

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, January 15, 2025
5:30 P.M.
Board Room – 510 Pattison Street SE, Olympia

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 680 875 085#

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

CALL TO ORDER

WELCOME NEW BOARD MEMBERS (*Chair Gilman / Vice Chair Mejia*)

- A. City of Tumwater Councilmember Kelly Von Holtz
- B. Community Representative Wendy Goodwin

STAFF INTRODUCTIONS

15 min.

- A. Jane Denicola, Customer Service Manager (*Dena Withrow*)
- B. John Garner, DAL Dispatch Specialist (*Kevin Karkoski*)
- C. Jerald Bledsoe, Cybersecurity Analyst (*Daniel Ocampo*)

1. APPROVAL OF AGENDA

1 min.

2. PUBLIC COMMENT

3 min.

3. APPROVAL OF CONSENT AGENDA

1 min.

- A. **Minutes** – December 4, 2024, Regular Meeting, and December 18, 2024, Regular Meeting
- B. **Payroll December: \$3,500,232.54**
 - Warrant Numbers: 41362-41377; 41513-41514 in the amount of \$32,081.72
 - ACH Payment Amount: \$3,468,150.82
- C. **Accounts Payable December: \$2,911,986.84**
 - Disbursed Warrants: 41378-41512 & 41515-41604 in the amount of \$2,900,474.35
 - Voided Warrant: 0
 - ACH Payments: \$11,512.49

4. NEW BUSINESS

- A. **Consultant Services for ERP/ETMS Procurement** (*Jeff Peterson*) **5 min.**
- B. **September 2025 – Network Restructure** (*Rob LaFontaine*) **45 min.**

- 5. COMMITTEE REPORTS
 - A. Thurston Regional Planning Council (Jan. 10) (Carolyn Cox) 5 min.
 - B. Transportation Policy Board (Jan. 8) (Justin Belk) 5 min.
- 6. GENERAL MANAGER'S REPORT 5 min.
- 7. AUTHORITY ISSUES 5 min.

ADJOURNMENT

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

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
December 4, 2024

CALL TO ORDER

Chair Gilman called the December 4, 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: Chair and City of Olympia Councilmember Clark Gilman; Vice Chair and Thurston County Commissioner Carolina Mejia; City of Lacey Councilmember Carolyn Cox; City of Tumwater Councilmember Kelly Von Holtz; Community Representative Sue Pierce; Community Representative Don Melnick; Community Representative Justin Belk; Labor Representative Mark Neuville.

Members Excused: City of Yelm Councilmember Brian Hess; City of Tumwater Mayor Debbie Sullivan.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kerney; Amanda Collins; Daniel Van Horn; Katie Cunningham; Michael Maverick; Tammy Ferris; Jonathan Martin; Brenden Houx; Peter Stackpole; Thera Black; Noelle Gordon; Nicole Jones; Brian Nagel; Dena Withrow; Jessica Gould; Nick Demerice; Jesse Eckstrom; Rob LaFontaine; Cameron Crass; Alana Neal; Fiona Sheehan.

Others Present: Jeff Myers, Legal Counsel; David Payton and Doug Riddels, Community Advisory Committee; Jakub Kocztorz, Law, Lyman, Daniel, Kamerrer & Bogdanovich.

APPROVAL OF AGENDA

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

PUBLIC HEARING

A. Draft 2025-2030 Draft Strategic Plan. Bergkamp said the strategic plan recognizes the primary goal of returning to pre-pandemic levels and re-establishes a clear focus on accomplishing goals from Proposition 1. IT is currently at 102% pre-COVID levels of service with ridership at 98% pre-COVID levels, nearly matching our service restoration. Bergkamp reviewed notable changes to the strategic plan:

- Streamlined redundant content
- Grant reimbursement amounts/projections
- Included grants applied for through end of Plan
- Total cost of ownership of zero-emissions technology
- Sales tax trends
- Issues like I-2117 and overall funding impermanence
- Guiding Principles reflecting our values of Diversity, Equity, and Inclusion

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- Removed expired references of COVID-19 impacts
- Incorporated feedback from ITA, CAC, Public Comment
 - Employer of Choice
 - Community Outreach
 - Zero Emissions

Bergkamp said the final draft out for publication contains different formatting and she thanked the Marketing team, notably Ally McPherson, for creating the new formatting look. Also new is an Executive Summary which will assist members of the public to digest and understand our strategic goals for the next few years. Bergkamp reviewed next steps:

- Complete updates to the Draft 2025-2030 Strategic Plan, including consideration of public comment received.
- Final 2025-2030 Strategic Plan adoption is slated for December 18, 2024.

Chair Gilman opened the public hearing at 5:35 p.m.

With no members of the public giving testimony, Chair Gilman closed the public hearing at 5:36 p.m.

PUBLIC COMMENT

Alex Patel of Olympia spoke in support of the Operators receiving a fair wage increase and asked the Authority to consider the ATU's bargaining proposal.

Intercity Transit Coach Operators Kenny Farver, Gryffen Snyder-Chavez, Alena Parisi, Bert George and ATU Vice President Michael Cornelius gave public comment regarding wages and benefits being considered in Intercity Transit's current contract negotiations with the Amalgamated Transit Union (ATU) Local 1765. ATU is the labor union representing Operators, Customer Service Representatives and Dial-A-Lift Dispatch Specialists.

NEW BUSINESS

- A. Security Services Contract Extension.** Sr. Procurement & Project Coordinator, Brenden Houx presented a contract for renewal with PalAmerican Security, Inc. for transit security services. In June 2022, PalAmerican was awarded Intercity Transit's contract for unarmed security services at Intercity Transit's facilities. The initial contract term was for a period of eighteen (18) months, with four one-year renewal options. The next term was a 12-month extension for security services in 2024. This item represents the second one-year renewal for services in 2025.

Under this renewal effective January 1, 2025, PalAmerican will continue to provide daily unarmed security services at Intercity Transit facilities, including the Olympia Transit Center, Lacey Transit Center, Pattison campus which also

includes the leased Bobcat parking lot, and patrols of the Martin Way Park and Ride. Under this renewal, PalAmerican will provide approximately 3200 hours of security services each month.

In accordance with the contract terms, the proposed renewal reflects a 3.8% rate increase. This rate increase is in alignment with the Seattle Consumer Price Index increase over the past year. Market research indicates the proposed renewal rates are fair and reasonable.

Based on PalAmerican's record of performance and adaptability throughout the first two terms of the contract, staff remain confident that the firm will continue to provide necessary services at our facilities with a professional and valuable presence and recommend that the contract is renewed.

It was M/S/A by Mejia and Cox to authorize the General Manager to execute a contract amendment with PalAmerican to renew the contract for transit center security services for a period of one year in the amount of \$1,046,183.

- B. September 2025 Network Restructure.** Rob LaFontaine, Deputy Director of Planning, provided an overview of the anticipated restructuring of fixed routes in September of 2025. Staff identified September 2025 to implement significant changes to the existing fixed-route network. The primary purpose is to establish an enhanced route on the Martin Way/Harrison Ave/State Ave corridor consistent with the Long-Range Plan element of Bus Rapid Transit (BRT). With the frequent corridor route serving as an anchor, it becomes necessary to consider other route changes to reduce duplication of coverage. A restructuring of routes also provides opportunities to adjust service in hopes of addressing evolving mobility needs and improving the community's access and use of transit.

LaFontaine said for several years staff have been working on various efforts to realign bus routes to fulfill the elements of the long-range plan, and that adjustments are needed to address growing/changing needs of the community. To improve the directness of routing as well as connections with frequent corridor service. Other considerations in routing include improved circulation around high schools and crosstown service to college campuses.

LaFontaine shared three reasons that influenced the fixed-route changes: (1) The short & long-range plan adopted in the fall of 2018 in concert with the Proposition 1 sales tax ballot measure; (2) Our operations and facilities staff; and (3) the community/public.

