

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, May 7, 2025
5:30 P.M.
Board Room – 510 Pattison Street SE, Olympia

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 530 769 766#

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

STAFF INTRODUCTIONS 10 min.

- A. Beau Fahr, Facilities Supervisor** *(Julie DeRuwwe)*
- B. Jarod Burke, Facilities Specialist** *(Julie DeRuwwe)*

- 1. APPROVAL OF AGENDA 1 min.**
- 2. PUBLIC COMMENT SESSION #1 30 min.**
- 3. APPROVAL OF CONSENT AGENDA 1 min.**
 - A. Maintenance Building Fixed Asset Surplus** *(Noelle Gordon)*

Declare the Fixed Asset items listed in Exhibit A as surplus. This list encompasses various capital assets that were either housed within, or components of, the Fleet Maintenance shop that are now surplus due to the recent building remodel. All items listed were either non-functional or not retrievable for sale at auction. Forma Construction properly disposed of these demolished materials. Furthermore, most of these items were fully depreciated, possessing little to no actual accounting value.
- 4. NEW BUSINESS**
 - A. Village Vans Vehicle Purchase** *(Noelle Gordon)* 5 min.
 - B. Installation Services for Driver Protective Barriers** *(Brenden Houx)* 5 min.
 - C. Walk N Roll 2024 Annual Program Report** *(Kerri Wilson)* 15 min.
 - D. Marketing & Communications Update** *(Nick Demerice)* 20 min.
- 5. PUBLIC COMMENT SESSION #2**
- 6. COMMITTEE REPORTS**
 - A. Thurston Regional Planning Council (May 2)** *(Robert Vanderpool)* 5 min.
 - B. Community Advisory Committee (April 21)** *(Rachel Weber)* 5 min.
- 7. GENERAL MANAGER'S REPORT 5 min.**

8. AUTHORITY ISSUES

5 min.

9. EXECUTIVE SESSION

The ITA will conduct an Executive Session pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

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).

**INTERCITY TRANSIT AUTHORITY
CONSENT AGENDA ITEM NO. 3-A
MEETING DATE: May 7, 2025**

FOR: Intercity Transit Authority

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

SUBJECT: Surplus Property Fixed Asset Items

1) **The Issue:** Whether to declare the property surplus.

2) **Recommended Action:** Declare the property listed in Exhibit A as surplus.

3) **Policy Analysis:** Resolution No. 04-2020 states the Authority must declare property valued at over \$5,000 as surplus to our needs prior to disposition. As a collective group, the items listed in Appendix A are valued at over \$5,000.

4) **Background:** Staff requests the Authority declare the Fixed Asset items listed in Exhibit A as surplus. This list encompasses various capital assets that were either housed within, or components of, the Fleet Maintenance shop that are now surplus due to the recent building remodel. All items listed were either non-functional or not retrievable for sale at auction. Forma Construction properly disposed of these demolished materials.

Furthermore, most of these items were fully depreciated, possessing little to no actual accounting value.

Declaring these items as surplus formally acknowledges their disposition and allows for proper accounting actions and record-keeping.

5) **Alternatives:**

- A. Declare the items surplus. Staff concluded these items are no longer needed, and they have already been removed and disposed of through the demolition activities.
- B. Declare a portion of the items as surplus. This is not a feasible alternative as all listed items have been removed and disposed of.
- C. Defer action. Deferring action is not applicable as the items have already been removed and disposed of.

6) **Budget Notes:** The items were not sellable or are fully depreciated with no value.

7) **Goal Reference:** Goal No. 3: *"Maintain a safe and secure operating system."*

8) **References:** Exhibit A - Surplus Property – May 2025.

