

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, September 3, 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 538 979 803#

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 INTRODUCTION **5 min.**

A. Heather Dyson, Marketing & Communications Rep *(Nick Demerice)*

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

2. PUBLIC COMMENT **30 min.**

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

A. Minutes – July 2, 2025, and July 16, 2025, ITA Meetings.

B. Payroll July: \$4,283,229.34

1. Warrant Numbers: 43070-43073 & 43184-43204 in the amount of **\$26,869.35**

2. ACH Payment Amount: **\$4,256,359**

C. Accounts Payable July: \$5,288,563.61

1. Disbursed Warrants numbers 43074-43183 & 43205-43301 and voided warrant numbers 42839, 43032, & 43139 in the amount of **\$5,268,415.67.**

2. ACH Payments: **\$20,147.94**

D. State Advocacy (Noelle Gordon): Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.

E. Federal Advocacy (Noelle Gordon): Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Relations to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$96,000.

4. NEW BUSINESS

A. Vanpool Program Update (Lynne Cunningham)

20 min.

5. COMMITTEE REPORTS

A. Community Advisory Committee (Aug. 18) (Clair Bourgeois)

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](#).

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Board materials are available at <https://www.intercitytransit.com/agency/transit-authority/meetings>.

In compliance with the Americans with Disabilities Act, those requiring accommodation to attend meetings or participate in providing public comment, please notify the Clerk of the Board 24 hours prior to the Authority meeting or public hearing. TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Clerk of the Board: Pat Messmer – (360) 705-5860 – pmessmer@intercitytransit.com

Examples of special accommodation include:

- *Sign Language Interpreters (ASL)*
- *Video Remote Interpreting (VRI)*
- *Real-time Captioning (CART - Communication Access Real-time Translation)*
- *Assistive Listening Devices (ALDs)*
- *Text Telephones (TTYs)*
- *Large Print Materials*
- *Braille Materials*
- *Audio Descriptions/Recordings*
- *Screen Reader Compatibility*
- *Qualified Readers*
- *Accessible Digital Documents*
- *Guidance/Assistance*

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 2, 2025

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on July 2, 2025, at 5:30 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and Community Representative Sue Pierce; Thurston County Commissioner Carolina Mejia; City of Tumwater Councilmember Kelly Von Holtz; Community Representative Justin Belk; City of Olympia Councilmember Robert Vanderpool; Labor Representative Mark Neuville; and Community Representative Wendy Goodwin.

Members Excused: City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Pat Messmer; Amanda Collins; Brian Nagel; Katie Cunningham; Matt Kenney; Peter Stackpole; Thera Black; Jesse Eckstrom; Brenden Houx; Jessica Gould; David Chaffee; Daniel Van Horn; Dena Withrow; Heather Stafford; Tammy Ferris; Nicole Jones; Cameron Crass; Kayla Phillips; Cindy Young; Mario Torres; Annett Brock; MK Bergen; Lois Thomas; John Denicola.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee; Katrina Van Every, TRPC.

STAFF INTRODUCTIONS

- A. David Chaffee introduced **Kayla Phillips, Sr. Fleet Business Analyst.**
- B. Cameron Crass introduced the **Transit Ambassadors, Cindy Young, Mario Torres, Annett Brock, MK Bergen, Lois Thomas, John Denicola.**

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Karen Messmer of Olympia, a former Intercity Transit Authority member and Olympia City Council member, addressed the Board regarding the **Log Cabin Road project**. She highlighted that when the road was initially placed on the Regional Transportation map, the surrounding area was envisioned differently. Commercial activity along Yelm Highway and College Street, as well as Briggs Village, did not exist. The property intended for residential development, which would have generated ridership for a potential bus route and provided funding for the road through developer contributions and impact fees, is now a park and open space.

Messmer emphasized there would be no riders or funding for a Log Cabin Road extension in its current context. She suggested that Olympia should not be expected to build a road it cannot fund. She presented alternative routes for bus service in Southeast Olympia, such as 37th Street in Lacey, Route 94, and Morse Merriman Road, noting that none are currently congested or predicted to be in the future. Messmer argued that the idea of building the road simply because it has been on the map is "absurd." While Lacey built connecting roadways, these were necessary for their own development and not solely in anticipation of the Log Cabin Road connection.

Messmer advocated for planning that reduces traffic and aligns with climate goals, asserting that great transit service doesn't require more roads. She proposed the study for Log Cabin Road should remain in the regional transportation plan to allow for a more comprehensive assessment of Southeast Olympia's transportation needs. However, she strongly recommends the specific Log Cabin Road project be removed from the plan because it lacks a sponsor, funding, and purpose, especially since the City of Olympia no longer includes it in their comprehensive plan. She urged the ITA to support Olympia's request for its removal.

Dan Delaney of Olympia, a former ITA Operator, addressed the Board regarding the Log Cabin Road project and shared his personal connection to Morse Merriman Road, recalling that a bus route, possibly the number 24, did exist on Morse Merriman Road in the past.