LaFontaine explained how a restructuring supports the long-range plan in goals to provide service to new areas within the Public Transportation Benefit Area, with bus stops served at least every 30 minutes, and further the implementation of bus rapid transit. Correspondingly, added service along the Martin Way

Corridor would allow reducing service on our 62 A and B. There are still details to be flushed out and on-demand service remains cumbersome and expensive. Many stops on the 62 A and B would not have 30-minute service if we were to scale them back, namely the areas that are out on the East end of Lacey. There's a heavy concentration on portions of the corridor on Martin Way. We're looking to restructure the network to help with the reduction of duplication and free up important financial and service resources to meet other needs.

Making meaningful adjustments to service to help with the efficiency of our operation is part of the influence. We don't often talk about our facilities staff and they're our unsung heroes and we look at our nearly one thousand bus stops in the network and we're used to seeing buses stop at those bus stops, but every single one of those bus stops is serviced regularly by our facilities team, which includes parking their service vehicle for 10 to 40 minutes and that's a much different requirement on the infrastructure than a bus for a few seconds. LaFontaine said operability is arguably the most significant influence on fixed route design. If we can't drive the bus there, we can't drive the bus there. We're only as good as the road network.

LaFontaine reviewed the public piece of this and conversation/comments. We've received over 1,200 comments from the customer comment module as it pertains to planning. Themes emerge from these comments.

LaFontaine reviewed the recipe for change. A lot goes into changing a fixed-route network and he reviewed four primary considerations.

1. Consistent with regional development and land use
 - Coordinated effort with housing and transportation
2. Emphasis on being both direct and convenient
 - Preserving existing stops and segments
 - Intersections and Operability
3. Influenced by data
 - Population & demographics
 - Ridership
4. Incorporates years of community input
 - Long-Range Plan
 - Operator feedback
 - Customer Comments

LaFontaine reviewed each of the four individually:

Consistent with regional development and land use, serving the areas the cities expect **higher densities** of residents

- Concentrating where needed
- Comprehensive Plans

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- Sub-Area Plans
- Martin Way Crossings
High-Capacity Study
- Express **commuter service** between the Lacey Transit Center and Lakewood, via Hawks Prairie and JBLM

Emphasis on both direct and convenient - Align bus routes to intersect with the new **corridor express**

- The grant for *The One* expires July 2025, which is why we've selected September 2025 for the change
Evolve *The One* into a BRT-influenced **corridor express**
- Rebrand?
Increase frequency on College Street
Improved directness to schools, colleges, and the State Capitol

Influenced by data:

Population & Demographics

- Medium+ Densities
- Low-income residents (Title VI)
- Racial Minorities (Title VI)
- 2023 Passenger Survey

Operability

- Reliable roadways and maneuvering

Resource capacity

- Balancing available employees and revenue

Incorporates years of community input:

I need late night service

- increased span/frequency according to our Long-Range Plan (Prop 1)
riding the bus takes too long
- New Express Corridor service (i.e. BRT Lite)
- More direct routes between major destinations, including the Capitol, colleges and high schools

I need to travel north

- New commuter routes, connections to JBLM (PT206) and Sound Transit
the bus doesn't stop where I am?
- Several new segments to be added including Henderson Blvd, Black Lake Blvd, Billy Frank Jr. Blvd, Marvin Rd, and Kinwood St.

LaFontaine said we have an opportunity to reshape our system in a way that is very meaningful to not only high school students, but those who are trying to do the running start curriculum that is a few classes at the high school and then transitioning to courses at the College in the middle of the day. LaFontaine covered why change is for the better.

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- Research suggests **<5% of the population** use transit on a regular basis
- Teens are driving less; research indicates **young adults use transit** proportionately more than older adults
- The restructured network **purposefully supports** mobility of younger riders

LaFontaine reviewed the key differences as to why a restructured network is better, emphasizing convenience, introducing crosstown service to popular destinations like educational sites, shopping and state capital and state offices. One seat rides to nearby schools and commerce, and then direct. Maintaining our heaviest investment, the highest span of frequency on arterials and major collectors with ideally less out of direction travel connections. One of the greatest barriers we face in motivating people to use the bus is when we're traveling out of direction. The more we can work on direct routing, the more appealing riding the bus becomes.

LaFontaine reviewed the tentative timeline for the next few months:

Fall 2024

- Operational Assessment
- Preliminary outreach

January - March 2025

- Release Major Change Summary & Draft *Equity Analysis*
- Open Houses, stakeholder engagement, public hearing

March 2025

- CAC Review of Summary & Draft *Equity Analysis*
- April 2025: ITA Adoption of Final *Equity Analysis*

April - August 2025

- Assemble Route and Operator schedules; new bus stops
- Effective, Sunday, September 7, 2025

LaFontaine reviewed an interactive route map that was emailed to the Authority. It's a web-based tool that shows us changes that we're proposing to be made. We've shared this within the last few months with internal staff to get feedback, which has been positive.

Demerice said staff plan a very robust public process and a lot of communications with the public such as being out on the platforms at the OTC and LTC with tablets sharing the routes and top-level data. Demerice said we'll meet with stakeholder groups and organizations within the community and the school districts.

Pierce suggested as LaFontaine moves forward to share with the Board the various types of outreach he has planned and/or groups he's met with, because that would be helpful to them as they are out and about and talking to individuals in the community. Demerice said staff can create specific talking

points the Board can use. Gilman said he'd like to make sure that the Board gives a general thumbs up before staff provides talking points and implementation.

- C. Community Advisory Committee Recommendations/Appointments.** Bergkamp said at the direction of the Intercity Transit Authority, an ad-hoc committee formed to conduct interviews of applicants for the Community Advisory Committee. Interviews took place on November 8, 2024. The committee consisted of Debbie Sullivan, Carolina Mejia, Justin Belk, Eliane Wilson, Rachel Weber and Rachel Wilson. Upon conclusion of the interviews, the group discussed applicant qualifications, committee attributes and brought their recommendation forward to the Authority for consideration.

It was M/S/A by Pierce and Von Holtz to re-appoint the following individuals to serve second consecutive three-year terms beginning January 1, 2025: *Eliane Wilson and Rachel Weber.*

To appoint the following individuals to three-year terms beginning January 1, 2025: *Brandon Mixon, Dara Dotson, Hallie Sutter, Margaret Janis, Michael Gray, Shawn Sandquist, and Suzanne Simons.*

To re-appoint the following individual to a consecutive one-year term youth position beginning January 1, 2025: *John-Paul Fox-Seidel.*

To appoint the following individual to a one-year term youth position beginning January 1, 2024: *Julian Preston*

Selected the following individuals to be on the list of approved alternate candidates for 2025: *Kristi Duke, Jim Hanley, Will Stuiivenga, and Wayland "Mike" Hubbart.*

- D. ITA Community Representative Recommendation/Appointment.** Community Representative Don Melnick's term expires December 31, 2024. He will have served three consecutive three-year terms. The Authority directed staff to conduct a recruitment to fill the position. Five applications were received by the deadline of October 4, 2024; however, one applicant pulled their application, and the Authority conducted interviews at a special meeting held on Friday, November 22, 2024. The candidates who completed interviews were Michael Van Gelder, Eliane Wilson, Dara Dotson and Wendy Goodwin. Chair Gilman brought forward the Authority's recommendation to appoint Wendy Goodwin to fill this position for a term to begin January 1, 2025, through December 31, 2027.

It was M/S/A by Mejia and Pierce to appoint Wendy Goodwin to the Intercity Transit Authority as a Community Representative, for a term to begin January 1, 2025, through December 31, 2027.

COMMITTEE REPORTS

A. Community Advisory Committee (Nov. 18). David Payton reported the CAC started off by recognizing outgoing CAC members. There was an election of new Officers. Rachel Weber was elected Chair and Clair Bourgeois was elected Vice Chair. Nick Demerice from Marketing gave the same presentation as the one given this evening on the Zero Fare survey. Payton said the CAC was glad to hear about heartfelt and real time impacts the bus system has on everyday people and there were some really heartfelt testimonials that Demerice shared directly from that survey. The CAC had a lot of dialogue around the impact of the zero-fare system and the bus operators and everyone who supports them as well. Rob LaFontaine gave a presentation on the new fixed-route network, and the CAC had an open conversation about that as well. Lastly, Bergkamp provided an update on the 2025-2030 draft strategic plan.

