Transit facilities for the past seven years. Staff recommend the continued service to maintain the cleanliness of our facilities and recommend the contract renewal with CW Janitorial Service be approved.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract amendment for a one-year renewal of janitorial services and supplies with CW Janitorial Service at Intercity Transit facilities in an amount of \$618,700, including taxes.
- B. Defer action. This would result in a lack of janitorial services and supplies at Intercity Transit facilities.

6) **Budget Notes:** The anticipated 2026 costs under this contract renewal fall within the 2026 budget allocation for janitorial services and supplies. The budget development for 2027 is underway and the proposed budget will include allocation based on this contract.

7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal No. 3:** *"Maintain a safe and secure operating system."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: August 19, 2026

FOR: Intercity Transit Authority
FROM: Jeff Peterson, Construction Projects Coordinator, 360.705.5878
SUBJECT: Digital E-Paper Real-Time Information Signage Contract
Amendment

-
- 1) **The Issue:** Consider a contract amendment to revise the total contract amount with Vector Electrical Group, LLC to complete the installation of infrastructure and real-time signage at the Olympia Transit Center.
-
- 2) **Recommended Action:** Authorize the General Manager to amend the contract with Vector Electrical Group, LLC in the amount of \$45,000, for a revised total contract amount of \$554,167 including a 3.7% contingency.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
-
- 4) **Background:** On February 18, 2026, the Authority authorized the General Manager to execute a contract with Vector Electrical Group, LLC, in the amount of \$509,167, which included a 10% construction contingency for the installation of infrastructure and real-time signage at the Olympia Transit Center. Vector's original bid amount was \$462,879.

Current Status and Proposed Action: Throughout the project change orders have been needed to address latent conditions discovered during concrete demolition and excavation, including control density fill to protect discovered utilities, additional concrete replacement to accommodate a shifting kiosk sign, modification of concrete to better match existing style, and additional painting of existing structure for a better finished appearance.

Staff recommend increasing the total contract authority to \$554,167, which includes an approximate 3.7% additional construction contingency of \$45,000 to address any remaining unforeseen conditions. This action ratifies change orders issued to date and establishes additional contingency authority for the remaining work.

Vector Electrical Group, LLC, is nearly complete with the installation of the digital signage. Staff do not anticipate additional significant site issues, and the proposed contingency is expected to cover any unforeseen conditions.

5) **Alternatives:**

- A. Authorize the General Manager to amend the contract with Vector Electrical Group, LLC, in the amount of \$45,000, for a revised total contract amount of \$554,167 including a 3.7% 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 amendment.

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-C
MEETING DATE: August 19, 2026

FOR: Intercity Transit Authority

FROM: Drew Goffeney, Associate Planner, 360-357-1797
Rob LaFontaine, Planning Deputy Director, 360-705-5832

SUBJECT: Adoption: Final 2026 – 2031 Transit Development Plan

-
- 1) **The Issue:** Adopt the final version of the 2026-2031 Transit Development Plan (TDP).
-
- 2) **Recommended Action:** Adopt the 2026 – 2031 Transit Development Plan, as presented.
-
- 3) **Policy Analysis:** The State requires the local transit’s governing body to review and adopt annually the updated Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.
-
- 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include the following elements:

- a) Description of the service area, operations and facilities;
- b) State and agency goals, objectives, and action strategies;
- c) Local performance standards and measures; and
- d) Multiyear financial plan with forecasted changes to service, capital expenses and projects of regional significance.

Following the public hearing on the TDP on July 15th, staff will tentatively seek final adoption by the Transit Authority on August 19, 2026. Any public comment about the TDP received by Intercity Transit prior to the public hearing deadline will be distributed to the Authority as part of the public record. The finalized update of the Transit Development Plan will be shared with regional jurisdictions and filed with the Washington State Department of Transportation.

-
- 5) **Alternatives:** Defer adoption to a future meeting; note that TDPs are to be filed with the WSDOT by September 1st of each year.