NEW BUSINESS

- A. TRPC Briefing on the Log Cabin Road Project** Katrina Van Every from the Thurston Regional Planning Council (TRPC) provided a detailed historical overview and current status of the Log Cabin Road connection project, a contentious issue receiving significant public comment. The TRPC and Transportation Policy Board are set to make a recommendation and take action on the new Regional Transportation Plan (RTP) next week, with this specific project being the main outstanding issue.

TRPC staff have actively engaged with all affected jurisdictions, including Lacey, Olympia, Tumwater, Thurston County, and Intercity Transit, as well as state and federal partners. The primary focus of these communications has been to understand the potential ramifications of either including or excluding the Log Cabin Road project from the RTP. A critical concern revolves around securing access to federal funding for regional transportation projects, which could be jeopardized if the RTP is not adopted by the implicit July 11th deadline, or by October for certain jurisdictions.

The Log Cabin Road connection has a deep historical root within the region's transportation planning, having been consistently linked with the widening of Yelm

Highway and the extension of Mullen Road for the past four decades, since the inception of the first RTP in 1984. While the planned improvements for Yelm Highway and Mullen Road have largely been realized, the Log Cabin Road component remains highly contested. The original justification for its inclusion was based on anticipated extensive residential development in the surrounding area. However, with the subsequent acquisition and development of LBA Woods into a public park, this foundational justification has been effectively nullified, leading to a significant re-evaluation of the road's necessity.

Van Every presented two distinct options for the inclusion of the Log Cabin Road connection within the updated RTP:

Option A: Include the Log Cabin Road Connection

- **Pros:**
 - Maintains consistency with long-standing regional connectivity plans.
 - Aligns with previous planning decisions and the regional vision.
 - Avoids potential increases in future vehicle volumes and congestion on existing alternative routes.
 - Acknowledges the substantial investments made by neighboring jurisdictions, such as Lacey, in their transportation networks, which were predicated on the completion of this regional connection.
- **Cons:**
 - Contradicts current standard practice for project inclusion in the RTP, as the City of Olympia has formally removed the project from its own long-range planning documents.
 - May create confusion among the public and stakeholders regarding Olympia's actual intent to construct the connection.
 - Fails to directly address widespread community concerns and opposition regarding the potential impact of the road on LBA Woods and LBA Park.

Option B: Remove the Log Cabin Road Connection

- **Pros:**
 - Acknowledges the significant changes in transportation patterns, land use, and community priorities that have occurred since 1984.
 - Aligns with the City of Olympia's current comprehensive plans and their intent to conduct a Southeast Olympia Street Connectivity Study before making a determination.
 - Respects the authority of the City of Olympia in determining its local infrastructure needs.
 - Directly addresses and is responsive to community members' desires to preserve LBA Woods.
 - Frees up an estimated \$10 million in dedicated funding that can be reallocated to other pressing regional transportation priorities.
 - Does not introduce additional level of service failures on the region's transportation network through 2050, according to modeling analysis.

which showed negligible impact on overall vehicle miles traveled or travel mode share.

- Cons:
 - Removes a long-planned and defined option for improving transportation connectivity in an area of the region experiencing ongoing growth.
 - Could potentially increase future vehicle volumes and congestion on existing alternative routes, including Interstate 5, Ruddel Road, Morse Merriman Road, and Yelm Highway, leading to impacts on neighboring jurisdictions.
 - May undermine the long-term effectiveness of investments made by other jurisdictions that assumed the completion of this connection.
 - Could potentially reduce the urgency among regional partners to comprehensively address and resolve connectivity and congestion issues in this specific area of Southeast Olympia.

Van Every's presentation served to equip the Policy Board and Council with the necessary historical context and current data to make an informed decision regarding the Log Cabin Road connection. The forthcoming adoption of the RTP hinges on the resolution of this contentious project, with the TRPC emphasizing the importance of accurate information in navigating its complex history and diverse stakeholder perspectives.

Belk expressed his gratitude for Van Every's thorough historical overview of the Log Cabin Road project. He clarified that Intercity Transit isn't expected to take direct action on the matter tonight. Instead, this discussion originated from Policy Board and Council conversations, prompted by the Policy Board chair's request to gather input from each represented jurisdiction due to the project's long history and the many individuals involved. Belk indicated his willingness to convey the consensus reached during tonight's discussion to the TRPC Council, who will ultimately vote on the project's inclusion in the RTP. He reiterated that while the Log Cabin Road project isn't directly central to Intercity Transit's daily operations, the discussion arose, and he aims to reflect the group's consensus.

Vanderpool stated he holds a dual role, representing both Olympia on the Policy Board and this body on the Regional Planning Council. Speaking from his "Olympia hat," he unequivocally declared that Olympia has no sponsor or interest in the Log Cabin Road project remaining in the plan. He highlighted that over 100 public comments specifically requested its removal, and the Olympia City Council has no desire to undertake this project, with even a study is not being considered until after 2030. He believes removing the project aligns with public interest and synchronizes with Olympia's current planning efforts, thus he supports its removal for numerous reasons. He then expressed his desire to hear other perspectives, acknowledging that the public comments received also contained many excellent points.