GENERAL MANAGER'S REPORT

Intercity Transit Leadership and the Amalgamated Transit Union (ATU) met today and will meet again on December 6 to negotiate ATU's next contract. Negotiations can be deeply emotional because they deal with deeply personal issues of compensation and benefits, as we heard this evening from co-workers. IT remains committed to bargaining in good faith with the ATU and co-creating a contract that allows us to support our employees, continue providing an essential service to our community, supports financial stability, and ensures IT remains a great place to work.

On November 22, 2024, the Federal Transit Administration (FTA) completed an audit of IT's federally mandated drug and alcohol testing program for safety-sensitive transit employees. Kudos to HR Analyst Amy Meierhoff and HR Specialist Alysia Bair who coordinated the program for ensuring the audit went smoothly. Audit Team Leader Laurena Stoddard shared that working with enthusiastic, well organized, happy people like Amy and Alysia changes the entire audit feeling. She further stated that FTA understands these audits place an additional management effort that entails a great deal of time and planning on our part. FTA greatly appreciated our cooperation, patience and hospitality during this review.

To honor and in recognition of Rosa Parks' contributions to promote civil rights, equal rights, respect, and dignity, Intercity Transit reserves a seat on our buses on December 1, marked with a single red rose. This yearly tribute is important because we should remember the role public transportation once played during segregation. Through this remembrance, our industry can and will remain united against institutionalized racism. On December 1, 1955, in Montgomery, Alabama, Parks was arrested after refusing to give up her seat on a crowded bus to a white passenger. The Montgomery City Code required all public transportation be segregated and bus drivers had the "powers of a police officer of the city while in actual charge of any bus for the purposes of carrying out the provisions" of the code. While operating a bus, drivers were required to provide

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separate but equal accommodations for white and black passengers by assigning seats. Ms. Parks said "I'd see the bus pass every day. But to me, that was a way of life; we had no choice but to accept what was the custom. The bus was among the first ways I realized there was a black world and a white world." She later recalled that her refusal wasn't because she was physically tired, but she was tired of giving in.

Bergkamp and several staff members will attend the Regional Economic Development Council Expo on December 5. This annual conference is an opportunity for our region's leaders to network and discover strategic actions that build a strong, inclusive economy.

Employees, Board and CAC members, and Intercity Transit volunteers are invited to the Holiday Banquet December 11 from 10 a.m. to 4 p.m. There is a recognition program at noon, followed by singing from the Miracles on Pattison Street.

AUTHORITY ISSUES

Cox said the City of Lacey had the holiday lighting and this was the first year they did not do a lighted vehicle parade, but they had lighted vehicles positioned within Huntamer Park. The lighted bus was missed, and she is hoping to have it back next year. The city is almost finished planning their 2025 budget and balance fund and not expecting any layoffs and anticipating adding some staff.

Mejia said she was very thankful to participate in both rounds of interviews for the CAC and ITA. She said it was great to hear how passionate members of the community are about IT. Mejia said she spoke with Thurston County Auditor Mary Hall who thanked IT for having those extended bus times to allow voters to ride the bus into the voter registration center on Mottman. It helped many citizens exercise their right to vote.

Von Holtz said she's been the ITA alternate for Mayor Sullivan for the past year and effective January 1, 2025, Holtz will be full time on the ITA, and Sullivan will be alternate. Von Holtz said the City of Tumwater will hold its holiday tree lighting event on Saturday, December 7. On December 3 the city passed their 2025 budget and also voted to pass a Resolution providing a policy statement that affirms the council's "commitment to equality, dignity, and protection of civil rights," as well as its "standing against hate, bigotry, and discrimination."

Neuville reinforced what members of the ATU commented on this evening regarding bargaining negotiations.

ADJOURNMENT

With no further business to come before the Authority, Chair Gilman adjourned the meeting at 7:05 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 15, 2025

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

DRAFT

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
December 18, 2024

CALL TO ORDER

Vice Chair Mejia called the December 18, 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; City of Yelm Councilmember Brian Hess; Community Representative Sue Pierce; Community Representative Don Melnick; Community Representative Justin Belk; Labor Representative, Mark Neuville.

Members Excused: Chair and City of Olympia Councilmember Clark Gilman.

Staff Present: Emily Bergkamp; Pat Messmer; Matt Kenney; Amanda Collins; Daniel Van Horn; Jonathon Yee; Katie Cunningham; Peter Stackpole; Brian Nagel; Jana Brown; Dena Withrow; Heather Stafford; Noelle Gordon; Cameron Crass; Jason Agüero; Ramon Beltran; Izi LeMay; Nicole Jones; Jessica Gould

Others Present: Jeff Myers, Legal Counsel; Doug Riddels, Community Advisory Committee; Jakub Kocztorz, Law, Lyman, Daniel, Kamerrer & Bogdanovich.

STAFF INTRODUCTIONS

A. Fixed Route Manager, Michael Midstokke introduced Operator Class 24-05.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Members of Amalgamated Transit Union Local 1765 and the general public gave public comment regarding wages and benefits being considered in Intercity Transit's current contract negotiations with ATU Local 1765. ATU is the labor union representing Operators, Customer Service Representatives and Dial-A-Lift Dispatch Specialists.

Community Representative Belk arrived.

APPROVAL CONSENT AGENDA

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

- A. **Minutes** – November 6, 2024, November 20, 2024, November 22, 2024, Special Meeting
- B. **Payroll November: \$3,432,094.65**

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- Warrant Numbers: 41167 and 41281
 - ACH Payment Amount: \$2,215.54
- C. **Accounts Payable November: \$3,349,902.90**
- Disbursed Warrants: 41114-41166; 41168-41280; 41282-41361 in the amount of \$3,337,864.57
 - Voided Warrant: None.
 - ACH Payments: \$12,056.33
- D. **Surplus Property:** Declared Dial-A-Lift (DAL) 24226, a 2024 Ford Eldorado 12-passenger vehicle as surplus. This vehicle 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 \$247,565.00. The cost of repairing the damage to this vehicle exceeds its fair market value, and the vehicle has therefore been deemed a total loss. *(Noelle Gordon)*

RECOGNITION *(Vice Chair Mejia)*

- A. **Proclamation and Recognition for Community Representative Don Melnick and City of Tumwater Mayor Debbie Sullivan.** Vice Chair Mejia read a Proclamation of Appreciation to Melnick and Sullivan. Melnick served on the Authority from June 2014 through December 31, 2024 and Sullivan served on the Authority from April 2014 through December 31, 2024.

NEW BUSINESS

- A. **Village Vans Update.** Village Vans Supervisor, Izi LeMay provided a brief history about the Village Vans Program. The program was founded in 2002, and volunteers are recruited from the community and the program collaborates with employment programs who recruit participants to then be placed at nonprofit and government agencies in a volunteer capacity and through those employment programs are able to receive an hourly wage for the work that they do at those nonprofits and government agencies. In 2004, we established the customized Job Skills program for volunteers in which we help them gain professional development skills, transferable skills that they can then use to apply for jobs at Intercity Transit or beyond. The transportation service we provided in 2002 was first only for families on temporary assistance for needy families, or TANA and WorkFirst participants. Since then, it has expanded to be now any low-income person who is facing a transportation barrier to gainful employment can reach out for Village Vans service.