6) **Budget Notes:** This is currently covered under the 2026 Budget. The TDP simply reports on past and projected services and service levels

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 limitations.”*

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

2026 Timeline for TDP Process:

June 15:	Overview presentation and discussion with the CAC
June 17:	Present TDP process timeline and authorize a public hearing
June 22:	Post the Draft TDP at www.intercitytransit.com and invite public comment
July 15:	Conduct a Public Hearing at the ITA Meeting
August 19:	Request the ITA to Adopt the 2026-2031 TDP

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: August 19, 2026

FOR: Intercity Transit Authority

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

SUBJECT: Schedule a Special Meeting – September 16, 2026

-
- 1) **The Issue:** Whether to schedule a special meeting for Wednesday, September 16, 2026, to conduct a joint meeting of the Intercity Transit Authority and the Community Advisory Committee (CAC).
-
- 2) **Recommended Action:** Schedule a special meeting for Wednesday, September 16, 2026, to conduct a joint hybrid meeting of the Authority and the Community Advisory Committee.
-
- 3) **Policy Analysis:** When needed, the Authority can schedule special meetings, as long as members are given advance notice and the public is notified of such a change.
-
- 4) **Background:** Staff is requesting the Authority schedule a special meeting for Wednesday, September 16, 2026, to conduct the annual joint meeting of the Authority and Community Advisory Committee (CAC). Staff would cancel the regularly scheduled September 21 meeting of the CAC. CAC members have requested a hybrid meeting format with both in-person and virtual attendance options for the joint meeting if the ITA is amendable to that.
-
- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, September 16, 2026, to conduct a joint hybrid meeting of the Authority and Community Advisory Committee.
 - B. Schedule a joint meeting for a different date.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Having an opportunity to learn and share ideas meets all goals of Intercity Transit.
-
- 8) **References:** N/A.
-

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: August 19, 2026

FOR: Intercity Transit Authority

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

SUBJECT: Schedule a Special Meeting – October 7, 2026

-
- 1) **The Issue:** Intercity Transit (IT) is preparing for upcoming collective bargaining with the International Association of Machinists and Aerospace (IAM) Workers District Lodge 160.
-
- 2) **Recommended Action:** Schedule a special meeting on Wednesday, October 7, 2026, for the primary purpose of conducting a closed session to discuss collective bargaining matters with the Intercity Transit Authority (ITA) pertaining to upcoming contract negotiations with IAM.
-
- 3) **Policy Analysis:** Per the ITA Bylaws, special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24-hours in advance. Furthermore, under RCW 42.30.140, the Open Public Meetings Act does not apply to certain types of meetings including those regarding collective bargaining matters.
-
- 4) **Background:** IAM is the exclusive collective bargaining agent for all full-time and regular part-time Technicians, Service Workers, Support Specialists, Vehicle Cleaners, and Cleaners. Intercity Transit's current collective bargaining agreement with IAM expires on December 31, 2026.

Other meeting topics suitable for the open portion of the special meeting may be added if there is a need from staff.

-
- 5) **Alternatives:**
- A. Schedule a special meeting for Wednesday, October 7, 2026.
 - B. Hold the referenced closed session at the ITA's next regularly scheduled meeting on October 21, 2026. Doing so will delay preparations for negotiations.

-
- 6) **Budget Notes:** An updated collective bargaining agreement will dictate wages and other benefit costs for IAM-represented employees over the life of the contract.
-
- 7) **Goal Reference: Goal #2:** *"Provide outstanding customer service."*
-
- 8) **References:** [Intercity Transit Authority Bylaws](#)

INTERCITY TRANSIT AUTHORITY

BYLAWS

INTERCITY TRANSIT AUTHORITY BYLAWS

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INTERCITY TRANSIT AUTHORITY BYLAWS