Belk acknowledged Vanderpool's perspective as an Olympia Council member and used the opportunity to emphasize Intercity Transit's broader policy stance. He noted that while the agency controls funding, budgeting, and operational decisions like bus frequency and routing, they have less control over crucial external factors such as land use and the road network. Belk asserted that, as a general rule, a well-connected street grid with supportive land use enables Intercity Transit to perform its job more effectively, a principle he attributes to transit expert Jarrett Walker. Regarding the Log Cabin Road project specifically, Belk reiterated his willingness to convey the group's consensus, acknowledging the unique local context and historical nuance. However, he stated that, generally, he will only support street connectivity because existing streets provide options for bus routes, whereas absent connections can shift traffic to other routes, potentially worsening congestion on those roads already served or planned for transit. He concluded by acknowledging that while street connectivity is a default stance, other environmental factors sometimes warrant consideration.

Goodwin said the discussion addresses upcoming changes to bus routes on Yelm Highway, specifically mentioning that Route 94 will be rebranded and its service adjusted to maximize shared frequency and provide more direct trips. She questions the rationale behind using Log Cabin Road for transit, suggesting that a more streamlined Yelm Highway route would be more appealing to riders due to its directness. They express a strong preference against developing Log Cabin Road, citing a love for the natural space and concerns about the lack of research into alternatives like Rich Road. The conversation then shifts to the feasibility of road widening, particularly for Yelm Highway and Wiggins Road. It's noted that while widening isn't impossible, it could necessitate acquiring private property, a measure jurisdictions try to avoid due to its impact on residents. Goodwin pointed out that areas like Wiggins Road aren't currently designed for pedestrian or bicycle traffic, highlighting a lack of consideration for multimodal transportation in past planning.

Mejia thanked everyone for the discussion which she initiated at a previous meeting to address what she sees as a jurisdictional issue, even though Intercity Transit isn't directly involved. As Thurston County's representative on the Transportation Policy Board (TPB) and having tracked this issue for years, she expresses confusion about keeping a project on the books when there's no clear sponsor and the City of Olympia seems to have already decided against it in favor of a study. She emphasizes the critical importance of the study, especially concerning the impact on Yelm Highway, which affects the county. Mejia concluded by stating the Commission has agreed to remove the project while retaining the study, providing context and gratitude for the conversation.

Cox conducted an informal vote of the Board, asking for a thumbs-up from those who believe the Log Cabin Road extension should remain in the Regional Transportation Plan, and another thumbs-up from those who think it should be removed. The result was unanimous for removal of the project.

B. Long-Range Financial Forecasting Tool Task Order. Development Director, Peter Stackpole, presented a Task Order for the Long-Range Financial Forecasting Tool. Intercity Transit's current Long Range Financial Forecasting Tool, developed in 2004, has been periodically updated but no longer meets the needs of the agency. The existing tool relies on static financial models that require manual updates to inputs such as service hours, fleet size, and staffing levels. This approach does not adequately reflect historical trends or growth, resulting in reduced accuracy. Additionally, limited documentation of the tool's inputs and outputs over the years has made it difficult to use and update – particularly when new scenarios need to be evaluated. Each new scenario requires duplicating the tool and manually adjusting inputs.

To address these challenges, Intercity Transit is seeking support in developing a new, dynamic long-range forecasting tool. The updated tool will support agency-wide financial planning, service sustainability, expansion, and operational efficiency. It will integrate historical financial and operational data, including capital and operating costs, revenues, funding sources, ridership, and service levels, and enable detailed projections for future services, costs, revenues, and funding. The tool will also support scenario planning and sensitivity testing (e.g., changes in labor costs or service levels) to estimate impacts on annual budgets and financial plans.

WSP is prepared to partner with Intercity Transit on this initiative to help manage future funding and priorities.

Key project elements include:

- Project Management and Coordination
- Data Gathering and Development of Model Assumptions
- Forecasting Tool Development and Scenario Planning
- Comprehensive Reporting
- Training and Knowledge Transfer

Upon approval, WSP will initiate the project with a kick-off meeting anticipated in mid-July 2025. A draft of the tool's foundational framework will be delivered within two months of project initiation, with full project completion expected by January 2026.

It was M/S/A by Von Holtz and Goodwin to authorize the General Manager to execute a Task Order with WSP in the amount of \$209,948.38, which includes a 10% contingency.

C. Employees' 401(K) Retirement Plan and Trust. Bergkamp provided an overview of updates to the Intercity Transit Employees' 401(k) Retirement Plan and Trust, which was last fully revised in 2014. Since then, several amendments have been made, including allowing in-service distributions at age 59 1/2 (2014), permitting rollovers

(2020), and adding a Roth option (2024). The current update incorporates these previous changes, along with several federal mandates, adjustments based on labor contracts, and general housekeeping to remove outdated language.

