

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, April 17, 2024**  
**5:30 P.M.**

This is a hybrid meeting. You can attend in person at the Pattison Street location in the boardroom or remotely.

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

Call Toll Free: (844) 730-0140 / Phone Conference ID 491 828 440#

**CALL TO ORDER**

<b>STAFF INTRODUCTIONS</b>	<b>30 min.</b>
A. Operator Class 24-02 ( <i>Cameron Crass</i> )	
B. Sarah Ruffini, Transit Trainer ( <i>Cameron Crass</i> )	
C. Lyndzie Parker, Marketing & Communication Rep ( <i>Nick Demerice</i> )	
D. Fiona Sheehan, Development Assistant ( <i>Peter Stackpole</i> )	
<b>1) APPROVAL OF AGENDA</b>	<b>1 min.</b>
<b>2) PUBLIC COMMENT</b>	<b>3 min.</b>
<b>3) APPROVAL OF CONSENT AGENDA</b>	
A. March 6, 2024, and March 20, 2024, Minutes	
B. Payroll March: \$4,901,467.88	
C. Accounts Payable March: \$4,970,727.41	
Warrants: \$4,962,507.45	
ACH Payments: \$8,219.96	
<b>4) NEW BUSINESS</b>	
A. New Work Truck Purchase ( <i>Katie Cunningham</i> )	<b>5 min.</b>
B. Hydrogen Fuel Cell Electric Bus Purchase ( <i>Katie Cunningham</i> )	<b>5 min.</b>
C. Schedule TIP Public Hearing ( <i>Jessica Gould</i> )	<b>5 min.</b>
D. Capital Improvement Plan Draft Review and Schedule a Public Hearing ( <i>Jana Brown</i> )	<b>10 min.</b>
<b>5) COMMITTEE REPORTS</b>	
A. Thurston Regional Planning Council (Apr. 5) ( <i>Debbie Sullivan</i> )	<b>5 min.</b>
B. Transportation Policy Board (Apr. 10) ( <i>Justin Belk</i> )	<b>5 min.</b>
C. Community Advisory Committee (Apr. 15) ( <i>Harrison Ashby</i> )	<b>5 min.</b>
<b>6) GENERAL MANAGER'S REPORT</b>	<b>5 min.</b>
<b>7) AUTHORITY ISSUES</b>	<b>5 min.</b>

## 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](#).*

*Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.*

*Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).*

**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**March 6, 2024**

**CALL TO ORDER**

Vice Chair Mejia called the March 6, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; City of Tumwater Mayor Debbie Sullivan; Community Representative Sue Pierce; City of Yelm Councilmember Brian Hess; Community Representative Don Melnick; Labor Representative Mark Neuville.

**Members Excused:** Chair and City of Olympia Councilmember Clark Gilman; Community Representative Justin Belk.

**Staff Present:** Emily Bergkamp; Daniel Van Horn; Jason Aguero; Jessica Gould; Katie Cunningham; Pat Messmer; Tammy Ferris; Nathan Davis; Thera Black; Matt Kenney; Amanda Collins; Jonathon Yee; Michael Maverick; Nick Demerice; Jeff Peterson; Zach Heinemeyer.

**Others Present:** Jeff Myers, Legal Counsel; Rachel Weber and Betty Hauser, Community Advisory Committee.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**NEW BUSINESS**

**A. General Legal Services Contract Extension.** Jeff Peterson, Senior Procurement & Project Management Coordinator, presented for consideration a contract extension for general legal services. Intercity Transit entered into a one-year term contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich on April 1, 2023, for as needed legal services. The current contract allows for four annual extensions in one-year intervals subject to annual approval. This extension represents the first one-year extension option and once approved, would extend the term to March 31, 2025.

The firm was founded in the early 1980's and focuses on representing cities, counties, and special purpose districts throughout Washington State. The principal attorney proposed, Jeff Myers, has represented Intercity for the past four years. Mr. Myers is also counsel to other local agencies, including Olympic Region Clean Air Agency, LOTT Clean Water Alliance, and TCOMM 911.

## **Intercity Transit Authority Regular Meeting**

**March 6, 2024**

**Page 2 of 6**

The firm is proposing a rate increase of approximately 4.4% for Jeff for his work. The proposed rate increase brings the hourly rate up from \$235 to \$245 per hour. The proposed rate increase is supported by the Bureau of Labor Statistics rate increase for professional and business services.

Staff values the services Law, Lyman, Daniel, Kamerrer & Bogdanovich have provided Intercity Transit and supports the proposed contract extension.

**It was M/S/A by Cox and Sullivan to authorize the General Manager to execute an amendment of our legal services contract with Law, Lyman, Daniel, Kamerrer & Bogdanovich to adjust the hourly rate and extend the term of the agreement through March 31, 2025.**

- B. Consultant Services for ERP/ETMS Procurement.** Jeff Peterson, Senior Procurement & Project Management Coordinator, proposed utilizing an independent expert to assist in a procurement of an Enterprise Resource Planning (ERP) / Enterprise Transit Management Software solution.

Intercity Transit implemented the FleetNet software in 1993 (acquired by Avail Technologies about four years ago) which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety and maintenance and facilities inventory. FleetNet was also designed to accommodate the National Transit Database (NTD) reporting requirements and generates all required reporting information.

The Authority authorized Intueor to conduct a broad, unbiased, analysis of our workflow and the software support that underpins everyday operations. This scope of work was awarded in June 2023 for a not to exceed expense of \$184,827.50. The analysis has concluded, and the recommended action is to acquire new solution(s) that will reduce manual data management, streamline processes, and provide a modern software platform.

The next phase, Resource Development, has been negotiated and is being presented to the Authority for approval. The scope includes assistance developing a cost estimate, scope of work, packaging the Request for Proposals, selection planning, proposal evaluation guidance, and contract negotiations. Also included in the proposal is an option to assist with organizational change management (OCM). OCM services would be utilized as needed and the proposed cost for this optional service would not exceed \$50,000 of the request.

The project team appreciates the work Intueor has provided thus far and believes they are capable of successfully completing the resource development phase; therefore, the project team recommends proceeding with Intueor.

**It was M/S/A by Pierce and Sullivan to authorize the General Manager to proceed with Intueor Consulting Inc. (Intueor) to provide guidance, recommendations, technical expertise and supporting documentation needed to procure a viable ERP/ETMS solution for the not to exceed amount of \$369,900.00, inclusive of a 10% contingency, bringing the total contract amount not to exceed \$554,727.50.**

**C. Community Advisory Committee Bylaws Revision.** Bergkamp presented amendments to the Community Advisory Committee Bylaws. The CAC Bylaws were adopted on July 17, 2000, and previously amended twelve times, most recently on July 6, 2016. Since then, meeting procedures have been updated alongside the improvement of technology and agency efforts to promote diverse and inclusive participation. The CAC reviewed and accepted the proposed amendments on February 12, 2024, and are presenting them for ITA consideration through the General Manager.

Previously on January 3, 2018, the ITA approved a motion to rename the Committee and removed the term "Citizen," replacing it with "Community." This change promoted more inclusive participation from all community members, regardless of citizenship status. Following this change many materials were updated, but the Bylaws were not formally amended.

Other proposed amendments include updates to the following sections:

- **COMPOSITION:** Amend language in the list of groups participation is sought from to add lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more (LGBTQ+), revise Native American to Black, Indigenous, People of Color (BIPOC), and revise Senior Citizen(s) to Seniors. This amendment affirms Intercity Transit's commitment to intentionally seek participation from historically marginalized members of the community, such as BIPOC and people who identify as LGBTQ+.
- **MEETING SCHEDULE:** Amend language to broadly recognize all major holidays for an alternative meeting schedule should the holiday fall on a regularly scheduled meeting day. This responds to the acknowledgement of Juneteenth as a major federal and state holiday alongside MLK Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- **MEETING SCHEDULE:** Amend language to reflect the updated practice of hosting hybrid meetings. This promotes increased participation by adjusting the meeting format from in-person only allowing for member's virtual attendance.
- **AGENDA:** Amend language to reflect the updated practice of sending packet information in an electronic format. This supports our commitment to environmental sustainability by going paperless, unless specifically requested by a member.

- **MINUTES:** Amend language to reference the availability of electronic recordings that are maintained in accordance with RCW 40.14. This amendment utilizes modern technology to promote transparency of meetings with audio and visual records, and AI-generated transcripts.

**It was M/S/A by Sullivan and Pierce to approve the proposed changes to the Community Advisory Committee Bylaws.**

Melnick suggested the possibility of including language about a proposed stipend policy for members of the CAC as a way to encourage participation for those who are low income. Melnick said the cities of Lacey and Olympia have addressed this issue. Mejia said the Authority will have a future discussion about a stipend policy and asked staff to share the policies set forth by the cities of Olympia and Lacey.

## **COMMITTEE REPORTS**

**A. Thurston Regional Planning Council (Mar. 1).** Sullivan said Chair Vazquez recognized outgoing member, Councilman Clark Gilman for his service on the Transportation Policy Board (TPB) from 2016-2020, and TRPC from 2020-2023.

The Council approved the meeting dates for January and February 2025. It was approved to change these dates permanently due to holidays held during these months. View the January & February 2025 Meeting Calendar here:

[https://www.trpc.org/DocumentCenter/View/12529/5-2025calendar\\_converted\\_without-staff-report-due-dates](https://www.trpc.org/DocumentCenter/View/12529/5-2025calendar_converted_without-staff-report-due-dates)

Planning Manager Allison Osterberg presented a request that TRPC take action to accept recommended Thurston County Housing Need Allocations as a provisional step for the purposes of completing a land capacity analysis and meeting other requirements of Comprehensive Plan updates due in 2025. The recommended housing need allocations by income included representatives from Thurston County, Lacey, Olympia, Tumwater, Tenino, and Yelm. These housing allocations are a new requirement in the state Growth Management Act but built on information the Thurston Regional Planning Council (TRPC) currently provides to jurisdictions through the population and employment forecast. TRPC will work with these jurisdictions to use the provisional allocations as part of a land capacity analysis that is the next required step for Comprehensive Plan updates. The allocations may be revisited depending on the results of that work or as part of a future amendment to the Countywide Planning Policies. The full presentation can be found here: [https://www.trpc.org/DocumentCenter/View/12527/A8\\_GMA-Housing-Allocations\\_TRPC-Action](https://www.trpc.org/DocumentCenter/View/12527/A8_GMA-Housing-Allocations_TRPC-Action)

## **Intercity Transit Authority Regular Meeting**

**March 6, 2024**

**Page 5 of 6**

### **GENERAL MANAGER'S REPORT**

Community Advisory Committee member Claire Bourgeois invited Bergkamp to provide an update on all things about Intercity Transit at the Olympia Host Lions' Club. The group was incredibly warm and welcoming, and asked great questions.

The Bus Buddy Program is officially 10 years old. There is an anniversary celebration on March 16 at the Olympia Transit Center. Scott Schoengarth was on hand at the ITA meeting to pass out invitations to Board Members. Authority and CAC members received an electronic invitation to the event on March 1.

Human Resources extended 27 conditional job offers to successful candidates for Operator Class 24-02 starting March 25. We hope to end up with a class size of approximately 20.

There is good progress happening with construction at the Olympia Transit Center, with most updates on the Washington Street side completed. This project is updating sidewalks and ramps, replacing areas on the main bus platform to reduce potential trip hazards, and enhance pedestrian accessibility around the OTC site.

National Transit Employee Appreciation Day is coming up on March 18, honoring Intercity Transit's frontline employees who work hard to ensure we can provide vital transportation services to the community. Our Drivers, Operations Supervisors, Maintenance, and Facilities staff go above and beyond to keep us moving.

With the retirement of Steve Krueger, Grants Program Manager Jessica Gould has been designated as our Disadvantaged Business Enterprise Liaison Officer (DBELO).

Thanks to everyone who completed the Doodle poll to select a date for the annual planning session. This event will take place on Friday, May 10, 2024, from approximately 8:30 a.m. to 4:30 p.m., in the AdOps Board Room. Jason Robertson (JRO + CO) and Thomas Wittmann (Nelson-Nygaard) will both be on hand to facilitate and lead discussions at our first planning session since 2020. Both Robertson and Wittmann guided the agency through the Intercity Transit Road Trip, public outreach, and education regarding Proposition 1, the Zero Fare pilot and the creation of our short & long-range plans. This meeting will provide an opportunity to revisit elements of our long-range plan that are yet to be implemented, along with other pertinent topics.

### **AUTHORITY ISSUES**

Sullivan apologized for missing the last ITA meeting - she was hosting the AWC Mayor's Exchange and conducting a tour of the Market building and the brewery district.

**Intercity Transit Authority Regular Meeting**

**March 6, 2024**

**Page 6 of 6**

Cox said to hop on the Intercity Transit bus on Saturday, March 9 and enjoy the Lacey Cultural Celebration being held at St. Martin's University. It's a full day of events, food, resource and vendor booths, and performances. It's held from 10 a.m. to 6 p.m.

Melnick attended the volunteer event held at Panorama on February 22. The event was an opportunity for residents to understand volunteer opportunities throughout the area. About 70 residents attended.

**ADJOURNMENT**

**With no further business to come before the Authority, Vice Chair Mejia adjourned the meeting at 6:24 p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Clark Gilman, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: April 17, 2024**

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



**Minutes**  
**INTERCITY TRANSIT AUTHORITY**  
**Regular Meeting**  
**March 20, 2024**

**CALL TO ORDER**

Vice Chair Mejia called the March 20, 2024, meeting of the Intercity Transit Authority to order at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

**Members Present:** Vice Chair and Thurston County Commissioner Carolina Mejia; City of Tumwater Mayor Debbie Sullivan; City of Lacey Councilmember Carolyn Cox; Community Representative Sue Pierce; Community Representative Justin Belk; Community Representative Don Melnick; Labor Representative Mark Neuville; City of Olympia Councilmember Robert Vanderpool (alternate).

**Members Excused:** Chair and City of Olympia Councilmember Clark Gilman; City of Yelm Councilmember Brian Hess.

**Staff Present:** Emily Bergkamp; Amanda Collins, Dena Withrow; Jana Brown; Jason Aguero; Katie Cunningham; Pat Messmer; Peter Stackpole; Matt Kenney; Michael Maverick; Heather Stafford; Nathan Davis; Ramon Beltran; Alana Neal; Cameron Crass.

**Others Present:** Jeff Myers, Legal Counsel; Eliane Wilson and Betty Hauser, Community Advisory Committee.

**STAFF INTRODUCTION**

A. Dena Withrow introduced **Cameron Crass, Operations Deputy Director.**

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT - None.**

**APPROVAL OF CONSENT AGENDA**

It was M/S/A by Cox and Pierce to adopt the consent agenda as presented.

- A. **February 7, 2024, and February 21, 2024, Minutes**
- B. **Payroll February:** \$3,190,887.98
- C. **Accounts Payable February:** \$2,836,537.47  
Warrants: \$2,828,268.20  
ACH Payments: \$8,268.27
- D. **Surplus Property Vanpool 2810 (Katie Cunningham):** Declare Vanpool 2810 as surplus. Vanpool 2810, a 2018 Toyota Sienna 7-passenger van was recently involved in an accident. Based on an assessment provided by WSTIP, Intercity Transit's insurance provider, the total estimated pre-accident fair market of the vehicle is \$24,791.74. The estimated cost to repair the damage to this vehicle is \$25,871.60, which exceeds its fair market value, and the vehicle has therefore been deemed a total loss.

**NEW BUSINESS**

## Intercity Transit Authority Regular Meeting

March 20, 2024

Page 2 of 7

- A. National Transit Employee Appreciation Day (NTEAD).** In honor of NTEAD, Operations Deputy Director, Cameron Crass, shared a series of videos taken from the buses highlighting how Operators and frontline transit staff make a difference in the community, and who go above and beyond driving a bus, and displaying Operators' quick response in some situations that prevented a fatal outcome.

Video 1 showed an Operator avoided colliding with a cyclist who rode out in front of a traveling bus.

Video 2 showed an Operator avoided colliding with a car making an unexpected u-turn in front of the bus.

Video 3 and 4 showed Operators avoiding a collision with cars making a right-hand turn in front of the bus on a red light.

Video 5 showed an Operator avoiding a collision with a car that pulled out into the street, turning left into the lane the bus was in.

Video 6 showed an Operator who pulled up along Martin Way and found a person unresponsive lying on the sidewalk. The Operator provided CPR until the rescue unit arrived.

Crass shared the story of a little girl riding the bus on Christmas Eve who wanted to talk with Santa. The Operator let the girl sit in the driver seat and with coordination with the Dispatcher back at the office, and the little girl was able to talk to Santa.

