AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, November 18, 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 202 526 052#

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

1. APPROVAL OF AGENDA **1 min.**

2. PUBLIC HEARINGS **15 min.**

A. 2027 Draft Budget *(Jana Brown)*
B. 2027-2032 Draft Strategic Plan *(Emily Bergkamp)*

3. PUBLIC COMMENT **10 min.**

4. APPROVAL OF CONSENT AGENDA **1 min.**

A. Minutes – October 21, 2026, Regular Meeting.

B. Payroll October: $5,071,001.38
- Warrant Numbers: 46908-46910; 47044-47045 in the amount of $5,063,403.54
- ACH Payments: $7,597.84

C. Accounts Payable October: $6,906,550.28
- Disbursed Warrants, Numbers: 46858-46907; 46911-46986; 46987-47043; 47046-47112; and voided warrant numbers 40378, 40457, 40859, 40993, 41522, 42038, 42255, 43645 totaling $29,417.69
- ACH Payments: $6,877,132.59

5. NEW BUSINESS
A. Community Advisory Committee Appointments *(Emily Bergkamp)* **5 min.**
B. One IT Update *(Camie Bailey)* **20 min.**
C. Intercity Transit's State Legislative Update *(Nick Demerice)* **20 min.**
D. January 2027 Service Change Overview *(Rob LaFontaine)* **10 min.**

6. COMMITTEE REPORTS

A. **Transportation Policy Board (Nov. 4)** *(Justin Belk)* **5 min.**
B. **Thurston Regional Planning Council (Nov. 6)** *(Robert Vanderpool)* **5 min.**
C. **Community Advisory Committee (Nov. 16)** *(Margaret Janis)* **5 min.**

7. GENERAL MANAGER'S REPORT **5 min.**

8. AUTHORITY ISSUES **5 min.**

ADJOURNMENT

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

Intercity Transit Public Board meetings are held at 510 Pattison Street, SE, Olympia. This facility is served by Routes 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
AGENDA ITEM NO. 2-A
MEETING DATE: November 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Jana Brown, Chief Financial Officer, 360-705-5816**
Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: **Public Hearing - 2027 Draft Budget**

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1) **The Issue**: To conduct a public hearing on the 2027 Draft Budget.

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2) **Recommended Action**: Receive comment on the proposed 2027 budget.

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3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to accept and review comments from the public prior to adopting the annual budget. The draft budget relies on the proposed Strategic Plan. The Strategic Plan states the Authority's plans regarding service levels. Service levels are the prime driver of the proposed expenses for 2027.

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4) **Background**: Staff will present the Draft Budget for public comment in accordance with the established Intercity Transit policy at this Public Hearing.

The Draft 2027 Budget has been prepared by staff to include all anticipated funding resources, capital projects, new initiatives, new staffing needs, on-going projects from the previous fiscal period, and all operational expenses.

The proposed Operating budget for 2027 is $109 million, which includes $1.2 million of rollover projects.

The proposed Capital budget for 2027 is $75.9 million, which includes $12.2 million in new projects and $63.7 million of rollover projects.

The Total proposed 2027 expenditure budget including recommended new projects/positions is $185.2 million.

The major elements of Intercity Transit's 2027 budget are:

- Sales tax revenue for 2027 has been conservatively budgeted based on collections received through 2026
- Continued construction to renovate the Pattison Street main campus, along with hydrogen fueling
- Continued implementation of the "One IT" Technology Project

- Life Cycle Vehicle Replacements including back order carry over
- Continuing the pursuit of the grant funded BRT and Corridor Programs
- Smart Corridors and advanced technology initiatives
- Transfer Centers and Bus Stop Improvements
- The General Manager and staff recommend the addition of 29 new positions

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

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6) **Budget Notes**: The budget is scheduled for adoption at December 16, 2026, Authority meeting.

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7) **Goal Reference:** The annual budget impacts all agency goals.

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8) **References**: 2027 DRAFT Budget

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 2-B
MEETING DATE: November 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Emily Bergkamp, General Manager, 360.705.5889**

SUBJECT: **2027-2032 Draft Strategic Plan Public Hearing**

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1) **The Issue**: To conduct a public hearing on the 2027-2032 Draft Strategic Plan.

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2) **Recommended Action**: Receive comment on the Draft 2027-2032 Draft Strategic Plan.

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3) **Policy Analysis:** The Intercity Transit Authority Bylaws Section III states: "The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and its service levels." The Strategic Plan defines the levels and types of public transportation services offered over the next six years and determines the amount and sources of revenue to finance the services.

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4) **Background**: The Draft 2027-2032 Strategic Plan expresses specific policy positions and includes operating and capital budget recommendations. The Strategic Plan is updated yearly and covers a six-year period. This 2027-2032 Strategic Plan addresses our state of growth in accordance with the long-range plan and goals of Proposition 1.

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

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6) **Budget Notes**. The Strategic Plan provides the vision for the development of the annual budget.

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7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all agency goals.

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8) **References:** **Draft 2027-2032 Strategic Plan Executive Summary**

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
October 21, 2026

At approximately 4 p.m. the ITA, staff and guests toured the renovated Maintenance Facility.

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on October 21, 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 Tumwater Councilmember Eileen Swarthout; City of Olympia Councilmember Robert Vanderpool; Community Representative Justin Belk.

Members Excused: City of Yelm Councilmember Brian Hess; Thurston County Commissioner Carolina Mejia; Labor Representative Mark Neuville.

Staff Present: Emily Bergkamp; Pat Messmer; Jonathon Yee; Katie Cunningham; Michael Maverick; Amanda Collins; Nicole Jones; Jane Denicola; Jana Brown; Daniel Van Horn; Jesse Eckstrom; Jason Aguero; Jason F. Aguero; Camie Bailey; Izi LeMay; Staci Revel; Thera Black; Rob LaFontaine; David Dudek; Jonathan Martin; David Chaffee; Jeff Peterson; Gabby Fuentes; Douglas Baldwin; Phillip Thomas; Mark Kallas; Tom Malamakal; Noelle Gordon; Jessica Gould;

Others Present: Jeff Myers, Legal Counsel; Hallie Sutter, Community Advisory Committee; Taylor Rome, Thurston County.

APPROVAL OF AGENDA

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

PUBLIC COMMENT – None.

APPROVAL OF CONSENT AGENDA

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

A. **Minutes –** September 16, 2026, ITA/CAC Joint Meeting, and October 7, 2026, Special Meeting.

B. **Payroll September: $4,471,510.42**
- Warrant Numbers: 46668-46671; 46786-46792 in the amount of $21,408.18
- ACH Payments: $4,450,102.24

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C. Accounts Payable September: $4,553,244.29

- Disbursed Warrants, Numbers: 46606-46667; 46672-46785; 46801-46857; and voided warrant numbers 42496, 42696, 43891, 46541 & 46742 totaling $4,525,442.21
- ACH Payments: $27,802.08

NEW BUSINESS

A. Rear Door Bus Stop Enhancements Contract Increase. Jeff Peterson, Construction Project Coordinator, presented an additional contract with KPFF to provide construction administration support to complete the Rear Door Bus Stop Enhancements project.

On December 28, 2023, staff executed a Task Order with KPFF under Intercity Transit's On-Call Engineering Services Master Contract #1937 to perform feasibility and site assessments for the Rear Door Bus Stop Enhancements project in the amount of $55,867. Since this amount was below the $100,000 threshold requiring Authority approval, the Task Order did not go before the Board.

On August 7, 2024, the Authority authorized the General Manager to execute Amendment #1 to the Task Order in the amount of $392,732, expanding KPFF's scope to include design engineering, permitting, and construction administration support.

On June 17, 2026, the Authority authorized the General Manager to execute Amendment 2 to the Task Order in the amount of $73,340.34 for additional environmental and administration needs.

This request of $15,000 (including contingency) re-allocates funding from existing tasks and provides the necessary funding authorization to complete the project. The need to increase the budget is to primarily address additional site visits due to uncovering unidentified utilities and excessive tree roots discovered within the work zone.

Staff reviewed KPFF's proposed scope for the remaining work and determined it is sufficient to complete the construction administration and closeout phases. The remaining effort is primarily concentrated in Olympia, Lacey, WSDOT, and Thurston County. No significant work beyond the proposed scope is anticipated. The term of the contract is currently through December 31, 2026.
Staff recommend increasing the not-to-exceed total authorized spend to revised total of $536,939.34, to complete construction administration and close out the project.

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It was M/S/A by Pierce and Swarthout to authorize the General Manager to increase authorized budget to KPFF's contract by $15,000, for a total amount of $536,939.34.

B. **Electric Vehicle Supply Equipment Purchase.** Procurement and Project Management Coordinator, Jason F. Aguero, presented the purchase of electric vehicle supply equipment and related services. The Intercity Transit Fleet Maintenance Shop renovation project is progressing on schedule. To align with project design specifications, Intercity Transit seeks to purchase EVSE and related services under Washington State Department of Enterprise Services (DES) Contract 05224 with District Fleet. Intercity Transit will purchase a total of twenty-one (21) level two electric vehicle (EV) charging stations. Five (5) charging stations will support fleet vehicle charging and sixteen (16) charging stations will be allocated for employee workplace charging. This acquisition will establish a dedicated charging infrastructure for the agency's EV fleet, while also promoting sustainable transportation methods by providing a separate network of charging stations for employee use.

District Fleet will also provide related EVSE services, including charging management system (CMS) licensing and an EVSE service level agreement (SLA), by EV Connect. CMS licensing is essential for monitoring, controlling, and optimizing charging operations to ensure reliable and efficient use of agency EV infrastructure, and the SLA will guarantee defined performance, support, and response standards that protect system uptime and ensure consistent operational reliability.

Intercity Transit will procure the EVSE and related services from District Fleet, an authorized reseller of EV charging stations and EV Connect Software. The total order value for the EVSE and related services will not exceed the requested amount of $172,000, which includes sales tax and an approximate 15% contingency.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure EVSE and related services through DES Contract No. 05224, which was awarded to District Fleet via a competitive bidding process. Staff concur with DES's assessment that the pricing is fair and reasonable, and that District Fleet has the ability to perform.

It was M/S/A by Swarthout and Cox to authorize the General Manager, pursuant to Department of Enterprise Services Contract 05224, to purchase electric vehicle supply equipment and related services from District Fleet in an amount not-to-exceed $172,000.

C. **Resolution 03-2026 Agency Procurement & Purchasing & Contracting.** Procurement Deputy Director, Michael Maverick presented Resolution 03-2026

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to establish a foundational procurement framework authorizing the General Manager to implement aligned polices and other instruments, decommission legacy Procurement Resolutions 78-1986, 05-1994, and 04-2009, and retain the current Procurement Policy DV-1705 until a replacement policy aligning with the new resolution is finalized.

The Agency conducts a broad range of procurement activities, spanning simple goods and services to multi-year, multi-million-dollar construction projects and complex software implementations.

Over recent years, the procurement landscape has grown more challenging due to factors like supply shortages, increasing global demands, and shifting manufacturing strategies.