I. BACKGROUND

Intercity Transit is the public transportation agency serving all territory within the boundaries of the cities of Olympia, Lacey, Tumwater, and Yelm, and includes the following voting precincts in unincorporated Thurston County, as they existed on April 4, 2002: 38, 43, 56, 58-59, 68- 70, 75, 78-79, 81-85, 87, 90-93, 97-98, 100, 107-108, 110, 112-115, 117-121, 123, 139, 136, 142-143, 159, 161-163, 167-169, 174, 177-178, 181, 186-199, 193-194, 196-197 and portions of some voting precincts (See Public Transportation Improvement Conference Resolution dated April 4, 2002). (Res. 1-03)

During the summer of 1980, representatives from the jurisdictions comprising the Intercity Transit service area met and formally established the Thurston County Public Transportation Benefit Area as a municipal corporation under the laws of the State of Washington (RCW 36.57A). In September, voters approved an initiative allowing for the collection of a sales tax to support public transportation, and on January 1, 1981, the Thurston County Public Transportation Benefit Area assumed operation of local transit service. On April 16, 1982, the Thurston County Public Transportation Benefit Area officially changed its name to Intercity Transit. (Res. 2-06)

On May 19, 1992, the voters in the non-urbanized areas of Thurston County voted to expand the transit district county-wide and levied a sales and use tax at the rate of three-tenths of one percent (.003). (Res. 2-93)

On April 4, 2002, the duly-called Public Transportation Improvement Conference voted to approve a resolution reducing the boundaries of the Thurston County Public Transportation Benefit Area to the area described in the first paragraph above. (Res. 06-02; Res. 1-03)

On September 17, 2002, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from three-tenths of one percent (.03) to six-tenths of one percent (.06). (Res. 1-03)

On August 17, 2010, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from six-tenths of one percent (.06) to eight-tenths of percent (.08). (Res. 01-2010)

On November 6, 2018, the voters within the boundary of the Thurston County Public Transportation Benefit Area voted to approve an increase in sales and use tax from eight-tenths of one percent (.08) to one and two tenths percent (1.2%). (Res. 02-2018)

II. NAME/OFFICES

The name of the public transportation area, duly established pursuant to the laws of the State of Washington, shall be Intercity Transit, the governing Board of Directors of which shall be called the Intercity Transit Authority, and shall be located at 510 Pattison SE, Olympia, Washington. The Intercity Transit Authority may establish such other offices, within Thurston County, as the Authority may determine necessary from time to time. (Res. 29-82; Res. 2-93; Res. 2-06)

III. POWERS, RIGHTS, RESPONSIBILITIES

The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels. The Authority shall appoint and oversee the performance of the General Manager of Intercity Transit. Nothing in these bylaws is intended to limit the general powers of the Authority; the Authority retains all powers granted to it under the laws of the State of Washington. (Res. 03-2007)

IV. AUTHORITY COMPOSITION

4.1 Composition. The Authority will consist of a governing board of eight (8) voting members and one (1) nonvoting member set forth as follows: (Res. 5-2010)

Five (5) elected members. A member of the county legislative authority, one elected official each from the Cities of Olympia, Lacey, Tumwater and Yelm.

Three (3) Community Representatives. Three Community members selected by the full Authority from members of the Community of recognized fitness for such positions, who reside within the boundaries of the Thurston County Public Transportation Benefit Area. (Res. 2-93; Res. 6-02).

One (1) nonvoting member recommended or selected in accordance with RCW 36.57A.050. (Res. 5-2010)

4.2 Selection - Elected Members. The five elected voting members of the Authority shall serve at the pleasure of appointing jurisdictions and shall hold office for a term determined by the appointing body. (Res. 2-93; Res. 6-02; Res. 5-2010).

4.3 Selection - Community Representatives. The three voting Community Representatives shall each be appointed by a majority vote of the Authority for a term of three calendar years (the original members having been appointed, so that one term expired at the end of each succeeding calendar year for three years, subsequent to the initial appointments) and an appointment for a three-year term

shall be made annually to fill an expiring term. Community Representatives shall have full voting membership on the Authority. (Res. 5-2010)

Any Community member may be removed for cause upon a majority vote of the Authority. Upon a vacancy in a position by death, resignation or other cause, a new member will be appointed for the unexpired portion of the term, upon a majority vote of the Authority. Upon the expiration of either a partial term or the first full term of a Community Representative position, the Authority may, by a majority vote, reappoint the Community Representative for a full three-year term, provided that a Community Representative shall not be appointed to more than three consecutive full three-year terms.