Crass read several comments sent in by customers/riders about Operators, as well as our Maintenance and Facilities staff.

Bergkamp gave a big shout out to all of the Operators and Operations Supervisors who are first responders in the transit world. Kudos to Maintenance and Facilities staff who tend to be the unsung heroes because it starts with Maintenance who work to keep the buses running well and keeping them clean. Our Facilities staff are out in the community every day serving over a thousand bus stops/shelters - keeping them trash free and in good repair. Facilities staff wear many hats - they helped with the move into the new building and maintain all of the IT facilities.

- B. Equal Employment Opportunity Presentation.** Deputy Director of Human Resources, Alana Neal, briefed the ITA on the agency's Equal Employment Opportunity (EEO) program and recent applicant and employee utilization analysis. Federal Transit Administration (FTA) grant recipients are required to carry out FTA's Equal Employment Opportunity requirements and prepare EEO Programs.

Under Federal Transit Laws, FTA is responsible for ensuring that its recipients do not engage in employment discrimination:

*A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age.*

## Intercity Transit Authority Regular Meeting

March 20, 2024

Page 3 of 7

An updated program plan, including an annual utilization analysis and program goals, must be submitted to the FTA every four years for review and approval. Additionally, the program is evaluated as part of the FTA Triennial Review.

Federal laws make it illegal to discriminate in employment. Title VII specifically prohibits discrimination on the basis of race, color, religion, sex, and national origin, and ADA Law of 1990 prohibits discrimination against people with disabilities. Age Discrimination in Employment Act (ADEA) forbids discrimination against people over 40. Washington employment laws go further and prohibit discrimination based on honorably discharged veteran or military status, disability or use of a trained service animal by a person with disability, sexual orientation including identity and expression. IT works hard to ensure our policies and processes not only comply with laws and regulatory requirements but also meet the spirit of the laws.

Under Federal Transit Laws, FTA is responsible for ensuring its recipients do not engage in employment discrimination. IT's commitment and prohibited discrimination policy can be found in agency rule 301:

*Intercity Transit will recruit, train, and promote into all job levels without regard to race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, the use of a trained dog guide or service animal, sexual orientation, gender identity, genetic information or veteran status.*

FTA requires an EEO Program to contain the following elements:

1. Statement of Policy
2. Plan for dissemination both internally and externally.
3. Designation of appropriate personnel responsible for carrying out the EEO Program, including the designation of an EEO Officer
4. Utilization analysis
5. Goals and timetables to correct identified areas of underutilization or concentration.
6. Assessment of an agency's employment practices.
7. Plan for monitoring and reporting on the EEO Program.

In addition to preparing a new EEO Program every four years, IT's EEO program and utilization reports are included in the Triennial audit.

While the census is mandatory, IT can't require employees to report on their race and gender. We do have some data which gives us a general idea. Agency-wide, 357 reported gender and our gender data is just about identical to what we reported in 2020.

Neal provided an overview of the organization's demographics compared to county demographics. Intercity Transit's agency-wide snapshot of gender is 26% female; 73% male; and 1% identified as other. The 2020 Census shows Thurston County's gender snapshot as 51% female and 48% male. Next, Neal shared race demographics and commented that the agency reported at 75% white, which is 4% down from 2020 when it reported at 79% white. For Operators, the trend continued and 72% reported as white, down from 76% reporting white in 2020.

## Intercity Transit Authority Regular Meeting

March 20, 2024

Page 4 of 7

Neal shared the various outreach efforts being used. Some of the common advertising platforms we utilize when conducting recruitments include:

- Radio ads
- Movie ads
- Expanded presence at Joint Base Lewis-McCord
- Pride
- Diversity sites
- Work Source

Some efforts are transit industry specific – American Public Transportation Association, Transit job finder, Transit Talent; or other industries such as Growing Cycle Foundation and Bike Portland for Walk N Roll positions; or American Planning Association for Development positions.

IT developed a partnership with Work Source thanks to Amy Zurfluh and Hannah Toulme. IT held two hiring events in 2023 at Work Source that were heavily advertised. People are encouraged to RSVP, but they can also drop in off the street and we help them to apply online and conduct the interviews the same day. Operations had a bus parked outside Work Source and did the fit testing the same day as the application and interviews. We scheduled the skills test the next day.

Results of the two hiring events:

- February: 40 people attended, and we conducted 28 interviews.
- August: 36 people attended, and we conducted 27 interviews.

Other advertising venues included movie theater ads. Neal shared an ad shown at Yelm Cinemas, Century and Regal theaters. In 2023 we took advantage of radio ads at local stations KXXO, KGY and KAYO.

Neal said our maintenance technician, Joe Bell participated at a Recruit Military Job Fair. We found it's very helpful at a job fair to have a Subject Matter Expert who can speak knowledgeably about the work.

Neal shared IT's recruitment process. Our goal is to conduct a fair and equitable recruitment process, constantly examining best practices, in addition to expanding our outreach efforts which include:

- Refine our recruitment processes internally.
- Fair and equitable processes.
- Internal/external recruitments whenever possible.
- Consistent practices focus on standardizing processes so our applicants are all evaluated for same skills and qualifications.
- Skills assessment that is customer service focused.
- Practical fit evaluation
- Skills Assessments
  - Maintenance Techs have a hands-on and knowledge-based test - 90 min for both assessments.
- Criminal background and driving history checks.

## Intercity Transit Authority Regular Meeting

March 20, 2024

Page 5 of 7

- Reference checks with prior employers.
- Pre-employment drug screen for CDL holders

The end results for 2023:

- Total applications received totaled were 1,391
- Total coach applications totaled 545 (5 classes)
- Onboarded 102 new employees.
- Onboarded 65 operators in five operator classes.

Neal said IT's goal is to work hard to build a performance-based workforce that champions diversity.

### COMMITTEE REPORTS

- A. Transportation Policy Board (Mar. 13).** Belk reported the TPB approved the proposed Amendment to the 2024-2027 Regional Transportation Improvement Program so funding can be released for the City of Olympia Pacific, State and 4<sup>th</sup> Street Chip Seal project.

The Board received an overview by Cascadia Consulting and the Disability Rights Washington of a recent study completed for the Washington State Legislature's Joint Transportation Committee. The study includes demographics of nondrivers in Washington state, how current transportation infrastructure and services serve nondrivers, and the impact those options have on access to daily life activities.

Senior Planner Paul Brewster presented background information for a priority shared use trail preservation project set aside to be included as part of TRPC's proposed 2024 Federal Transportation Grant Funding Call for Projects Process.

TPB staff presented a recommendation on the funding level, grant program source, and project prioritization options. Board members will consider the trail preservation set aside on April 10. In April, the Board will provide staff feedback on the trail preservation set aside and other Call for Projects process details.

- B. Community Advisory Committee (Mar. 18).** Eliane Wilson reported the CAC received a presentation by the state advocacy consultants, David Foster and Joanna Grist on action taken during this year's legislative session; received a Walk N roll Program update; and the same presentations as this evening on the National Transit Employee Appreciation Day videos and EEO update.

Wilson said there were three Consumer Issues. The first was about Vanpool fees and the discrepancy between utilizing Vanpool services and paying for the cost of parking. Second was about more service on Routes 64 and 94, and the third was a question about walkability and what are acceptable traffic speeds to make that happen.

### GENERAL MANAGER'S REPORT

## Intercity Transit Authority Regular Meeting

March 20, 2024

Page 6 of 7

The Bus Buddy Program is officially 10 years old. We had a great celebration on March 16 at the Olympia Transit Center. Scott Schoengarth and all the Bus Buddies were on hand to commemorate this big milestone.

We anticipate a class size of 21 for Operator Class 24-02 starting Monday, March 25. We hope to end up with a class size of approximately 20. This is on the heels of Class 24-01, a group of 19 new Operators graduating on Friday, March 22.

Bergkamp met with Clark Gilman, Carolina Mejia, and consultant Jason Robertson from JRO+CO to discuss the ITA's topics of interest for the annual planning session. The event is scheduled for Friday, May 10, 2024, from approximately 8:30 a.m. to 4:30 p.m. in the AdOps Board Room. Robertson and Thomas Wittmann from Nelson-Nygaard will both be on hand to facilitate and lead discussions at our first planning session since 2019. Both Robertson and Wittmann guided the agency through the Intercity Transit Road Trip, public outreach, and education regarding Proposition 1, the Zero Fare pilot and the creation of our short and long-range plan. This meeting will provide an opportunity to revisit elements of our long-range plan that are yet to be implemented, along with other pertinent topics.

The Transportation Security Administration recently conducted a review of IT's security policies and procedures called a Baseline Assessment for Security Enhancement (BASE) and its goal is to help us elevate our security posture in ways that are specific to our system. They returned on March 8 with an executive summary.

Save the date for the **South Sound Regional Roadeo** being held June 29 and 30. Intercity Transit will host the Regional Roadeo at the Tumwater Brewery grounds. Regional Roadeos are a unique learning opportunity for Operators and Maintenance Teams to engage with other transit agency professionals and compete in driving skills and maintenance disciplines. Operators and Maintenance Teams with top scores progress to the statewide competition and the international competition.

Kirk Hovenkotter from Transportation Choices Coalition (TCC) visited Intercity Transit on March 18 for a meet-and-greet and tour. He and Bergkamp rode the bus from Pattison to the Olympia Transit Center to get out in the system. TCC is a partner in advocating for transit funding and access for both transit agencies and riders alike.

Brody LaRock, Principal of NTPS Envision Career Academy, Brad Hooper Director of Career and Technical Education and Charlene Sandifer, Career Center Specialist, took a tour of IT's Walk N Roll (WNR) Bike Shop and they plan to start partnering with WNR staff to host Envision students at our bike shop. We also toured the Maintenance facility and gave an open invitation for students to return for a visit.

National Transit Employee Appreciation Day was on March 18, and we will continue to celebrate all week long, honoring Intercity Transit's frontline employees who work hard to ensure we can provide vital transportation services to the community. Our Operators (drivers), Operations Supervisors, Maintenance and Facilities staff go above and beyond to keep us moving.

**Intercity Transit Authority Regular Meeting**

**March 20, 2024**

**Page 7 of 7**

**AUTHORITY ISSUES**

Cox said the City of Lacey proclaimed March 31 as Transgender Day of Visibility. They encourage all community members to celebrate and respect the lives and voices of individuals who are transgender, gender non-conforming, and non-binary, and work towards eliminating violence and discrimination in all forms.

Pierce promoted the South Sound Regional Rodeo being held in June and shared the poster created by David Dudek and explained how the QR code works for individuals who would like to volunteer.

**ADJOURNMENT**

**With no further business to come before the Authority, Vice Chair Mejia adjourned the meeting at 6:41p.m.**

**INTERCITY TRANSIT AUTHORITY**

**ATTEST**

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**Clark Gilman, Chair**

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**Pat Messmer  
Clerk to the Authority**

**Date Approved: April 17, 2024**

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

One of our Operators, Mark Skinner, recently shared a couple of the experiences he has had on his bus, in his own words. He titles his encounters "PB & J's."

"It started one night with a 9-minute layover at one of our regional transfer points. It seemed the perfect time to take a little snack break. This day, I had a passenger on the bus and decided to ask him if he had eaten today. He replied that he had this morning. I generally pack a couple of peanut butter and jelly sandwiches and so I offered him one. We sat and ate and had a nice chat. He shared a little about himself, including that he lives with schizophrenia. He has been houseless for a while. He shared with me that his disability has strained many of his relationships with others, especially with his parents. I told him that I was also a parent, and that no matter what the issue my children had, I would always want my kids to be okay. He said that his parents lived close by, and he would really like to see them again. I told him that if he had their phone number, we could give them a call. His smile was so big that he caused me to smile with him. We called, and his mother answered the phone. I explained who I was and why I was calling. She started crying and told me that they had not seen him in months. She asked where I was and if her son was "good". I let her know that he was currently with me on my bus, and we were having a friendly conversation. She asked me if I could wait so that she could drive up to the transfer point to meet him, because she was only a few blocks away. I waited and was rewarded with the sight of the love of a mother! A few days later I saw this young man again downtown at OTC and he came over and thanked me. He remains in contact with his parents and when I see him, I always say Hello.

I met another individual on the 94 route, and he had all of his belongings in a pull cart. Similarly, I had a layover at a regional transfer point where I usually have lunch at. When I asked this gentleman when he ate last, he replied, "this morning. It was 9pm. Always having an extra sandwich, I offered him a Peanut Butter and Jelly. As we sat and ate, I learned that my passenger used to be a Cab Driver that had Thurston County as his territory. He said that he had leased a vehicle from a local cab company and was making a good living. Then COVID hit. Everything shut down and he was unable to make the lease payment for his cab for 3 months. The cab company repossessed his cab and Robert lost his livelihood. I asked why he couldn't go back to that. He told me that he lost his medical insurance shortly after and that he had health issues which led to him losing his driver's license. We had an engaging conversation and spoke about his hopes that he could help others that have been affected. He stated that it's been tough getting housing, but he is on the wait list for a tiny home downtown. I have seen him since our PB&J talk, and he has had some of his belongings stolen from him. He stated that he has had an issue that sent him to the hospital and is now concerned that his ability to get housing is in danger due to his illness.

When I started with Intercity Transit, Operations Director Dena Withrow came and spoke to us one day during training and said something that really put things into perspective for me. She said, "your worst day doesn't even come close to some of your passengers' best days." That statement was powerful to me and stays with me to this day. I know that I don't necessarily have the ability to fix all of the problems we have in our society, but I do know that I can offer a PB&J, an ear to listen, provide quality, accessible transportation, and hopefully make their day a little bit better."



**Intercity Transit  
Payroll Disbursement List  
March 2024**

**Pay Periods:**

PP 5 (Feb 11 - 24)

PP 6 (Feb 25 - Mar 9)

PP 07 (Mar 10 - 23)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
3/1/2024 ACH	February AFLAC (cleared 3/1)	14,045.00
3/1/2024 ACH	PR DIRECT DEPOSIT	1,070,331.24
3/1/2024 39293 - 39294	PR PAPER CHECKS	3,277.06
3/1/2024 ACH	IRS	183,136.34
3/1/2024 ACH	HEALTH SAVING	92.59
3/1/2024 ACH	VANGUARD	137,472.73
3/1/2024 ACH	PERS	235,440.53
3/1/2024 ACH	DEF COMP	43,641.86
3/1/2024 ACH	ICMA	14,936.93
3/1/2024 ACH	CHILD SUPPORT	2,457.36
3/15/2024 ACH	PR DIRECT DEPOSIT	972,155.53
3/15/2024 39400	PR PAPER CHECKS	1,578.19
3/15/2024 ACH	IRS	154,435.64
3/15/2024 ACH	HEALTH SAVING	92.59
3/15/2024 ACH	VANGUARD	127,480.61
3/15/2024 ACH	PERS	223,794.51
3/15/2024 ACH	DEF COMP	42,529.39
3/15/2024 ACH	ICMA	14,191.10
3/15/2024 ACH	CHILD SUPPORT	3,047.50
3/15/2024 ACH	PERS split month rounding	0.09
3/29/2024 ACH	DIRECT DEPOSIT	1,058,917.58
3/29/2024 ACH	HEALTH SAVING	92.59
3/29/2024 39498 - 39502	PAPER CHECKS	4,423.35
3/29/2024 ACH	IRS	167,054.35
3/29/2024 ACH	VANGUARD	127,557.90
3/29/2024 ACH	PERS	224,578.42
3/29/2024 ACH	DEF COMP	43,188.91
3/29/2024 ACH	ICMA	14,437.97
3/29/2024 ACH	CHILD SUPPORT	3,047.50
3/28/2024 ACH	AFLAC	14,032.52
<b>Total Payroll Disbursements</b>		<b>4,901,467.88</b>

