

AGENDA
INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
Wednesday, October 7, 2026
5:30 P.M.
Board Room – 510 Pattison Street SE, Olympia

At approximately 4:30 p.m. the ITA will tour the Olympia Transit Center to view the newly installed Real Time Signage. They are expected to return to AdOps before 5:30 p.m. at which time the Special Meeting will begin.

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 536 008 468#

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. |
| A. Camie Bailey, Sr. Project Manager (<i>Jason Aguero</i>) | |
| 1. APPROVAL OF AGENDA | 1 min. |
| 2. PUBLIC COMMENT | 10 min. |
| 3. NEW BUSINESS | |
| A. Additional Design Services for Interim Hydrogen Fueling (<i>Jonathan Martin</i>) | 5 min. |
| B. Increasing ITA Member Organizational Literacy: IT 101 (<i>Emily Bergkamp</i>) | 20 min. |
| 4. COMMITTEE REPORTS | |
| A. Thurston Regional Planning Council (Sept. 10) (<i>Robert Vanderpool</i>) | 5 min. |
| B. Thurston Regional Planning Council (Oct. 2) (<i>Wendy Goodwin</i>) | 5 min. |
| 5. GENERAL MANAGER'S REPORT | 5 min. |
| 6. AUTHORITY ISSUES | 5 min. |
| 7. EXECUTIVE SESSION - The Intercity Transit Authority will conduct an Executive Session in accordance with RCW 42.30.110 (1) (i) to discuss with legal counsel litigation or potential litigation. Specifically, we will be discussing the status, legal risks, and financial implications of a pending lawsuit where public knowledge of the discussion would likely result in an adverse legal or financial consequence to the agency. | |

- 8. CLOSED SESSION** - The Intercity Transit Authority will conduct a Closed Session in accordance with **RCW 42.30.140 (4) (b)** to allow Authority members and necessary staff to discuss items pertaining to collective bargaining or professional negotiations related to the International Association of Machinists (IAM), District Lodge 160.

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*

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 3-A
MEETING DATE: October 7, 2026**

FOR: Intercity Transit Authority
FROM: Jonathan Martin, Construction Projects Coordinator, 360.819.0244
SUBJECT: Interim Hydrogen Fueling Additional Design Services

1) **The Issue:** Consideration and authorization of an increase in agreement between the Department of Enterprise Services (DES) and Stantec Architecture to provide additional design services for Intercity Transit's Interim Hydrogen Fueling.

2) **Recommended Action:** Authorize the General Manager to have DES increase the existing agreement with Stantec Architecture to provide additional design services for the Interim Hydrogen Fueling by \$300,000 for a total amount not to exceed \$550,000.

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

4) **Background:** In April of 2026 the Authority approved the initial agreement for design work associated with the interim hydrogen fueling project. The design work for the interim hydrogen fueling is steadily progressing. Drawings have been prepared and submitted to the City of Olympia for permitting. As the design process has progressed, additional services were identified to provide design support and coordination with third party hydrogen equipment providers. Additionally, the City of Olympia has included additional permit requirements including an additional third-party fire protection engineer to oversee and review all hydrogen-related design and safety reports.

Current Status and Proposed Action: This agenda item seeks approval to authorize the General Manager to direct DES to increase the existing agreement with Stantec Architecture to provide additional design services for Intercity Transit's Interim Hydrogen Fueling. The fees for the additional design services were negotiated with Stantec Architecture using the current Office of Financial Management Architect/Engineer fee guidelines. The total not to exceed cost for the additional design services is \$300,000, which brings the total not to exceed costs to \$550,000. The OFM A&E fee guidelines are used for public works building projects for Washington State agencies, and this cost is considered fair and reasonable. Therefore, staff recommends

authorization to enable DES to amend our agreement with Stantec Architecture on Intercity Transit's behalf.

5) **Alternatives:**

- A. Authorize the General Manager to have DES increase the existing agreement with Stantec Architecture to provide additional design services for the Interim Hydrogen Fueling by \$300,000 for a total amount not to exceed \$550,000.
- B. Defer action and therefore do not proceed with additional design work for the Interim Hydrogen Fueling, thus impacting Transit's ability to fuel our FCEB's.

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

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

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

**INTERCITY TRANSIT AUTHORITY
SPECIAL MEETING
AGENDA ITEM NO. 3-B
MEETING DATE: October 7, 2026**

FOR: Intercity Transit Authority

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

SUBJECT: Increasing ITA Member Organizational Literacy: IT 101

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- 1) **The Issue:** At the June Intercity Transit Authority (ITA) retreat, the board expressed interest in increasing their institutional knowledge. The Intercity Transit 101 presentation walks through the history, creation, and ongoing management of the Public Transportation Benefit Area of Thurston County, otherwise known as Intercity Transit.
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- 2) **Recommended Action:** Information only.
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- 3) **Policy Analysis:** Per ITA Bylaws Section III: "The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels." All new or returning ITA members receive an agency orientation with the General Manager and Department Directors. In addition to this, receiving a regular presentation of IT's history assists them in understanding how the agency's past informs the ITA regarding their responsibilities now and in the future.
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- 4) **Background:** At the June ITA retreat, the board's core request for staff was to provide more structure to information shared with them. Four asks recurred during the retreat:
1. Formalized talking points for ITA members regarding the agency's major initiatives. This will emphasize consistency of message across the board.
 2. An established method for ITA members to ask questions. This will provide a methodology for asking staff questions without feeling burdensome.
 3. Access to information about major initiatives ahead of time. This will support ITA members representing the agency accurately during decision making, in community and/or in their role as electeds.
 4. Increased ITA member organizational literacy and onboarding. This will provide new and returning members with a structured introduction or refresher to the system, funding model, and the history-of-change. This will support members' ability to engage confidently in their responsibilities.

Today's IT 101 presentation to current ITA members is intended to provide a better start to their ask for organizational literacy. Bergkamp plans to address remaining asks soon to create a comprehensive structure to share information consistently with the ITA in a manner most helpful to them.

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

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

7) **Goal Reference:** N/A.

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