Key changes include an effective date of June 1st to align with ATU contract modifications, the integration of various resolutions adopted by Intercity Transit since 2014 and ensuring compliance with federal mandates. A new exhibit outlines employers matching contributions for each of the three labor groups. Additionally, a threshold has been added for participants terminating employment with balances of \$7,000 or less, alongside other minor administrative best practices.

A significant, newly introduced edit involves replacing gender-specific pronouns (he/she, him/her) with gender-neutral pronouns (they/them/their) throughout the document, aligning it with other current contracts.

It was M/S/A by Belk and Pierce to adopt Resolution 04-2025, which restates the Intercity Transit Employees' Retirement Plan and Trust documents for the 401(k) Retirement Supplemental Benefit for all changes since the last full plan adoption which occurred in January 2014, including amending the first paragraph under Article II Definitions on page two to read, "The following words and phrases shall have the following meanings:" and replacing gender specific pronouns throughout the document with gender neutral pronouns they/them/their.

COMMITTEE REPORTS - None.

GENERAL MANAGER'S REPORT

- All are invited to ride the Bubble Bus in the Tumwater Independence Day Parade on Friday, July 4 at 11 a.m. This is a fun way to enjoy the parade from a new perspective! If you decide to ride in the parade, please be at the staging area on Linderson Way in Tumwater by 10 a.m.
- Drop by and see Intercity Transit at the South Sound BBQ Festival Saturday, July 12 from 11 a.m. to 7 p.m. at Huntamer Park. The Bubble Bus will be in full swing with amazing staff providing information about our services, and there will be awesome BBQ from local vendors to enjoy.
- Bergkamp and other key staff met with SPSCC leadership to discuss future collaboration on a project to transit access in the Crosby Loop area of their campus.

AUTHORITY ISSUES

Pierce invited everyone to the South Sound Regional Rodeo July 12 and 13 at the Tumwater Brewery. They are still looking for volunteer judges or just come and show your support for the Operators. It's a great opportunity to watch them skillfully navigate around cones and obstacles.

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Belk reflected on the recent, unusually controversial nature of the Transportation Policy Board (TPB) meetings, expressing gratitude for the discussion on Log Cabin Road and satisfaction with the outcome, despite his general advocacy for connectivity options. He then shifted to another contentious issue: the potential re-introduction of Diversity, Equity, and Inclusion (DEI) and climate change language within the Regional Transportation Plan (RTP). He recalls that TPB's initial recommendation to remove this language was "flatly rejected" by the Thurston Regional Planning Council (TRPC). Belk anticipates the TPB Chair will likely reopen this discussion at the next meeting and wants to convey the sentiment of the ITA on this matter. He admits that his own vote at TPB would be different if the decision were made today, acknowledging that his initial stance was overly pragmatic due to previous experiences with grant funding under a different administration, where "checking boxes" for compliance was the priority. However, subsequent troublesome correspondence from the FTA and USDOT, coupled with feedback from his own Council, has solidified his belief that the DEI and climate change language is crucial and should be retained. He emphasizes the significant effort put into incorporating new equity considerations into the plan, expressing pride in that work. Belk asked for an informal confirmation from the ITA and with a show of hands the ITA unanimously showed in favor that Belk is accurately representing their desire to keep all the original language, including that related to DEI, climate change, and electric vehicles, intact within the RTP.

Goodwin announced the Metropolitan Park District (MPD) will have a significant presence at the "Lacey in Tune" events throughout July leading up to the August 5 election. There will be signage and staff at all concerts and movies in the park to provide information about the upcoming MPD vote. She encouraged everyone to attend these free, fun events, noting that the Lacey Transit Center serves Huntamer Park directly. The MPD outreach efforts are set to kick off in earnest at the July 3 fireworks event.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:37 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk of the Board

Date Approved: September 3, 2025

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

Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
July 16, 2025

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on July 16, 2025, at 5:31 p.m. This was a hybrid meeting held at the Pattison Street facility.

Members Present: Chair and City of Lacey Councilmember Carolyn Cox; Vice Chair and Community Representative Sue Pierce; City of Tumwater Councilmember Kelly Von Holtz; Thurston County Commissioner Carolina Mejia; Community Representative Wendy Goodwin; Labor Representative, Mark Neuville; City of Olympia Councilmember Robert Vanderpool; Community Representative Justin Belk; City of Yelm Councilmember Brian Hess.

Staff Present: Emily Bergkamp; Peter Stackpole; Pat Messmer; Dena Withrow; Jonathon Yee; Matt Kenney; Noelle Gordon; Nicole Jones; Jane Denicola; Thera Black; Michael Maverick; Tammy Ferris; Rob LaFontaine; Brian Nagel; Jessica Gould; Ramon Beltran; Jesse Eckstrom; Duncan Green; Alana Neal; Alysia Bair; Kathleena Ly; Spencer Zeman; Michael Midstokke; Jeff Peterson; Nick Demerice.

Others Present: Jeff Myers, Legal Counsel; Ty Flint, Community Advisory Committee.