**INTERCITY TRANSIT  
A/P DISBURSEMENT LIST  
MARCH 2024**

<u>Check No.</u>	<u>Reference Date</u>	<u>Vendor No.</u>	<u>Payee</u>	<u>Amount</u>
39295	03/04/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,520.33
39296	03/04/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,243.06
39297	03/04/24	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,878.34
39298	03/04/24	05941	CENTURYLINK	\$5,047.56
39299	03/04/24	06120	CITY OF OLYMPIA (UTILITIES)	\$7,810.09
39300	03/04/24	06836	CONTINENTAL BATTERY SYSTEMS	\$2,336.34
39301	03/04/24	07220	CUMMINS INC.	\$5,738.84
39302	03/04/24	07350	CW JANITORIAL SERVICE LLC	\$44,465.75
39303	03/04/24	09662	FERRELLGAS LP	\$2,879.91
39304	03/04/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
39305	03/04/24	10477	GALLS PARENT HOLDINGS LLC	\$1,499.95
39306	03/04/24	10660	GILLIG LLC	\$17,150.01
39307	03/04/24	10759	GORDON TRUCK CENTERS INC	\$3,793.42
39308	03/04/24	11097	HART HEALTH AND SAFETY INC.	\$485.13
39309	03/04/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$2,056.15
39310	03/04/24	11230	HELM LLC	\$6,700.00
39311	03/04/24	11805	ITERIS INC	\$17,065.24
39312	03/04/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
39313	03/04/24	11933	JESSE ORNDORFF	\$793.88
39314	03/04/24	12875	KPFF CONSULTING ENGINEERS INC	\$25,320.89
39315	03/04/24	13726	M & S COLLISION LLC	\$3,311.94
39316	03/04/24	14160	MCMASTER-CARR SUPPLY CO.	\$35.32
39317	03/04/24	14405	MICHAEL G. MALAIER TRUSTEE	\$207.69
39318	03/04/24	14590	MOHAWK MFG & SUPPLY CO.	\$1,437.00
39319	03/04/24	14670	MNS MARKETING LLC	\$532.50
39320	03/04/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$520.47
39321	03/04/24	14760	MUNCIE TRANSIT SUPPLY	\$2,408.86
39322	03/04/24	16765	PETROCARD INC.	\$123,169.27
39323	03/04/24	16841	PIONEER FIRE & SECURITY INC.	\$131.16
39324	03/04/24	16969	POINT GRAPHICS LLC	\$731.09
39325	03/04/24	16974	POMP'S TIRE SERVICE INC.	\$1,918.26
39326	03/04/24	17130	PRESTIGE TRUCK ACCESSORIES INC.	\$10,962.99
39327	03/04/24	17420	R&R TIRE COMPANY INC.	\$2,152.55
39328	03/04/24	17580	RECARO NORTH AMERICA INC.	\$155.73
39329	03/04/24	17900	SCHETKY NORTHWEST SALES INC.	\$168.46
39330	03/04/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,609.98
39331	03/04/24	18530	STANDARD PARTS CORP.	\$2,030.77
39332	03/04/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$16,335.72
39333	03/04/24	21850	THURSTON COUNTY TREASURER	\$1,976.18
39334	03/04/24	21950	TITUS-WILL CHEVROLET	\$858.88
39335	03/04/24	22010	ROTTERS INC.	\$1,309.65
39336	03/04/24	22100	TRANSIT SOLUTIONS LLC	\$357.60

39337	03/04/24	22235	TREW ENTERPRISE LLC	\$740.22
39338	03/04/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$424.22
39339	03/04/24	24000	W. W. GRAINGER INC.	\$145.53
39340	03/04/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$38,832.50
39341	03/04/24	24755	WA ST HEALTH CARE AUTHORITY	\$693,249.27
39342	03/12/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,922.72
39343	03/12/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,237.42
39344	03/12/24	03023	BACKUPIFY INC.	\$1,111.50
39345	03/12/24	06040	CITY OF LACEY	\$1,302.43
39346	03/12/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$1,049.45
39347	03/12/24	06836	CONTINENTAL BATTERY SYSTEMS	\$46.78
39348	03/12/24	07220	CUMMINS INC.	\$3,001.82
39349	03/12/24	07619	DAVID S FOSTER	\$2,000.00
39350	03/12/24	08006	DK BOOS GLASS INC.	\$643.86
39351	03/12/24	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,460.09
39352	03/12/24	08091	DSI MEDICAL SERVICES	\$814.00
39353	03/12/24	08800	EMERGENCY VEHICLE SOLUTIONS LLC	\$313.89
39354	03/12/24	09180	EXPRESS SERVICES INC	\$2,935.50
39355	03/12/24	09662	FERRELLGAS LP	\$1,312.46
39356	03/12/24	10251	FRUITION GROWTH LLC	\$2,683.55
39357	03/12/24	10477	GALLS PARENT HOLDINGS LLC	\$1,642.65
39358	03/12/24	10660	GILLIG LLC	\$0.00
39359	03/12/24	10660	GILLIG LLC	\$8,111.97
39360	03/12/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
39361	03/12/24	10759	GORDON TRUCK CENTERS INC	\$1,749.17
39362	03/12/24	10956	HAGGARD & GANSON LLP	\$6,438.00
39363	03/12/24	11261	HERMANSON COMPANY LLP	\$3,000.30
39364	03/12/24	11933	JESSE ORNDORFF	\$1,072.23
39365	03/12/24	11943	JOANNA GRIST	\$2,000.00
39366	03/12/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$3,615.30
39367	03/12/24	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,865.67
39368	03/12/24	13726	M & S COLLISION LLC	\$18,216.60
39369	03/12/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,103.08
39370	03/12/24	14879	NANDO P. MERLINO	\$62,374.31
39371	03/12/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$324.30
39372	03/12/24	15203	NORTHWEST CASCADE INC	\$2,319.99
39373	03/12/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$862.81
39374	03/12/24	16252	ONSPOT OF NORTH AMERICA INC.	\$925.00
39375	03/12/24	16623	PALAMERICAN SECURITY INC.	\$84,843.31
39376	03/12/24	16701	PEAK INDUSTRIAL INC.	\$1,824.24
39377	03/12/24	16765	PETROCARD INC.	\$61,301.47
39378	03/12/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$325.64
39379	03/12/24	17505	RAINIER DODGE INC.	\$110.71
39380	03/12/24	17560	ROMAINE ELECTRIC CORP.	\$1,116.79
39381	03/12/24	17824	S & A SYSTEMS INC	\$617.58
39382	03/12/24	17861	SAMBA HOLDINGS INC.	\$651.39
39383	03/12/24	17900	SCHETKY NORTHWEST SALES INC.	\$527,303.99
39384	03/12/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$477.73
39385	03/12/24	18469	SPORTWORKS GLOBAL LLC	\$96.78
39386	03/12/24	18530	STANDARD PARTS CORP.	\$720.72
39387	03/12/24	18540	STANTEC CONSULTING SERVICES INC	\$79,640.89

39388	03/12/24	18648	STORAGELAND LLC	\$6,050.00
39389	03/12/24	21630	THE ATHENA GROUP LLC	\$1,580.00
39390	03/12/24	21659	THERMO KING NORTHWEST INC.	\$6,000.00
39391	03/12/24	21950	TITUS-WILL CHEVROLET	\$708.71
39392	03/12/24	22010	ROTTERS INC.	\$265.21
39393	03/12/24	22170	TRANSPORTATION CHOICES COALITION	\$8,000.00
39394	03/12/24	22235	TREW ENTERPRISE LLC	\$1,160.70
39395	03/12/24	22420	ALLEN WALTON	\$355.88
39396	03/12/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$443.00
39397	03/12/24	23975	VU DAT	\$95.79
39398	03/12/24	24000	W. W. GRAINGER INC.	\$763.66
39399	03/12/24	25909	WEX BANK	\$35,260.24
39401	03/13/24	23400	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$24,414.86
39402	03/13/24	23405	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$198.83
39403	03/13/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
39404	03/13/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
39405	03/13/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$108,667.15
39406	03/18/24	01567	CANON FINANCIAL SERVICES INC.	\$3,874.23
39407	03/18/24	01780	AMALGAMATED TRANSIT UNION 1765	\$24,336.87
39408	03/18/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$4,766.67
39409	03/18/24	02060	AMERISAFE INC.	\$1,071.85
39410	03/18/24	02380	ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$1,591.85
39411	03/18/24	05320	CAPITOL CITY PRESS INC	\$25,723.47
39412	03/18/24	05340	CAPITOL COURIER SERVICE	\$199.44
39413	03/18/24	06836	CONTINENTAL BATTERY SYSTEMS	\$2,187.97
39414	03/18/24	07220	CUMMINS INC.	\$5,440.67
39415	03/18/24	09180	EXPRESS SERVICES INC	\$1,565.60
39416	03/18/24	09550	FAIRWAY COLLECTIONS LLC	\$459.89
39417	03/18/24	09662	FERRELLGAS LP	\$1,819.20
39418	03/18/24	10477	GALLS PARENT HOLDINGS LLC	\$1,595.87
39419	03/18/24	10660	GILLIG LLC	\$0.00
39420	03/18/24	10660	GILLIG LLC	\$9,561.97
39421	03/18/24	10759	GORDON TRUCK CENTERS INC	\$488.96
39422	03/18/24	11231	HERC RENTALS INC.	\$1,833.38
39423	03/18/24	11933	JESSE ORNDORFF	\$446.76
39424	03/18/24	13404	LASTPASS US LP	\$4,868.37
39425	03/18/24	13485	LEMAY MOBILE SHREDDING	\$248.00
39426	03/18/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,897.51
39427	03/18/24	14405	MICHAEL G. MALAIER TRUSTEE	\$207.69
39428	03/18/24	14590	MOHAWK MFG & SUPPLY CO.	\$484.75
39429	03/18/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$580.96
39430	03/18/24	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$819.94
39431	03/18/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$162.15
39432	03/18/24	15203	NORTHWEST CASCADE INC	\$2,372.12
39433	03/18/24	15545	PROFESSIONAL BUSINESS SERVICES INC.	\$629.66
39434	03/18/24	15620	VISITOR & CONVENTION BUREAU OF THURSTON	\$3,011.00
39435	03/18/24	16490	HAROLD LEMAY ENTERPRISES	\$917.44
39436	03/18/24	16841	PIONEER FIRE & SECURITY INC.	\$117.00
39437	03/18/24	16974	POMP'S TIRE SERVICE INC.	\$756.29
39438	03/18/24	17290	PUGET SOUND ENERGY	\$35,378.13
39439	03/18/24	17505	RAINIER DODGE INC.	\$280.20

39440	03/18/24	17560	ROMAINE ELECTRIC CORP.	\$5,099.96
39441	03/18/24	17580	RECARO NORTH AMERICA INC.	\$2,280.36
39442	03/18/24	17792	ROUSH CLEANTECH LLC	\$361.35
39443	03/18/24	17824	S & A SYSTEMS INC	\$8,905.26
39444	03/18/24	17900	SCHETKY NORTHWEST SALES INC.	\$0.00
39445	03/18/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,583,489.85
39446	03/18/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$927.05
39447	03/18/24	18052	SHEA CARR & JEWELL INC.	\$13,381.58
39448	03/18/24	18066	SHI INTERNATIONAL CORP.	\$13,997.82
39449	03/18/24	18530	STANDARD PARTS CORP.	\$1,124.14
39450	03/18/24	18705	SUNBELT RENTALS INC.	\$3,487.21
39451	03/18/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$11,334.63
39452	03/18/24	21950	TITUS-WILL CHEVROLET	\$517.22
39453	03/18/24	21976	TOTAL BATTERY SUPPLY AND AUTOMOTIVE LLC	\$92.85
39454	03/18/24	23660	UNITED WAY OF THURSTON COUNTY	\$426.00
39455	03/18/24	23984	WAKPAMNI LAKE COMMUNITY CORPORATION	\$254.99
39456	03/18/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$803.25
39457	03/18/24	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$50.00
39458	03/18/24	26861	WESTERN GRAPHICS INC.	\$2,710.13
39459	03/25/24	01780	AMALGAMATED TRANSIT UNION 1765	\$31,179.36
39460	03/25/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$5,883.07
39461	03/25/24	01895	ECOLUBE RECOVERY LLC	\$98.80
39462	03/25/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$2,602.24
39463	03/25/24	06120	CITY OF OLYMPIA (UTILITIES)	\$5,628.33
39464	03/25/24	07120	GORDON PRODUCTS INC.	\$3,587.50
39465	03/25/24	07220	CUMMINS INC.	\$5,122.99
39466	03/25/24	09180	EXPRESS SERVICES INC	\$1,565.60
39467	03/25/24	09662	FERRELLGAS LP	\$3,012.23
39468	03/25/24	09961	FORMA CONSTRUCTION COMPANY	\$638,628.64
39469	03/25/24	10290	FUSION GRAPHIX LLC	\$8,283.16
39470	03/25/24	10660	GILLIG LLC	\$0.00
39471	03/25/24	10660	GILLIG LLC	\$8,739.84
39472	03/25/24	10759	GORDON TRUCK CENTERS INC	\$2,841.96
39473	03/25/24	10826	GRAVITEC SYSTEMS INC.	\$3,150.00
39474	03/25/24	12486	KEITH TURNER	\$500.00
39475	03/25/24	13726	M & S COLLISION LLC	\$17,653.53
39476	03/25/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,490.34
39477	03/25/24	15090	NELSON TRUCK EQUIPMENT CO. INC.	\$117.81
39478	03/25/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$208.09
39479	03/25/24	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$788.51
39480	03/25/24	16262	OPENSQUARE HOLDINGS	\$118.26
39481	03/25/24	16765	PETROCARD INC.	\$60,456.82
39482	03/25/24	16888	REXEL USA INC.	\$361.88
39483	03/25/24	16969	POINT GRAPHICS LLC	\$2,086.41
39484	03/25/24	16974	POMP'S TIRE SERVICE INC.	\$756.29
39485	03/25/24	17420	R&R TIRE COMPANY INC.	\$2,288.54
39486	03/25/24	17505	RAINIER DODGE INC.	\$339.82
39487	03/25/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$1,564.57
39488	03/25/24	18066	SHI INTERNATIONAL CORP.	\$931.30
39489	03/25/24	18530	STANDARD PARTS CORP.	\$899.76
39490	03/25/24	18651	STORMANS INC.	\$787.25

39491	03/25/24	18695	SUMMIT LAW GROUP PLLC	\$6,101.50
39492	03/25/24	21950	TITUS-WILL CHEVROLET	\$617.91
39493	03/25/24	22010	ROTTERS INC.	\$1,016.44
39494	03/25/24	22235	TREW ENTERPRISE LLC	\$10,813.67
39495	03/25/24	25907	WESTERN WASHINGTON UNIVERSITY	\$49,500.00
39496	03/25/24	26405	XIOLOGIX LLC	\$1,969.95
38818	03/26/24	11476	HYDROGEN FUEL CELL BUS COUNCIL DC	(\$2,000.00)
39497	03/26/24	24540	WA ST DEPT OF TRANSPORTATION	\$121,651.00
ACH	03/01/24		BAIR ALYSIA	\$65.94
ACH	03/01/24		MADISON JACKSON J.	\$136.00
ACH	03/04/24		AUTHORIZE.NET	\$217.29
ACH	03/08/24		BERGKAMP EMILY	\$259.31
ACH	03/08/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,868.75
ACH	03/08/24		SYKES ZACKERY	\$151.84
ACH	03/15/24		BERGKAMP EMILY	\$36.14
ACH	03/15/24		MCPHERSON ALEXANDRA J.	\$105.50
ACH	03/15/24		SMITH HEATHER	\$83.02
ACH	03/22/24		CRANOR KAYLA R.	\$222.15
ACH	03/22/24		IT PROJECT ASSISTANCE	\$530.00
ACH	03/22/24		IT WELLNESS	\$764.00
ACH	03/22/24		DEPARTMENT OF REVENUE	\$1,763.82
ACH	03/29/24		KARKOSKI KEVIN	\$298.00
ACH	03/29/24		NEAL ALANA	\$109.65
ACH	03/29/24		RIVERA JAMES	\$85.00
ACH	03/29/24		SMITH CHAUNCEY	\$136.00
ACH	03/29/24		SMITH HEATHER	\$109.65
ACH	03/29/24		WITHROW DENA	\$277.90
				<b><u>\$4,970,727.41</u></b>

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-A**  
**MEETING DATE: April 17, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, Senior Procurement & Project Management  
Coordinator, 360-705-5837

**SUBJECT:** New Work Truck Purchase

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- 1) **The Issue:** Consideration of the purchase of two (2) Ford work trucks.
- 
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase two (2) Ford work trucks from Bud Clary Ford in the amount of \$217,600 including sales tax.
- 
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
- 
- 4) **Background:** Intercity Transit seeks to purchase two (2) new Ford work trucks, with service bodies, from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract 05916. These vehicles will replace two (2) Facilities trucks which have each met their useful life. Intercity Transit expects these two (2) new trucks will be substantially similar to and complement the work trucks currently in use.
- As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from DES Contract 05916, which was competitively awarded to Bud Clary Ford for this vehicle class. Staff concurs with DES's assessment regarding fair and reasonable pricing and Bud Clary Ford's ability to perform. Based on our past experience with Bud Clary Ford and Ford work trucks, staff is confident these vehicles are mechanically sound and will serve our agency and staff well.
- 
- 5) **Alternatives:**
- A. Authorize the General Manager, pursuant to Washington State Contract 05916, to purchase two (2) Ford work trucks from Bud Clary Ford in the amount of \$217,600 including sales tax.
  - B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

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6) **Budget Notes:** This purchase of two (2) new work trucks falls within the 2024 budget allocation for non-revenue vehicles and equipment.