Since last year, LeMay said staff onboarded 7 volunteers, and currently have 3 volunteers, which is the most that we've had at the same time in the last three years. LeMay said we continue to partner with PAC Mountain as well as other employment programs. In 2022, the Workforce, Innovation and Opportunity Act program, managed by PAC Mountain changed the program criteria in which Village Vans no longer qualified at the work site for those placed for work experience. But we are still collaborating with them to explore the possibilities of that funding and other capacities. We appreciate the partnership with Community Job Support First

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program, which is now managed by the Coastal Community Action Program. They place participants with us for 20 hours a week, which has been very helpful in providing both transportation service and general program assistance we may need support with. We've also reestablished a partnership with Goodwill's Senior Community Service Employment program.

LeMay continued with updates and said we've been using VIA Mobility for one year. This is the routing software that replaced route match in October of 2023. Village Vans provides car seats on our vans for families that need to make day care stops on the way to and from work, because that is often a huge barrier when someone is relying on fixed route when they have to take one bus to daycare, wait for the next bus or get a different bus to work. Last year, Safe Kids donated two adjustable car seats to the program and provided a grant to purchase additional four adjustable car seats. Our fleet is fully outfitted with an adjustable car seat of each type so that any family, no matter if it's one child or three, can ride in the same van and with VIA we were able to adjust the software, so it understands when a passenger has a child accompanying them.

LeMay continued with statistics:

- Total number of completed trips: 4,732
- Number of trips with accompanying children: 664
- Total child count: 1,174
- Total number of completed trips: 3,558

Another innovation that VIA Mobility enabled us to have is a rider app called Get to Work. Passengers use this app to track their rides that have been scheduled, some of them book through the app. LeMay showed slides with graphs indicating revenue hours by funding source and ride requests. Total revenue hours were 1,327.

LeMay reviewed the various partnerships.

- **Local Planning Area Committee:** Coastal Community Action Program (WorkFirst), DSHS, SPSCC, Evergreen State College, Evergreen State College Basic Needs Center, South Thurston Early Childhood Coalition: South Sound Parent to Parent, Thurston County Foodbank, Family Support Center (survivors of domestic violence).
- **The Unite Us Platform:** A communication platform that facilitates resource referrals and sharing of information about community resources with passengers.

During the fall season of GroundEd, Village Vans transported 50 percent of participants to the vocational training program.

LeMay shared various testimonials from the program volunteers.

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Village Vans participates in as many outreach opportunities as possible, including WorkSource job fairs and the Thurston County Veterans Resource Fair. Lemay wrapped up the presentation with:

- Ride requests are received via phone, email, and the Get2Work app. Ride request data alone does not accurately capture passenger transportation needs.
- Reestablishing a partnership with Goodwill's Senior Community Service Employment Program (SCSEP) could influence our numbers depending on the availability of participants.
- Volunteers face time restrictions due to childcare responsibilities. Specifically, they can only work from 9 a.m. to 5 p.m., which does not cover our peak ride demand hours of 7 a.m. to 9 a.m.

Hess asked if there's been consideration to providing something similar in the Yelm area. Yelm is very far away from the nearest work source office and it could be very helpful for some people in the area who are looking for job training. LeMay said they could explore what that might look. There is a comparable service called Driven to Opportunity, which is managed by the Coastal Community Action program. They have the service area of all of Thurston County and they are specifically addressing the needs of rural workers who are struggling to gain and maintain employment. LeMay can get Hess in touch with them, and in the meantime will explore other opportunities.

B. Adopt 2025 Budget. Jana Brown, CFO, reviewed the history of the budget process indicating all departments started the budget process back in March. The Capital Improvement Plan was approved by the ITA in June and then staff put together the numbers for the operating budget in August and September that gets presented to the ITA with a preliminary budget in October. The draft budget was posted on the website for public review and comment and a public hearing was held in November

Brown said since October staff made a few changes to the budgeted revenues. The original total Funding Resource was \$371.8M. Brown said our sales tax revenue is \$84.5M is being consistent and we are at a flat rate of what we are receiving in 2024. It's just shy of 100% of what we received in 2023. That is our main revenue source along with grants. Brown reviewed the following adjustments that were made:

- Increase to Beginning Fund Balance due to updated information received
- Increase to Insurance Proceeds to offset some vehicle replacements that are needed due to collisions resulting in Vehicle total loss
- Increase grant revenues for the Climate Commitment Act grants now that we know I-2117 did not pass
- A decrease to grant revenues due to adjusting the budget for the BRT project as we did not receive the desired grant funding
- These changes resulted in a total of \$385.3M available resources

We have made some additional wage changes to cover possible ATU contract changes and the General Wage Increase for Non-Representatives. We added the cost for engineering assessments for two needed projects. We added the cost of additional vehicle replacements (outside of our standard replacement schedule) due to total loss collisions. Replacements which will be offset by our insurance proceeds.

Brown said in October, staff presented the ITA with \$151.4M in operating capital expenditures, and we are moving up the \$5M for fixed route bus replacement. Brown said we don't anticipate spending the money next year but need to have that authority in order to put the orders in and they're taking 12 to 18 months to receive those. In November she explained casualty insurance was challenging finding our coverage for that and we have been successful in getting that coverage, but there was an increase of about \$50,000. We had increases to the Labor and Industries and paid family medical leave premiums that we needed to incorporate along with the general wage increase for non-represented staff. We had a request to add some assessment for a downtown parking improvement. We purchased the property in downtown Olympia, and we need to look at what the improvements are needed for that and then Hawks Prairie Park and Ride needs an operator relief facility, and we need to determine what that will entail for capital expenditures. There is the maintenance building the construction going on, those employees are moving from a very significant large building into a smaller temporary, so there was the need to rent off site warehousing to store equipment and inventory materials. We added contingency dollars about \$35,000. **Brown said this brings the total budget to \$153.8M.**

It was M/S/A by Melnick and Pierce to adopt Resolution 05-2024 that establishes the 2025 Budget.

C. Adopt 2025-2030 Strategic Plan. Bergkamp said the Strategic Planning process for 2025 recognizes and celebrates meeting our primary goal of returning to pre-pandemic levels in 2024. It also re-establishes a clear focus on accomplishing goals from Proposition 1 and the Authority approved Long-range plan out to 2030.

Bergkamp reviewed the notable changes in this year's strategic plan:

- Streamlined redundant content
- Grant reimbursement amounts/projections
- Grants applied for through end of Plan
- Total cost of ownership of zero-emissions technology
- Sales tax trends
- I-2117 and overall funding impermanence
- Guiding Principles reflecting our values of Diversity, Equity, and Inclusion
- Removed expired references of COVID-19 impacts
- Incorporate feedback from ITA, CAC, Public Comment
 - Employer of Choice

- Community Outreach
- Zero Emissions

It was M/S/A by Belk and Cox to adopt the 2025-2030 Strategic Plan.

D. Cancel January 1, 2025, ITA Meeting. Due to the New Year's Day holiday, Bergkamp asked that the January 1, 2025, ITA meeting be canceled.

It was M/S/A by Melnick and Pierce to cancel the January 1, 2025, ITA meeting due to the New Year's Day holiday.

COMMITTEE REPORTS

A. Thurston Regional Planning Council (Dec. 6). Sullivan said TRPC recognized staff with longevity recognition. Two received 5-year awards; one for 10-year award; one for 25-year award; and one for 30-award. TRPC approved the 2024 Federal Transportation Funding Call for Projects that totaled \$19.18M in federal grant funding to 14 projects located in Intercity Transit's service area and unincorporated Thurston County. Also, \$550,000 was awarded to three projects located in the town of Bucoda, the City of Rainier, and Nisqually Indian Reservation.

Staff provided a first review of WSDOT's Consolidated Grants process, TRPC's regional rankings, and the two applications requesting funding (TRPC for ruralTransit continuation of expanded service and TransServe PNP for eight ruralTransit replacement vehicles). Staff's recommendation is to apply an A ranking (automatically awarded funding) to TRPC's ruralTransit continuation of expanded service and a B ranking (25 regional points) to TransServe PNP's eight ruralTransit replacement vehicles. Council's discussion highlighted the importance both proposals have in keeping ruralTransit running.