STAFF INTRODUCTIONS

- A. New Operator Class 25-02** (*Michael Midstokke*)
- B. Spencer Zeman, Bus Stop Program Coordinator** (*Rob LaFontaine*)
- C. Kathleena Ly, HR Specialist** (*Alana Neal*)
- D. Alysia Bair, HR Analyst** (*Alana Neal*)

APPROVAL OF AGENDA

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

PUBLIC HEARINGS

- A. Transit Development Plan.** Planning Deputy Director, Rob Lafontaine, presented the Draft Transit Development Plan (TDP) for the public hearing. He noted the TDP is an annual requirement for all transit agencies in Washington State. The TDP is described as a comprehensive document, or "greatest hits album," that summarizes the previous year (2024), projects current and future years up to 2030, and must be filed with the state by September 1st each year.

The timeline for the TDP includes:

- Past presentations to the CAC and the ITA.

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- A public hearing tonight.
- Scheduled final adoption on August 6.
- If necessary, a backup plan to address adoption at the second August meeting to meet the September 1st deadline.

There are nine required elements for the TDP. Element #7, "Planned Operating Changes," was highlighted as particularly significant because it addresses projected changes to fixed-route transit service. Examples provided included the upcoming September schedule changes and a major network redesign planned for May 2026. This element especially warrants public comment. During the formal comment period for the TDP.

One formal comment was received and shared with ITA members. This comment recommended increasing the span and frequency of commuter service seven days a week (including weekends) and improving coordination with Sound Transit for trips to and from Seattle.

The planning staff received nine informal comments during the same period the TDP was open to formal comments. It was noted that distinguishing between formal and informal comments can be challenging. Since 2013, the planning staff has received a total of 1,243 comments. A chart revealed the vast majority of these comments relate to commuter bus service (buses traveling between Thurston and Pierce counties). Common categories of comments/service requests include:

- Expanding commuter service.
- Adding or improving bus stops and amenities (shelters, lighting).
- Increasing span and frequency of service.
- Improving convenience (schedule adjustments, transfers, timing, directness of travel).
- Expanding or changing service into new geographic areas.
- Enhancing weekend or holiday service.
- Providing service outside the Public Transportation Benefit Area (PTBA).

A map was presented showing the geographical distribution of comments regarding service expansion into new areas. It was noted that a significant number of these areas will be included in the May 2026 network redesign proposal.

LaFontaine emphasized that while only one formal comment was received for the TDP, the agency receives many comments throughout the year that inform their planning efforts. He expressed confidence in the ability to stay informed about public needs.

Chair Cox opened the TDP public hearing at 5:52 p.m.

With no members of the public providing testimony, Chair Cox closed the TDP public hearing at 5:53 p.m.

B. September 2025 Service Change. Planning Deputy Director, Rob Lafontaine, presented the September 2025 Service and Draft Equity Analysis. This topic relates to Element #7 (Planned Operating Changes) of the Transit Development Plan, specifically concerning the September 2025 fixed route schedule. Key changes include enhanced commuter service to Pierce County and new access to Joint Base Lewis-McChord (JBLM) via the Madigan Gate, in cooperation with Pierce Transit Route 206.

The primary service change for September is the replacement of the existing Route 620 with two new commuter routes. Route 600 (The Lakewood Commuter, or "Hare"): Designed for faster travel. Route 610 (The L Connector, or "Tortoise"): Emphasized as a valuable route, with the analogy that "the tortoise wins the race." A slide comparing the 600 and 610 routes relative to the outgoing 620 and their available connections was presented, along with a map that remains unchanged since the document's initial presentation.

Nine informal comments were received during the posting period. Some comments related to express service, echoing previous feedback on the TDP, which sometimes makes it difficult to discern which comments refer to which specific item. Comments for these items are also received through the Transportation Improvement Program (TIP) process. Despite the high volume of general comments about commuter service, no formal comments were received for this specific public hearing, which was noted as concerning by staff. To address this, the agency plans to continue accepting comments until the final adoption consideration on August 6.

Historical Comment Trends (Commuter Service): A bar chart showed that 40% of all comments received by the agency relate to commuter service, making it the most commented-on route type.

Specific Themes in Commuter Service Comments:

- Service to/from King County including Seattle, SeaTac, connections with Link Light Rail, and other King County destinations.
- Service to/from Tacoma: Including Tacoma Dome Station and other specific locations in Tacoma.
- Improved convenience often refers to transfers, connections, span, and frequency of service. Service to/from Tumwater: A notable theme for this category was that many commenters reside outside the area, starting their trips from the north to work in Tumwater state offices and then returning home.

Service to/from Lacey: Specifically mentioning the Lacey Transit Center.

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- Changed or Expanded Service.
- Service to/from DuPont or JBLM.
- Enhanced weekday or holiday service.
- A few comments also requested service to/from St. Peter's Hospital and one comment for service to/from Lewis County.

Timeline and Next Steps:

- The agency is still awaiting an agreement from the State of Washington for Route 610. This agreement pertains to a regional mobility grant providing a funding subsidy for the route. Despite the delay, implementation is proceeding.
- Tonight's public hearing is for the service change and equity analysis.
- Following the public hearing, staff will finalize their analysis and bring it back for final consideration at the August 6 meeting, ahead of the September 7 implementation.