EXHIBIT A
SURPLUS PROPERTY - MAY 2025

Maintenance Building

Item	Description	Asset #	Qty	Original Purchase Amount	Total Depreciation	Current Depreciated Value
1.	CQ109A-HPZ6200 Plotter	IS409	1	\$7,720	\$7,720	\$0
2.	Anti-Icing Sprayer	M121	1	\$6,337	\$6,337	\$0
3.	Inventory Shelving/Storage Equip.	SGE141	1	\$13,020	\$13,020	\$0
4.	Equipment Wash Cabinet, Hydro-Blast	SGE305	1	\$8,899	\$8,899	\$0
5.	Exhaust Fan (Fuel Island)	SGE322	1	\$5,317	\$5,317	\$0
6.	350 Hoses & Meters	SGE328	1	\$5,287	\$5,287	\$0
7.	Vehicle Hoist, Rotary Sp3, Two Post	SGE337	1	\$11,008	\$11,008	\$0
8.	Parallelogram Lift, Steam Bay	SGE341	1	\$128,250	\$128,250	\$0
9.	Hot Water Heater	SGE-356	1	\$27,232	\$26,325	\$907
10.	Air Compressor/Dryer	SGE-357	1	\$191,911	\$123,676	\$68,235
11.	Cuda Parts Washer	SGE358	1	\$9,605	\$9,605	\$0
12.	Maint Lift/Cover Pit, Located In Bays 7 & 12	SGE360	1	\$195,010	\$159,258	\$35,752
13.	Stationary Pressure Washer, Hds Karcher Hot Water Chassis Wash	SGE361	1	\$8,202	\$8,202	\$0
14.	Safety Work Platform, Unit #1	SGE372	1	\$46,817	\$5,332	\$41,485
15.	Safety Work Platform, Unit #2	SGE373	1	\$46,817	\$5,332	\$41,485
16.	Safety Work Platform, Unit #3	SGE374	1	\$46,817	\$5,332	\$41,485
17.	Safety Work Platform, Unit #4	SGE375	1	\$46,817	\$5,332	\$41,485
18.	Safety Work Platform, Unit #5	SGE376	1	\$46,817	\$5,332	\$41,485
19.	Safety Work Platform, Unit #6	SGE377	1	\$46,817	\$5,332	\$41,485
20.	Safety Work Platform, Unit #7	SGE378	1	\$46,817	\$5,332	\$41,485
TOTAL ESTIMATED SURPLUS VALUE						\$395,289

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: May 7, 2025

FOR: Intercity Transit Authority

FROM: Noelle Gordon, Procurement & Project Management Coordinator,
360-705-5857

SUBJECT: Village Vans Vehicle Purchase

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- 1) **The Issue:** Consideration of the purchase of three (3) replacement vehicles for our Village Vans Program.
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- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Village Vans Program from Bud Clary Ford in the amount of \$214,200.
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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 is requesting authorization to purchase three (3) new Ford Full-Size Passenger Vans from Bud Clary Ford under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will facilitate the replacement of the current Village Vans, which have reached their useful lifespan and are scheduled for replacement. Following the arrival of the new vans, two of the replaced vehicles will be designated as surplus, with the locally funded van to be added to our Van Grant program.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure vehicles through DES Contract 28423, which was awarded to Bud Clary Ford via a competitive bidding process. Staff concurs with the DES assessment regarding the fairness and reasonableness of the pricing offered by Bud Clary Ford and their demonstrated ability to perform.

Based on our previous positive experiences with Bud Clary Ford, staff are confident these vehicles are mechanically sound and will effectively serve the needs of our agency and the Village Vans Program.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Village Vans Program from Bud Clary Ford in the amount of \$214,200.
- B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

6) **Budget Notes:** The acquisition of these three (3) Ford Full-Size Passenger Vans is budgeted within the 2025 allocation for non-revenue vehicles, as the current units have reached the end of their service life and mileage limits.

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

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: May 7, 2025

FOR: Intercity Transit Authority

FROM: Brenden Houx, Senior Procurement and Project Management Coordinator, (360) 819-0606

SUBJECT: Installation Services for Driver Protective Barriers

1) **The Issue:** Consideration of procuring Installation Services for Arow Driver Protective Barriers in our fixed route bus fleet.

2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 06719, to acquire driver barrier installation services from Complete Coach Works in the amount of \$113,570, which includes sales tax and a 10% contingency.

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

4) **Background:** In order to improve the safety of its Coach Operators, Intercity Transit has ordered Arow brand driver barriers for its fleet of fixed route buses. To aid in the timely installation of the protective barriers, Intercity Transit seeks additional resources and installation services provided by Complete Coach Works. Intercity fleet maintenance staff remain involved in the installation process through additional installations and quality control activities.

This request includes the purchase of installation services for seventy-nine (79) of Intercity Transit's fleet buses at a fixed rate of \$1,200 per bus, or a total of \$113,570 including sales tax and a contingency of 10% for any unanticipated installation plan changes. The installation rate of \$1,200 per bus is an all-inclusive rate, which includes the installation service and travel expenses incurred by Complete Coach Works staff during the installation process.