Additionally, the Agency is implementing a new Enterprise Resource Planning system (the One IT Project/Workday) which will go-live in the first quarter of 2027. This new Workday software is programmed to meet more modern procurement approaches and processes and cannot easily mirror 40-year-old legacy processes; it requires modern, software-aligned workflows and digital signatures. Its successful implementation hinges on a well-developed set of procurement protocols that ensure all actions are accurately routed for approval.

This Resolution establishes the necessary framework. By replacing rigid, outdated constraints with a flexible and scalable governance framework, staff can adapt administrative procedures to work harmoniously with Workday and any future software updates. Operating with this updated framework balances flexible authority with strategic risk controls. It also aids with state and federal audits, clarifies emergency procurement and authorizes a process, and reduces potential vendor litigation.

Finally, as staff develop new instruments under this Resolution, we will strive to adopt simpler language to meet Department of Justice WCAG 3.1.5 accessibility mandates. Writing at an 8th- to 9th-grade reading level will modernize our tools, remove barriers, and guarantee clear, accessible guidance for all staff, Bidders, Contractors, and the public.

It was M/S/A by Goodwin and Vanderpool to approve Resolution 03-2026 to establish a foundational procurement framework, authorizing the General Manager to implement aligned policies and other instruments, and; Decommission legacy Procurement Resolutions 78-1986, 05-1994, and 04-2009, and; Retain the current Procurement Policy (DV-1705) until a replacement policy aligning with the new Resolution is finalized.

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D. Resolution 04-2026 Cooperative Procurement & Procurement Rosters.
Procurement Deputy Director, Michael Maverick presented Resolution 04-2026 Authorizing the creation, use, and participation in rosters and cooperative procurements, granting the General Manager authority to implement it through policies and related instruments.

Focusing on Public Works, RCW 39.04 established a framework allowing local governments either to create their own small works roster or to participate in a hosted roster.

In 2023, Washington State enacted public works legislation that transferred statewide public works, architectural, and procurement roster services from the Department of Enterprise Services (DES) to the Municipal Research Service Center (MRSC).

Agency staff anticipates the use of Rosters will reduce demands on internal resources while offering customers a faster, more efficient, and lower-risk option.

The agency regularly relies on competitively awarded cooperative agreements, such as DES master contracts. While these procurement mechanisms are fully permitted under state law, our current internal policies lack the explicit language authorizing their use.

Further, the Agency manages a wide array of public works projects, ranging from new construction to ongoing maintenance. Most public works projects, regardless of size, require a formal competitive bidding process, which can be time-consuming and cause operational pressures especially considering our climate.

To improve efficiency for smaller projects, the Public Works statute permits the use of a roster process. This streamlined, centralized system simplifies procurement by linking public agencies with licensed contractors for small works projects currently valued at $350,000 or less. Note: Recent legislation authorized a year-by-year increase and by 2030 the threshold will be $650,000.

Before a governmental entity may utilize a small works roster and other rosters, it must first adopt a resolution granting such authority. As the statute specifies: "A local government establishing a small works roster shall adopt an ordinance or resolution implementing this section."

It was M/S/A by Pierce and Goodwin to approve Resolution 04-2026 authorizing the creation, use, and participation in rosters and cooperative contracts, granting the General Manager authority to implement it through policies and related instruments.

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E. Resolution 05-2026 Signature Authority. Procurement Deputy Director, Michael Maverick presented Resolution 05-2026 granting the General Manager authority to implement the grant of authorities through policies and related instruments.

The Agency currently lacks a clear and comprehensive signature authority policy, which is essential for guiding decisions, establishing internal controls, and defining routing within the emerging technological system under the One IT project. Agency staff must gain a stronger understanding of the Intercity Transit Authority's (ITA) guidance and expectations in order to develop the policies, procedures, and supporting tools necessary for successful One IT system implementation. Strengthening this framework will enhance internal controls, reinforce checks and balances, and reduce organizational vulnerabilities.

The Agency undertakes a broad range of activities that require varying levels of responsibility and authority. While authority may be non-financial, employment-related, or tied to operational actions and decisions, it most often involves authorizing expenditures and committing Agency funds to binding contractual obligations.

In late 2023, the Agency identified the need to procure an Enterprise Resource Planning and Enterprise Asset Management system (ERP/EAM) - the One IT Project. This system is expected to deliver greater accountability, transparency, and business efficiency. However, its success will depend on a well-developed set of authority protocols to ensure that actions are routed to the appropriate level of authority for approval. This Resolution, along with the policies and procedures derived from it, will establish the framework necessary to support that process.

It was M/S/A by Goodwin and Swarthout to Approve Resolution 05-2026 granting the General Manager authority to implement the grant of authorities through policies and related instruments.

F. 2027 Draft Budget and Set Public Hearing. Chief Financial Officer (CFO), Jana Brown presented the draft 2027 budget. The primary objectives were to update the ITA on the draft 2027 budget, schedule a public hearing on November 18 to gather community feedback, and allow the ITA and staff time to review, digest, and refine the budget numbers.

Brown started with a financial review with period ending September 30, 2026.

- **Revenues:**
    - With 75% of the year elapsed, service revenues stand at approximately 63%. Vanpool revenues lag slightly due to billing occurring after the conclusion of the month, placing them right on track.

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  - Other service revenues (representing bank interest, rebates, reimbursements, interlocal agreements with different cities in the county supporting Amtrak's Centennial Station, and credit card rebates) are at 79%, driven largely by interest earnings.
  - Other agency revenues (sales tax and grant revenue) total $83.2 million, with sales tax comprising a little over $70 million. Grants are lower because funds must be expended before they are received.

- **Expenditures:**
  - Operating expenditures are at 68% ($68,662,500) of the year, indicating the operating budget is performing very well.
  - Capital expenditures are at 20%, driven primarily by One IT projects, bus stop improvements, and the maintenance building (Patterson), while a significant portion of capital projects is rolling over into the following year. Outstanding vehicle order backorders total close to $40 million, which also form a large part of the capital budget.

Sales Tax Analysis and 2027 Projections

- **Sales Tax History:**
  - **2022:** Represented the tail end of COVID-related high retail sales and home improvement spending.
  - **2023:** Spending slowed down, resulting in a 1% increase over the previous year.
  - **2024:** Economic rumblings and rising cost of living reduced discretionary spending, causing sales tax receipts to drop below the prior year.
  - **2025:** Rebounded into a decent year while remaining conservative.
  - **2026:** Began seeing substantial increases in the spring (just over 6% higher than last year), largely attributed to new Department of Revenue sales tax guidelines implemented in fall 2025 affecting technology, web-based training, and advertising services.
- **2027 Projections:**
  - Although current collections show a 6% increase, Brown prefers a conservative approach to avoid scrambling. Consequently, 2027 will be budgeted at 6% over what was received in 2025, maintaining flat expectations between current and upcoming receipts.

Grant Revenues and Total Funding Resources

- **Grant Resources ($14.8M Operating / $28.3M Capital):**

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  - Operating grants include smart sensors, the bicycle education program, vanpool support, Dial-A-Lift, and general transit support, alongside an outstanding Washington Transit Safety Commission grant application.
  - Capital grants cover outstanding vehicle orders rolling into 2027, scheduled vehicle replacements, hydrogen infrastructure improvements for the pilot program, transit center improvements, and an outstanding grant application for a solar infrastructure design for the Pattison building.

- **Total Funding Resources:**
  - Beginning fund balance (capital reserve) stands at $275,000,000 currently held in one pot due to software system limitations, though staff will separate capital and operating reserves moving forward.
  - Total revenue composition consists of 64% sales tax and 30% grants, with capital project offsets drawn from reserves.

2027 Budget Totals and Capital/Operating Expenditures

- **Total Expenditures ($185.1M Total):**
  - **Operating Expenditures:** $108.1 million, plus rollover projects (such as consulting services for capital infrastructure evaluations) totaling a combined operating expenditure of $109.3 million. Brown emphasized the operating budget lives comfortably within sales tax and operating grant means.
  - **Capital Expenditures:** $75.9 million total, comprising $63 million in rollovers (the bulk of which is vehicles) and new capital projects based on replacement schedules and staff proposals.
- **New Projects for 2027:**
  - Amtrak roof replacement and signage
  - Arquette software upgrades (approaching 5 to 7 years of age)
  - Fuel wash facility improvements
  - Hydrogen infrastructure improvements
  - Olympia Transit Center parking improvements
  - Solar program (contingent upon grant funding)
  - Thurston County Regional Advanced Technology Initiative
  - Scheduled vehicle replacements
- **Continuing Projects (Rollovers):**
  - One IT project
  - BRT Corridor Capital program
  - Bus stop facility improvement program

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- Customer navigation
- Retrofitting temporary maintenance building canopy for permanent use
- EOC communications and operational audio/visual systems
- Vehicle replacements and telematics

Staffing Additions

To support normalized operations following the 2026 service changes, the following positions are requested for 2027:

- 15 Coach Operators
- 2 Operations Supervisors
- 6 additional Transit Ambassadors (expanding from the 6 started this year to a total of 12)
- Scheduling Coordinator
- Safety Coordinator to handle extensive safety requirements
- Business Systems Analysts in Finance, HR, and Maintenance/Fleet Facilities to bridge connections between software providers and end-users
- An Advanced Technology Training Coordinator in Fleet to oversee training and certifications for diverse vehicle types
- Additional Finance staff

The draft budget has been posted on the website. Staff will spend the next eight weeks fine-tuning numbers, answering questions, and gathering feedback.

Swarthout commented that she appreciates Brown's optimism and the presentation of a positive budget, noting that city budgets have not been quite as positive by comparison. She also expressed appreciation for the upward tick in sales tax revenue, acknowledging how heavily the agency depends upon it.

Vanderpool asked a future-oriented question regarding sales tax exemptions and discussions around a potential millionaire's tax being tracked by the City of Olympia and its lobbyist firm, noting that certain exempted items could cause current funding gains to potentially go away in a few years. He also noted the city's finance director mentioned potential changes to technology sales taxes similar to those discussed by the transit district and asked if that thought process is being incorporated by the transit team.

Brown responded that a long-range financial planning tool is the first priority after the One IT project is completed, noting it is a constant focus for the finance team. She emphasized the agency remains conservative in its projections, meaning even if certain revenues or tax structures are altered, the district will likely still see incremental increases rather than sharp drops. She added that next year's long-range financial model will provide more clarity for future planning.

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It was M/S/A by Goodwin and Pierce to schedule a public hearing for the 2027 draft budget at 5:30 p.m., Wednesday, November 18, 2026, with final adoption proposed on December 16, 2026.

G. Draft 2027-2032 Strategic Plan and Set Public Hearing. Bergkamp introduced and reviewed changes to Intercity Transit's Guiding Principles in the 2027-2032 Draft Strategic Plan.