No later than its regular September meeting, the Authority will review the status of the expiring Community Representative position. The Authority may, by a majority vote, either: (Res. 2-06)

- 1) reappoint the incumbent for an additional three-year term,
- 2) open the position for the purpose of soliciting and receiving applications from interested members of the Community or appoint an interested member of the Community from a list maintained for that purpose.

Should the Authority decide to open the position, the position opening will be advertised through the community with applications accepted until two weeks prior to the regular November meeting. At its November meeting, the Authority will choose an appropriate number of applicants as finalists to be interviewed by the Authority for the purpose of making a final selection which will be made before the end of the year. In the event a selection is not made by December 31, the incumbent shall serve until a replacement is named. (Res. 49-83, 79-86, 94-89, 4-91; 3-2023).

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month effective April 1, 2026, at its designated offices as established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017; Res. 01-2026)

5.2 Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.

5.3 Executive Sessions. Executive sessions may be held during a regular or special meeting for the purposes listed in RCW 42.30.110. Before convening in executive session, the Chair shall publicly announce the purpose for the executive session, the time when the executive session will be concluded, and the Chair will announce whether the nonvoting member will be excluded, consistently with RCW 36.57A.050. The executive session may be extended to a stated later time by announcement of the Chair. (Res. 5-2010)

5.4 Public Hearings. Public hearings may be scheduled by the Authority at such times and at such places as the Authority determines to be appropriate to specifically solicit public comment on certain issues. Such issues may include, but are not necessarily limited to, the following:

- a change in any transit fare;
- a substantial change in transit service;
- presentation of the annual budget;
- Federal Transit Administration grant applications;
- Transportation Improvement Program;
- American's With Disabilities Act Plan Update;
- updates on the six year Transit Development Plan;
- environmental impact reviews.

Public notice shall be given at least two weeks in advance, unless otherwise required by Federal or State regulations. (Res. 2-93; Res. 1-96)

5.5 Meeting Notices. Notices of changes in the time or place of regular meetings, or the call for a special meeting or public hearing, will be provided to the official local newspaper of general circulation and to any publications or radio or television stations which have on file with the Clerk of the Board a written request to be so notified.

Such call or notice shall be delivered personally, or by mail or email at least 24 hours in advance of the meeting and shall specify the time and place of the meeting and the business to be transacted, provided that notice be given at least two weeks in advance of public hearings, unless otherwise required. (Res. 1-96; Res. 05-2001)

The Olympian is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements.

5.6 Quorum. At all meetings of the Authority, five voting members shall constitute a quorum for the transaction of business. (Res. 5-2010)

5.7 Chair. The Chair shall open and preside at all meetings of the Authority. In the event of the Chair's absence or inability to preside, the Vice Chair shall assume the duties of presiding over the meetings of the Authority; provided, however, if the Chair is to be permanently unable to preside, the Authority shall select a new Chair for the remainder of the Chair's term. In the absence of both the Chair and Vice Chair, the voting member having served on the Authority the longest shall serve as acting Chair. (Res. 5-2010)

5.8 Conduct of Meetings. Unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington or Authority resolution, Roberts Rules of Order (newly revised) shall govern the conduct of Authority meetings. It is the intent of the Authority to conduct the business in an open environment consistent with the State Open Public Meetings Act.