Staff presented an overview of the 2050 Regional Transportation Plan's proposed projects and financial forecast. The RTP contemplates 79 projects being completed during the planning horizon (2025-2050). The RTP must be fiscally constrained, meaning the region must have enough revenue to cover anticipated expenditures. Based on the financial forecast for transit, cities, and the county, the region has sufficient transportation funding to cover transportation expenses during the planning horizon.

B. Transportation Policy Board (Dec. 11). Belk said at the TPC Daily put in a plug for the Martin Way crossing study. There's an online open house survey on the TRPC website, asking the public their opinion about the Martin Way corridor from Pacific to the Duterrow signal. Where and how crossing and multimodal access can be enhanced is the focus of that. It could play a big part in how people get to and from bus stop pairs throughout the whole One corridor.

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Keevan Forbes-Kashani, Thurston County Public Works, provided an overview of the Littlerock Road & 113th Ave SW Bridge and Intersection Improvement project. It's a good review of how they're going to enhance that intersection for safety and address the narrow bridge nearby.

Daily reviewed the agency's proposed rankings of applications for activities based in the Thurston Region that are seeking funding through the Washington State Department of Transportation Consolidated Grant program. WSDOT's Consolidated Grant Program provides funds for public transportation improvements, especially for services connecting rural and tribal communities. The TPB recommended Council accept the staff rankings of the "A's" and the "B's" as they were presented. This led to the discussion that TRPC has been operating that service with the help of the vendor mostly via these competitive grants. The question came up of when and how that could be covered by another agency that might be more equipped to do transit operations. Lewis County Transit or a tribe could pick up that work, too. There are questions regarding what it would take Intercity Transit to consider this even though TRPC staff and attendees were sharing that it's not included in our long-range plan to deliver service outside of our PTBA. But they're curious what it would take and what factors need to be in place for us to have a continued conversation.

Last, staff provided a recap of the High-capacity Transportation Visioning Event held on 10/23/24. TPB members discussed the event and next steps. The outcome of that study was that we don't have land use and the right kind of ridership demand to support the more robust connections, like rail that frequently come up and are requested. But we can make improvements by enhancing our connections to Pierce County via express bus service and the use of future HOV lanes and other ways to get more people moving along I-5.

GENERAL MANAGER'S REPORT

Fleet Maintenance Director Jonathon Yee attended a 2024 Legislative Policy Summit coordinated by the Renewable Hydrogen Alliance (RHA), in which Intercity Transit are members. The session discussed the federal outlook for renewable hydrogen and explored opportunities for state level action. Workshop policy concepts on carbon-intensity based hydrogen standards; fuel quality and consumer protection; and county-level siting and permitting support were also discussed. Participants also provided feedback to RHA and partners about industry priorities and opportunities for action in the 2025 session. Yee also attended a newly formed WSTA Hydrogen Work Group which will meet on a continuing basis to coordinate Washington State Public Transit's efforts and learning around topics of hydrogen fuel cell electric buses and fueling.

Intercity Transited hosted the annual Holiday Banquet festivities. Each year, Executive Assistant Pat Messmer takes the lead organizing this important event that gives us all the opportunity to share time together, enjoying good food and good company.

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Executive Assistant, Amanda Collins, and Administrative Assistant Intern, Nicole Jones, assisted with assorted details, and a large group of employee volunteers chipped in the day of the banquet ensuring everything went smoothly both at AdOps and OTC. Our facilities staff did an amazing job transforming our bus detail bay into a beautiful banquet hall, complete with a stage. We celebrated two employees' 30-year work anniversary milestones and were serenaded by the holiday singing of the Miracles on Pattison Street singing group. Special thanks to Intercity Transit Authority Board Chair, Clark Gilman, who spoke and thanked staff for their service and dedication to the community. And thank you to our other Board members who attended.

Last week, our state advocates David Foster and Joanna Grist facilitated meetings with 27th Legislative District Representative Jake Fey and 21st Legislative District Senator Marko Liias. Elected to the Washington State House of Representatives in 2012, Representative Fey currently serves as Chair of the House Transportation Committee and as a member of the House Environment and Energy Committee. Senator Liias was appointed to the House of Representatives in 2008 and won re-election three times. He was appointed to the Senate in 2014 and is currently serving his third term as a senator. As Chair of the Senate Transportation Committee, Marko championed the 2022 Move Ahead Washington transportation package. We discussed Intercity Transit's projects prioritized by WSDOT for funding consideration in the 2025-2027 biennium including:

- Battery Electric Coach Replacement Project
- Corridor Express Introducing New Limited-Stop Service from West Olympia to East Lacey
- Lacey Express Introducing I-5 Service from Lacey Transit Center to Sounder Station via Hawks Prairie and JBLM,
- Crosby Loop at SPSCC Improvements,

We also discussed possible funding of Intercity Transit's new route 14, which is taking the place of previous DASH service, by serving the Capitol Campus region and downtown Olympia with service to the Farmer's Market. IT is respectfully requesting 50% of estimated operating costs over the coming biennium (\$1,225,000). Kudos to Grants Program Manager Jessica Gould and Project Coordinator Thera Black for writing the grant applications that cleared the first WSDOT prioritization hurdle which is required to be considered for funding by the legislature.

Intercity Transit's project titled AI-Powered Smart Sensors & Integrated Data Management Dashboard has been selected for \$2M of federal funding through Stage 1 of the Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program. This funding will help IT partner with the City of Lacey to install smart sensors at selected intersections, identifying traffic conflicts and managing signals around the Lacey Transit Center and South Puget Sound Community College campus. It will also help implement an integrated data management dashboard. All of these

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features improve transit reliability and performance, which ultimately improves our customer/rider experience which is central to our mission.

This award is quite significant, given that only 38 awards were made out of 308 applicants. It also represents a new funding source for Intercity Transit, and promoting this achievement could strengthen our position for Stage 2 funding if we choose to apply. Kudos go to Development Director Peter Stackpole, who spearheaded the grant application for this important project. This success is also largely due to the City of Lacey's willingness to support the pilot project. While there is still work to do before the funds are obligated, we look forward to hosting a formal project kickoff in the New Year.

Bergkamp provided an update on the current contract negotiations between Intercity Transit and ATU which began in November. Negotiations such as these often take time and can be complicated. While negotiations are still underway with the current contract set to expire on December 31, 2024, both negotiation teams support extending the current contract until a new contract is approved.

While we continue to partner with ATU to create a contract in good faith that works for both the members they represent and the organization, we all remain committed to our shared mission of providing excellent service that supports our community. We are all confident we can achieve this goal and move forward as an organization that always strives to not only be a leader in the public transit industry but more importantly a wonderful place to work.

AUTHORITY ISSUES

Vice Chair Mejia needed to leave the meeting. Community Representative Belk took over chairing the meeting.

Hess said he hopes the public takes advantage of Intercity Transits services during the holidays. He also thanked everyone who provided public comment. Hess said the Yelm may have a lot of construction occurring this coming year, and also have a traffic circle that's going to be put in at the Arco, Chevron, Starbucks intersection. In addition, Yelm is working on trying to find land that we can start looking at, which may be a transit center for the future. Intercity Transit could have smaller buses moving about if we happen to go this route and then bus 94 picking up everybody to bring them into the Lacey-Olympia-Tumwater area.

Vanderpool said Olympia has funding coming to Martin Way as was mentioned before to help move certain projects ahead and he appreciates the public comments from tonight's meeting.

Cox said the Lacey City Council passed their budget, and they are beginning on a journey that will take the city to a valid issue by proposing a metropolitan parks

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district. They had a community group studying various options for how they can raise the funding to manage the parks that we have and develop the undeveloped properties.

Melnick said he's been supportive of IT exploring the uncertain future and thanked Yee for his leadership towards zero emissions. He also thanked Cox and Bergkamp for sponsoring Toastmasters at Intercity Transit.