- **Mission, Vision, and Design Principles Discussion:** The Community Advisory Committee (CAC) and the ITA review guiding values each year, including mission and vision statements, goals, and design principles. The mission statement outlines why an organization exists, while the vision statement reflects organizational success and serves as a guide to action. Design principles identify strategies to provide and enhance mobility throughout the four-city public transportation benefit area (PTBA) and their urban growth areas.

- **Feedback from the CAC:** On Monday October 19, the CAC discussed the mission and vision statements, suggesting that safety and accessibility are crucial. A previous addition in 2024 included safety and diversity in response to community concerns. A new suggestion was made to include language recognizing internal customer service and employee needs.

- **Scope and Goals of the Transit System:** The current vision is to be a leading transit system recognized for well-trained, highly motivated, customer-focused, and community-minded employees. Thurston County services include express routes and vanpools for individuals living or working in the county. Agency goals include maintaining a safe and secure operating system supported by staff training, de-escalation training, coach barriers, zero fares, ambassadors, and rider rules.

- **Service Design and Performance Improvements:** Planning staff will review design principle #2 regarding major corridors to ensure reflection of recent redesign work moving from a hub-and-spoke system to corridors. Performance and improvement are measured by ridership and on-time performance, with schedule and routing adjustments made following customer feedback after the service redesign.

- **Timeline and Next Steps:** The review timeline includes returning to the CAC meeting on November 16 for additional feedback and scheduling a public hearing on November 18 and adoption alongside the budget on December 16.

Vanderpool raised the question of whether contact information from individuals who provided public comments on recent system changes could be used to share the draft strategic plan. Bergkamp confirmed that while standard procedure

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involves posting public announcements, contacting past participants directly to invite feedback—specifically by sending the executive summary—would be feasible and beneficial.

Bergkamp said the strategic planning process aligns directly with the budgeting process, the Transit Development Plan, and the upcoming state and federal legislative agendas. Staff announced plans to present both the federal and state legislative agendas to the board before the end of the year. Federal advocate Dale Learn will present to the board in December following the election to provide updates on federal developments. Nick Demerice is assisting with the legislative agenda in coordination with Dale Learn. The agency is transitioning state government relations in-house to Demerice leveraging his skills and established connections from prior roles. Consequently, the agency is letting its state advocacy contract with David Frost and Joanna Grist expire, resulting in annual cost savings of approximately $50,000, as there are currently no major state asks.

In response to inquiries regarding inter-agency alignment, Bergkamp shared that leadership met with Elissa Gertler, Executive Director of the Thurston Regional Planning Council (TRPC). The two agencies have established quarterly staff meetings to enhance collaboration. Veronica Jarvis from TRPC has already reached out to Demerice regarding shared priorities, and future collaboration will also explore transit-oriented development (TOD) initiatives.

Goodwin raised concerns regarding confusing terminology and transit acronyms (such as CIP and TIP) used during public hearings, noting that community members often struggle to distinguish between operating and capital budgets or understand which entity holds specific responsibilities. Brown acknowledged that municipal and transit acronyms can be confusing and agreed on the importance of plain-language writing for a diverse audience, as well as considering a public glossary or posted resources detailing recurring processes like the CIP, TIP, and annual budget.

Goodwin suggested embedding regional alignment with partners like the Thurston Regional Planning Council (TRPC) directly into the agency's goals to enhance mutual accountability across entities. Specific reference was made to community concerns regarding the Martin Way Corridor audit, where residents feel unheard and unsure of which jurisdiction or agency to contact regarding specific corridor issues.

Goodwin expressed appreciation for framing hiring updates—such as expanding the ambassador program—within the agency's primary goal sets. Bergkamp emphasized the necessity of continually linking agency operations back to overarching mission and vision statements while ensuring public-facing information remains clear and accessible.

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Bergkamp shared an example of public outreach involving a constituent request for a bus stop shelter enhancement, illustrating how transit facilities are constrained by municipal infrastructure (such as sidewalk development) and specific engineering regulations (such as cantilever overhang clearance). She highlighted that the Facility staff regularly coordinate with local city governments on infrastructure maintenance, such as clearing low-hanging branches along transit routes.

It was M/S/A by Swarthout and Vanderpool to schedule a public hearing for the 2027-2032 Draft Strategic Plan on Wednesday, November 18, 2026, at 5:30 p.m. with adoption proposed for the December 16, 2026, ITA meeting.

H. Interview Selection of CAC Candidates. Bergkamp presented an update regarding the recruitment and interview selection process for Community Advisory Committee (CAC) candidates. An ad hoc committee comprising both CAC and Intercity Transit Authority (ITA) members was recognized for guiding the agency through this year's selection process. The agency received a total of 27 applications for the current recruitment cycle. This total included three youth applicants representing the North Thurston, Tumwater, and Olympia school districts, marking one of the highest numbers of youth applicants the agency has received.

Bergkamp reported increased outreach efforts to the North Thurston and Tumwater school districts alongside the Olympia School District, noting success in generating youth applicant interest this year. Up to two youth positions are permitted on the committee to ensure peer support during meetings. The ad hoc committee recommended interviewing all 27 applicants for the three open positions and selecting three alternates for general positions. Maintaining an alternate list allows staff to fill future vacancies prior to the next recruitment cycle to ensure continuous committee engagement.

Interviews are scheduled for November 6, 2026. The ad hoc committee will recommend final candidates for appointment at either the November 18, 2026, meeting or the December 16, 2026, meeting depending on the timeline.

Pierce shared insights from reviewing all 27 applications included in the board packet, noting varying levels of detail in written responses. Pierce emphasized the importance of interviewing every applicant, explaining that panel interviews with standardized questions allow candidates to elaborate on their written submissions, clarify their answers, and better express their potential contributions.

It was M/S/A by Pierce and Cox to schedule interviews for all applicants on November 6, 2026, based on the recommendations of the ad hoc committee.

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COMMITTEE REPORTS

A. **Transportation Policy Board (Oct. 14)** Belk reported on three main items. First, the committee recommended the Council adopt the Human Services Transportation Plan, which had already been reviewed by the Council and had undergone public comment. This document is required to be kept up to date every few years and addresses how the needs of populations—such as low-income individuals, people with disabilities, those over the age of 65, or those with limited access to a car and other transportation—are being met. The plan documents current services, identifies gaps, and outlines a game plan to address those needs.

   Second, major actions were taken regarding this year's Call for Projects. Belk noted the Call for Projects process has seen many good improvements over the last couple of years, including how the subcommittee vets and reviews submissions, though this year experienced a lot of competition across different funding programs. These programs include the Surface Transportation Block Grant, the Congestion Management and Air Quality category, and rural support money, with some projects eligible for multiple funding sources. Belk praised TRPC staff for navigating this complicated process and thanked the subcommittee for working through the nuances.

   If the Council approves what the TPB recommended, Intercity Transit will receive funding for the West Olympia Transit Center study, the Smart Corridors cloud-based transit signal priority implementation, and a significant portion of the Walk N' Roll program (with the remainder placed on a contingency list), while replacement Dial-A-Lift vehicles will also be placed on a contingency list. Belk characterized the outcome as pretty successful for the agency, alongside many other good projects and plans that will be implemented. All funding buckets were voted on individually, which was helpful; while not all votes were unanimous and there were some dissenting votes, all items passed forward for recommendation and will be seen by the Council at the next TRPC meeting.

   Third, there was a presentation on the region's Safety Action Plan, providing information on the work done by staff and consultants regarding what they call the "high injury network" and a public safety survey. This analysis helps hone in on where high-impact crashes occur to focus safety action plans, improvements, and investments. For local roads (non-state routes), over half of fatal and serious vehicle injuries occur on only 6% of the network, and 60% of vulnerable road users (walking, biking, and pedestrian-related) crashes happen on 4% of that local network. Similarly, on state routes, nearly 50% of fatal and serious crashes occur on 20% of the state highways, and 60% of vulnerable road user crashes happen on 14% of the state network. Consequently, there is now a map representing where investment and planning for safety should focus. Additionally, results from the safety study showed large support for traffic

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enforcement, engineering, and infrastructure investments such as protected bike lanes and intersection improvements, though responses varied by demographic group and geographic location, and the Council received feedback on that.

B. **Community Advisory Committee (Oct. 19).** Sutter reported that tonight's meeting topics were discussed at the CAC meeting. The biggest news in Rider News was that people really appreciate the new redesign that occurred in September.

Chair Cox checked in with Vanderpool, noting he had been away, and asked if he had anything to report from TRPC. Vanderpool noted the retreat was extensive, covering a lot of topics over a full day and he provided staff with a report to be shared with the ITA. He described the retreat as a pretty successful event. Vanderpool stated the next TRPC meeting will involve voting on the Call for Projects, noting that he serves on the Call for Projects Committee. He agreed that the process was easier this year, though it seems demand continues to increase while federal funding remains uncertain.

Reflecting on a recent trip to Japan, Vanderpool shared a conversation with the mayor of their sister city, Kato, regarding how they deal with affordability and cost increases in a global market. He asked how they handle various things paid for and managed locally, and the mayor explained that expenses going beyond the borders of the city and prefecture are nationally funded. For instance, national rail services like JR Rail are nationally owned and managed if they are a priority needed everywhere in the country, without a competitive grant process. Furthermore, because Kato City's school system is attached to their local government (which functions as a city covering a county amount of land), building a new school simply involves reporting census data and needs to the national government and prefecture, which then provide the funding over a certain period of time based on what is needed rather than through a competitive grant application.

Vanderpool brought this up in contrast to the numerous funding buckets and acronyms discussed regarding the local Call for Projects. He noted that local governments spend an immense amount of time repeatedly writing grants and navigating different funding sources just to get things functional. He frequently thinks about how local governments, even within Washington state, could work with the legislature to simplify things for issues like the housing crisis and transportation. He suggested that since the state already receives local data, support should be provided directly based on those needs rather than forcing communities to compete for grants they might lose.
Finally, he mentioned a curious observation from Japan: prepaid national rail service money could also be used at vending machines anywhere in the country using the same currency, which he found both strange and wonderful.

GENERAL MANAGER'S REPORT

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- Bergkamp was contacted by Noah Dalbey, a Master of Urban and Regional Planning student from Virginia Commonwealth University currently writing a thesis on fare-free local bus systems in the US, and part of their thesis is a case study comparison that includes Intercity Transit. Bergkamp completed a survey answering questions such as:
    - What IT's reasoning was for making the decision to go zero-fare.
    - Whether equity outcomes were discussed as reasoning for going zero-fare.
    - How is zero-fare funded.
    - How did the introduction of zero-fare impact ridership.
    - What is user feedback regarding zero-fare.

- Intercity Transit observed a Great Shakeout drill last week. IT partners with Thurston County Emergency Management, participating in monthly council meetings and plays a formal role in specific Emergency Support Functions of the county's Comprehensive Emergency Management Plan. These support functions help aid local jurisdictions with transportation resources upon request for incident response, provide a bus to be used as temporary housing, shelter, a warming, or cooling center, and emergency mass transportation services for evacuees without reliable transportation. It's important to remember our role in these functions is secondary to operating our services during emergencies whenever feasible to ensure the people who rely on us - without emergencies - can reach vital resources. This is clearly documented in the plan.