The Washington State Department of Enterprise Services (DES) competitively bid Contract 06719, awarding to the lowest responsive and responsible bidders by category with Complete Coach Works being the solely awarded vendor for the Rebuilding, Repowering, and Refurbishing category on the contract.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to purchase from the DES contract. Intercity staff concur with DES's assessment regarding Complete Coach Works' ability to perform and complete the

necessary tasks, and that the contract pricing is fair and reasonable. Complete Coach Works has extensive experience in the bus industry, and staff are confident that the services provided will ensure that our protective barriers will be mechanically sound and will serve our operators well for many years to come. Intercity Transit has quality assurance measures in place to guarantee installation is correct, safe, and of the upmost quality.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 06719, to acquire driver barrier installation services from Complete Coach Works in the amount of \$113,570, which includes sales tax and a 10% contingency.
- B. Defer action. This alternative will result in a delay in the installation of the driver barriers on our fixed route fleet, delaying Intercity Transit's efforts to reduce potential risks for Intercity Transit's operators.

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- 6) **Budget Notes:** This effort has been planned and allocated in Intercity Transit's 2025 budget. The total purchase amount of \$113,570 corresponds to the contract pricing and is within current market standards.

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- 7) **Goal Reference:** **Goal #3:** *"Maintain as safe and secure operating system."* **Goal # 4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #8:** *"Integrate sustainability into all agency decisions to anticipate, plan and adapt given the critical functions of transit operations."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM 4-C
MEETING DATE: May 7, 2025

FOR: Intercity Transit Authority

FROM: Kerri Wilson, Walk N Roll Program Supervisor, 360-705-5855

SUBJECT: Walk N Roll 2024 Annual Program Report

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- 1) **The Issue:** To share the 2024 accomplishments of Intercity Transit's Walk N Roll education program.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** The Authority supports outreach and education as part of Intercity Transit's overall objective to increase ridership, raise awareness of active transportation and its value, and encourage and support community sustainability.
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- 4) **Background:** The Walk N Roll Program Supervisor would like to share the 2024 program accomplishments. Intercity Transit's Walk N Roll program is part of the agency's Marketing & Communications division. Beyond this, the program has been very successful in creating partnerships and securing grant funding to continue outreach and educational efforts in the community. TAP funds have been awarded through the regional competitive process administered by the Thurston Regional Planning Council. These secured federal grants are for \$660,498 and \$1,623,232 and will be used for Operating costs. In addition, the Walk N Roll program has secured WA state funding administered through Cascade Bicycle Club for \$169,931 for this year. An additional application was submitted for the upcoming year (7/2025 - 6/2026) for \$439,139. This potential funding would include Operating and Capital costs.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Walk N Roll's work is funded with 4.5 permanent FTE positions and one temporary part-time assistant; all who are partially grant funded.
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- 7) **Goal Reference:** **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #5:** "Integrate equity and 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." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership."

Goal #7: *“Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer.”*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: May 7, 2025

FOR: Intercity Transit Authority

FROM: Nick Demerice, Chief Communications and External Relations Officer, 360-236-5058

SUBJECT: Marketing and Communications Update

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- 1) **The Issue:** Informational briefing for the ITA about various marketing and communications activities.
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- 2) **Recommended Action:** For information and discussion.
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- 3) **Policy Analysis:** Provide an update to the Authority about the activities and plans of the Marketing and Communications team. Discuss next appropriate steps. Solicit feedback and suggestions from Authority members.
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- 4) **Background:** The Marketing and Communications team is responsible for internal and external communications including marketing IT programs, informing customers about services changes and disruptions, digital communication tools (websites, social media accounts and newsletters), community partnerships as well as a number of other activities. With the bus system re-design, receiving our first zero-emission buses and other projects, we have an opportunity to reintroduce IT to members of our community. This update is a chance to brief Authority members on these various initiatives.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** No additional budget is required.
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- 7) **Goal Reference:** **Goal #1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal #2:** "Provide outstanding customer service." **Goal #3:** "Maintain a safe and secure operating system." **Goal #4:** "Provide responsive transportation options within financial and staffing limitations." **Goal #6:** "Encourage use of our services, reduce barriers to access and increase ridership."
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- 8) **References:** N/A.