Sullivan appreciated being on the ITA and thanked Intercity Transit for allowing her to be in this position for so long. She said there is a learning curve and it's hard when people cycle in and out. She also thanked the Jingle Bus for being present for the Tumwater tree lighting.

Pierce said she rode the 94 to Yelm early in the morning so that she could walk across the street from the stop to the staging area for Yelm's holiday parade. The Operator of the Jingle Bus did a great job getting through the parade route.

Bergkamp said Amtrak station lead volunteer, Larry Ganders, said Santa visited the Amtrak station and over 300 people were there. She said IT staff Jonathon Yee, Julie DeRuwe and Staci Revel do a wonderful job making sure the building is well cared for and we can expect many improvements over this next year.

ADJOURNMENT

With no further business to come before the Authority, Community Representative Belk adjourned the meeting at 8:13 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Clark Gilman, Chair

**Pat Messmer
Clerk to the Authority**

Date Approved: January 15, 2025

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

**Intercity Transit
Payroll Disbursement List
December 2024**

Pay Periods:

PP25 (Nov 17 - 30)

PP26 (Dec 1- 14)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
12/6/2024 ACH	PR DIRECT DEPOSIT	1,081,543.71
12/6/2024 41362 - 41377	PR PAPER CHECKS	29,526.94
12/6/2024 ACH	IRS	180,995.32
12/6/2024 ACH	HEALTH SAVING	92.59
12/6/2024 ACH	VANGUARD	140,712.12
12/6/2024 ACH	PERS	244,042.31
12/6/2024 ACH	DEF COMP	43,809.06
12/6/2024 ACH	MISSION SQUARE	16,675.27
12/6/2024 ACH	CHILD SUPPORT	3,629.29
11/8/2024 ACH	PERS split month rounding	-
11/18/2024 ACH	Oregon DOR	355.34
12/20/2024 ACH	PR DIRECT DEPOSIT	1,112,238.05
12/20/2024 41513 - 41514	PR PAPER CHECKS	2,554.78
12/20/2024 ACH	IRS	179,166.00
12/20/2024 ACH	HEALTH SAVING	92.59
12/20/2024 ACH	VANGUARD	142,584.55
12/20/2024 ACH	PERS	243,973.85
12/20/2024 ACH	DEF COMP	43,002.50
12/20/2024 ACH	MISSION SQUARE	17,136.96
12/20/2024 ACH	CHILD SUPPORT	3,721.59
12/20/2024 ACH	Oregon DOR	355.34
12/30/2024 ACH	AFLAC	14,024.38
Total Payroll Disbursements		3,500,232.54

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

Check No.	Reference Date	Vendor No.	Payee	Amount
41378	12/09/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,247.53
41379	12/09/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$555.18
41380	12/09/24	01610	ALL MA MATES LTD.	\$18,960.86
41381	12/09/24	01733	DOO'PS COPY TECH	\$96.72
41382	12/09/24	01805	AM BRANAM TOOLS INC.	\$7,453.44
41383	12/09/24	01895	ECOLUBE RECOVERY LLC	\$180.00
41384	12/09/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$3,907.28
41385	12/09/24	03023	BACKUPIFY INC.	\$1,111.50
41386	12/09/24	03247	BAUS SYSTEMS LLC	\$2,407.02
41387	12/09/24	03502	BIG ASS HOLDINGS LLC	\$9,999.95
41388	12/09/24	03604	BLACK LAKE TOWING LLC	\$329.10
41389	12/09/24	03844	BRIDGET UNDERDAHL	\$640.00
41390	12/09/24	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$2,870.77
41391	12/09/24	06040	CITY OF LACEY	\$1,304.98
41392	12/09/24	06120	CITY OF OLYMPIA (UTILITIES)	\$8,515.45
41393	12/09/24	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$225.31
41394	12/09/24	07220	CUMMINS INC.	\$3,613.24
41395	12/09/24	07350	CW JANITORIAL SERVICE LLC	\$42,039.16
41396	12/09/24	07619	DAVID S FOSTER	\$2,000.00
41397	12/09/24	07640	DAY MANAGEMENT CORP	\$5,006.19
41398	12/09/24	07869	DEPENDABLE COURIER SERVICE LLC	\$509.44
41399	12/09/24	08080	DRY BOX INC.	\$23,058.00
41400	12/09/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$191.84
41401	12/09/24	09662	FERRELLGAS LP	\$4,795.05
41402	12/09/24	10251	FRUITION GROWTH LLC	\$4,123.85
41403	12/09/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41404	12/09/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41405	12/09/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41406	12/09/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41407	12/09/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41408	12/09/24	10477	GALLS PARENT HOLDINGS LLC	\$13,394.58
41409	12/09/24	10660	GILLIG LLC	\$5,263.89
41410	12/09/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
41411	12/09/24	10759	GORDON TRUCK CENTERS INC	\$2,638.09
41412	12/09/24	10820	SOULIERE INC.	\$690.95
41413	12/09/24	11097	HART HEALTH AND SAFETY INC.	\$523.73
41414	12/09/24	11414	HULTZ BHU ENGINEERS INC	\$2,054.50
41415	12/09/24	11615	INDUSTRIAL HYDRAULICS INC.	\$119.84
41416	12/09/24	11943	JOANNA GRIST	\$2,000.00
41417	12/09/24	13334	LACEY SOUTH SOUND CHAMBER OF COMMERCE	\$1,500.00
41418	12/09/24	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,561.65
41419	12/09/24	13893	MAUL FOSTER & ALONGI INC.	\$2,655.00
41420	12/09/24	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00

41421	12/09/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$628.77
41422	12/09/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$226.35
41423	12/09/24	16490	HAROLD LEMAY ENTERPRISES	\$1,046.20
41424	12/09/24	16701	PEAK INDUSTRIAL INC.	\$386.32
41425	12/09/24	16765	PETROCARD INC.	\$89,044.91
41426	12/09/24	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$319.60
41427	12/09/24	17290	PUGET SOUND ENERGY	\$177.73
41428	12/09/24	17580	RECARO NORTH AMERICA INC.	\$1,821.14
41429	12/09/24	17724	ROBERT HALF INC.	\$1,624.00
41430	12/09/24	17861	SAMBA HOLDINGS INC.	\$360.61
41431	12/09/24	17900	SCHETKY NORTHWEST SALES INC.	\$92.39
41432	12/09/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$247.62
41433	12/09/24	18066	SHI INTERNATIONAL CORP.	\$45,659.04
41434	12/09/24	18101	SIJ HOLDINGS LLC	\$1,416.53
41435	12/09/24	18145	SIX ROBBLEES' INC.	\$166.14
41436	12/09/24	18530	STANDARD PARTS CORP.	\$413.11
41437	12/09/24	18705	SUNBELT RENTALS INC.	\$5,235.03
41438	12/09/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$240.72
41439	12/09/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$121.44
41440	12/09/24	21659	THERMO KING NORTHWEST INC.	\$6,200.00
41441	12/09/24	21850	THURSTON COUNTY TREASURER	\$161.00
41442	12/09/24	21950	TITUS-WILL CHEVROLET	\$130.21
41443	12/09/24	22420	ALLEN WALTON	\$176.85
41444	12/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41445	12/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41446	12/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
41447	12/09/24	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$148,649.25
41448	12/09/24	23800	VESTIS GROUP INC.	\$1,041.65
41449	12/09/24	24000	W. W. GRAINGER INC.	\$29,485.08
41450	12/09/24	24640	WA ST DEPT OF TRANSPORTATION	\$44.11
41451	12/09/24	24755	WA ST HEALTH CARE AUTHORITY	\$724,103.24
41452	12/09/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$1,575.00
41453	12/09/24	25909	WEX BANK	\$37,659.89
41454	12/16/24	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$1,459.14
41455	12/16/24	01405	ADVANCE GLASS INC.	\$1,546.20
41456	12/16/24	01624	ALLWEST TRANSPORTATION INC.	\$349.00
41457	12/16/24	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,485.43
41458	12/16/24	02060	AMERISAFE INC.	\$174.36
41459	12/16/24	02320	APPLIED INDUSTRIAL TECHNOLOGIES	\$148.72
41460	12/16/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$1,342.73
41461	12/16/24	02828	AVAIL TECHNOLOGIES INC	\$422.73
41462	12/16/24	03280	BAYVIEW CATERING	\$12,454.91
41463	12/16/24	06227	CLAIR BOURGEOIS	\$200.00
41464	12/16/24	07120	GORDON PRODUCTS INC.	\$3,217.25
41465	12/16/24	07220	CUMMINS INC.	\$7,892.95
41466	12/16/24	07520	DAILY JOURNAL OF COMMERCE	\$392.70
41467	12/16/24	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$150.00
41468	12/16/24	08730	ELAINE WILSON	\$160.00
41469	12/16/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$618.16
41470	12/16/24	09662	FERRELLGAS LP	\$11,615.10
41471	12/16/24	10660	GILLIG LLC	\$10,186.40
41472	12/16/24	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00