  By participating in preparedness drills, Intercity Transit strives to ensure our employees can answer confidently that "I was at work, safe, and helping others…" and ensure our community can say, "I was going about my day but was able to get help because the buses were still running.

- **One IT Update**
  1. Workday is progressing toward go-live with Payroll Parallel Cycle 1 complete and passed with 97% accuracy. This surpassed the 90-95% goal.
  2. Workday Parallel Cycle 2 in progress and on track to meet the 95-99% target.
  3. Trapeze user acceptance testing (UAT) is scheduled onsite November 16th-20th.
  4. Cutover planning for February 1st go-live is in progress.

- We're celebrating the spooky season with a family-friendly group bike ride on October 31! Walk N Roll will lead a slow-paced, all-ages ride from Tumwater Historical Park to Downtown Olympia and back, taking a scenic route around Capitol Lake. Costumes that are safe and comfortable to bike in are encouraged. Join for the whole event or just a portion. Meet at Tumwater Historical Park at 2 p.m. with a bike and helmet, and we'll roll out at 2:30 p.m. From 3-4 p.m., enjoy Love Oly's Downtown for Halloween event. Attendees may travel around the event with their bikes or leave them with Walk N Roll's bike valet at Sylvester

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Park. At 4 p.m., we'll regroup at Sylvester Park for our return ride back to Tumwater Historical Park, where we'll arrive by 4:30 p.m.

- During the month of October, students and their families are encouraged to celebrate Walk to School Month by walking, biking, or rolling to school. Walking, biking, and rolling to school helps to:
    - Build community with neighbors.
    - Promote good health and activity.
    - Reduce road traffic congestion.
    - Improve air quality around schools.

  For those driving, help keep families stay safe by always following the speed limit of 20 miles per hour in school zones and stopping for pedestrians at crosswalks and intersections. Walk N Roll partners with Olympia, Tumwater and North Thurston school districts to organize walk-to-school events throughout the year. Visit the Walk N Roll website to see which schools are participating or email us directly at walknroll@intercitytransit.com to learn more.

- In keeping with Intercity Transit tradition, employees can wear Halloween costumes on Friday, Oct. 30 and/or Saturday, Oct. 31. *Ride with us if you dare!*

- At the September ITA/CAC joint meeting, the ITA expressed interest in receiving a better understanding of the CAC's advocacy position on issues – such as are they supportive, unsupportive, neutral, and why. A suggestion was made to create a subcommittee that could look at issues more closely and render a position/opinion. However, staff do not currently have the time available to pull together and coordinate an additional committee and believe there are other ways to get this specific feedback from the CAC. For instance, regarding opinions on issues the Board will eventually vote on, staff suggested creating surveys following presentations on topics. Bergkamp believes we can achieve what the ITA is looking for through a confidential survey approach. Using the CAC's bylaws as a guide, Bergkamp created a list of which issues match the purpose and authority of the committee for surveying purposes.

  The CAC advises and provides customer feedback to the ITA on transportation issues and choices, and represents the public in accomplishing IT's mission and goals:
    - Issues related to Public Transportation Benefit Areas (PTBA's)
    - Agencywide Plans, including
        - Transit Improvement Plan
        - Transit Development Plan
        - Capital Improvement Plan
        - Yearly Budget and mid-year updates
        - Strategic Plan

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    - Short- and Long-Range Plans
    - Title VI Plan
    - Public Transportation Agency Safety Plan
    - Service Change Summary and Equity Analysis
  - Service Planning Efforts
  - Capital Projects
  - Operating Services and Practices

- As the zero-fare transit pilot approaches a decision point, the Authority will need to determine whether to make the pilot permanent or resume charging fares. A survey has been created to identify what information Board members would find most useful in evaluating that decision. Pat Messmer will send the survey out soon to Board members.

- Special thanks to Fleet & Facilities Maintenance Director Jonathon Yee for hosting a wonderful tour of our rehabilitated Maintenance Building which our crew will move back into on November 14. More thanks are owed to Olympia City Councilmember Robert Vanderpool and ITA Community Representative Sue Pierce for attending, along with special guests former ITA Community Representative Don Melnick and previous General Manager Ann Freeman-Manzanares. The building looks beautiful.

AUTHORITY ISSUES

Swarthout reported she learned via the city's Facebook page that Sapp Road is now open following the fish passage/ferry removal project. She noted the asphalt has cured, the road is open, and she described it as "absolutely beautiful," encouraging everyone to drive through it. Swarthout shared that she recently drove through "our peanut" with two Intercity Transit buses following behind her. She remarked that the buses are amazing and stated she could clearly see why IT won the rodeo.

Vanderpool reported the early version of the Olympia Youth Council ad for riding the bus is going to be released soon. He found the ad to be quite cool and humorous, featuring a theme focused on annoying parents trying to talk to teenagers and explaining why they should ride the bus to get away from them. He added the advertisement will soon be seen in movie theaters and other locations. He also shared a humorous anecdote from the communications director, who had to purchase smoke bombs on the city budget to make the truck driving the kid around look smoky, which required a detailed explanation to ensure people understood the purchase on the City of Olympia budget.

Vanderpool addressed ongoing questions from community members regarding downtown sidewalks, stating that paving was occurring in some spots that afternoon. He explained that staff are trying to move along as fast as possible with contractors on the project, get the trees planted, and make downtown much more ADA accessible,

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while joking that if he had a time machine, he would have advised against planting that specific type of tree 40 years ago. He announced the Fones Road project is essentially done at this point. He noted that some Lacey City Council members receive emails regarding Fones Road even though it is located in Olympia, meaning Olympia will now receive the credit for it going forward. He concluded by stating that this project has been a long time coming.

Cox reported after interviewing 16 candidates, the City of Lacey chose a new Councilmember filling a vacancy. The new Councilmember is Kim Sauer, a founding member of the Commission on Equity who was representing the Korean American community on that commission. Cox noted she is also a state employee and very sharp, expressing hope that everyone has an opportunity to interact with her at some point soon. Cox shared that yesterday, city police started moving into the new police station. She said a community tour will be announced before the end of the year.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:47 p.m.

INTERCITY TRANSIT AUTHORITY **ATTEST**

_____ _____

Carolyn Cox, Chair **Pat Messmer**
Clerk of the Board

Date Approved: November 18, 2026

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

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Intercity Transit
Payroll Disbursement List
October 2026

Pay Periods:

PP 21 (SEP 20 -OCT 3)

PP 22 (Oct 4 - 17)

Date		Payee	Amount
10/9/2026	ACH	PR DIRECT DEPOSIT	1,361,509.34
10/9/2026	46908 - 46910	PR PAPER CHECKS	4,579.62
10/9/2026	ACH	IRS	229,362.56
10/9/2026	ACH	HEALTH SAVING	731.00
10/9/2026	ACH	VANGUARD	213,835.45
10/9/2026	ACH	PERS	215,475.41
10/9/2026	ACH	DEF COMP	61,822.15
10/9/2026	ACH	MISSION SQUARE	30,646.37
10/9/2026	ACH	CHILD SUPPORT	3,213.73
10/9/2026	ACH	WA Child Support (PP20)	150.54
10/9/2026	ACH	Oregon DOR	365.34
10/9/2026	ACH	PERS Split Month Rounding	(0.09)
10/23/2026	ACH	PR DIRECT DEPOSIT	1,518,421.11
10/23/2026	47044 - 47045	PR PAPER CHECKS	3,018.22
10/23/2026	ACH	IRS	285,566.44
10/23/2026	ACH	HEALTH SAVING	731.00
10/23/2026	ACH	VANGUARD	232,681.88
10/23/2026	ACH	PERS	213,195.95
10/23/2026	ACH	DEF COMP	64,098.83
10/23/2026	ACH	MISSION SQUARE	32,129.52
10/23/2026	ACH	CHILD SUPPORT	3,750.70
10/23/2026	ACH	Oregon DOR	719.15
10/23/2026	ACH	ACH Payroll Wire-- Advance on PP23	1,080.00
10/29/2026	ACH	Aflac	16,553.24
10/30/2026	ACH	Oregon DOR PFML Q3 Payment	311.99
10/31/2026	ACH	L&I Q3 Payment	577,051.93
		Total Payroll Disbursements	**5,071,001.38**

INTERCITY TRANSIT
A/P DISBURSEMENT LIST
OCTOBER 2026

Check No.	Check Date	Vendor No.	Payee	Amount
46858	10/05/26	01895	ECOLUBE RECOVERY LLC	$201.30
46859	10/05/26	02060	AMERISAFE INC.	$120.67
46860	10/05/26	02828	AVAIL TECHNOLOGIES INC	$2,718.00
46861	10/05/26	02834	AVAAP USA LLC	$100,000.00
46862	10/05/26	03033	BALDWIN AMY	$34.21
46863	10/05/26	03747	BONACO INC	$519.79
46864	10/05/26	05937	CENTRALIA OK TIRE INC.	$1,021.02
46865	10/05/26	06013	CINTAS CORPORATION NO. 3	$1,130.62
46866	10/05/26	06060	CITY OF OLYMPIA	$49,516.30
46867	10/05/26	07220	CUMMINS INC.	$4,107.91
46868	10/05/26	07350	CW JANITORIAL SERVICE LLC	$45,742.58
46869	10/05/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	$0.00
46870	10/05/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	$7,399.84
46871	10/05/26	08743	ELKHART BRASS MANUFACTURING INC	$1,069.48
46872	10/05/26	09662	FERRELLGAS LP	$7,045.37
46873	10/05/26	09862	FOREVER POWDER COATING	$2,119.14
46874	10/05/26	10621	BOYD GROUP (U.S.) INC. - THE	$7,283.16
46875	10/05/26	10660	GILLIG LLC	$7,255.62
46876	10/05/26	10759	GORDON TRUCK CENTERS INC	$1,184.19
46877	10/05/26	11615	INDUSTRIAL HYDRAULICS INC.	$466.72
46878	10/05/26	11640	INFO-TECH RESEARCH GROUP INC.	$43,405.66
46879	10/05/26	11779	INTERMOUNTAIN LOCK AND SECURITY SUPPLY C	$197.05
46880	10/05/26	11905	JANEK CORPORATION - THE	$539.55
46881	10/05/26	11933	JESSE ORNDORFF	$1,540.00
46882	10/05/26	12825	KIRK'S AUTOMOTIVE INC.	$7,714.00
46883	10/05/26	13404	LASTPASS US LP	$644.78
46884	10/05/26	14590	MOHAWK MFG & SUPPLY CO.	$187.80
46885	10/05/26	14750	MULLINAX FORD OF OLYMPIA LLC	$973.19
46886	10/05/26	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	$72,339.72
46887	10/05/26	15216	NORTHWEST BUS SALES INC	$621.42
46888	10/05/26	16252	ONSPOT OF NORTH AMERICA INC.	$3,330.88
46889	10/05/26	16302	O'REILLY AUTO ENTERPRISES	$499.70
46890	10/05/26	16701	PEAK INDUSTRIAL INC.	$740.35
46891	10/05/26	17640	REBECCA DEAN	$13,637.62
46892	10/05/26	17721	RINGCENTRAL INC.	$4,190.68
46893	10/05/26	17792	ROUSH CLEANTECH LLC	$907.44
46894	10/05/26	17872	SARAH BOYLE	$2,613.50
46895	10/05/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	$435.54
46896	10/05/26	18066	SHI INTERNATIONAL CORP.	$29,608.24
46897	10/05/26	18145	SIX ROBBLEES' INC.	$198.06
46898	10/05/26	18893	TEC EQUIPMENT INC.	$440.99
46899	10/05/26	21950	TITUS-WILL CHEVROLET	$1,164.92
46900	10/05/26	22010	ROTTERS INC	$138.17
46901	10/05/26	22089	TRANSIT HOLDING INC.	$65.20