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7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal # 4:** *“Provide responsive transportation options within financial and staffing limitations.”*

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



**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-B**  
**MEETING DATE: April 17, 2024**

**FOR:** Intercity Transit Authority

**FROM:** Katie Cunningham, Senior Procurement and Project Management Coordinator, (360) 705-5837

**SUBJECT:** Hydrogen Fuel Cell Electric Bus Purchase

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1) **The Issue:** Consideration of the purchase of five (5) replacement 40-foot hydrogen fuel cell electric buses.

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2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase five (5) replacement 40-foot hydrogen fuel cell electric buses from New Flyer of America, Inc. (New Flyer) in the amount of \$8,950,435, which includes sales tax and an approximate 4% contingency.

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

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4) **Background:** Intercity Transit received a Regional Mobility Grant Program award (\$5,578,261) and Green Transportation Grant Program award (\$3,372,174) from the Washington State Department of Transportation to purchase a total of five (5) replacement Hydrogen Fuel Cell Electric Buses for a hydrogen demonstration project. To utilize these grant awards, Intercity Transit seeks to purchase five (5) 40-foot hydrogen fuel cell electric buses from New Flyer under Washington State Department of Enterprise Services (DES) Contract 06719.

These new buses will replace coaches from our current fleet which have met their useful lives. New Flyer is currently scheduling build and delivery dates for 2025. To ensure our ability to meet grant requirements, it is imperative that we solidify our position on New Flyer's production schedule as soon as possible.

This request includes the purchase of five (5) hydrogen fuel cell electric buses, through DES Contract 06719, for a purchase price of \$1,588,228 per bus, or a total of \$7,941,139 for all five (5) buses, including sales tax. This request also includes associated diagnostic tools and training, in the amount of \$522,518, which are necessary for Intercity Transit's successful implementation and maintenance of the new coaches. The total purchase value, including sales tax and an approximate 4% contingency to allow for any unforeseen changes during the production process, is \$8,950,435.

DES competitively bid Contract 06719, awarding the lowest responsive and responsible bidders by vehicle category, and New Flyer was selected for this purchase. As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Staff concurs with DES's assessment regarding New Flyer's ability to perform, and that the contract pricing is fair and reasonable. New Flyer has extensive experience in the bus manufacturing industry, and staff are confident that these vehicles will be mechanically sound and will serve our staff and customers well for many years to come.

---

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 06719, to purchase five (5) replacement 40-foot hydrogen fuel cell electric buses from New Flyer in the amount of \$8,950,435, which includes sales tax and an approximate 4% contingency.
- B. Defer action. If Intercity Transit does not purchase the buses at this time, production and delivery will be significantly delayed and negatively impact Intercity Transit's ability to meet the terms and deadlines of its awarded grant agreements.

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6) **Budget Notes:** The total purchase amount of \$8,950,435 falls within Intercity Transit's 2024 budget allocation for five (5) hydrogen fuel cell electric buses.

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7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **Goal # 4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #5:** *"Integrate sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 4-C**  
**MEETING DATE: April 17, 2024**

**FOR:** Intercity Transit Authority  
**FROM:** Jessica Gould, Grants Program Manager, 360.705.5808  
**SUBJECT:** Schedule 2025-2028 TIP Public Hearing

- 
- 1) **The Issue:** Provide an opportunity for public participation in the process of programming federally funded projects and schedule a public hearing on the draft 2025-2028 Transportation Improvement Program (TIP).
- 
- 2) **Recommended Action:** Schedule a public hearing for May 15, 2024, at 5:30 p.m. to receive public comment on the draft Intercity Transit 2025-2028 TIP.
- 
- 3) **Policy Analysis:** Federal regulations require Intercity Transit to offer the opportunity for public participation in the process of programming federal funds used for future capital projects. Scheduling and noticing a public hearing on the 2025-2028 TIP are an appropriate means of encouraging public participation and is consistent with Intercity Transit policy and past practice. In addition to a formal public hearing, Intercity Transit provides information on the process and solicits public input via *Rider News* and by posting information on the agency's website.
- 
- 4) **Background:** The draft 2025-2028 TIP is consistent with projects that are identified in Intercity Transit's long-range capital and budget planning documents including the *2023-2028 Transit Development Plan*, and the *2024-2029 Strategic Plan*. Both of these documents are published and available on the agency website. The agency's TIP is the first step in the annual cycle of reviewing and updating Intercity Transit's planning documents and identifying projects that need to be programmed into the state and federally required State Transportation Improvement Program (STIP). Additionally, this process provides an opportunity to encourage public input and participation in the programming of federally funded projects.
- Program elements in the draft 2025-2028 TIP include:
- Preventive maintenance of vehicles in IT's fleet.
  - Purchase of replacement vanpool vans.
  - Continuing progress on Bus Stop Enhancements and Accessibility program
  - Continuing Youth Education Program(s) that foster skills and provides education on using transit, bicycling, and walking as transportation choices.
  - Acquisition of heavy-duty coaches to replace models that are at or beyond their expected useful life.
  - Purchase of replacement *Dial-A-Lift* vans to meet the needs of our region's eligible clients.

- Planning, design, and capital improvements to provide High Capacity or corridor service consistent with the adopted Long-Range Plan.
- Planning, design, facility, and site improvements for Alternative Fuel Infrastructure systems.
- Planning, design, and construction of the NE Lacey Operational Support Terminal Facility which is also known as the East Martin Way Gateway Roundabout project.
- Real Time and Digital Signage project.

A summary of the proposed schedule and process highlights for this year’s TIP review and adoption process is as follows:

- **April 17, 2024** – Brief ITA on schedule and request Public Hearing Date
- **April 18, 2024 - May 15, 2024** –Draft TIP is published & Public Comment period is open.
- **May 15, 2024** – Public Hearing on Draft TIP
- **June 5, 2024** – Consideration of 2025-2028 TIP for adoption by the Authority
- **June 6, 2024** – Submit Approved TIP to MPO and State. Update Projects in STIP

Projects are identified in the draft TIP for public review, comment, and consideration for ITA adoption on May 15, 2024. They are also subject to review by the Thurston Regional Planning Council and Puget Sound Regional Council (for projects that include secured or anticipated PSRC Earned Share formula funds), for inclusion in the respective regional TIP (RTIP). Federally funded projects must also be included by Intercity Transit through TRPC/PSRC for federal and state approval in the STIP prior to actual funding being available. An updated list of projects and estimated Federal share will be available for the public following the adoption of the schedule and will be reviewed with the ITA at the April 17th regular meeting.

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5) **Alternatives:**

- A. Take additional time to further review and discuss the draft TIP. This will delay the TIP review and adoption process and potentially delay federal grant funding programs.
- B. Defer action. This will delay the TIP review and adoption process and potentially delay federal grant funding programs.

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6) **Budget Notes:** The TIP reflects projects and funding targets that may be considered when developing the 2025 through 2028 annual Intercity Transit budgets.

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7) **Goal Reference:** The TIP process is consistent with **Goal #1:** “Assess the transportation needs of our community throughout the Public Transportation Benefit Area.” **Goal #3:** “Maintain a safe and secure operating system.” **Goal #4:** “Provide responsive transportation options within financial and staffing limitations.”

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

INTERCITY TRANSIT

*Draft 2025- 2028 Transportation Improvement Program (April 17, 2024)*

IT #		Project	2025	2026	2027	2028
1	IT 1601	Capital Preventive Maintenance	\$0	\$0	\$2,311,942	\$2,311,942
2	IT 1603	Vanpool Vans - Replacement	\$840,480	\$608,957	\$1,532,003	\$952,180
3	IT 1604	Bus Stop Enhancements & Accessibility	\$1,825,950	\$260,000	\$260,000	\$260,000
4	IT 1605	Walk N Roll Youth Education Programs - TRPC - FHWA Transfers (TAP/ STBG)	\$0	\$0	\$660,498	\$330,249
5	IT 1701	Replacement, heavy duty coaches - <u>\$1.5M planning</u> (PSRC earned share and Direct Apportionment)	\$7,863,038	7931759	\$6,178,602	\$6,178,602
6	IT 1901	Replacement Dial A Lift vehicles - <u>\$291K</u>	\$3,528,636	\$0	\$4,028,086	\$0
7	IT1903	High Performance Corridor Service or BRT "lite"	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000
8	IT2001	Alternative Fuel Infrastructure (Facility & Site improvements)	\$5,720,000	\$4,000,000	\$4,000,000	\$3,000,000
9	IT 1801	Pattison Maintenance, Operations & Admin. Facility Expansion & Rehabilitation - Construction	\$0	\$5,046,000	\$0	\$0

INTERCITY TRANSIT

*Draft 2025- 2028 Transportation Improvement Program (April 17, 2024)*

10	IT 2201	Northeast Lacey Operational Support Terminal Facility*	\$945,653	\$0	\$3,027,174	\$3,027,174
11	IT 2501	Real Time Signage and Core Customer Info Navigation	\$2,000,000	\$1,937,000	\$400,000	\$400,000
12	IT 2502	Smart Corridors Phase 4	\$437,965	\$500,000	\$500,000	\$0
<b>Total Federal Funded Projects</b>			<b>\$28,589,722</b>	<b>\$32,783,716</b>	<b>\$28,898,304</b>	<b>\$22,532,146</b>

**Notes**

Grant type: Sec. 5307/ 5339 & PSRC\* 5307/ 5339 Earned Share--Urban area formula program administered by the Federal Transit Administrator. Amount is determined by urban area population, population density, and NTD stats for revenue miles traveled. Federal funding match requirements are typically 80/20. Projects with different matching requirements are noted. Puget Sound Regional Council (PSRC) is abbreviated to PSRC.

\*This project is also known as the E. Martin Way Gateway Roundabout project.

INTERCITY TRANSIT

*Draft 2025- 2028 Transportation Improvement Program (April 17, 2024)*

TOTAL 2025 - 2028	Federal	Type	Local	Total	Funding Source
\$4,623,884	\$3,699,107	PSRC Earned Share Sec. 5307 and Sec. 5339	\$924,776.80	\$4,623,884.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
\$3,933,620	\$3,146,896	State Public Transit Rideshare	\$786,724.00	\$3,933,620.00	Planned & Secured (includes PSRC 5307 & 5339 Earned Share)
\$2,605,950	\$2,084,760	Secured federal Community Project Funding (CPF)	\$521,190.00	\$2,605,950.00	Secured federal CPF. TRPC Contingency project via Regional competition
\$990,747	\$856,996	Secured & Anticipated Federal/ Regional	\$133,750.85	\$990,747.00	TRPC Secured & Anticipated Federal Funds
\$28,152,000	\$22,521,600	Sec. 5307, 5339 & PSRC Earned Share	\$5,630,400.00	\$28,152,000.00	Planned & Secured (includes PSRC 5307 and 5339 Earned Share)
\$7,556,722	\$6,045,378	State consolidated funds & Future 5310 in FY25	\$1,511,344.40	\$7,556,722.00	Anticipated regional federal funds (contingency list) and anticipated State funds
\$30,000,000	\$24,000,000	State RMG & Federal 5339 & 5307 or competitive	\$6,000,000.00	\$30,000,000.00	Partial funding, RMG project supports implementation plan
\$16,720,000	\$13,376,000	State RMG & Federal 5339 & 5307 or competitive	\$3,344,000.00	\$16,720,000.00	Secured RMG funding
\$5,046,000	\$4,036,800	Anticipated State award	\$1,009,200.00	\$5,046,000.00	Anticipated State LEAP award for 2025- 2027 biennium

INTERCITY TRANSIT

*Draft 2025- 2028 Transportation Improvement Program (April 17, 2024)*

\$7,000,000	\$5,600,000	Regional Secured Federal Funds, State Bus & Bus Facilities funding and Anticipated 5339 funding.	\$1,400,000.00	\$7,000,000.00	Regional Secured Federal Funds, State Bus & Bus Facilities funding and Anticipated 5339 funding.
\$4,737,000	\$3,789,600	Secured State RMG funding & Anticipated CDS/ CPF request	\$947,400.00	\$4,737,000.00	Secured State RMG funding & Anticipated CDS/ CPF request
\$1,437,965	\$1,150,372	Unsecured federal funding	\$287,593.00	\$1,437,965.00	Anticipated regional federal funds
\$112,803,888	\$90,307,509		\$22,496,379	\$112,803,888	Secured and Estimated Federal Funding Sources

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INTERCITY TRANSIT AUTHORITY  
AGENDA ITEM NO. 4-D  
MEETING DATE: April 17, 2024

**FOR:** Intercity Transit Authority

**FROM:** Jana Brown, Deputy Director Chief Financial Officer, 360-705-5816

**SUBJECT:** Draft Capital Improvement Plan 2025-2029 and Set Public Hearing

- 
- 1) **The Issue:** Present the Draft Intercity Transit Capital Improvement Plan 2025-2029.
- 
- 2) **Recommended Action:** Set the public hearing for the Draft Capital Improvement Plan 2025-2029 for 5:30 p.m., Wednesday, May 15, 2024. Final adoption is proposed for June 5, 2024.
- 
- 3) **Policy Analysis:** It is the policy of the Intercity Transit Authority to review and accept comments from the public prior to adopting any official plan, especially those driving the annual budget process. Both the Capital Improvement Plan along with the budget document identifies the expenditures needed to support the level of services identified in the Strategic Plan approved by the Authority.
- 
- 4) **Background:** Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit’s annual budgeting process. This Capital Improvement Plan (CIP) is a planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP is updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit’s capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Lastly, using this methodology will also help in providing long-range financial forecasting.
- 
- 5) **Alternatives:**
- A. Take additional time to further review and discuss the draft CIP. This will delay the CIP review and adoption process and potentially delay the annual budgeting process and Strategic Plan update.
  - B. Defer action. This will delay the CIP review and adoption process and potentially delay the annual budgeting process and Strategic Plan update.
- 
- 6) **Budget Notes:** In October, the Authority will review the Draft Budget, which will include all capital costs identified in the CIP. A public hearing will be held again in November for additional comments and adjustments on the Draft Budget which will

include all operating and capital costs. Lastly, the total budget (including capital costs) will come before the Authority for final adoption in December 2024.

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

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8) **References:** [Draft 2025-2029 Capital Improvement Plan](#)

# INTERcity TRANSIT



## **Capital Improvement Plan 2025-2029**

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## Table of Contents

Introduction .....	1
Capital Project Costs Summary 2025-2029.....	6
Charts.....	8
2025 Funding Sources by Department.....	9
2026 Funding Sources by Department.....	10
2027 Funding Sources by Department.....	11
2028 Funding Sources by Department.....	12
2029 Funding Sources by Department.....	13
Project Details.....	14-46

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# Capital Improvement Plan

## Introduction

Intercity Transit has always maintained plans for implementing capital projects. These plans have been utilized in our Transportation Improvement Program (TIP), Transportation Development Plan (TDP) and Intercity Transit's annual budgeting process. This Capital Improvement Plan (CIP) is a new planning tool to further articulate these plans and bring them all together to coordinate with the operating budget. The CIP will be updated every year for inclusion in the annual budget process, discussions, and approvals. The CIP must be fiscally constrained and maintain the purpose of keeping all assets at a state of good repair to protect Intercity Transit's capital investments and minimize future maintenance and replacement costs. Five-year forecasts also help mitigate challenges of applying a one-year budget to multi-year projects. Using this methodology will also help in long-range financial forecasting.

## Definitions of Capital Projects

For the purpose of this document, capital projects include all construction, capital improvements, major equipment purchases and other special projects requiring one or more expenditures totaling \$5,000 or more. This includes projects that are partially or fully funded by outside funding sources (e.g., grants, state funds, local partners, etc.). Other requests under \$5,000 should be included in the annual operating budgets.

## Capital Project Categories

For reporting purposes Intercity Transit categorized Capital Expenditures into the following nine categories:

- Guideway (6100)
- Passenger stations (6200)
- Administrative buildings (6300)
- Maintenance buildings (6400)
- Revenue vehicles (6500)
- Service vehicles (nonrevenue) (6600)
- Fare revenue collection equipment (6700)
- Communications and information systems (6800)
- Other (6900)

**Guideway** - Capital projects for guideway, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction of guideway.

Guideway includes the buildings and structures dedicated for transit operations such as:

- At grade
- Elevated and subway structures
- Tunnels and bridges
- Track and power systems for rail modes
- Paved highway lanes dedicated to fixed route modes.