41473	12/16/24	10759	GORDON TRUCK CENTERS INC	\$8,667.71
41474	12/16/24	11096	HARRISON ASHBY	\$120.00
41475	12/16/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$881.59
41476	12/16/24	11310	HOGAN MFG. INC.	\$2,114.72
41477	12/16/24	11895	J&I POWER EQUIPMENT INC.	\$38.32
41478	12/16/24	11933	JESSE ORNDORFF	\$989.30
41479	12/16/24	11938	JOANN E. SCOTT	\$80.00
41480	12/16/24	12825	KIRK'S AUTOMOTIVE INC.	\$4,050.00
41481	12/16/24	13485	LEMAY MOBILE SHREDDING	\$943.36
41482	12/16/24	13726	M & S COLLISION LLC	\$7,892.70
41483	12/16/24	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,974.74
41484	12/16/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$712.38
41485	12/16/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$608.64
41486	12/16/24	15217	NORTHWEST EVENT DECORATORS	\$804.83
41487	12/16/24	16623	PALAMERICAN SECURITY INC.	\$88,521.50
41488	12/16/24	16701	PEAK INDUSTRIAL INC.	\$463.60
41489	12/16/24	16969	POINT GRAPHICS LLC	\$57.65
41490	12/16/24	16974	POMP'S TIRE SERVICE INC.	\$2,429.57
41491	12/16/24	17290	PUGET SOUND ENERGY	\$41,262.68
41492	12/16/24	17425	RACHEL WILSON	\$200.00
41493	12/16/24	17505	RAINIER DODGE INC.	\$153.87
41494	12/16/24	17724	ROBERT HALF INC.	\$7,910.00
41495	12/16/24	17819	RWC INTERNATIONAL LTD	\$68.08
41496	12/16/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,624.58
41497	12/16/24	17929	SCHOOL BUS SAFETY COMPANY INC. - THE	\$5,600.00
41498	12/16/24	17931	SCOTT MARILYN	\$120.00
41499	12/16/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$319.21
41500	12/16/24	18052	SHEA CARR & JEWELL INC.	\$20,529.38
41501	12/16/24	18066	SHI INTERNATIONAL CORP.	\$7,125.10
41502	12/16/24	18145	SIX ROBBLEES' INC.	\$44.84
41503	12/16/24	18530	STANDARD PARTS CORP.	\$662.65
41504	12/16/24	18893	TEC EQUIPMENT INC.	\$738.11
41505	12/16/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$11,890.91
41506	12/16/24	21655	THE W.W. WILLIAMS COMPANY LLC	\$741.75
41507	12/16/24	22100	TRANSIT SOLUTIONS LLC	\$127,951.04
41508	12/16/24	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
41509	12/16/24	23726	URSULA EULER	\$80.00
41510	12/16/24	23741	USSC ACQUISITION CORP.	\$2,798.14
41511	12/16/24	24000	W. W. GRAINGER INC.	\$1,100.20
41512	12/16/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$255.00
41515	12/23/24	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,904.33
41516	12/23/24	01567	CANON FINANCIAL SERVICES INC.	\$4,328.88
41517	12/23/24	01780	AMALGAMATED TRANSIT UNION 1765	\$25,167.04
41518	12/23/24	01805	AM BRANAM TOOLS INC.	\$121.27
41519	12/23/24	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$12,702.55
41520	12/23/24	02828	AVAIL TECHNOLOGIES INC	\$8,041.42
41521	12/23/24	06120	CITY OF OLYMPIA (UTILITIES)	\$2,232.33
41522	12/23/24	06239	CLARY DWIGHT	\$58.85
41523	12/23/24	07220	CUMMINS INC.	\$20.37
41524	12/23/24	07520	DAILY JOURNAL OF COMMERCE	\$162.40
41525	12/23/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$514.91
41526	12/23/24	09662	FERRELLGAS LP	\$8,426.83

41527	12/23/24	09961	FORMA CONSTRUCTION COMPANY	\$531,455.56
41528	12/23/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41529	12/23/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41530	12/23/24	10477	GALLS PARENT HOLDINGS LLC	\$2,857.12
41531	12/23/24	10660	GILLIG LLC	\$7,633.36
41532	12/23/24	10759	GORDON TRUCK CENTERS INC	\$1,170.74
41533	12/23/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$309.75
41534	12/23/24	11207	HEATHER CHARD	\$600.00
41535	12/23/24	11615	INDUSTRIAL HYDRAULICS INC.	\$497.47
41536	12/23/24	11805	ITERIS INC	\$4,063.35
41537	12/23/24	11836	INTUEOR CONSULTING INC.	\$151,301.75
41538	12/23/24	11933	JESSE ORNDORFF	\$1,748.02
41539	12/23/24	11960	JOHN PAUL WOLFGANG FOX-SEIDEL	\$120.00
41540	12/23/24	12875	KPFF CONSULTING ENGINEERS INC	\$72,258.71
41541	12/23/24	14160	MCMASTER-CARR SUPPLY CO.	\$65.89
41542	12/23/24	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
41543	12/23/24	14590	MOHAWK MFG & SUPPLY CO.	\$160.80
41544	12/23/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$205.76
41545	12/23/24	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$197.11
41546	12/23/24	15203	NORTHWEST CASCADE INC	\$2,806.18
41547	12/23/24	16765	PETROCARD INC.	\$111,576.66
41548	12/23/24	16974	POMP'S TIRE SERVICE INC.	\$779.45
41549	12/23/24	17290	PUGET SOUND ENERGY	\$69.24
41550	12/23/24	17505	RAINIER DODGE INC.	\$139.87
41551	12/23/24	17738	ROBERTSON LAKISHA	\$35.32
41552	12/23/24	17819	RWC INTERNATIONAL LTD	\$119.68
41553	12/23/24	17900	SCHETKY NORTHWEST SALES INC.	\$1,578.59
41554	12/23/24	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$793.02
41555	12/23/24	18297	SOLID WASTE SYSTEMS INC.	\$1,258.09
41556	12/23/24	18530	STANDARD PARTS CORP.	\$783.97
41557	12/23/24	18893	TEC EQUIPMENT INC.	\$518.67
41558	12/23/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,653.45
41559	12/23/24	21830	THURSTON COUNTY SOLID WASTE	\$212.24
41560	12/23/24	21950	TITUS-WILL CHEVROLET	\$566.26
41561	12/23/24	22010	ROTTERS INC.	\$246.02
41562	12/23/24	23660	UNITED WAY OF THURSTON COUNTY	\$424.00
41563	12/23/24	23800	VESTIS GROUP INC.	\$1,034.56
41564	12/23/24	24000	W. W. GRAINGER INC.	\$639.20
41565	12/23/24	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$8,542.56
41566	12/30/24	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$8,385.98
41567	12/30/24	01895	ECOLUBE RECOVERY LLC	\$379.70
41568	12/30/24	02828	AVAIL TECHNOLOGIES INC	\$2,959.11
41569	12/30/24	03247	BAUS SYSTEMS LLC	\$49.41
41570	12/30/24	07220	CUMMINS INC.	\$2,365.47
41571	12/30/24	07350	CW JANITORIAL SERVICE LLC	\$42,039.16
41572	12/30/24	07520	DAILY JOURNAL OF COMMERCE	\$591.60
41573	12/30/24	08745	ELLIOTT AUTO SUPPLY CO INC.	\$466.68
41574	12/30/24	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$89.12
41575	12/30/24	09662	FERRELLGAS LP	\$5,848.52
41576	12/30/24	10477	GALLS PARENT HOLDINGS LLC	\$0.00
41577	12/30/24	10477	GALLS PARENT HOLDINGS LLC	\$906.12
41578	12/30/24	10660	GILLIG LLC	\$5,265.49