46902	10/05/26	23740	USSC ACQUISITION CORP	$564.98
46903	10/05/26	23741	USSC ACQUISITION CORP.	$152.39
46904	10/05/26	23800	VESTIS GROUP INC.	$1,846.43
46905	10/05/26	24000	W. W. GRAINGER INC.	$87,923.36
46906	10/05/26	24755	WA ST HEALTH CARE AUTHORITY	$909,460.71
46907	10/05/26	26861	WESTERN GRAPHICS INC.	$1,045.00
46911	10/12/26	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	$2,425.21
46912	10/12/26	01309	ACCURATE EMPLOYMENT SCREENING LLC	$2,738.37
46913	10/12/26	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	$7,650.49
46914	10/12/26	01895	ECOLUBE RECOVERY LLC	$228.42
46915	10/12/26	02828	AVAIL TECHNOLOGIES INC	$146.18
46916	10/12/26	02834	AVAAP USA LLC	$155,118.18
46917	10/12/26	03247	BAUS SYSTEMS LLC	$4,707.95
46918	10/12/26	03333	BEECHLER ELIZABETH	$26.00
46919	10/12/26	03604	BLACK LAKE TOWING LLC	$720.56
46920	10/12/26	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	$3,157.25
46921	10/12/26	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	$29,734.85
46922	10/12/26	05937	CENTRALIA OK TIRE INC.	$21,660.11
46923	10/12/26	05963	CHANG THAI CUISINE	$1,500.00
46924	10/12/26	06013	CINTAS CORPORATION NO. 3	$565.31
46925	10/12/26	06216	CHRISTENSEN INC.	$3,309.21
46926	10/12/26	07129	CROSS CULTURAL COMMUNICATIONS INC.	$105.23
46927	10/12/26	07220	CUMMINS INC.	$2,558.80
46928	10/12/26	07350	CW JANITORIAL SERVICE LLC	$4,066.44
46929	10/12/26	07619	DAVID S FOSTER	$2,000.00
46930	10/12/26	07640	DAY MANAGEMENT CORP	$4,718.21
46931	10/12/26	07869	DEPENDABLE COURIER SERVICE LLC	$632.27
46932	10/12/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	$4,051.49
46933	10/12/26	08060	DON SMALL & SONS OIL DIST CO INC.	$9,482.87
46934	10/12/26	08745	ELLIOTT AUTO SUPPLY CO INC.	$272.34
46935	10/12/26	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	$108.20
46936	10/12/26	09180	EXPRESS SERVICES INC	$4,017.20
46937	10/12/26	09235	ERGOFIT CONSULTING INC.	$962.50
46938	10/12/26	09662	FERRELLGAS LP	$4,242.99
46939	10/12/26	09862	FOREVER POWDER COATING	$315.13
46940	10/12/26	10008	FOUR SEASONS CONCRETE CONSTRUCTION LLC	$224,098.33
46941	10/12/26	10477	GALLS PARENT HOLDINGS LLC	$4,085.39
46942	10/12/26	10621	BOYD GROUP (U.S.) INC. - THE	$1,846.79
46943	10/12/26	10660	GILLIG LLC	$3,969.58
46944	10/12/26	10758	GORDON THOMAS HONEYWELL LLP	$8,000.00
46945	10/12/26	10759	GORDON TRUCK CENTERS INC	$79.53
46946	10/12/26	10888	GTL LEASING LLC	$7,475.00
46947	10/12/26	11097	HART HEALTH AND SAFETY INC.	$408.79
46948	10/12/26	11138	HAVIS INC.	$530.27
46949	10/12/26	11310	HOGAN MFG. INC.	$242.50
46950	10/12/26	11933	JESSE ORNDORFF	$357.50
46951	10/12/26	11943	JOANNA GRIST	$2,000.00
46952	10/12/26	12825	KIRK'S AUTOMOTIVE INC.	$4,618.00
46953	10/12/26	12827	KLIM STACEY	$15.00
46954	10/12/26	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	$1,053.30
46955	10/12/26	13485	LEMAY MOBILE SHREDDING	$150.40

46956	10/12/26	13886	MATERIALS TESTING & CONSULTING INC.	$1,061.50
46957	10/12/26	14750	MULLINAX FORD OF OLYMPIA LLC	$242.24
46958	10/12/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	$357.72
46959	10/12/26	15216	NORTHWEST BUS SALES INC	$621.92
46960	10/12/26	16765	PETROCARD INC.	$213,683.66
46961	10/12/26	16841	PIONEER FIRE & SECURITY INC.	$2,083.90
46962	10/12/26	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	$4,036.46
46963	10/12/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	$1,413.50
46964	10/12/26	17420	R&R TIRE COMPANY INC.	$1,982.86
46965	10/12/26	17539	RANDY LIBRI	$4,792.78
46966	10/12/26	17580	PERFORMANCE SEATS CLINTON INC.	$3,074.93
46967	10/12/26	17724	ROBERT HALF INC.	$10,989.00
46968	10/12/26	17792	ROUSH CLEANTECH LLC	$128.96
46969	10/12/26	18469	SPORTWORKS GLOBAL LLC	$93.20
46970	10/12/26	18530	STANDARD PARTS CORP.	$0.00
46971	10/12/26	18530	STANDARD PARTS CORP.	$293.66
46972	10/12/26	18540	STANTEC CONSULTING SERVICES INC	$445,541.10
46973	10/12/26	18893	TEC EQUIPMENT INC.	$300.52
46974	10/12/26	21655	THE W.W. WILLIAMS COMPANY LLC	$207.02
46975	10/12/26	21950	TITUS-WILL CHEVROLET	$120.07
46976	10/12/26	22089	TRANSIT HOLDING INC.	$720.16
46977	10/12/26	22100	TRANSIT SOLUTIONS LLC	$240.17
46978	10/12/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	$0.00
46979	10/12/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	$0.00
46980	10/12/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	$0.00
46981	10/12/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	$178,574.70
46982	10/12/26	23635	UNITED RENTALS (NORTH AMERICA INC.)	$445.00
46983	10/12/26	23800	VESTIS GROUP INC.	$931.69
46984	10/12/26	24000	W. W. GRAINGER INC.	$214.37
46985	10/12/26	25909	WEX BANK	$44,204.44
46986	10/12/26	26861	WESTERN GRAPHICS INC.	$1,045.00
43645	10/15/26	15216	NORTHWEST BUS SALES INC - VOID	($731.60)
46987	10/19/26	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	$4,125.72
46988	10/19/26	02060	AMERISAFE INC.	$98.51
46989	10/19/26	02828	AVAIL TECHNOLOGIES INC	$15,853.12
46990	10/19/26	03506	BIG LANGUAGE SOLUTIONS HOLDINGS LLC	$56.80
46991	10/19/26	07220	CUMMINS INC.	$2,436.94
46992	10/19/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	$0.00
46993	10/19/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	$9,954.77
46994	10/19/26	08643	EFP ADMIN LLC	$1,250.73
46995	10/19/26	08745	ELLIOTT AUTO SUPPLY CO INC.	$173.69
46996	10/19/26	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	$270.49
46997	10/19/26	09662	FERRELLGAS LP	$7,825.40
46998	10/19/26	09961	FORMA CONSTRUCTION COMPANY	$999,983.21
46999	10/19/26	10251	FRUITION GROWTH LLC	$2,085.00
47000	10/19/26	10660	GILLIG LLC	$0.00
47001	10/19/26	10660	GILLIG LLC	$12,074.25
47002	10/19/26	10888	GTL LEASING LLC	$11,000.00
47003	10/19/26	11097	HART HEALTH AND SAFETY INC.	$757.21
47004	10/19/26	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	$102.30
47005	10/19/26	11310	HOGAN MFG. INC.	$54.25

47006	10/19/26	11615	INDUSTRIAL HYDRAULICS INC.	$42.85
47007	10/19/26	11805	ITERIS INC	$19,558.11
47008	10/19/26	12825	KIRK'S AUTOMOTIVE INC.	$324.00
47009	10/19/26	12845	KNIGHT FIRE PROTECTION INC.	$247.50
47010	10/19/26	13471	LEE EQUIPMENT LLC	$6,500.00
47011	10/19/26	14160	MCMASTER-CARR SUPPLY CO.	$34.78
47012	10/19/26	14381	METROPOLITAN LIFE INSURANCE COMPANY	$13,722.78
47013	10/19/26	14405	MICHAEL G. MALAIER TRUSTEE	$1,903.38
47014	10/19/26	14499	MITSUBISHI ELECTRIC US INC.	$1,024.74
47015	10/19/26	14588	MOHAWK LIFTS LLC	$24,634.22
47016	10/19/26	14590	MOHAWK MFG & SUPPLY CO.	$1,956.60
47017	10/19/26	15216	NORTHWEST BUS SALES INC	$947.52
47018	10/19/26	15216	NORTHWEST BUS SALES INC	$276,611.00
47019	10/19/26	16252	ONSPOT OF NORTH AMERICA INC.	$601.70
47020	10/19/26	16302	O'REILLY AUTO ENTERPRISES	$342.04
47021	10/19/26	16490	HAROLD LEMAY ENTERPRISES	$988.46
47022	10/19/26	16701	PEAK INDUSTRIAL INC.	$14,823.08
47023	10/19/26	16765	PETROCARD INC.	$105,756.05
47024	10/19/26	16969	POINT GRAPHICS LLC	$78.10
47025	10/19/26	17290	PUGET SOUND ENERGY	$0.00
47026	10/19/26	17290	PUGET SOUND ENERGY	$29,369.21
47027	10/19/26	17505	RAINIER DODGE INC.	$421.88
47028	10/19/26	17560	ROMAINE ELECTRIC CORP.	$2,058.79
47029	10/19/26	17580	PERFORMANCE SEATS CLINTON INC.	$166.48
47030	10/19/26	17792	ROUSH CLEANTECH LLC	$1,814.88
47031	10/19/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	$148.30
47032	10/19/26	18052	SHEA CARR & JEWELL INC.	$2,657.90
47033	10/19/26	18530	STANDARD PARTS CORP.	$3,737.69
47034	10/19/26	18695	SUMMIT LAW GROUP PLLC	$1,530.00
47035	10/19/26	21655	THE W.W. WILLIAMS COMPANY LLC	$156.98
47036	10/19/26	21950	TITUS-WILL CHEVROLET	$3.69
47037	10/19/26	22010	ROTTERS INC	$695.99
47038	10/19/26	22089	TRANSIT HOLDING INC.	$1,549.21
47039	10/19/26	23835	VIA TRANSPORTATION INC.	$229,284.00
47040	10/19/26	24000	W. W. GRAINGER INC.	$58.92
47041	10/19/26	24030	WA ST AUDITOR'S OFFICE	$9,100.95
47042	10/19/26	26330	WRAPJAX LLC	$13,490.50
47043	10/19/26	26800	ZUMAR INDUSTRIES INC	$2,587.22
40378	10/20/26	10481	GALVEZ VICTOR - VOID	($2.00)
40457	10/20/26	14064	MCCLAIN TIMOTHY - VOID	($22.04)
40859	10/20/26	01687	ALEXANDER WENDY - VOID	($25.35)
40993	10/20/26	13369	LANDEROS DANIEL - VOID	($82.96)
41522	10/20/26	06239	CLARY DWIGHT - VOID	($58.85)
42038	10/20/26	15527	OLMSTEAD EMIL - VOID	($20.00)
42255	10/20/26	15284	NYANG REGINA - VOID	($40.00)
47046	10/26/26	01567	CANON FINANCIAL SERVICES INC.	$6,162.24
47047	10/26/26	01780	AMALGAMATED TRANSIT UNION 1765	$34,888.69
47048	10/26/26	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	$846.03
47049	10/26/26	01895	ECOLUBE RECOVERY LLC	$164.70
47050	10/26/26	02060	AMERISAFE INC.	$65.73
47051	10/26/26	02162	ANTHRO-TECH INC.	$10,395.00