5.9 Order of Business and Agenda. The order of business at regular meetings, and special Authority meetings shall be established on a meeting-by-meeting basis according to the issues requiring discussion in any particular month. Prior to any meeting of the Authority, the Clerk of the Board and/or the General Manager will confer with the Chair on items of discussion. The Clerk will prepare a written agenda including appropriate attachments and will distribute to all members as soon as possible prior to the meeting, but not less than 48 hours before the meeting. (Res. 02-93; Res. 05-2001; Res. 03-2007)

5.10 Voting/Authority Decisions. Every voting member of the Authority shall be entitled to one vote on all issues before the Authority; the nonvoting member is entitled to no vote. All voting members present may vote or abstain; an abstention shall be recorded but not be counted. The act of the majority of the voting members present at a meeting at which a quorum is present shall be the act of the Authority, unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be an Authority decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken. (Res. 94-89; Res. 2-06; Res.5-2010).

5.11 Meeting Minutes. The proceedings of all Authority meetings and public hearings shall be recorded and maintained and shall contain an accurate account of the Authority's official action with reference to all matters properly before it and any public comments made. Minutes of the meetings shall be provided to each Authority member as soon as practicable following each meeting.

The official copy for each meeting shall be approved by the Authority, signed by the Chair and Clerk of the Board and shall become part of the permanent records file, maintained by the Clerk. (Res. 05-2001)

5.12 Resolutions. The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair, the Clerk and legal counsel. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

5.13 Compensation. Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

5.14 Attending Meetings Remotely. While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Members attending remotely or in person needing reasonable accommodation to participate shall provide staff with 3 days' notice, unless otherwise approved by the Authority.

In the event that the Authority meets with some members attending remotely by telephone, teleconference or other remote means, the public shall be provided an opportunity to attend by telephonic, teleconference or other electronic means, in addition to any other opportunity to attend required by law. If the Authority holds a public hearing where some members attend remotely, the public shall also be provided an opportunity to be heard by remote means (telephone, teleconference, or other electronic means), in addition to any other opportunity to be heard as may be required by law.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Member will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc. (Res. 01-2015; Res. 03-2020; Res. 3-2023).

5.15 Public Comment. Authority meetings shall include public comment as part of the meeting agenda in accordance to RCW 42.30.240. Authority members, staff and the public shall adhere to Policy EX-0019 which establishes guidelines during public meetings to ensure orderly, respectful and productive discourse, and to allow passengers of the system and members of the general public an easy and accessible way to provide feedback to the agency. Intercity Transit is open to

hearing all comments, including complaints, suggestions, concerns, or commendations, herein after referred to as "Comments." (Res. 03-2025)

- 5.16 Canceling Meetings.** Regular and Special meetings may be canceled at any time by a majority of the whole Authority, or by the Chair or Vice Chair, or by the General Manager after approval from the Chair or Vice Chair, provided each member receives personally, or by mail or email written notice of the cancelation normally at least 24 hours in advance. Notice will also be provided to the official local newspaper of general circulation and any publications, radio or television stations that have written request to be so notified. (Res. 03-2025)

VI. OFFICERS - CHAIR AND VICE CHAIR

6.1 Election. The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

6.2 Term. The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

6.3 Duties. In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

VII. COMMITTEES

7.1 Authority Committees. In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

7.2 Special Appointments. The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

VIII. APPOINTED POSITIONS

8.1 General Manager. The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Authority. (Res. 1-96; Res. 03-2007)

8.2 Legal Counsel. Principal Legal Counsel shall be appointed by and shall serve at the pleasure of the Authority.

8.3 Clerk of the Board. The General Manager recommends appointment of a Clerk of the Board and the Authority takes official action on the appointment. The Clerk of the Board shall have such power and perform such duties as prescribed by law or action of the Authority. (Res. 1-96; Res. 2-06)

IX. GENERAL PROVISIONS

9.1 Warrants. All disbursements of Intercity Transit shall be by warrant drawn by the appropriate administrative director as per Authority resolution or as otherwise directed by law. All requests for warrants shall be signed as directed by Authority resolution. (Res. 68-85; Res. 75-86).

9.2 Notes. All notes or other evidence of indebtedness, including bills issued or incurred in the name of Intercity Transit shall be signed by such officer, member, agent or employee of Intercity Transit, and in such manner as shall from time to time to be determined by Authority resolution.