Guideway does not include passenger stations and transfer facilities, bus pull-ins, or communication systems.

**Passenger Stations** - Capital expenditures for passenger stations, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction of stations. Passenger stations include park-and-ride facilities.

The following are passenger stations:

- All Commuter Rail, Hybrid Rail, Monorail and Automated Guideway, and Alaska Railroad rail passenger facilities
- All Light Rail, Cable Car, and Streetcar Rail passenger facilities that have platforms and/or serve track that is in a separate right of way (not in mixed-street traffic)
- All transportation, transit or transfer centers, park-and-ride facilities, and transit malls if they have a structure for passengers for ticketing, information, restrooms, concessions, telephones, etc.
- All Bus, Bus Rapid Transit (RB), Commuter Bus (CB), and Trolleybus (TB) passenger facilities in a separate ROW that have a platform and/or structure.
- All Bus, RB, CB, and TB operated in mixed traffic that have a separate structure (simple shelters, lighting, signage, or ramps for accessibility alone are not enough to establish a passenger station)

**Administrative Buildings** - Capital projects for administrative buildings, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction.

Administrative buildings are the general administrative offices owned by a transit agency. Administrative buildings usually house executive management and support activities for overall transit operations, including accounting, finance, engineering, legal, safety, security, customer services, scheduling, and planning. Administrative buildings also include separate buildings for customer information or ticket sales that a transit agency owns and that are not part of passenger stations.

**Maintenance Buildings** - Intercity Transit must report capital expenses for maintenance buildings, including the costs for design and engineering, land acquisition and relocation, demolition, and purchase or construction of the maintenance buildings.

Maintenance buildings include garages, shops, operations centers, and equipment that enhance maintenance, such as diagnostic equipment.

**Revenue Vehicles** - Intercity Transit must report capital expenses for revenue vehicles, including acquisition and major rehabilitation of the vehicles. The cost of the vehicle includes both the vehicle and all fixtures and appliances inside or attached to the vehicle. When equipment such as a farebox, radio, Automatic Vehicle Locator (AVL), or spare engine is included as part of the vehicle purchase, these items are part of the vehicle cost. However, when purchased separately, these items belong to other asset classifications such as Fare Collection Equipment (2700), Communications / Information Systems (2800), or in the case of spare parts, original equipment. For rubber-tired vehicles, the vehicle cost includes the cost of one set of tires and tubes to make the vehicle operational.

Intercity Transit may spend capital funds on revenue vehicles for

- Replacing a fleet — the replacement of revenue vehicles having reached the end of their service lives.
- Rebuilding a fleet — the installation of new or rebuilt major components (e.g., engines, transmissions, body parts) and/or structural restoration of revenue vehicles to extend service life.
- Overhauling a rail fleet — the one-time rebuild or replacement of major subsystems on revenue producing rail cars and locomotives, commonly referred to as midlife overhaul.
- Expanding a fleet — the acquisition of revenue vehicles for expansion of transit service

**Service Vehicles** - Intercity Transit must report capital expenses for the acquisition or rebuilding of service vehicles.

Service vehicles are self-propelled and either road-worthy or major pieces of construction equipment. Service vehicles include supervisor vans, tow trucks, mobile repair trucks, transit police cars, and staff cars. Movable pieces of equipment that are solely used for vehicle maintenance, such as bus diagnostic equipment and vehicle lifts, are reported in Maintenance Buildings. Movable pieces of equipment that may serve several purposes, such as golf carts, forklifts, and flatbed train cars, are reported in Other Capital Expenses.

The cost of the vehicle includes both the vehicle and all fixtures and appliances inside or attached to the vehicle.

**Fare Revenue Collection Equipment** - Intercity Transit must report the capital expenses for the acquisition or rebuilding of fare revenue collection equipment. Fare revenue collection equipment includes turnstiles, fareboxes, automated fareboxes and related software, moneychangers, and fare dispensing machines.

**Communications and Information Systems** - Intercity Transit must report capital for systems, including.

- Information systems that process information

- Communication systems that relay information between locations

A system is a group of devices or objects that form a network for distributing something or serving a common purpose (e.g., telephone, data processing systems).

Communication systems include two-way radio systems between dispatchers and vehicle operators, cab signaling, and train control equipment in rail systems, AVL systems, automated dispatching systems, vehicle guidance systems, telephones, facsimile machines, and public-address systems.

Information systems include computers, monitors, printers, scanners, data storage devices, and associated software that support transit operations. Associated software may include general office, accounting, scheduling, planning, vehicle maintenance, nonvehicle maintenance, and customer service programs.

**Other** - Intercity Transit must report the capital expenses for other capital projects, including.

- Furniture and equipment not an integral part of buildings and structures.
- Shelters, signs, and passenger amenities (e.g., benches) not in passenger stations

## **Five-year Capital Plan Development Process**

The annual capital planning process results in a prioritized list of projects for the upcoming fiscal year capital budget and a forward-looking five-year capital plan. In general, the projects incorporated into the capital plan must reflect the overall strategic vision, master plan, and transit initiatives.

## **Project Requests**

New project requests are submitted annually and prioritized by management for funding consideration. The proposed project should meet a specific objective such as a state of good repair or infrastructure need or requirement and be consistent with Intercity Transit's overall strategic plan and goals.

Project requests must include the overall project costs, and the yearly budget needs for the project development. The goal is to also include the long-term operating and maintenance costs, including state of good repair costs if applicable. Potential funding sources are also identified in the project request.

## **Project Prioritization**

Completed project requests are compiled then prioritized by management. Prioritization considerations include:

- Assuring a safe system
- Taking care of/replacing what we have
- Leveraging grants and other partner funds



- Contributing to system improvements

Projects with a lower priority may be reduced in scope or moved to subsequent years as necessary. Once prioritized, the draft 5-year plan is submitted to the Senior Management Team for review. Requests are trimmed as needed to meet the anticipated 5-year budget resources.

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## Intercity Transit Capital Improvement Projects 2025-2029

Type	Project #	Request Title	FY2025	FY2026	FY2027	FY2028	FY2029	Total
<b>Administrative Buildings (6300)</b>	DEV-014	Pattison Rehabilitation & Expansion	\$19,739,390	\$8,141,641				\$27,881,031
<b>Total Administrative Buildings (6300)</b>			<b>\$19,739,390</b>	<b>\$8,141,641</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,881,031</b>
<b>Communications &amp; Information Systems (6800)</b>	IS-101	Emergency Operations Center (EOC)	\$65,000					\$65,000
	IS-103	ERP FTE Support	\$600,000	\$600,000				\$1,200,000
	IS-103	Agency Enterprise Resource Planning (ERP) Software System	\$2,000,000	\$1,000,000				\$3,000,000
	IS-102	Core Infrastructure and Communications	\$465,000	\$325,000	\$100,000	\$290,000		\$1,180,000
	VM-105	Vehicle Telematics	\$300,000	\$80,000				\$380,000
	DEV-016	Real Time Signage and Core Customer Info Navigation	\$2,000,000	\$1,937,000	\$400,000	\$400,000		\$4,737,000
<b>Total Communications &amp; Information Systems (6800)</b>			<b>\$5,430,000</b>	<b>\$3,942,000</b>	<b>\$500,000</b>	<b>\$690,000</b>	<b>\$0</b>	<b>\$10,562,000</b>
<b>Guideway (6100)</b>	DEV-018	Smart Corridor Phase 4	\$437,965	\$500,000	\$500,000			\$1,437,965
	DEV-019	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	\$5,428,000	\$12,500,000	\$6,000,000	\$6,072,000		\$30,000,000
	DEV-029	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	\$280,000					\$280,000
<b>Total Guideway (6100)</b>			<b>\$6,145,965</b>	<b>\$13,000,000</b>	<b>\$6,500,000</b>	<b>\$6,072,000</b>	<b>\$0</b>	<b>\$31,717,965</b>
<b>Maintenance Buildings (6400)</b>	MA-101	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	\$5,200,000	\$100,000				\$5,300,000
	MA-100	Maintenance Facility Upgrades - Hydrogen Demonstration Project	\$520,000	\$100,000				\$620,000
	MA-102	Alternative fuel infrastructure design	\$650,000	\$250,000		\$300,000		\$1,200,000
	FAC-153	Underground Storage Tank (UST) Large Vault Repair	\$50,000					\$50,000
<b>Total Maintenance Buildings (6400)</b>			<b>\$6,420,000</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$7,170,000</b>
<b>Other (6900) Furniture &amp; Equipment</b>	VM-104	Maintenance Shop Equipment	\$3,056,030	\$162,840	\$50,000	\$50,000	\$50,000	\$3,368,870
	FAC-160	Facility Capital Equipment and Improvements	\$430,000	\$250,000	\$250,000	\$200,000	\$200,000	\$1,330,000
	DEV-030	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	\$2,495,787	\$935,920	\$935,920			\$4,367,627
<b>Total Other (6900) Furniture &amp; Equipment</b>			<b>\$5,981,817</b>	<b>\$1,348,760</b>	<b>\$1,235,920</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$9,066,497</b>
<b>Other (6900) Shelters, Signs and passenger amenities</b>	PL-013	Bus Stop Enhancements and Accessibility	\$2,282,438	\$260,000	\$260,000	\$260,000		\$3,062,438
<b>Total Other (6900) Shelters, Signs and passenger amenities</b>			<b>\$2,282,438</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$0</b>	<b>\$3,062,438</b>
<b>Passenger Stations (6200)</b>	FAC-157	Amtrak Centennial Station Restroom Remodel	\$250,000	\$30,000				\$280,000
	FAC-156	Lacey Transit Center (LTC) Restroom Remodel	\$380,000	\$100,000				\$480,000
	FAC-158	Amtrak Centennial Station Security System	\$10,000					\$10,000
	FAC-152	Amtrak Centennial Station Site Stormwater Swale Restoration	\$85,000	\$20,000				\$105,000
	FAC-161	Lacey Transit Center (LTC) Stormwater Repair and Improvement	\$600,000	\$60,000				\$660,000
	DEV-027	High Performance Transit (BRT Light) Station Professional Engineering / Construction	\$200,000	\$218,750	\$437,500			\$856,250
	DEV-032	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	\$945,653	\$2,018,116	\$2,018,116	\$2,018,115		\$7,000,000
<b>Total Passenger Stations (6200)</b>			<b>\$2,470,653</b>	<b>\$2,446,866</b>	<b>\$2,455,616</b>	<b>\$2,018,115</b>	<b>\$0</b>	<b>\$9,391,250</b>

## Intercity Transit Capital Improvement Projects 2025-2029

Type	Project #	Request Title	FY2025	FY2026	FY2027	FY2028	FY2029	Total
<b>Revenue Vehicles (6500)</b>	VM-106	Vehicle Replacement Contingency	\$262,135	\$269,999	\$278,099	\$286,442	\$295,035	\$1,391,710
	VM-102	Vanpool Replacement Vehicles	\$840,480	\$608,957	\$1,532,003	\$952,180	\$1,463,004	\$5,396,624
	VM-100	Fixed Route Bus Replacement		\$13,230,000		\$18,232,594		\$31,462,594
	VM-101	Demand Response Van Replacement	\$3,707,856	\$123,064	\$4,028,074	\$53,529		\$7,912,523
	MA-101	Zero Emission Bus purchase - Hydrogen Pilot Project	\$3,372,174					\$3,372,174
	MA-100	Zero Emission Bus purchase - Hydrogen Demonstration Project	\$5,578,261					\$5,578,261
<b>Total Revenue Vehicles (6500)</b>			<b>\$13,760,906</b>	<b>\$14,232,020</b>	<b>\$5,838,176</b>	<b>\$19,524,745</b>	<b>\$1,758,039</b>	<b>\$55,113,886</b>
<b>Service Vehicles (6600)</b>	VM-103	Non-Revenue Vehicles and Equipment	\$1,596,931	\$356,107	\$229,789	\$236,469	\$475,073	\$2,894,369
<b>Total Service Vehicles (6600)</b>			<b>\$1,596,931</b>	<b>\$356,107</b>	<b>\$229,789</b>	<b>\$236,469</b>	<b>\$475,073</b>	<b>\$2,894,369</b>
<b>Total Project Types</b>			<b>\$63,828,100</b>	<b>\$44,177,394</b>	<b>\$17,019,501</b>	<b>\$29,351,329</b>	<b>\$2,483,112</b>	<b>\$156,859,436</b>

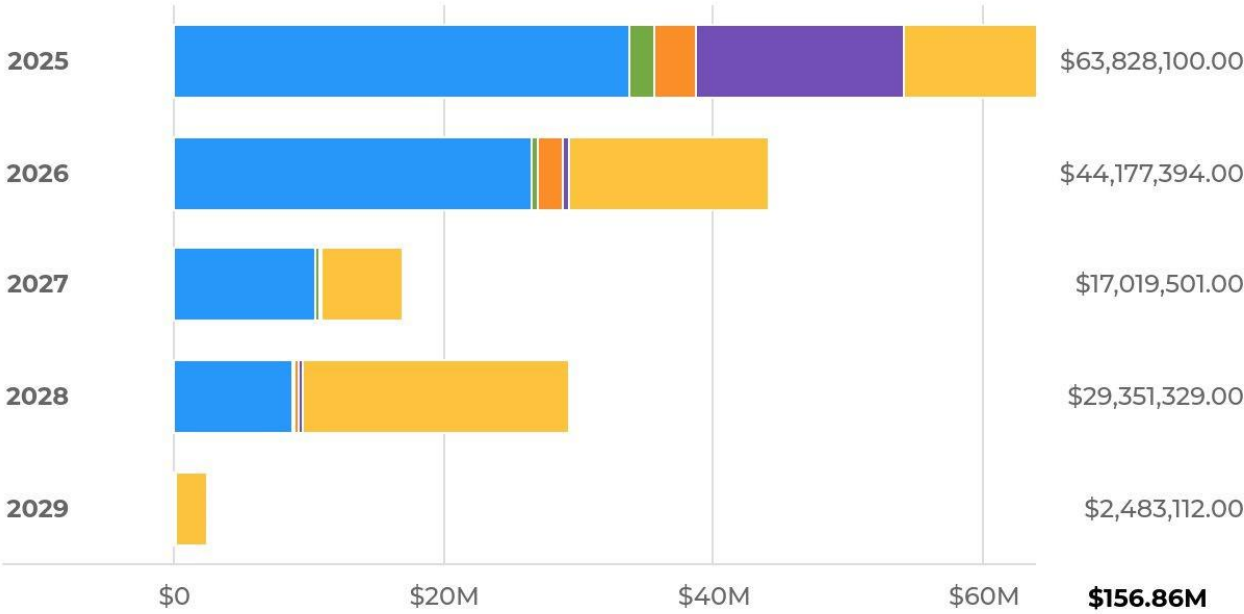
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### Capital Costs By Department (all years)



Development (51%)	\$79,622,311.00
Facilities (2%)	\$2,915,000.00
Information Systems (3%)	\$5,445,000.00
Maintenance Admin (10%)	\$16,070,435.00
Vehicle Maintenance (34%)	\$52,806,690.00
<b>TOTAL</b>	<b>\$156,859,436.00</b>

### Capital Costs By Department (per year)



- Development
- Facilities
- Information Systems
- Maintenance Admin
- Vehicle Maintenance