47052	10/26/26	02834	AVAAP USA LLC	$638,349.00
47053	10/26/26	03604	BLACK LAKE TOWING LLC	$549.00
47054	10/26/26	03631	BLUETRITON BRANDS INC.	$335.71
47055	10/26/26	04060	BUD CLARY OF YAKIMA INC	$131,253.00
47056	10/26/26	05937	CENTRALIA OK TIRE INC.	$142.19
47057	10/26/26	06013	CINTAS CORPORATION NO. 3	$1,130.62
47058	10/26/26	06120	CITY OF OLYMPIA	$12,251.81
47059	10/26/26	06216	CHRISTENSEN INC.	$2,914.87
47060	10/26/26	06230	CLARITY CONSULTING PARTNERS	$2,000.00
47061	10/26/26	06781	COMPUNET INC.	$6,270.66
47062	10/26/26	07220	CUMMINS INC.	$1,956.85
47063	10/26/26	07660	DAYTECH LIMITED	$1,965.00
47064	10/26/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	$3,786.08
47065	10/26/26	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	$120.00
47066	10/26/26	08643	EFP ADMIN LLC	$1,222.28
47067	10/26/26	08745	ELLIOTT AUTO SUPPLY CO INC.	$164.47
47068	10/26/26	09180	EXPRESS SERVICES INC	$4,946.18
47069	10/26/26	09205	ERF COMPANY INC.	$295.00
47070	10/26/26	09662	FERRELLGAS LP	$11,340.95
47071	10/26/26	09961	FORMA CONSTRUCTION COMPANY	$646,680.45
47072	10/26/26	10621	BOYD GROUP (U.S.) INC. - THE	$4,563.35
47073	10/26/26	10660	GILLIG LLC	$0.00
47074	10/26/26	10660	GILLIG LLC	$21,279.43
47075	10/26/26	10759	GORDON TRUCK CENTERS INC	$427.03
47076	10/26/26	10888	GTL LEASING LLC	$13,040.00
47077	10/26/26	11097	HART HEALTH AND SAFETY INC.	$759.29
47078	10/26/26	11779	INTERMOUNTAIN LOCK AND SECURITY SUPPLY C	$3,155.08
47079	10/26/26	11933	JESSE ORNDORFF	$3,671.80
47080	10/26/26	12458	KAUFMAN REAL ESTATE LLC	$10,186.75
47081	10/26/26	12825	KIRK'S AUTOMOTIVE INC.	$6,141.50
47082	10/26/26	12845	KNIGHT FIRE PROTECTION INC.	$1,570.50
47083	10/26/26	13743	MAGNUSON ETHAN	$139.99
47084	10/26/26	14405	MICHAEL G. MALAIER TRUSTEE	$1,903.38
47085	10/26/26	14590	MOHAWK MFG & SUPPLY CO.	$358.91
47086	10/26/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	$357.72
47087	10/26/26	15216	NORTHWEST BUS SALES INC	$394.79
47088	10/26/26	16252	ONSPOT OF NORTH AMERICA INC.	$1,589.33
47089	10/26/26	16302	O'REILLY AUTO ENTERPRISES	$283.19
47090	10/26/26	16701	PEAK INDUSTRIAL INC.	$2,491.14
47091	10/26/26	16765	PETROCARD INC.	$234,958.29
47092	10/26/26	17560	ROMAINE ELECTRIC CORP.	$2,058.79
47093	10/26/26	17724	ROBERT HALF INC.	$11,508.75
47094	10/26/26	17792	ROUSH CLEANTECH LLC	$1,837.58
47095	10/26/26	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	$3,675.00
47096	10/26/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	$72.03
47097	10/26/26	18530	STANDARD PARTS CORP.	$1,493.83
47098	10/26/26	18648	STORAGELAND LLC	$2,145.00
47099	10/26/26	21655	THE W.W. WILLIAMS COMPANY LLC	$197.50
47100	10/26/26	21830	THURSTON COUNTY SOLID WASTE	$60.00
47101	10/26/26	21950	TITUS-WILL CHEVROLET	$199.83
47102	10/26/26	22010	ROTTERS INC	$242.38

47103	10/26/26	22089	TRANSIT HOLDING INC.	$1,172.15
47104	10/26/26	23800	VESTIS GROUP INC.	$2,165.98
47105	10/26/26	25560	WASHINGTON STATE TRANSIT ASSOCIATION	$1,075.00
47106	10/26/26	25673	WSP USA INC.	$30,997.27
47107	10/26/26	26330	WRAPJAX LLC	$28,390.77
47108	10/26/26	26710	ZILLA CORPORATION	$9,685.66
47109	10/26/26	14750	MULLINAX FORD OF OLYMPIA LLC	$1,443.57
47110	10/28/26	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	$161,781.54
47111	10/28/26	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	$69,183.07
47112	10/29/26	06060	CITY OF OLYMPIA	$10,613.90
ACH	10/01/26		AUTHORIZE.NET	$293.04
ACH	10/02/26		HOUX BRENDEN	$230.00
ACH	10/02/26		BROWN JANA	$1,416.00
ACH	10/02/26		CHAFFEE DAVID	$73.49
ACH	10/02/26		COLLINS AMANDA	$413.16
ACH	10/02/26		CROW TOMMY	$297.00
ACH	10/02/26		GOFFENEY ANDREW	$463.00
ACH	10/02/26		GOULD JESSICA	$1,705.68
ACH	10/02/26		IT PROJECT ASSISTANCE	$858.00
ACH	10/02/26		IT WELLNESS	$853.00
ACH	10/02/26		KIERZEK PAUL	$230.00
ACH	10/02/26		LORENZO JEFFREY	$297.00
ACH	10/02/26		PHILLIPS KAYLA	$73.49
ACH	10/02/26		REINHARDT BRYCE	$295.70
ACH	10/02/26		SOTO ALEJANDRO	$612.94
ACH	10/02/26		SYKES ZACKERY	$169.80
ACH	10/02/26		VELASQUEZ RAYMOND	$428.36
ACH	10/02/26		WOOD ROBERT D.	$230.00
ACH	10/02/26		YEE JONATHON	$297.00
ACH	10/09/26		BORJA ALIHAUNDRA	$123.00
ACH	10/09/26		CUNNINGHAM LYNNE	$181.06
ACH	10/09/26		DOANE PETER	$53.00
ACH	10/09/26		GILLASPIE CALEB	$138.00
ACH	10/09/26		HEINEMEYER ZACHARY R.	$383.53
ACH	10/09/26		LEANORD CAREY	$53.00
ACH	10/09/26		MARTIN SHARON	$358.60
ACH	10/09/26		MARYOTT KIERA	$813.79
ACH	10/09/26		PARKER RONALD	$53.00
ACH	10/09/26		SMITH HEATHER	$740.38
ACH	10/16/26		BERGKAMP EMILY	$207.00
ACH	10/16/26		DENICOLA JANE	$53.00
ACH	10/16/26		JONES NICOLE	$168.00
ACH	10/16/26		LAMONTAGNE JOHN	$138.00
ACH	10/16/26		MARROQUIN JOEL	$55.00
ACH	10/16/26		MIDSTOKKE II MICHAEL	$1,082.79
ACH	10/16/26		NEAL ALANA	$220.00
ACH	10/16/26		SMITH JASON	$25.00
ACH	10/16/26		SNYDER ART	$180.00
ACH	10/16/26		STORBECK GLENN	$25.00
ACH	10/23/26		HOUX BRENDEN	$320.00
ACH	10/23/26		CROW TOMMY	$23.00

ACH	10/23/26	DEPARTMENT OF REVENUE	$6,197.60
ACH	10/23/26	DEPARTMENT OF REVENUE	$251.20
ACH	10/23/26	FONSECA RENEE E.	$125.00
ACH	10/23/26	HUG KARL	$438.49
ACH	10/23/26	INTERNATIONAL ASSOCIATION OF MACHINISTS	$2,367.49
ACH	10/23/26	KARKOSKI KEVIN	$293.00
ACH	10/23/26	LORENZO JEFFREY	$23.00
ACH	10/23/26	PHILLIPS SONJA	$115.00
ACH	10/23/26	YEE JONATHON	$96.49
ACH	10/24/26	JIMENEZ CLINTON	$1,080.00
ACH	10/30/26	AGUERO JASON	$259.93
ACH	10/30/26	BROWN JANA	$250.48
ACH	10/30/26	FAHR BEAU	$361.00
ACH	10/30/26	FREDERICKSON BRAD M.	$180.00
ACH	10/30/26	IT PROJECT ASSISTANCE	$857.00
ACH	10/30/26	IT WELLNESS	$839.00
ACH	10/30/26	STEENERSON SETH	$170.00
ACH	10/30/26	MEIERHOFF AMY	$424.20
ACH	10/30/26	REVEL STACI A.	$320.00
ACH	10/30/26	SMITH NIKOLAS	$138.00
			$6,906,550.28

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-A
MEETING DATE: November 18, 2026

FOR: **Intercity Transit Authority**

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

SUBJECT: **Community Advisory Committee Appointments**

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1) **The Issue:** Consider recommendations of the ad-hoc selection committee for Community Advisory Committee appointments.

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2) **Recommended Action:** Approve the 2027 CAC slate as presented.