Chair Cox opened the Service Change public hearing at 6:00 p.m.

Goodwin asked about the process of triaging comments to categorize them for analysis. LaFontaine explained it's an "imperfect science" but generally involves the following process:

- Discerning the core issue: Some comments are straightforward, while others can contain multiple topics.
- Creating "buckets": The speaker focused on comments related to transit development, schedule changes, route adjustments, and stop-related issues.
- Excluding irrelevant comments: Some comments, like those about past events (e.g., a "zero fare" program), personal experiences seeking assistance, or just "FYI" statements, were not included in the main tally.
- Extracting relevant information: The speaker provides an example of how a comment about an "unpleasant experience" on a trip to Seattle was categorized by identifying the relevant transit route or location (e.g., "to and from King County").

In short, the process involves carefully reading each comment to identify relevant transit planning topics and then assigning them to a specific category or "bucket," while excluding comments that don't relate to transit development.

Cox asked where does the bus drop riders off on the JBLM service from Lacey? LaFontaine said the bus drops passengers off at a Pierce Transit bus stop and he proceeded to provide more context about the service that is forthcoming in September.

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With no members of the public providing testimony, Chair Cox closed the Service Change public hearing at 6:05 p.m.

PUBLIC COMMENT – None.

APPROVAL CONSENT AGENDA

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

- A. Minutes – June 4, 2025, and June 18, 2025, ITA Meetings.**
- B. Payroll June: \$5,121,022.75**
 - Warrant Numbers: 42872, 42977 in the amount of **\$7,944.51**
 - ACH Payment Amount: **\$5,113,078.24**
- C. Accounts Payable June: \$4,012,892.09**
 - A.** Disbursed Warrants numbers 42829-42871, 42873-42976 & 42978-43069 in the amount of **\$4,000,841.54**
 - B.** Voided Warrant: 0
 - C.** ACH Payments: **\$12,050.55**
- D. Bobcat Parking Lot Lease Extension** (*Noelle Gordon*). Authorized the General Manager to extend the Bobcat Parking Lot lease agreement with Thermo King Northwest for one year and four months, with three one-year renewal options, in the amount of \$110,000.

NEW BUSINESS

Bergkamp said Duncan Green, the representative for the Bicycle Community Challenge (BCC), is retiring after 17 years of coordinating the contest. Bergkamp highlighted Green's diverse background, which includes working as a fine arts photographer, volunteering for Chaos Radio, and serving as a house session photographer for the Washington State House of Representatives. Green worked as a tour guide and photographer for bicycling tours in Europe. Bergkamp credits Green with creating an inclusive and impactful legacy for the BCC, which they call an "iconic community event." Although retiring, he will continue to volunteer with the Walk N'Roll program.

- A. Bicycle Community Challenge Update.** Duncan Green, the Bicycle Community Challenge (BCC) representative, provided an update on the event's various activities and milestones. Green said the BCC has been a community event for 38 years, with Intercity Transit hosting it for the last 21 years. He has personally coordinated 17 of these events. The BCC is a series of events held throughout the year.
 - **Winter Bicycle Challenge:** This month-long event in February saw 269 participants this year, despite wetter weather compared to the previous year.

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- **Earth Day Market Ride:** About 180 people celebrated Earth Day by riding to the local Farmer's market.
- **Annual Bicycle Community Challenge:** The main event, held throughout May, attracted 702 participants who collectively rode over 75,000 miles.
- **Bike to Work or Anywhere Day:** This event featured seven "bike refresher stations" and saw over 300 participants. It also included a collaboration with the Thurston Regional Planning Council (TRPC) on a bicycle connectivity study.
- **Bike Month Celebration Ride:** A traditional ride, previously for state agency employees, was opened to the public. The BCC provided support, communications, and prizes for this event.

Green emphasized that the core goal of the BCC is to build community. This year's event involved 26 volunteers, 40 sponsors, and multiple local jurisdictions that proclaimed May as their local bike month. The BCC also collaborated with the TRPC and the Walk N'Roll program to create a broad network of support. A point of pride for Green was the performance of Intercity Transit's internal "Team Crank IT." The team saw a 30% increase in riders, mileage, and days ridden compared to last year. For the first time in many years, Team Crank IT beat its rival, the City of Olympia team.

Green's presentation concluded with a reflection on his time with the organization and a nod to the past, referring to a photo of the "Brunson Chain Gang" from 2009. He shared a touching story about a former member of that team, Jim Unziker, who continued to volunteer for Bike to Workday even after his former employer was no longer a sponsor. He finished by expressing gratitude for the support he received from Intercity Transit's leadership and staff. As he retires, Green feels confident the BCC will continue to thrive under the guidance of the Walk N'Roll department, a team he holds in high regard. He stated that working at Intercity Transit has been "a real pleasure and honor" and a significant part of his life.

The ITA proceeded to provide their well wishes to Green and a gift was presented to Green. Chair Cox recessed the meeting for approximately 15 minutes to serve refreshments.