## Intercity Transit 2025 Capital Projects Funding Sources

Department	Request Title	Project #	Capital Reserves - 2025	Federal Capital Grant - 2025	State Capital Grants - 2025	Total 2025
<b>Development</b>	Smart Corridor Phase 4	DEV-018	\$187,965	\$250,000		\$437,965
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$3,928,000		\$5,428,000
	Bus Stop Enhancements and Accessibility	PL-013	\$456,488	\$1,825,950		\$2,282,438
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027	\$171,250		\$28,750	\$200,000
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030	\$2,495,787			\$2,495,787
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROV)	DEV-032	\$350,000	\$595,653		\$945,653
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing proje	DEV-029	\$280,000			\$280,000
	Real Time Signage and Core Customer Info Navigation	DEV-016		\$2,000,000		\$2,000,000
	Pattison Rehabilitation & Expansion	DEV-014	\$11,225,269	\$8,514,121		\$19,739,390
<b>Total Development</b>			<b>\$16,666,759</b>	<b>\$17,113,724</b>	<b>\$28,750</b>	<b>\$33,809,233</b>
<b>Facilities</b>	Amtrak Centennial Station Restroom Remodel	FAC-157	\$250,000			\$250,000
	Lacey Transit Center (LTC) Restroom Remodel	FAC-156	\$380,000			\$380,000
	Underground Storage Tank (UST) Large Vault Repair	FAC-153	\$50,000			\$50,000
	Amtrak Centennial Station Security System	FAC-158	\$10,000			\$10,000
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152	\$85,000			\$85,000
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161	\$600,000			\$600,000
	Facility Capital Equipment and Improvements	FAC-160	\$430,000			\$430,000
<b>Total Facilities</b>			<b>\$1,805,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,805,000</b>
<b>Information Systems</b>	Emergency Operations Center (EOC)	IS-101	\$65,000			\$65,000
	ERP FTE Support	IS-103	\$600,000			\$600,000
	Agency Enterprise Resource Planning (ERP) Software System	IS-103	\$2,000,000			\$2,000,000
	Core Infrastructure and Communications	IS-102	\$465,000			\$465,000
<b>Total Information Systems</b>			<b>\$3,130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,130,000</b>
<b>Maintenance Admin</b>	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101	\$674,434		\$2,697,740	\$3,372,174
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101	\$1,040,000		\$4,160,000	\$5,200,000
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100	\$1,115,653		\$4,462,608	\$5,578,261
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100	\$104,000		\$416,000	\$520,000
	Alternative fuel infrastructure design	MA-102	\$650,000			\$650,000
<b>Total Maintenance Admin</b>			<b>\$3,584,087</b>	<b>\$0</b>	<b>\$11,736,348</b>	<b>\$15,320,435</b>
<b>Vehicle Maintenance</b>	Vehicle Replacement Contingency	VM-106	\$262,135			\$262,135
	Vehicle Telematics	VM-105	\$300,000			\$300,000
	Vanpool Replacement Vehicles	VM-102	\$420,240		\$420,240	\$840,480
	Fixed Route Bus Replacement	VM-100				
	Maintenance Shop Equipment	VM-104	\$3,056,030			\$3,056,030
	Non-Revenue Vehicles and Equipment	VM-103	\$1,596,931			\$1,596,931
	Demand Response Van Replacement	VM-101	\$1,853,928	\$1,853,928		\$3,707,856
<b>Total Vehicle Maintenance</b>			<b>\$7,489,264</b>	<b>\$1,853,928</b>	<b>\$420,240</b>	<b>\$9,763,432</b>
<b>Total Funding Sources</b>			<b>\$32,675,110</b>	<b>\$18,967,652</b>	<b>\$12,185,338</b>	<b>\$63,828,100</b>

## Intercity Transit 2026 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2026	Federal Capital Grant - 2026	State Capital Grants* - 2026	Total 2026
<b>Development</b>	Smart Corridor Phase 4	DEV-018	\$250,000	\$250,000		\$500,000
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$11,000,000		\$12,500,000
	Bus Stop Enhancements and Accessibility	PL-013	\$260,000			\$260,000
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027			\$218,750	\$218,750
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030	\$935,920			\$935,920
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032	\$350,000	\$1,668,116		\$2,018,116
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029	\$5,000,000			\$5,000,000
	Real Time Signage and Core Customer Info Navigation	DEV-016	\$147,400	\$1,789,600		\$1,937,000
	Pattison Rehabilitation & Expansion	DEV-014	\$581,519	\$2,514,122	\$5,046,000	\$8,141,641
<b>Total Development</b>			<b>\$9,024,839</b>	<b>\$17,221,838</b>	<b>\$5,264,750</b>	<b>\$31,511,427</b>
<b>Facilities</b>	Amtrak Centennial Station Restroom Remodel	FAC-157	\$30,000			\$30,000
	Lacey Transit Center (LTC) Restroom Remodel	FAC-156	\$100,000			\$100,000
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152	\$20,000			\$20,000
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161	\$60,000			\$60,000
	Facility Capital Equipment and Improvements	FAC-160	\$250,000			\$250,000
<b>Total Facilities</b>			<b>\$460,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$460,000</b>
<b>Information Systems</b>	Emergency Operations Center (EOC)	IS-101				
	ERP FTE Support	IS-103	\$600,000			\$600,000
	Agency Enterprise Resource Planning (ERP) Software System	IS-103	\$1,000,000			\$1,000,000
	Core Infrastructure and Communications	IS-102	\$325,000			\$325,000
<b>Total Information Systems</b>			<b>\$1,925,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,925,000</b>
<b>Maintenance Admin</b>	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101	\$100,000			\$100,000
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100	\$100,000			\$100,000
	Alternative fuel infrastructure design	MA-102	\$250,000			\$250,000
<b>Total Maintenance Admin</b>			<b>\$450,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>
<b>Vehicle Maintenance</b>	Vehicle Replacement Contingency	VM-106	\$269,999			\$269,999
	Vehicle Telematics	VM-105	\$80,000			\$80,000
	Vanpool Replacement Vehicles	VM-102	\$304,479		\$304,479	\$608,957
	Fixed Route Bus Replacement	VM-100	\$6,615,000	\$6,615,000		\$13,230,000
	Maintenance Shop Equipment	VM-104	\$162,840			\$162,840
	Non-Revenue Vehicles and Equipment	VM-103	\$356,107			\$356,107
	Demand Response Van Replacement	VM-101	\$61,532	\$61,532		\$123,064
<b>Total Vehicle Maintenance</b>			<b>\$7,849,957</b>	<b>\$6,676,532</b>	<b>\$304,479</b>	<b>\$14,830,967</b>
<b>Total Funding Sources</b>			<b>\$19,709,796</b>	<b>\$23,898,370</b>	<b>\$5,569,229</b>	<b>\$49,177,394</b>

\* Washington Initiative 2117 - Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure is on the ballot on November 5, 2024. If passed, some state grant awards may be eliminated while others may be greatly reduced

## Intercity Transit 2027 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2027	Federal Capital Grant - 2027	State Capital Grants* - 2027	Total 2027
<b>Development</b>	Smart Corridor Phase 4	DEV-018	\$250,000	\$250,000		\$500,000
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$4,500,000		\$6,000,000
	Bus Stop Enhancements and Accessibility	PL-013	\$260,000			\$260,000
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027			\$437,500	\$437,500
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030	\$935,920			\$935,920
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032	\$350,000	\$1,668,116		\$2,018,116
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016	\$400,000			\$400,000
	Pattison Rehabilitation & Expansion	DEV-014				
<b>Total Development</b>			<b>\$3,695,920</b>	<b>\$6,418,116</b>	<b>\$437,500</b>	<b>\$10,551,536</b>
<b>Facilities</b>	Amtrak Centennial Station Restroom Remodel	FAC-157				
	Lacey Transit Center (LTC) Restroom Remodel	FAC-156				
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152				
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161				
	Facility Capital Equipment and Improvements	FAC-160	\$250,000			\$250,000
<b>Total Facilities</b>			<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>
<b>Information Systems</b>	Emergency Operations Center (EOC)	IS-101				
	ERP FTE Support	IS-103				
	Agency Enterprise Resource Planning (ERP) Software System	IS-103				
	Core Infrastructure and Communications	IS-102	\$100,000			\$100,000
<b>Total Information Systems</b>			<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Maintenance Admin</b>	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101				
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100				
	Alternative fuel infrastructure design	MA-102				
<b>Total Maintenance Admin</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Vehicle Maintenance</b>	Vehicle Replacement Contingency	VM-106	\$278,099			\$278,099
	Vehicle Telematics	VM-105				
	Vanpool Replacement Vehicles	VM-102	\$766,002		\$766,002	\$1,532,003
	Fixed Route Bus Replacement	VM-100				
	Maintenance Shop Equipment	VM-104	\$50,000			\$50,000
	Non-Revenue Vehicles and Equipment	VM-103	\$229,789			\$229,789
	Demand Response Van Replacement	VM-101	\$2,014,037	\$2,014,037		\$4,028,074
<b>Total Vehicle Maintenance</b>			<b>\$3,337,927</b>	<b>\$2,014,037</b>	<b>\$766,002</b>	<b>\$6,117,965</b>
<b>Total Funding Sources</b>			<b>\$7,383,847</b>	<b>\$8,432,153</b>	<b>\$1,203,502</b>	<b>\$17,019,501</b>

\* Washington Initiative 2117 - Prohibit Carbon Tax Credit Trading and Repeal Carbon Cap-and-Invest Program Measure is on the ballot on November 5, 2024. If passed, some state grant awards may be eliminated while others may be greatly reduced

## Intercity Transit 2028 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2028	Federal Capital Grant - 2028	State Capital Grants* - 2028	Total 2028
<b>Development</b>	Smart Corridor Phase 4	DEV-018				
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019	\$1,500,000	\$4,572,000		\$6,072,000
	Bus Stop Enhancements and Accessibility	PL-013	\$260,000			\$260,000
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027				
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030				
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032	\$350,000	\$1,668,115		\$2,018,115
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016	\$400,000			\$400,000
	Pattison Rehabilitation & Expansion	DEV-014				
<b>Total Development</b>			<b>\$2,510,000</b>	<b>\$6,240,115</b>	<b>\$0</b>	<b>\$8,750,115</b>
<b>Facilities</b>	Amtrak Centennial Station Restroom Remodel	FAC-157				
	Lacey Transit Center (LTC) Restroom Remodel	FAC-156				
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152				
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161				
	Facility Capital Equipment and Improvements	FAC-160	\$200,000			\$200,000
<b>Total Facilities</b>			<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Information Systems</b>	Emergency Operations Center (EOC)	IS-101				
	ERP FTE Support	IS-103				
	Agency Enterprise Resource Planning (ERP) Software System	IS-103				
	Core Infrastructure and Communications	IS-102	\$290,000			\$290,000
<b>Total Information Systems</b>			<b>\$290,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$290,000</b>
<b>Maintenance Admin</b>	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101				
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100				
	Alternative fuel infrastructure design	MA-102	\$300,000			\$300,000
<b>Total Maintenance Admin</b>			<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
<b>Vehicle Maintenance</b>	Vehicle Replacement Contingency	VM-106	\$286,442			\$286,442
	Vehicle Telematics	VM-105				
	Vanpool Replacement Vehicles	VM-102	\$476,090		\$476,090	\$952,180
	Fixed Route Bus Replacement	VM-100	\$9,116,297	\$9,116,297		\$18,232,594
	Maintenance Shop Equipment	VM-104	\$50,000			\$50,000
	Non-Revenue Vehicles and Equipment	VM-103	\$236,469			\$236,469
	Demand Response Van Replacement	VM-101	\$53,529			\$53,529
<b>Total Vehicle Maintenance</b>			<b>\$10,218,827</b>	<b>\$9,116,297</b>	<b>\$476,090</b>	<b>\$19,811,214</b>
<b>Total Funding Sources</b>			<b>\$13,518,827</b>	<b>\$15,356,412</b>	<b>\$476,090</b>	<b>\$29,351,329</b>

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## Intercity Transit 2029 Capital Projects Funding Sources

Department	Request Title	Project Number	Capital Reserves - 2029	Federal Capital Grant - 2029	State Capital Grants* - 2029	Total 2029
<b>Development</b>	Smart Corridor Phase 4	DEV-018				
	High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital	DEV-019				
	Bus Stop Enhancements and Accessibility	PL-013				
	High Performance Transit (BRT Light) Station Professional Engineering / Construction	DEV-027				
	Pattison Furniture, Fixtures, Equipment (FF&E) & Technology	DEV-030				
	Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)	DEV-032				
	High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)	DEV-029				
	Real Time Signage and Core Customer Info Navigation	DEV-016				
	Pattison Rehabilitation & Expansion	DEV-014				
<b>Total Development</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Facilities</b>	Amtrak Centennial Station Restroom Remodel	FAC-157				
	Lacey Transit Center (LTC) Restroom Remodel	FAC-156				
	Underground Storage Tank (UST) Large Vault Repair	FAC-153				
	Amtrak Centennial Station Security System	FAC-158				
	Amtrak Centennial Station Site Stormwater Swale Restoration	FAC-152				
	Lacey Transit Center (LTC) Stormwater Repair and Improvement	FAC-161				
	Facility Capital Equipment and Improvements	FAC-160	\$200,000			\$200,000
<b>Total Facilities</b>			<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Information Systems</b>	Emergency Operations Center (EOC)	IS-101				
	ERP FTE Support	IS-103				
	Agency Enterprise Resource Planning (ERP) Software System	IS-103				
	Core Infrastructure and Communications	IS-102				
<b>Total Information Systems</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Maintenance Admin</b>	Zero Emission Bus purchase - Hydrogen Pilot Project	MA-101				
	Fueling Equipment and Site Upgrades - Hydrogen Pilot Project	MA-101				
	Zero Emission Bus purchase - Hydrogen Demonstration Project	MA-100				
	Maintenance Facility Upgrades - Hydrogen Demonstration Project	MA-100				
	Alternative fuel infrastructure design	MA-102				
<b>Total Maintenance Admin</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Vehicle Maintenance</b>	Vehicle Replacement Contingency	VM-106	\$295,035			\$295,035
	Vehicle Telematics	VM-105				
	Vanpool Replacement Vehicles	VM-102	\$731,502		\$731,502	\$1,463,004
	Fixed Route Bus Replacement	VM-100				
	Maintenance Shop Equipment	VM-104	\$50,000			\$50,000
	Non-Revenue Vehicles and Equipment	VM-103	\$475,073			\$475,073
	Demand Response Van Replacement	VM-101				
<b>Total Vehicle Maintenance</b>			<b>\$1,551,610</b>	<b>\$0</b>	<b>\$731,502</b>	<b>\$2,283,112</b>
<b>Total Funding Sources</b>			<b>\$1,751,610</b>	<b>\$0</b>	<b>\$731,502</b>	<b>\$2,483,112</b>

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## Bus Stop Enhancements and Accessibility

**Project Number:** PL-013  
**Total Capital Cost:** \$3,062,438.00

**Department:** Development  
**Type:** Other

**Timeline:** 01/01/2024 to 12/31/2028

**Request description:**

Ongoing Capital Program: Bus Stop Enhancements for Safety and Accessibility. It includes new and updated facilities and adjustments related to new, expanded, and modified services, including rear door boarding and facility use changes. Funding to be used to support improvements to bus stop locations to improve accessibility, safety and/or add amenities and enhance speed and reliability. The purpose of this effort is to respond to system changes and continue to improve our bus stop facilities consistent with the capital set aside and recommended in the adopted Short and Long-Range Plan. Project elements include: Professional Services - Engineering, route feasibility design. Purchase of user stop/station amenities: customer information systems, shelter, bench, trash receptacle. Construction of Improvements. Installation of Amenities

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Design/Engineering	\$684,731.00				\$684,731.00
Construction	\$1,597,707.00	\$260,000.00	\$260,000.00	\$260,000.00	\$2,377,707.00
<b>Total</b>	<b>\$2,282,438.00</b>	<b>\$260,000.00</b>	<b>\$260,000.00</b>	<b>\$260,000.00</b>	<b>\$3,062,438.00</b>

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$456,488.00	\$260,000.00	\$260,000.00	\$260,000.00	\$1,236,488.00
Federal Capital Grants	\$1,825,950.00				\$1,825,950.00
<b>Total</b>	<b>\$2,282,438.00</b>	<b>\$260,000.00</b>	<b>\$260,000.00</b>	<b>\$260,000.00</b>	<b>\$3,062,438.00</b>

**Account Codes (Capital Costs):**

45-6909000000      \$3,062,438.00  
**\$3,062,438.00**

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## High Performance Transit (BRT Light) Station Professional Engineering / Construction

**Project Number:** DEV-027  
**Total Capital Cost:** \$856,250.00

**Department:** Development  
**Type:** Capital Improvement

**Timeline:** 04/01/2025 to 12/31/2025

**Request description:**

High Performance Transit (BRT Light) Implementation - pilot station design and construction. Intercity Transit was awarded a Washington State Department of Transportation Regional Mobility Grant in July 2021. This project complements and will be included in the larger HPT / BRT study work (in coordination with DEV-019 and DEV-029, this project assists with the master planning efforts for the larger project). This project would develop the unique station design (e.g., kit of parts) that can be designed and adjusted to fit different street designs and accommodate different levels of high capacity transit corridors. The project would include design elements that comprise shelters, real time passenger information, and transit supportive elements to improve speed and reliability.