Slate submitted to Intercity Transit Authority Board for Approval:

A. Re-appoint the following individuals to serve second consecutive three-year terms beginning January 1, 2027: ***JoAnn Scott*** *and* ***Rachel Wilson****;*

B. Appoint the following individuals to three-year terms beginning January 1, 2027*:* ***Malycia Ashley, James Broman, Heather Chambers****, and* ***Cameron Hardy****;*

C. Appoint the following individuals to a one-year term youth position beginning January 1, 2027: ***Brooke Perez*** *and* ***Lincoln Perry;***

D. Select the following individuals to be on the list of approved alternate candidates for 2027: ***Allie Deaton, Jemma Sadek, Rosa Quimby, and Max Wehunt.***

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3) **Policy Analysis:** As per the Operating Principles, the Intercity Transit Authority appoints members to the Community Advisory Committee.

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4) **Background:** At the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 6, 2026. The committee consisted of ITA Community Representatives *Sue Pierce, Justin Belk, Eileen Swarthout, Wendy Goodwin,* with CAC Members *Kindra Galan, Hallie Sutter and Jacqueline Garrison.* Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and is bringing their recommendation forward to the Authority for consideration.

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5) Alternatives:

A. Approve the slate as presented.

B. Defer appointments.

C. Recommend staff conduct another recruitment.

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6) **Budget Notes:** Funding for CAC Stipends is allocated for 20 CAC members in the 2027 operating budget.

7) **Goal References:** Appointment of new members to the CAC meets all Authority goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-B
MEETING DATE: November 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Camie Bailey, Senior Project Manager, 360-705-5814**

SUBJECT: **One IT Project Status, Upcoming Activities, Change Management Strategy**

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1) **The Issue:** Provide an update on the One IT project's progress toward the February 1, 2027, go-live Workday and Trapeze. This will cover current readiness, key accomplishments, schedule considerations and outstanding risks.

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2) **Recommended Action:** For information only.

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3) **Policy Analysis:** Per Intercity Transit Authority Bylaws Section III. POWERS, RIGHTS, RESPONSIBILITIES, "The Authority shall be responsible for establishing and monitoring the policies of Intercity Transit, its budget and service levels." The replacement of the agency's antiquated enterprise resource planning tool through the One IT project is a substantial capital expenditure which the ITA asked for updates on as implementation gets closer.

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4) **Background:** This presentation will outline upcoming activities, including user acceptance and integration testing, payroll validation, cutover planning, knowledge transfer, training, communications, and deployment support. In addition, the presentation will describe the change management strategy for preparing employees and leaders for the transition.

Key areas of focus will include coordinated leadership, timely communication, employee engagement, role-based training, feedback channels, and post go-live reinforcement. Together, these efforts will help minimize disruption, build confidence, and support the successful adoption of the new systems and way of working.

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

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6) **Budget Notes:** The One IT project (also listed as IS-103 Agency ERP SW System in budget documents) has been a capital rollover project since 2024. Of the $7.6M budgeted for in 2026, approximately $3M has been utilized as of October 1, 2026.

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7) **Goal Reference:** The One IT Project supports all eight agency goals.

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-C
MEETING DATE: November 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Nick Demerice, Chief Communication and External Relations Officer, 564-233-9418**

SUBJECT: **State Legislative Update and Agenda**

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1) **The Issue:** The Washington State Legislature will convene in January 2027 for its annual session. During this "long session," the Legislature will adopt a new biennial budget. This briefing provides the ITA with an overview of the agency's legislative priorities and strategy.

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2) **Recommended Action:** Receive the informational briefing; no Authority action is required.

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3) **Policy Analysis:** Policy EX-0008 "Establishing Organization Relationships" asserts Intercity Transit shall maintain and strengthen relationships with jurisdictions to ensure Intercity Transit takes advantage of the resources made available by, and the experience of, federal, state, and regional transportation agencies. The agency's lobbying activities will comply with the Public Disclosure Commission's guidance for public agencies and POLICY-HR-3519 regarding political activity.

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4) **Background:** Previously, Intercity Transit employed Foster Government Relations and Grist Public Affairs LLC to assist staff in keeping up to date with Washington State Legislature activities. Their contract expired in October 2026, and staff recommended temporarily pausing third-party state advocacy services for the time being. Chief Communication and External Relations Officer Nick Demerice has almost 20 years' experience in public service, including government relations and policy development. In his role Nick's essential duties include establishing and maintaining relationships with government officials, policy makers, and regulatory agencies, and will provide these services internally.

The Legislature faces significant constraints across the operating, capital, and transportation budgets. Its membership will also include many new legislators following several retirements and the 2026 election. Given this environment, the agency does not plan to pursue major budget or policy requests during the 2027 session. Instead, it will focus on three priorities:

1. Maintain and build relationships
2. Protect existing appropriations and contracts
3. Pursue opportunities for policy improvements

This approach will protect current investments, strengthen key relationships, and position the agency to pursue future opportunities.

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5) Alternatives: N/A.

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6) Budget Notes: Intercity Transit has approximately $11 million in state funding awards that must be reappropriated. These projects are nearing completion. Additionally, IT will apply for several competitive awards through the Washington State Department of Transportation. Discontinuing third party state advocacy and continuing this work with internal and experienced resource Nick Demerice saves the agency $48,000 per year.

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7) Goal Reference: Legislative activities support all eight agency goals.

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8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 5-D
MEETING DATE: November 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Rob LaFontaine, Planning Deputy Director, 360-628-3267**

SUBJECT: **January 2027 – Service Change**

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1) **The Issue:** Provide the ITA with a review of fixed route changes for January 2027.

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

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3) **Policy Analysis:** As a means to improve outreach, transparency, and public involvement, a staff presentation for anticipated service changes to the fixed route network will be shared with the Authority and CAC.

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4) **Background:** Sunday, January 10, 2027, will be Intercity Transit's next formal change in service. Planned adjustments to fixed route schedules, bus stops, and bus routes can occur three times a year in January, May and September coinciding with the established dates of Operator bidding on work assignments. The changes being prepared for January 2027 primarily include adjustments to schedules intended to improve on-time performance and bus-to-bus connections. There are no anticipated changes to existing bus route alignments or significant adjustments to existing bus stops.

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

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6) **Budget Notes:** Service Changes are reflected in the 2027 Annual Budget in terms of total operating employees, vehicles, and related facilities.

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7) **Goal Reference: Goal #1**: *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

Meeting Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE
October 19, 2026 – Hybrid Meeting

CALL TO ORDER

Community Advisory Committee (CAC) Chair Rachel Wilson called the hybrid August 17, 2026, meeting of the Community Advisory Committee to order at 5:00 p.m.

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

Absent: Andrew Hague, Finch Lucus, Jim Hanley, and Shawn Sandquist

Staff and Guests Present: Emily Bergkamp – Intercity Transit (IT) General Manager, Amanda Collins – Staff Liaison, Jesse Eckstrom – Information Systems (IS) Technician, Jana Brown – Chief Financial Officer, Brian Hess - Intercity Transit Authority (ITA), and Cameron Hardy (Observer).

APPROVAL OF AGENDA

Modified to add Ellen Matheny's ITA report for 10.7.2026

M/S/A by *Margaret Janis* and *Marty Slighte*

INTRODUCTIONS

Chair Wilson introduced Authority member, Brian Hess, as the ITA representative attending the meeting.

MEETING ATTENDANCE

A. **October 21, 2026 –** *(Hallie Sutter) – Confirmed*
B. **November 18, 2026 –** *(Marty Slighte) – Confirmed*
C. **December 16, 2026** – *(JoAnn Scott) – will be substituted with Clair Bourgeois and if she unable to Kindra Galan*

APPROVAL OF AUGUST MINUTES.

M/S/A by Ty Flint and JoAnn Scott

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

- **Route 74 Stop Announcements & Drop-Off Locations:** A member pointed out that Route 74 buses do not announce the Kaiser Permanente stop, leading to passenger confusion. Additionally, riders are confused because the bus loops around and drops passengers off on the same side of the street as Kaiser at the Lilly and 12th stop without realizing it.

DRAFT

- **Route Number Change Announcements:** A member expressed concern that when buses arrive at transit centers, L&I, or the college and change route numbers, drivers do not announce the change. The member suggested implementing automated electronic audio announcements to indicate what route an incoming bus is transitioning into, noting that drivers are often busy or unsure. Another member noted that while the 74-bus driver did announce a route transition in Lacey, the practice was inconsistent.

- **Trip Planner Route Continuity:** A member noted that when using the trip planner for a route that continues as a different bus, the directions do not clearly clarify the transition, which can be confusing for riders unfamiliar with the system.

- **Dial-A-Lift App Reliability & Rider Anxiety:** A member shared that returning to Dial-A-Lift after four months on fixed routes caused significant anxiety. They recommended discontinuing the Dial-A-Lift app entirely because erroneous app notifications reported that buses had arrived while drivers were parked taking breaks at completely different locations (such as Tumwater Historical Park instead of Falls Park). Another member echoed how intense and invisible this anxiety is, noting it can discourage people from leaving their homes. A member also asked whether the app was newly developed or built into existing IT scheduling software.

- **Service Redesign Feedback:** A member shared some feedback from a retired King County Metro transit planner who criticized the recent bus route redesigns, stating that geographic map coverage was prioritized over rider density, specifically citing perceived coverage losses north of Capital Lake near the courthouse. Staff noted they were already familiar with his feedback through public comments. Bergkamp had also met with him and other local retired transit planners prior the service redesign.

- **Real-Time Stop Signage Accuracy & Font Size:** A member observed that electronic signs at stops for routes like the 13 and 9X display scheduled timetable times rather than real-time arrival estimates when delays occur. Another member added that the font size on the signs is very small and difficult to read from a distance or for people with visual impairments, a concern echoed by online feedback. Staff clarified that the signs are part of an active pilot program with multiple display iterations, and while mounting options are limited by electrical infrastructure under overhangs, staff would follow up with the vendor regarding real-time accuracy and font size options.

- **Fixed-Route Reliability Praise:** A member shared positive feedback that fixed-route buses—specifically Routes 51 and 70—have been much more on time since recent internal line adjustments were made. Another member praised the Transit app for letting them track bus movements in real-time, which contrasted with their frustrating experience using Dial-A-Lift.

- **Transit App Map Navigation Tip:** A member asked how to view actual bus locations on the map using the Transit app when arrival times are a few minutes away. Another member explained that users must press the "GO" button to activate live vehicle tracking on the map view. Staff agreed that an instructional video or guide explaining these features would be useful.

- **Walk-N-Roll Program Communication & Community Success:** A member reported that inquiries sent to the general email address listed on the Intercity Transit website for the Walk-N-Roll program often go unanswered, suggesting direct staff contacts or social media messaging as better alternatives. Staff agreed to follow up on the general inbox. Another member shared an uplifting story about a senior center community member who was thrilled to receive a free adult bicycle through the Walk-N-Roll program.