9.3 Other Legal Documents. The Authority may authorize any officer or officers, agent or agents of Intercity Transit, in addition to the officers so authorized by resolution, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Intercity Transit and such authorization may be general or may be confined to specific instances. All written contractual

obligations of Intercity Transit, including, but not limited to, contracts, leases and assignments, are to be maintained by the General Manager or designee. (Res. 2-93; Res. 1-96)

9.4 Deposits. All funds of Intercity Transit shall be deposited in the appropriate account established by resolution. The appropriate director shall be custodian of the funds and is, subject to approval by Authority resolution, authorized to invest such funds in the manner provided by law. (Res. 1-96)

9.5 Gifts. The Authority may accept on behalf of Intercity Transit any contribution, gift, or bequest (so long as conditions are consistent with state law), for any purpose of Intercity Transit.

9.6 Travel. Members of the Authority, in order to properly and fully conduct official Intercity Transit business, may travel and incur expenses. Overnight travel by Authority members will be approved in advance by the Authority or authorized by the Chair subject to annual budget restraints. Authority members will receive reimbursement for reasonable expenses incurred while engaged in out-of-county official business, in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Intercity Transit employees. (Res. 62-84, 94-89, 2-93, Res. 1-96; Res. 6-02)

9.7 Repealer. These bylaws, as established by resolution, shall supersede all prior resolution in conflict herewith.

X. AMENDMENTS

These bylaws may be amended by a majority vote of the voting members at any regular or special meeting of the Authority, provided that copies of the proposed revisions or amendments shall have been made available to each Authority member as part of the agenda of the meeting at which proposed revisions or amendments are to be acted upon. These bylaws are adopted by Authority resolution, therefore, any amendments hereto shall be by that same instrument. (Res. 2-06; Res. 5-2010)

ADOPTED: July 24, 1987

Amended:	April 5, 1989	(Res. 94-89)	February 5, 2003	(Res. 1-2003)
	May 3, 1989	(Res. 95-89)	March 1, 2006	(Res. 2-2006)
	March 6, 1991	(Res. 1-91)	June 6, 2007	(Res. 3-2007)
	September 4, 1991	(Res. 4-91)	June 16, 2010	(Res. 5-2010)
	March 3, 1993	(Res. 2-93)	March 4, 2015	(Res. 1-2015)
	February 7, 1996	(Res. 1-96)	June 21, 2017	(Res. 4-2017)
	September 2, 1998	(Res. 2-98)	May 20, 2020	(Res. 3-2020)

June 2, 1999	(Res. 4-99)	August 16, 2023	(Res. 3-2023)
May 2, 2001	(Res. 5-2001)	July 16, 2025	(Res. 3-2025)
May 15, 2002	(Res. 6-2002)	February 18, 2026	(Res. 1-2026)

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-F
MEETING DATE: August 19, 2026

FOR: Intercity Transit Authority

FROM: Kevin Karkoski, Dial-A-Lift Manager, 360.236.5044

SUBJECT: Dial-A-Lift, Travel Training & Bus Buddy Program Update

1) **The Issue:** Provide the ITA with an update on Dial-A-Lift (DAL) services, Travel Training, and the Bus Buddy Program.

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

3) **Policy Analysis:** The DAL Manager provides updates to the Authority at least once a year, and more often as requested.

4) **Background:** DAL, Travel Training, and the Bus Buddy Program are vital services of Intercity Transit, providing greater independence for seniors, individuals with disabilities and the community at large by providing a continuum of accessible transportation services.

DAL provides door-to-door transportation for those whose disability prevents them from utilizing fixed route service. Comprehensive Travel Training ensures those who can utilize fixed route service receive proper training to successfully do so. The Bus Buddy Program is a partnership with Catholic Community Services and provides the support of volunteer expert bus riders to less experienced riders who desire ongoing assistance traveling on fixed route.

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

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

7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations."

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

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.
-

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