Capital Costs	FY2025	FY2026	FY2027	Total
Design/Engineering	\$200,000.00			\$200,000.00
Construction		\$218,750.00	\$437,500.00	\$656,250.00
<b>Total</b>	<b>\$200,000.00</b>	<b>\$218,750.00</b>	<b>\$437,500.00</b>	<b>\$856,250.00</b>

Funding Source	FY2025	FY2026	FY2027	Total
Capital Reserves	\$171,250.00			\$171,250.00
State Capital Grants	\$28,750.00	\$218,750.00	\$437,500.00	\$685,000.00
<b>Total</b>	<b>\$200,000.00</b>	<b>\$218,750.00</b>	<b>\$437,500.00</b>	<b>\$856,250.00</b>

**Account Codes (Capital Costs):**  
 40-6102000000 \$856,250.00  
**\$856,250.00**

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## High Performance Transit - Bus Rapid Transit (BRT) Light - Corridor Program Capital

Project Number: DEV-019  
 Total Capital Cost: \$30,000,000.00

Department: Development  
 Type: Capital Improvement

Timeline: 09/16/2024 to 03/31/2025

**Request description:**

Provides capital funding for the Bus Rapid Transit (BRT) Program as noted in the Long Range Plan. Funding is expected to provide the minimum 50% local share of the planned BRT/Corridor implementation as noted in the Short and Long Range Plan. It may include new property, right of way (ROW) and ROW capital improvements consistent with development of the full program.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Design/Engineering	\$5,428,000.00	\$6,250,000.00			\$11,678,000.00
Construction		\$6,250,000.00	\$6,000,000.00	\$6,072,000.00	\$18,322,000.00
Total	\$5,428,000.00	\$12,500,000.00	\$6,000,000.00	\$6,072,000.00	\$30,000,000.00

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$6,000,000.00
Federal Capital Grant	\$3,928,000.00	\$11,000,000.00	\$4,500,000.00	\$4,572,000.00	\$24,000,000.00
Total	\$5,428,000.00	\$12,500,000.00	\$6,000,000.00	\$6,072,000.00	\$30,000,000.00

Account Codes (Capital Costs):  
 40-6109000000 \$11,678,000.00  
**\$11,678,000.00**

DRAFT

## High performance Transit - BRT Light - Modeling/Corridor Assessment (federalizing project)

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**Project Number:** DEV-029  
**Total Capital Cost:** \$280,000.00

**Department:** Development  
**Type:** Capital Improvement

**Timeline:** 03/18/2024 to 12/31/2026

**Request description:**

Phase 1 - High Performance "BRT Light" program implementation study. The preliminary corridor review includes alternative evaluation/analysis, environmental analysis, preliminary engineering, cost estimates, and programmatic plan for federalizing the project to meet Federal Transit Administration's Capital Investment Grant (CIG) program requirements.

**Capital Costs**

	FY2025	Total
Planning	\$280,000.00	\$280,000.00
Total	\$280,000.00	\$280,000.00

**Funding Source**

	FY2025	FY2026	Total
Capital Reserves	\$280,000.00	\$5,000,000.00	\$5,280,000.00
Total	\$280,000.00	\$5,000,000.00	\$5,280,000.00

**Account Codes (Capital Costs):**

40-6102000000                    \$280,000.00  
     \$280,000.00

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## Northeast Lacey Operation Terminal Facility - Roundabout design and Right of Way (ROW)

**Project Number:** DEV-032  
**Total Capital Cost:** \$7,000,000.00

**Department:** Development  
**Type:** Capital Improvement

**Timeline:** 04/15/2024 to 12/31/2025

**Request description:**

Preliminary engineering, design, environmental and ROW planning for a bus terminal facility that is anticipated to be located at Meridian/Martin Way (vicinity). The project includes operational analysis, preliminary design and ROW assessment for a roundabout type transit supportive project to plan for frequent transit "end of line" operational staging. This project is anticipated to be partially grant funded but local funding may be used to position the project for a larger Federal Transit Administration competitive request.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Planning	\$350,000.00				\$350,000.00
Design/Engineering	\$595,653.00	\$1,000,000.00			\$1,595,653.00
Construction		\$1,018,116.00	\$2,018,116.00	\$2,018,115.00	\$5,054,347.00
Total	\$945,653.00	\$2,018,116.00	\$2,018,116.00	\$2,018,115.00	\$7,000,000.00

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$1,400,000.00
Federal Capital Grants	\$595,653.00	\$1,668,116.00	\$1,668,116.00	\$1,668,115.00	\$5,600,000.00
Total	\$945,653.00	\$2,018,116.00	\$2,018,116.00	\$2,018,115.00	\$7,000,000.00

**Account Codes (Capital Costs):**

45-620900000 \$350,000.00  
**\$350,000.00**

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## Pattison Furniture, Fixtures, Equipment (FF&E) & Technology

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**Project Number:** DEV-030  
**Total Capital Cost:** \$4,367,627.00

**Department:** Development  
**Type:** Other

**Timeline:** 01/02/2023 to 12/31/2026

**Request description:**

Budget for Pattison furniture, fixtures, equipment & technology. Including North and South Parcel FF&E estimate to complete the MOA project.

Capital Costs	FY2025	FY2026	FY2027	Total
Capital Outlay	\$2,495,787.00	\$935,920.00	\$935,920.00	\$4,367,627.00
Total	\$2,495,787.00	\$935,920.00	\$935,920.00	\$4,367,627.00

Funding Source	FY2025	FY2026	FY2027	Total
Capital Reserves	\$2,495,787.00	\$935,920.00	\$935,920.00	\$4,367,627.00
Total	\$2,495,787.00	\$935,920.00	\$935,920.00	\$4,367,627.00

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## Pattison Rehabilitation & Expansion

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Project Number: DEV-014  
 Total Capital Cost: \$27,881,031.00

Department: Development  
 Type: Capital Improvement

Timeline: 05/01/2019 to 12/31/2026

**Request description:**

For the rehabilitation and expansion of the Pattison Maintenance, Operations and Administration facility. Including the full projects expended carry-over funding necessary to complete all remaining work on the north and south portions of the campus, including design and construction work. Work/construction is anticipated to continue into late 2025.

Capital Costs	FY2025	FY2026	Total
Construction	\$19,739,390.00	\$8,141,641.00	\$27,881,031.00
Total	\$19,739,390.00	\$8,141,641.00	\$27,881,031.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$11,225,269.00	\$581,519.00	\$11,806,788.00
Federal Capital Grants	\$8,514,121.00	\$2,514,122.00	\$11,028,243.00
State Capital Grants		\$5,046,000.00	\$5,046,000.00
Total	\$19,739,390.00	\$8,141,641.00	\$27,881,031.00

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## Real Time Signage and Core Customer Info Navigation

**Project Number:** DEV-016  
**Total Capital Cost:** \$4,737,000.00

**Department:** Development  
**Type:** Capital Equipment

**Timeline:** 03/04/2024 to 12/31/2028

**Request description:**

This project will deploy real-time traveler information and wayfinding tools at 2 to 5 locations supporting important system connections with IT routes including the I-5 Olympia Express, as well as Greyhound, Mason Transit, and Grays Harbor Transit system connections. It will modify heavily utilized bus and pedestrian zones at the OTC, reconfiguring them to better support transit accessibility and foster connections between Intercity Transit routes and other regional and interstate transit providers utilizing the facility. Collaborative partnerships between IT and local jurisdictions will ensure coordinated decisions regarding construction scheduling, if required, and other considerations that result in a streamlined permitting process. Construction at OTC is expected to begin about nine months after notice of award with completion of upgrades within one year. The transit rider wayfinding program includes plan and design, electronic signage for customers, passenger information signs and wayfinding for deployment at all major Intercity Transit transit centers and major stops. The project may be combined with Federal Grant awards for bus stop customer information systems as part of the work program.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Capital Outlay	\$2,000,000.00	\$1,937,000.00	\$400,000.00	\$400,000.00	\$4,737,000.00
Total	\$2,000,000.00	\$1,937,000.00	\$400,000.00	\$400,000.00	\$4,737,000.00

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves		\$147,400.00	\$400,000.00	\$400,000.00	\$947,400.00
Federal Capital Grants	\$2,000,000.00	\$1,789,600.00			\$3,789,600.00
Total	\$2,000,000.00	\$1,937,000.00	\$400,000.00	\$400,000.00	\$4,737,000.00

**Account Codes (Capital Costs):**

40-6809000000	\$4,737,000.00
	<b>\$4,737,000.00</b>

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## Smart Corridor Phase 4

**Project Number:** DEV-018  
**Total Capital Cost:** \$1,437,965.00

**Department:** Development  
**Type:** Capital Improvement

**Timeline:** 09/02/2024 to 09/30/2026

**Request description:**

The Smart Corridors Signal Upgrade and Transit Signal Priority (TSP) Project Phase 4 builds off the first 3 phases with the goal of expanding the analysis of the pilot project for field Implementation for the Smart Corridors program. It will include equipment installation, signal timing and reconfiguring the pilot and bus zones. This phase also calls for EMTRAC data support, data analytics, transit optimization, TSP operations configuration, performance measures, an corridor expansion implementation. Smart Corridors is a collaborative effort of six different transportation agencies, with support from Thurston Regional Planning Council (TRPC): Cities of Lacey, Olympia, Tumwater, Thurston County, Intercity Transit, and Washington State Department of Transportation Olympic Region. Each of these entities owns or operates equipment essential to the implementation of the Smart Corridors project. This project represents the regional (TRPC) grant funded portion of the TSP project implementation.

Capital Costs	FY2025	FY2026	FY2027	Total
Design/Engineering	\$437,965.00	\$500,000.00	\$500,000.00	\$1,437,965.00
Total	\$437,965.00	\$500,000.00	\$500,000.00	\$1,437,965.00

Funding Source	FY2025	FY2026	FY2027	Total
Capital Reserves	\$187,965.00	\$250,000.00	\$250,000.00	\$687,965.00
Federal Capital Grant	\$250,000.00	\$250,000.00	\$250,000.00	\$750,000.00
Total	\$437,965.00	\$500,000.00	\$500,000.00	\$1,437,965.00

**Account Codes (Capital Costs):**

40-6102000000	\$1,437,965.00
	<b>\$1,437,965.00</b>

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# Amtrak Centennial Station Restroom Remodel

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**Project Number:** FAC-157  
**Total Capital Cost:** \$280,000.00

**Department:** Facilities  
**Type:** Capital Improvement

**Timeline:** 03/05/2024 to 12/31/2025

**Request description:**

The Amtrak Centennial Station in Lacey was built in 1992. The structure is open to the public 365 days per year and provides access to Amtrak for Thurston County. The property is managed by Intercity Transit and is operated with contributions from local cities and Thurston County. Even with regular maintenance and repair, the restroom conditions require a full replacement, including underground utilities. An engineering study was performed to determine the status and the study confirmed this.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$250,000.00	\$30,000.00	\$280,000.00
Total	\$250,000.00	\$30,000.00	\$280,000.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$250,000.00	\$30,000.00	\$280,000.00
Total	\$250,000.00	\$30,000.00	\$280,000.00

**Account Codes (Capital Costs):**

46-6209000000	\$280,000.00
	<u>\$280,000.00</u>

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## Amtrak Centennial Station Security System

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**Project Number:** FAC-158  
**Total Capital Cost:** \$10,000.00

**Department:** Facilities  
**Type:** Capital Improvement

**Timeline:** 05/01/2024 to 05/01/2025

**Request description:**

The security system for the Amtrak Centennial Station has exceeded its useful life by a number of years and has almost no functionality remaining. This project will be started in 2023 but the timeline isn't final so the project may extend into 2024.

<b>Capital Costs</b>	<b>FY2025</b>	<b>Total</b>
Construction	\$10,000.00	\$10,000.00
Total	\$10,000.00	\$10,000.00

<b>Funding Source</b>	<b>FY2025</b>	<b>Total</b>
Capital Reserves	\$10,000.00	\$10,000.00
Total	\$10,000.00	\$10,000.00

**Account Codes (Capital Costs):**

46-6209000000	\$10,000.00
	<u>\$10,000.00</u>

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## Amtrak Centennial Station Site Stormwater Swale Restoration

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**Project Number:** FAC-152  
**Total Capital Cost:** \$105,000.00

**Department:** Facilities  
**Type:** Capital Improvement

**Timeline:** 06/03/2024 to 06/30/2025

**Request description:**

The purpose for the project is to ensure that water quality and other stormwater standards are met. This will be ensured by restoring the lower area of the Amtrak Centennial Station site stormwater system so they function as designed.

**Capital Costs**

	FY2025	FY2026	Total
Design/Engineering	\$30,000.00		\$30,000.00
Construction	\$55,000.00	\$20,000.00	\$75,000.00
<b>Total</b>	<b>\$85,000.00</b>	<b>\$20,000.00</b>	<b>\$105,000.00</b>

**Funding Source**

	FY2025	FY2026	Total
Capital Reserves	\$85,000.00	\$20,000.00	\$105,000.00
<b>Total</b>	<b>\$85,000.00</b>	<b>\$20,000.00</b>	<b>\$105,000.00</b>

**Account Codes (Capital Costs):**

46-6209000000	\$105,000.00
	<b>\$105,000.00</b>

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## Facility Capital Equipment and Improvements

**Project Number:** FAC-160  
**Total Capital Cost:** \$1,330,000.00

**Department:** Facilities  
**Type:** Other

**Timeline:** 01/01/2024 to 12/31/2029

**Request description:**

Capital improvements, repairs, furniture, tools and equipment necessary for efficient facility operations and maintenance activities.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$430,000.00	\$250,000.00	\$250,000.00	\$200,000.00	\$200,000.00	\$1,330,000.00
Total	\$430,000.00	\$250,000.00	\$250,000.00	\$200,000.00	\$200,000.00	\$1,330,000.00

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$430,000.00	\$250,000.00	\$250,000.00	\$200,000.00	\$200,000.00	\$1,330,000.00
Total	\$430,000.00	\$250,000.00	\$250,000.00	\$200,000.00	\$200,000.00	\$1,330,000.00

**Account Codes (Capital Costs):**

46-6909000000	\$1,330,000.00
	<u>\$1,330,000.00</u>

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## Lacey Transit Center (LTC) Restroom Remodel

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**Project Number:** FAC-156  
**Total Capital Cost:** \$480,000.00

**Department:** Facilities  
**Type:** Capital Improvement

**Timeline:** 01/29/2024 to 12/30/2025

**Request description:**

The Lacey Transit Center was built in 1993. It is used 362 days each year by the public who ride Intercity Transit's services and the staff who operate the transportation system. This equates to thousands of uses a year. Even with regular, intensive cleaning and maintenance, the interior spaces and infrastructure are at a point of deterioration that requires a full remodel, including replacement of the underground systems. An engineering study was conducted to develop a cost plan and to confirm the visual conditions.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$380,000.00	\$100,000.00	\$480,000.00
Total	\$380,000.00	\$100,000.00	\$480,000.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$380,000.00	\$100,000.00	\$480,000.00
Total	\$380,000.00	\$100,000.00	\$480,000.00

**Account Codes (Capital Costs):**

46-6209000000	\$480,000.00
	<b>\$480,000.00</b>

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## Lacey Transit Center (LTC) Stormwater Repair and Improvement

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**Project Number:** FAC-161  
**Total Capital Cost:** \$695,000.00

**Department:** Facilities  
**Type:** Capital Improvement

**Timeline:** 06/03/2024 to 06/30/2025

**Request description:**

Project to assess and repair or improve the stormwater collection system to ensure safety and compliance at LTC.

Capital Costs	To Date	FY2025	FY2026	Total
Planning	\$35,000.00	\$600,000.00	\$60,000.00	\$695,000.00
<b>Total</b>	<b>\$35,000.00</b>	<b>\$600,000.00</b>	<b>\$60,000.00</b>	<b>\$695,000.00</b>

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$600,000.00	\$60,000.00	\$660,000.00
<b>Total</b>	<b>\$600,000.00</b>	<b>\$60,000.00</b>	<b>\$660,000.00</b>

**Account Codes (Capital Costs):**

46-6209000000	\$660,000.00
	<b>\$660,000.00</b>

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## Underground Storage Tank (UST) Large Vault Repair

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**Project Number:** FAC-153  
**Total Capital Cost:** \$50,000.00

**Department:** Facilities  
**Type:** Capital Improvement

**Timeline:** 06/03/2024 to 12/31/2025

**Request description:**

Water enters the large vault during weather events, resulting in sensors being triggered. This project is to perform repairs to prevent water intrusion. Per Department of Energy regulations, sensors installed in UST facilities cannot have triggered sensors as it is considered a violation.

<b>Capital Costs</b>	<b>FY2025</b>	<b>Total</b>
Construction	\$50,000.00	\$50,000.00
Total	\$50,000.00	\$50,000.00

<b>Funding Source</b>	<b>FY2025</b>	<b>Total</b>
Capital Reserves	\$50,000.00	\$50,000.00
Total	\$50,000.00	\$50,000.00

**Account Codes (Capital Costs):**

46-6409000000	\$50,000.00
	<b>\$50,000.00</b>

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## Agency Enterprise Resource Planning (ERP) Software System

**Project Number:** IS-103  
**Total Capital Cost:** \$5,000,000.00

**Department:** Information Systems  
**Type:** Capital Equipment

**Timeline:** 01/01/2024 to 12/31/2025

**Request description:**

Intercity Transit implemented the FleetNet (ERP) software in 1993, which is a transit specific software solution for managing our accounts payable, accounts receivable, general ledger, purchase orders, human resources, operator timekeeping, payroll, fleet maintenance, fuel, claims, safety, maintenance, and facilities inventory. FleetNet was also designed to accommodate the National Transit Database (NTD) reporting requirements and generates all required reporting information.