B. Planning/Operations Mgmt. Software Contract Authorization. Jeff Peterson, Sr. Procurement and Project Management Coordinator, presented a contract authorization recommendation for a new Transit Operator Management System (TOMS) needed for planning and daily operations. In 2024, Intercity Transit (IT) assessed our legacy system of over 37 years, FleetNet, which was recently acquired by Avail Technology Solutions (Avail). The assessment revealed shortcomings, which led to the procurement of a new Enterprise Resource Planning (ERP) solution. The new ERP solution will manage human resource and payroll functions; however, it does not manage transit specific daily operations our Planning and Scheduling departments require to develop schedules and manage operator time keeping.

The current solutions that manage daily operations management, operations time keeping, leave management, bid management, and reporting are cumbersome, dated, and do not align with our new ERP solution. The project team utilized a consultant to perform a workflow analysis and recommend solutions for our consideration. The project team conducted multiple demonstrations and value propositions, and SHI International Corp (SHI) will be able to provide a solution to meet the needs of Planning and Operations.

SHI is under an existing competitively awarded State contract for software solutions. SHI provides value by organizing and facilitating product demonstrations for solutions and there are pre-established contract terms under the existing contract.

The solution offered through SHI has been determined to be advantageous by the evaluation team. Therefore, the recommendation is to enter into contract negotiations with SHI to implement our planning and daily operations solution.

It was M/S/A by Pierce and Belk to authorize the General Manager to negotiate and execute a contract with SHI International Corp for a planning and daily operations software solution in a not to exceed the amount of \$1,900,000 for the solution which includes a 10% contingency and five years of software maintenance and support, not including sales tax which is recognized and approved as a pass-through cost at the time of sale.

- C. CAC Recruitment Ad hoc Committee.** Bergkamp presented the process and timeline for the 2025 Community Advisory Committee recruitment and explained the process for filling open positions on the committee. The process is a collaborative effort involving the CAC, Amanda Collins (the CAC liaison), and the Intercity Transit Authority (ITA).

Applications will be available on September 1st and due October 1st. The goal is to recruit a diverse range of community members. The ITA is scheduled to select candidates to interview on October 15, with the general practice being to interview all applicants to get a better sense of their suitability. Interviews are tentatively set for November 7, with the final candidate selection to take place at the ITA meeting on November 19 or December 3.

It was M/S/A by Hess and Von Holtz to approve the process and timeline for the 2025 CAC recruitment.

The following ITA members volunteered to participate on the ad-hoc committee to interview candidates: Wendy Goodwin, Kelly Von Holtz, and Brian Hess. Sue Pierce and Justin Belk volunteered to be alternates. They will join CAC members Doug Riddel, Clair Bourgeois, and Margaret Janis.

D. Public Comment Policy EX-0019. Bergkamp presented the draft Public Comment Policy EX-0019. Bergkamp said Clerk of the Board Pat Messmer researched and drafted the policy regarding a public comment process. Previously, the Intercity Transit Authority (ITA) used informal guidelines read by the Chair, but a formal policy is a recommended best practice. Bergkamp emphasized that public comment is highly valued, citing its importance in recent negotiations and discussions such as the roundabout. However, it's also noted that the policy is necessary to ensure meetings proceed efficiently and respect the time of presenters. The policy has been reviewed by legal counsel.

It was M/S/A by Belk and Goodwin to approve the Intercity Transit Authority Public Comment Policy EX-0019 and incorporate it into the ITA Bylaws.

E. Amend ITA Bylaws. Bergkamp presented proposed amendments to the ITA Bylaw language incorporating a public comment process, Policy EX-0019 and adding a provision outlining guidelines to cancel regular and special ITA meetings. Interest from community members in providing public comments on Intercity Transit's decision-making process has increased in recent years, specifically as our community has emerged from the COVID-19 pandemic. This renewed interest prompted staff to draft Policy EX-0019 "Public Comment Policy" establishing guidelines that balance the importance of public comment during open public meetings and carrying out the business needs of the meeting, including honoring staff and guest presenters' scheduling needs.

There is also occasional need to cancel regularly scheduled and special ITA meetings. Newly added Section 5.16 of the ITA Bylaws defines the process for cancelling regularly scheduled meetings.

Intercity Transit Authority (ITA) is being asked to adopt Resolution 03-2025 to amend its bylaws addressing these two main issues. The first is the inclusion of a new section, Subsection 5.15, which officially refers to the recently adopted public comment policy. This integrates the new policy directly into the bylaws. The second change, Subsection 5.16, clarifies the process for canceling meetings, giving the General Manager the authority to do so for reasons like a lack of agenda items or when majority of staff are attending a conference.

It was M/S/A by Von Holtz and Cox to adopt Resolution 03-2025 to amend the Bylaws, Section V - Meetings adding subsection 5.15 the Public Comment Policy EX-0019 and subsection 5.16 Canceling ITA Meetings.