- **Route 9X Commute Ridership:** A member highlighted that Route 9X is heavily utilized and packed during commute hours, demonstrating strong public demand and popularity.

DRAFT

Q&A on Route 74 Stop Names:

- **Question:** A member asked if stop announcements and signage could include recognizable business names like Kaiser Permanente to reduce confusion.
    - **Answer:** Staff explained that Intercity Transit generally avoids using business names because they can change over time (such as Group Health becoming Kaiser Permanente) but stated they would investigate whether an exception could be made for Kaiser given its long-standing location.

Q&A on Dial-A-Lift App Glitches:

- **Question**: A member asked whether the mobile app was a recently developed standard-alone tool or tied to existing agency software and recommended discontinuing it due to erroneous arrival alerts.
    - **Answer**: Staff noted that the app is integrated into the VIA ride-scheduling software. Because it was initially disabled due to early issues, staff acknowledged the need to inform data teams about current launch glitches—such as tablet settings or premature ride completions—to investigate whether settings need adjustment or if the app needs to be temporarily turned off. Staff also thanked members for sharing the heavy emotional toll and anxiety caused by transportation hurdles.

Q&A on Real-Time Signage and Pilot Technology:

- **Question**: Members asked why electronic stop signs displayed scheduled timetable times instead of real-time updates and requested larger font sizes for better readability.
    - **Answer**: Staff explained they recently toured the real-time signage technology with a vendor representative and confirmed that signs are designed to show real-time updates indicated by a small Wi-Fi icon. Staff noted they would follow up regarding why static schedules appeared, explained that the signage is still an active pilot program with physical constraints based on electrical wiring, and promised to ask the vendor if scrolling text or larger fonts are feasible.

NEW BUSINESS

A. **Draft 2027 Budget** *(Jana Brown)*

Chief Financial Officer Jana Brown presented the draft 2027 budget to update the Community Advisory Committee (CAC) in anticipation of a public hearing in November and final board approval in December. She also provided a pulse check on the income statement ending August 31, 2026, noting that service revenues and operating expenses are tracking on target, while capital expenditures are lower due to prioritized software implementation and service changes. Sales tax revenue accounts for roughly 60% of funding resources, with 2027 projections remaining neutral to 2026 collections. Operating and capital grants make up another significant portion, alongside a beginning fund balance of $275 million designated primarily for capital needs and vehicle replacements. The total proposed budget for 2027 stands at $185,153,561, which includes $109,260,605 in operating expenditures and $75,892,956 in capital expenditures driven heavily by vehicle backorders and rolling projects. New projects for 2027 feature the Amtrak Centennial Station roof replacement, CAD/AVL software

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upgrades, hydrogen infrastructure improvements, and Olympia Transit Center parking updates. Proposed staffing additions include additional coach operators, supervisors, transit ambassadors, a safety coordinator, business system analysts for the One IT software systems, an advanced technology training coordinator, and a senior finance specialist. The preliminary budget details are currently available on the public website for review. A public hearing is scheduled for November 18, 2026, leading up to final budget adoption at the December Authority meeting.

Q&A on Staff Compensation:

- **Question:** A member asked what portion of the budget goes toward salaries and benefits.
    - **Answer**: Staff explained that salaries are distributed across the entire budget rather than housed in a single-line item, meaning each administrative and operational service area includes its share of personnel costs.

Q&A on Fuel Costs:

- **Question**: A member inquired how the agency is forecasting expenses for 2027 given recent price hikes.
    - **Answer**: Staff responded that a budget amendment was completed in July 2026 to increase fuel allocations by $1 million, and fleet staff utilize mileage estimates and rate projections to build those increases directly into the 2027 budget. When asked if fuel is purchased ahead of time on long-term contracts, staff clarified that the agency piggybacks on state Department of Enterprise Services (DES) contracts and maintains seven on-site fuel fleets to service coaches, dial-a-lift gas vehicles, propane vehicles, and incoming hydrogen needs.

Q&A on Hydrogen:

- **Question**: A member asked whether hydrogen will eventually become cheaper than diesel over the long term.
    - **Answer**: Staff noted that long-term costs depend heavily on regional manufacturing development, pointing out that while a federally funded Northwest hydrogen hub project was recently pulled back by the federal government, other plants are advancing in Wenatchee, Washington, and Forest Grove, Oregon. To launch the pilot program and train staff, Intercity Transit is currently sourcing hydrogen fuel from California, which incurs higher transportation expenses.

Q&A on sales tax and professional services revenue increase:

- **Question**: A member asked if the sales tax expansion on professional services included consulting and similar services.
    - **Answer**: Staff noted they did not have the exact details off the top of their head and promised to follow up, acknowledging that the tax structure changes implemented by the Department of Revenue in late 2025 have driven a substantial, closely monitored increase in revenues.

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A. Draft Strategic Plan Update *(Emily Bergkamp)*

Strategic Plan Purpose & Review Timeline:

General Manager Emily Bergkamp introduced the upcoming updates to the five-year strategic plan, which outlines a comprehensive roadmap for delivering inclusive and sustainable public transportation. Committee members were encouraged to review the executive summary online and provide suggestions on guiding values, mission/vision statements, and service guidelines ahead of a scheduled public hearing on November 18, 2026.

Accomplishments & 2027 Outlook:

The plan highlights 2026 as a historic year marked by a major network redesign, progress on the One IT ERP system, and data-driven September 2026 service changes to improve on-time performance. While no major fixed-route changes are scheduled for 2027, staff anticipate schedule adjustments and routing reviews to address service gaps in Midtown Lacey, South Puget Sound Community College, The Evergreen State College, and the Thurston County Courthouse.

Mission & Vision Discussion:

Staff reviewed the agency's mission and vision statements—last updated in 2024 to emphasize safety, psychological safety, and diverse customer needs. Committee members and staff discussed ways to refine the language to make it more succinct while ensuring the organization's positive work culture, employee support, and commitment to reflecting the diverse community are properly represented.

Agency Goals & Operational Context:

The plan is guided by eight core goals covering PTBA-focused community needs assessment, outstanding customer service, safety, financial and staffing limitations, equity and sustainability, barrier reduction, partnerships, and emergency resiliency. Bergkamp shared an example regarding federal spare ratio compliance and maintenance limitations at the permanent shop, illustrating how staff balance regulatory targets with practical operational realities to avoid missed trips.

Discussion Points and Feedback

- A member inquired whether concerns regarding federal requirements and statements were connected to the discussion, to which staff explained that terms like diversity, equity, and inclusion (DEI) have sometimes been misconstrued, though Intercity Transit uses DEI to ensure broad outreach and hiring without quotas rather than removing terms due to external pressures or federal grant considerations.

- Another member suggested that the mission and vision statements contain numerous adjectives that can water down the core message, noting that a more succinct approach using fewer buzzwords could improve readability while preserving the underlying values.

- Staff noted that previous feedback from the DEI committee explored rewording options and acknowledged that there may be room to incorporate references to a positive work culture, employee support, and a workforce reflecting the community into both the mission and vision statements.

- A member emphasized the importance of implicit meaning within concise mission statements, noting that words like safety, accessibility, and sustainability carry significant weight even when brief.

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- Additional member comments highlighted that the workforce and the public form an interconnected community, pointing out existing bus signage welcoming all people as an alignment with these core values.

Q&A on Expanding Service to Unserved Areas:

- **Question:** ITA representative Brian Hess inquired about the process for incorporating communities outside of the current Public Transportation Benefit Area (PTBA), specifically areas south and outside of Yelm like Clearwood or Lake Lawrence.
    - **Answer:** Staff explained that there is a formal process requiring a ballot measure for residents to vote on approving an additional sales tax rate to fund transit services in their area, noting that sales taxes apply based on delivery addresses and zip codes such as online purchases**.**

Q&A on Future Review and Next Steps

- **Question:** A member praised the presentation and context provided by staff, expressing a desire to revisit the strategic plan with more time on the agenda in November.
    - **Answer:** Staff agreed to allocate more time at the next meeting to cover remaining topics like design principles—which govern fixed-route service priorities—while encouraging members to review the material offline ahead of the November session.

B. Nomination of Officers *(Amanda Collins)*

Amanda Collins led the annual nomination process for the 2027 leadership positions of Chair and Vice Chair. Current officers are permitted to serve up to two one-year terms under the organization's bylaws, and both expressed willingness to be nominated again. Members were given the opportunity to self-nominate or nominate their peers, with final elections scheduled to take place at the November meeting before the new term begins in January 2027.

Nominations

- **For Chair:**
    - Rachel Wilson was nominated by Ty Flint and accepted
    - Kindra Galan was nominated by Rabia Sheikh (Pending confirmation due to absence).
        - *Staff confirmed Kindra's acceptance after the meeting.*
    - Rabia Sheikh was nominated by Rachel Wilson and accepted the nomination.
- **For Vice Chair:**
    - Margaret Janis was nominated by Ty Flint and accepted

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A. General Manager's Report *(Emily Bergkamp)*

General Manager Emily Bergkamp provided an update regarding a lawsuit in which Intercity Transit participated as part of a coalition led by King County. On August 25, 2026, the 9th Circuit Court of Appeals ruled in favor of King County, Intercity Transit, and over 70 other local governments nationwide in the *King County v. Turner* case. The lawsuit successfully challenged federal executive branch efforts to condition federal grants from agencies like the USDOT and FTA on adopting specific administrative policies. Because an injunction had been in place during the legal proceedings, Intercity Transit has received or expects to receive $27 million in federal funding, which complements the local sales tax revenue used to support transit services, Dial-A-Lift, and facility upgrades. Bergkamp noted that while the federal government still has a limited timeline to pursue further legal steps, the favorable appeals ruling strengthens their position, and she extended special thanks to legal counsel Jeff Myers and Pacifica Law Group partner Paul Lawrence for their work on the case.

B. **CAC Ad hoc Committee Report** *(Amanda Collins)*

Intercity Transit is pausing plans to coordinate a statewide meeting with other agencies' CAC volunteers following feedback from other transit agencies. Continued efforts will be coordinated through Washington State Transit Association's (WSTA) Clerks Committee.

C. **October 7, 2026, ITA Report** *(Ellen Matheny)*

During the October 7th special meeting, Ellen Matheny attended on behalf of the board and reported on a highlight of the session: a presentation by Emily titled "Intercity Transit 101." The presentation detailed the history, creation, and ongoing management of the Public Transportation Benefit Area (PTBA) in Thurston County, also known as Intercity Transit. Impressed by its engaging quality, visual pictures, and depth, Ellen strongly advocated for scheduling Emily to deliver the full 30-minute presentation to their group in the future, despite their currently packed agenda.

December Meeting Announcement *(Amanda Collins)*

Amanda announced that, unlike in previous years when the December meeting was cancelled due to a lack of agenda items, a December CAC meeting will be held this year to cover scheduled business.

NEXT MEETING: November 16, 2026, 5:00 pm, Olympia Transit Center

- **ADJOURNMENT:** Meeting adjourned at 6:47 p.m.

Prepared by Amanda Collins & Nicole Jones

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