Fleet-Net was acquired by Avail Technologies about four years ago and Intercity Transit is currently working with Avail to transition to their cloud-based Enterprise Transit Management Software solution. As IntercityTransit prepares to make this transition, the project team determined it would be advantageous to conduct a broad, unbiased, analysis of our workflow and the software programs that support our everyday operations.

The agency anticipates conducting a Request For Proposal to acquire a more modern ERP system that will accommodate our needs that have evolved since 1993. We anticipate this project taking three years to complete.

Capital Costs	To Date	FY2025	FY2026	Total
Capital Outlay	\$2,000,000.00	\$2,000,000.00	\$1,000,000.00	\$5,000,000.00
Total	\$2,000,000.00	\$2,000,000.00	\$1,000,000.00	\$5,000,000.00

Funding Source	To Date	FY2025	FY2026	Total
Capital Reserves	\$2,000,000.00	\$2,000,000.00	\$1,000,000.00	\$5,000,000.00
Total	\$2,000,000.00	\$2,000,000.00	\$1,000,000.00	\$5,000,000.00

**Account Codes (Capital Costs):**

23-6809000000	\$3,000,000.00
	<b>\$3,000,000.00</b>

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## Core Infrastructure and Communications

**Project Number:** IS-102  
**Total Capital Cost:** \$1,180,000.00

**Department:** Information Systems  
**Type:** Capital Equipment

**Timeline:** 01/01/2024 to 12/31/2028

**Request description:**

This is to keep our core infrastructure and communication equipment across the enterprise refreshed and modernized. We evaluate the useful lifecycle of the equipment and the end of life dates set by the manufacturer to anticipate refresh cycles. Additionally, this will support agency cybersecurity needs.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Capital Outlay	\$465,000.00	\$325,000.00	\$100,000.00	\$290,000.00	\$1,180,000.00
Total	\$465,000.00	\$325,000.00	\$100,000.00	\$290,000.00	\$1,180,000.00

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$465,000.00	\$325,000.00	\$100,000.00	\$290,000.00	\$1,180,000.00
Total	\$465,000.00	\$325,000.00	\$100,000.00	\$290,000.00	\$1,180,000.00

**Account Codes (Capital Costs):**

23-6809000000	\$1,180,000.00
	<b>\$1,180,000.00</b>

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## ERP FTE Support

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**Project Number:** IS-103  
**Total Capital Cost:** \$1,200,000.00

**Department:** Information Systems  
**Type:** Capital Equipment

**Timeline:** 01/01/2025 to 12/31/2026

**Request description:**

This is to resource and backfill a total of 5 FTEs in Finance, Information Services, Maintenance and Human Resources and Operations for the Enterprise Resource Planning (ERP) software project. These temporary staff members will perform the business-as-usual activities, while key staff members with the working knowledge of Intercity Transit's processes will spend 18 to 24 months training and working directly in the implementation of the software.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$600,000.00	\$600,000.00	\$1,200,000.00
Total	\$600,000.00	\$600,000.00	\$1,200,000.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$600,000.00	\$600,000.00	\$1,200,000.00
Total	\$600,000.00	\$600,000.00	\$1,200,000.00

**Account Codes (Capital Costs):**

23-6909000000	\$1,200,000.00
	<b>\$1,200,000.00</b>

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## Emergency Operations Center (EOC)

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**Project Number:** IS-101  
**Total Capital Cost:** \$75,000.00

**Department:** Information Systems  
**Type:** Capital Equipment

**Timeline:** 01/01/2025 to 12/31/2025

**Request description:**

This effort is to put together mobile technology equipment to stand up an EOC in case of a catastrophic event. The goal is to provide basic network connectivity and communications in order to keep operations going and assist the community with recovery efforts as appropriate.

Capital Costs	To Date	FY2025	Total
Capital Outlay	\$10,000.00	\$65,000.00	\$75,000.00
Total	\$10,000.00	\$65,000.00	\$75,000.00

Funding Source	To Date	FY2025	Total
Capital Reserves	\$10,000.00	\$65,000.00	\$75,000.00
Total	\$10,000.00	\$65,000.00	\$75,000.00

**Account Codes (Capital Costs):**

23-6809000000	\$65,000.00
	<b>\$65,000.00</b>

DRAFT

## Alternative fuel infrastructure design

**Project Number:** MA-102  
**Total Capital Cost:** \$1,200,000.00

**Department:** Maintenance Admin  
**Type:** Capital Improvement

**Timeline:** 06/03/2024 to 12/31/2026

**Request description:**

Architecture and engineering services for alternative fuel infrastructure design to support agency zero emissions transition.

Capital Costs	FY2025	FY2026	FY2028	Total
Design/Engineering	\$650,000.00	\$250,000.00	\$300,000.00	\$1,200,000.00
Total	\$650,000.00	\$250,000.00	\$300,000.00	\$1,200,000.00

Funding Source	FY2025	FY2026	FY2028	Total
Capital Reserves	\$650,000.00	\$250,000.00	\$300,000.00	\$1,200,000.00
Total	\$650,000.00	\$250,000.00	\$300,000.00	\$1,200,000.00

**Account Codes (Capital Costs):**

20-6909000000 \$1,200,000.00  
**\$1,200,000.00**

DRAFT

## Fueling Equipment and Site Upgrades - Hydrogen Pilot Project

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**Project Number:** MA-101  
**Total Capital Cost:** \$5,300,000.00

**Department:** Maintenance Admin  
**Type:** Capital Improvement

**Timeline:** 07/01/2023 to 12/31/2025

**Request description:**

Hydrogen fueling equipment design, purchase, installation, shop upgrades. Washington State Department of Transportation Green Transportation Grant 2023-2025.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$5,200,000.00	\$100,000.00	\$5,300,000.00
Total	\$5,200,000.00	\$100,000.00	\$5,300,000.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$1,040,000.00	\$100,000.00	\$1,140,000.00
State Capital Grants	\$4,160,000.00		\$4,160,000.00
Total	\$5,200,000.00	\$100,000.00	\$5,300,000.00

**Account Codes (Capital Costs):**

20-6909000000	\$5,300,000.00
	<b>\$5,300,000.00</b>

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## Maintenance Facility Upgrades - Hydrogen Demonstration Project

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**Project Number:** MA-100  
**Total Capital Cost:** \$620,000.00

**Department:** Maintenance Admin  
**Type:** Capital Improvement

**Timeline:** 07/01/2023 to 12/31/2026

**Request description:**

Maintenance Shop and site upgrades necessary for maintenance, fueling and operation of hydrogen fuel-cell electric buses. Washington State Department of Transportation Regional Mobility Grant - 2023-2025.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$520,000.00	\$100,000.00	\$620,000.00
Total	\$520,000.00	\$100,000.00	\$620,000.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$104,000.00	\$100,000.00	\$204,000.00
State Capital Grants	\$416,000.00		\$416,000.00
Total	\$520,000.00	\$100,000.00	\$620,000.00

**Account Codes (Capital Costs):**

20-6909000000	\$620,000.00
	<b>\$620,000.00</b>

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## Zero Emission Bus purchase - Hydrogen Demonstration Project

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**Project Number:** MA-100  
**Total Capital Cost:** \$5,578,261.00

**Department:** Maintenance Admin  
**Type:** Capital Equipment

**Timeline:** 07/01/2023 to 12/31/2025

**Request description:**

Purchase three (3) replacement Hydrogen Fuel-Cell Electric buses per grant application for demonstration project. Washington State Department of Transportation Regional Mobility Grant 2023-2025.

Capital Costs	FY2025	Total
Capital Outlay	\$5,578,261.00	\$5,578,261.00
Total	\$5,578,261.00	\$5,578,261.00

Funding Source	FY2025	Total
Capital Reserves	\$1,115,653.00	\$1,115,653.00
State Capital Grants	\$4,462,608.00	\$4,462,608.00
Total	\$5,578,261.00	\$5,578,261.00

**Account Codes (Capital Costs):**

19-6509000000	\$5,578,261.00
	<b>\$5,578,261.00</b>

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## Zero Emission Bus purchase - Hydrogen Pilot Project

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**Project Number:** MA-101  
**Total Capital Cost:** \$3,372,174.00

**Department:** Maintenance Admin  
**Type:** Capital Equipment

**Timeline:** 07/01/2023 to 12/31/2025

**Request description:**

Purchase two (2) replacement Hydrogen Fuel-Cell Electric Buses per grant application for demonstration project. WSDOT Green Transportation Grant 2023-2025.

Capital Costs	FY2025	Total
Capital Outlay	\$3,372,174.00	\$3,372,174.00
<b>Total</b>	<b>\$3,372,174.00</b>	<b>\$3,372,174.00</b>

Funding Source	FY2025	Total
Capital Reserves	\$674,434.00	\$674,434.00
State Capital Grants	\$2,697,740.00	\$2,697,740.00
<b>Total</b>	<b>\$3,372,174.00</b>	<b>\$3,372,174.00</b>

**Account Codes (Capital Costs):**

19-6509000000 \$3,372,174.00  
**\$3,372,174.00**

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## Demand Response Van Replacement

**Project Number:** VM-101  
**Total Capital Cost:** \$7,912,523.00

**Department:** Vehicle Maintenance  
**Type:** Capital Equipment  
**Timeline:** 10/01/2021 to 01/31/2024

**Request description:**  
 Lifecycle replacement of Dial-A-Lift ( DAL) and Village Vans Program vans.

Capital Costs	FY2025	FY2026	FY2027	FY2028	Total
Capital Outlay	\$3,707,856.00	\$123,064.00	\$4,028,074.00	\$53,529.00	\$7,912,523.00
Total	\$3,707,856.00	\$123,064.00	\$4,028,074.00	\$53,529.00	\$7,912,523.00

Funding Source	FY2025	FY2026	FY2027	FY2028	Total
Capital Reserves	\$1,853,928.00	\$61,532.00	\$2,014,037.00	\$53,529.00	\$3,983,026.00
Federal Capital Grants	\$1,853,928.00	\$61,532.00	\$2,014,037.00		\$3,929,497.00
Total	\$3,707,856.00	\$123,064.00	\$4,028,074.00	\$53,529.00	\$7,912,523.00

**Account Codes (Capital Costs):**  
 19-6509000000 \$7,912,523.00  
**\$7,912,523.00**

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## Fixed Route Bus Replacement

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**Project Number:** VM-100  
**Total Capital Cost:** \$31,462,594.00

**Department:** Vehicle Maintenance  
**Type:** Capital Equipment

**Request description:**  
Lifecycle replacement of fixed route buses having met or exceeded agency useful life benchmark.

<b>Capital Costs</b>	<b>FY2026</b>	<b>FY2028</b>	<b>Total</b>
Capital Outlay	\$13,230,000.00	\$18,232,594.00	\$31,462,594.00
Total	\$13,230,000.00	\$18,232,594.00	\$31,462,594.00

<b>Funding Source</b>	<b>FY2026</b>	<b>FY2028</b>	<b>Total</b>
Capital Reserves	\$6,615,000.00	\$9,116,297.00	\$15,731,297.00
Federal Capital Grants	\$6,615,000.00	\$9,116,297.00	\$15,731,297.00
Total	\$13,230,000.00	\$18,232,594.00	\$31,462,594.00

**Account Codes (Capital Costs):**  
19-6509000000 \$31,462,594.00  
**\$31,462,594.00**

DRAFT

## Maintenance Shop Equipment

**Project Number:** VM-104  
**Total Capital Cost:** \$3,368,870.00

**Department:** Vehicle Maintenance  
**Type:** Other

**Request description:**  
 Shop equipment needed for Maintenance operations.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$3,056,030.00	\$162,840.00	\$50,000.00	\$50,000.00	\$50,000.00	\$3,368,870.00
Total	\$3,056,030.00	\$162,840.00	\$50,000.00	\$50,000.00	\$50,000.00	\$3,368,870.00

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$3,056,030.00	\$162,840.00	\$50,000.00	\$50,000.00	\$50,000.00	\$3,368,870.00
Total	\$3,056,030.00	\$162,840.00	\$50,000.00	\$50,000.00	\$50,000.00	\$3,368,870.00

**Account Codes (Capital Costs):**  
 19-6909000000 \$3,368,870.00  
**\$3,368,870.00**

DRAFT

## Non-Revenue Vehicles and Equipment

**Project Number:** VM-103  
**Total Capital Cost:** \$2,894,369.00

**Department:** Vehicle Maintenance  
**Type:** Capital Equipment

**Request description:**  
 Expansion and lifecycle replacement of non-revenue vehicles and equipment used in activities necessary to support transit services.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$1,596,931.00	\$356,107.00	\$229,789.00	\$236,469.00	\$475,073.00	\$2,894,369.00
Total	\$1,596,931.00	\$356,107.00	\$229,789.00	\$236,469.00	\$475,073.00	\$2,894,369.00

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$1,596,931.00	\$356,107.00	\$229,789.00	\$236,469.00	\$475,073.00	\$2,894,369.00
Total	\$1,596,931.00	\$356,107.00	\$229,789.00	\$236,469.00	\$475,073.00	\$2,894,369.00

**Account Codes (Capital Costs):**  
 19-6609000000 \$2,894,369.00  
**\$2,894,369.00**

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## Vanpool Replacement Vehicles

**Project Number:** VM-102  
**Total Capital Cost:** \$5,396,624.00

**Department:** Vehicle Maintenance  
**Type:** Capital Equipment

**Request description:**  
 Lifecycle replacement of Vanpool program vehicles that have met or exceeded agency's useful life benchmark.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$840,480.00	\$608,957.00	\$1,532,003.00	\$952,180.00	\$1,463,004.00	\$5,396,624.00
Total	\$840,480.00	\$608,957.00	\$1,532,003.00	\$952,180.00	\$1,463,004.00	\$5,396,624.00

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$420,240.00	\$304,478.50	\$766,001.63	\$476,090.23	\$731,501.94	\$2,698,312.29
State Capital Grants	\$420,240.00	\$304,478.50	\$766,001.63	\$476,090.23	\$731,501.94	\$2,698,312.29
Total	\$840,480.00	\$608,957.00	\$1,532,003.25	\$952,180.45	\$1,463,003.88	\$5,396,624.59

**Account Codes (Capital Costs):**  
 19-6509000000 \$5,396,624.00  
**\$5,396,624.00**

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## Vehicle Replacement Contingency

**Project Number:** VM-106  
**Total Capital Cost:** \$1,391,710.00

**Department:** Vehicle Maintenance  
**Type:** Capital Equipment

**Request description:**  
 Contingency resources for vehicle replacements due to accidents and/or unplanned failures.

Capital Costs	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Outlay	\$262,135.00	\$269,999.00	\$278,099.00	\$286,442.00	\$295,035.00	\$1,391,710.00
Total	\$262,135.00	\$269,999.00	\$278,099.00	\$286,442.00	\$295,035.00	\$1,391,710.00

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029	Total
Capital Reserves	\$262,135.00	\$269,999.00	\$278,099.00	\$286,442.00	\$295,035.00	\$1,391,710.00
Total	\$262,135.00	\$269,999.00	\$278,099.00	\$286,442.00	\$295,035.00	\$1,391,710.00

**Account Codes (Capital Costs):**  
 19-6509000000 \$1,391,710.00  
**\$1,391,710.00**

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## Vehicle Telematics

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**Project Number:** VM-105  
**Total Capital Cost:** \$380,000.00

**Department:** Vehicle Maintenance  
**Type:** Capital Equipment

**Timeline:** 01/01/2024 to 12/31/2026

**Request description:**

Implement global positioning and electronic pre/post trip inspection system/telematics solutions to enhance fleet management compliance, accuracy and efficiency.

Capital Costs	FY2025	FY2026	Total
Capital Outlay	\$300,000.00	\$80,000.00	\$380,000.00
Total	\$300,000.00	\$80,000.00	\$380,000.00

Funding Source	FY2025	FY2026	Total
Capital Reserves	\$300,000.00	\$80,000.00	\$380,000.00
Total	\$300,000.00	\$80,000.00	\$380,000.00

**Account Codes (Capital Costs):**

19-6809000000	\$380,000.00
	<b>\$380,000.00</b>

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