41579	12/30/24	10759	GORDON TRUCK CENTERS INC	\$388.63
41580	12/30/24	11200	HD SUPPLY FACILITIES MAINTENANCE LTD.	\$434.81
41581	12/30/24	11285	HILTI INC	\$15,397.64
41582	12/30/24	11831	INTRADO LIFE & SAFETY INC.	\$273.75
41583	12/30/24	11905	JANEK CORPORATION - THE	\$1,010.70
41584	12/30/24	12458	KAUFMAN REAL ESTATE LLC	\$9,602.00
41585	12/30/24	14750	MULLINAX FORD OF OLYMPIA LLC	\$100.47
41586	12/30/24	14760	MUNCIE TRANSIT SUPPLY	\$251.46
41587	12/30/24	16701	PEAK INDUSTRIAL INC.	\$215.28
41588	12/30/24	16765	PETROCARD INC.	\$54,704.51
41589	12/30/24	16969	POINT GRAPHICS LLC	\$371.12
41590	12/30/24	17724	ROBERT HALF INC.	\$12,460.00
41591	12/30/24	18145	SIX ROBBLEES' INC.	\$679.98
41592	12/30/24	18297	SOLID WASTE SYSTEMS INC.	\$1,597.91
41593	12/30/24	18530	STANDARD PARTS CORP.	\$8,202.96
41594	12/30/24	18705	SUNBELT RENTALS INC.	\$650.99
41595	12/30/24	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$3,312.95
41596	12/30/24	21950	TITUS-WILL CHEVROLET	\$70.27
41597	12/30/24	21976	TOTAL BATTERY SUPPLY AND AUTOMOTIVE LLC	\$194.38
41598	12/30/24	22010	ROTTERS INC.	\$156.09
41599	12/30/24	22420	ALLEN WALTON	\$148.10
41600	12/30/24	23621	TFORCE FREIGHT INC.	\$680.53
41601	12/30/24	23740	USSC ACQUISITION CORP	\$175.37
41602	12/30/24	23770	VANNER INC.	\$2,663.49
41603	12/30/24	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$3,200.00
41604	12/30/24	25673	WSP USA INC.	\$24,080.85
ACH	12/01/24		AUTHORIZE.NET	\$213.55
ACH	12/06/24		SCHUMAKER BRIAN	\$208.43
ACH	12/13/24		DOANE PETER	\$53.19
ACH	12/13/24		GILSDORF RUSSELL	\$53.00
ACH	12/13/24		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,999.99
ACH	12/13/24		LEANORD CAREY	\$110.17
ACH	12/13/24		REINHARDT BRYCE	\$62.98
ACH	12/13/24		STAIKOS JOHN	\$53.00
ACH	12/20/24		JANEWAY SUSAN	\$159.00
ACH	12/20/24		JIMENEZ CLINTON	\$60.00
ACH	12/20/24		OWSLEY STEVE	\$136.00
ACH	12/20/24		PARKER RONALD	\$159.00
ACH	12/24/24		DEPARTMENT OF REVENUE	\$977.68
ACH	12/27/24		BORJA ALIHAUNDRA	\$1,200.00
ACH	12/27/24		DENICOLA JANE	\$1,255.00
ACH	12/27/24		GERCHAK AMANDA JOY	\$159.00
ACH	12/27/24		IT PROJECT ASSISTANCE	\$754.00
ACH	12/27/24		IT WELLNESS	\$642.50
ACH	12/27/24		RINEHART ROBERT	\$2,256.00

\$2,911,986.84

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: January 15, 2025

FOR: Intercity Transit Authority

FROM: Jeff Peterson, Senior Procurement & Project Management
Coordinator, 360-705-5878

SUBJECT: Consultant Services for ERP/ETMS Procurement

1) **The Issue:** Utilize an independent expert to assist in the procurement of a Transit Operations System that supports an Enterprise Resource Planning (ERP)/Enterprise Transit Management Software (ETMS) solution.

2) **Recommended Action:** Authorize the General Manager to execute an amendment with Intueor Consulting Inc. (Intueor) to provide the guidance, recommendations, technical expertise and supporting documentation needed to procure a viable Transit Operations System in a not to exceed amount of \$71,500, inclusive of a 10% contingency, bringing the total amount authorized not to exceed \$626,227.50.

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

4) **Background:** Intercity Transit implemented 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.

Since June of 2023, Intueor has been assisting Intercity Transit with its acquisition of a new Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) solution to replace FleetNet. As part of this project, they have conducted a broad, unbiased analysis of our workflow and the software that supports everyday operations and provided procurement assistance.

Under the proposed amendment, Intueor will provide guidance and consulting to assist Intercity Transit in the replacement of our Transit Operations System that currently resides in FleetNet (Operator Timekeeping) that will no longer be supported starting in March of 2025.

This scope is within the original agreement to provide overall technical assistance for the replacement of our ERP solution and will provide an

opportunity for Intercity Transit to integrate modern software tools that will carry Operator scheduling from Planning through Operations and into Payroll ensuring employees are paid accurately and appropriately.

The Intercity Transit project team has appreciated the work Intueor has provided thus far and believes the firm can provide technical guidance to allow us to procure an appropriate Transit Operations System, and therefore the project team recommends proceeding with Intueor.

5) **Alternatives:**

A. Authorize the General Manager to execute an amendment with Intueor Consulting Inc. (Intueor) to provide the guidance, recommendations, technical expertise and supporting documentation needed to procure a viable Transit Operations System in a not to exceed amount of \$71,500, inclusive of a 10% contingency, bringing the total amount authorized not to exceed \$626,227.50.

B. Continue utilizing the current program and forego integration of timekeeping data into the ERP solution which would result in increased manual data inputs and calculation errors that would significantly impact payroll.

6) **Budget Notes:** The 2025 budget includes funding for this project and the proposed not to exceed costs associated with the scope of work is within budget.

7) **Goal Reference: Goal #8:** *"Integrate resiliency into all agency decisions to anticipate, plan, and adapt given the critical functions of transit operations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: January 15, 2025

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Deputy Director

SUBJECT: September 2025 - Network Restructure

1) **The Issue:** Provide the Authority with a route-level review and discussion of the anticipated restructuring of fixed routes in September 2025.

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

3) **Policy Analysis:** As a means to improve outreach, transparency, and public involvement, a staff presentation containing route-level proposals as part of a restructured fixed route network will be shared with the Authority Board.

4) **Background:** Staff have identified September 2025 to implement significant changes to the existing fixed route network. The primary purpose is to establish an enhanced route on the Martin Way/Harrison Ave/State Ave corridor consistent with the Long-Range Plan element of Bus Rapid Transit (BRT). With the frequent corridor route serving as an anchor, it becomes necessary to consider other route changes to reduce duplication of coverage. A restructuring of routes also provides opportunities to adjust service in hopes of addressing evolving mobility needs and improving the community's access and use of transit.

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

6) **Budget Notes:** A restructuring of service is reflected in the 2025 Annual Budget in terms of total operating employees, vehicles, and related facilities.

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

8) **References:**
[2018 Long-Range Plan \(Proposition 1\)](#)
[2024-2029 Transit Development Plan - Section 7 - Planned Operating Changes](#)