COMMITTEE REPORTS

A. Transportation Policy Board (July 9). Belk reported the meeting's agenda had three items, but only two were addressed. The first item was the appointment of

members to the 2026 state Legislative subcommittee. This committee, composed of representatives from both the TRPC Council and the Transportation Policy Board, will develop a list of legislative priorities for advocacy. The board selected Chair Ryder and several other members for this role.

The second item involved recommending the adoption of the Regional Transportation Plan. Belk noted that the board recommended adopting the plan with a key amendment concerning Log Cabin Road. This amendment proposes removing Log Cabin Road from the plan for now but includes a specific condition: when the City of Olympia conducts its future study on connectivity in that area, it must consider Log Cabin Road and the potential for a shared-use path. This compromise effectively removed the controversial road from the immediate plan while ensuring it remains a consideration for future development.

The third item, the Martin Way Crossing Strategy, was not discussed due to time constraints. In summary, Belk reported that the ITA's recommendations were heard, and a vote was taken to recommend the Regional Transportation Plan with the Log Cabin Road amendment to the TRPC Council.

B. Thurston Regional Planning Council (July 11). Vanderpool said the main topic of conversation was the removal of the Log Cabin Road project from the regional plan. He confirmed that the Log Cabin Road project has been successfully removed from the plan, largely thanks to unanimous support at the TRPC meeting and a strong showing of public engagement.

The conversation also touched on a separate issue regarding Diversity, Equity, and Inclusion (DEI). Although a previous recommendation on DEI was rejected, the topic came up again, and public comment was received in support of retaining the related language in the plan. While no new action was taken on DEI at this specific meeting, the public's presence and comments made a significant impact.

GENERAL MANAGER'S REPORT

- Bergkamp met with Jeff Johnston, Executive Director at ORCAA regarding air quality issues that arise during the winter months due to IT's proximity to The Jungle and some of the burning that takes place there. Maintenance staff – swing shift and graveyard – are impacted the most, while moving vehicles and the need to go frequently between indoors and outdoors. ORCAA works with OlyMap who routinely goes into the camp to assist with trash clean up and provides wood for heat and propane tanks for cooking. These efforts help, but they don't completely solve the problem. ORCAA is engaging with the City of Olympia and OlyMap to discuss other solutions and they will join an upcoming staff meeting with IT's nighttime Maintenance staff to share information and listen to their concerns.

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- Intercity Transit hosted the South Sound Regional Rodeo July 12 and 13. This event welcomed competitors from around the state and showcased why Intercity Transit has become universally known for competing in and organizing Bus Rodeos. The Rodeo is a qualifying event for the Washington State Rodeo in August. The following Intercity Transit employees competed:
 - BOC: Steven Bleecker & Dan Savage.
 - 40' Coach: John Clauson, David Dalloul, Clinton Jimenez, Lora Johnson, and Janet Shepherd.
 - Fleet Maintenance Team: Richelle Loken, Sean Malay, and Jonathon Reynolds

Spectators observed drivers navigate a timed obstacle course while the Maintenance competition included fun team participation in finding defects in the following categories:

- Bus Inspection
- Thermo-King (HVAC)
- Engine (Cummins)
- Vapor Door
- Bendix Air Brake System (ABS)
- I/O Controls (Dinex)

Service Impact Supervisor, David Dudek, and Operations Supervisor, Bill Miller, along with their spouses Lilian and Shanaka, put in endless hours of preparation to ensure the driving portion was a success. Senior Safety and Training Coordinator and Maintenance Team Coach, Bryce Reinhardt, ensures the Maintenance competition runs smoothly. We also had enormous help from many staff who volunteered to be judges, and several ITA and CAC members, notably ITA members Wendy Goodwin and Sue Pierce, along with CAC members Rachel Wilson and Shawn Sandquist, plus Bus Buddy Margaret Hill. Thank you to all our competitors, for helping Intercity Transit put our best foot forward this year. Here are the results:

Intercity Transit's Local Competition Results:

Body on Chassis (Dial-A-Lift style vehicle)

- 1st Place Dan Savage
- 2nd Place Steven Bleecker (1st time competitor!)

40' Coach

- 1st Place Clinton Jimenez
- 2nd Place Janet Shepard
- 3rd Place David Dalloul (1st time competitor!)

Overall Regional Competition Results:

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Maintenance Team

- 1st Place - Intercity Transit – Richelle Loken, Sean Malay, and Jonathan Reynolds (by over 500 points – a landslide!!!)
- 2nd Place – Kitsap Transit
- 3rd Place – Pierce Transit

Body on Chassis

- 1st Place – Bonnie Mitchell – Pierce Transit
- 2nd Place – Jonathan Taylor – Whatcom Transit
- 3rd Place - Dan Savage – Intercity Transit

40' Coach

- 1st Place – Matt Chomjack – Community Transit
- 2nd Place – Brandon Killingbeck – Island Transit
- 3rd Place – John Waight – Pierce Transit

Pre-Trip Inspection

- John Clauson – Intercity Transit
- Everyone and their family are invited to ride the bubble bus in the Lakefair Parade Saturday, July 19. Please be in the staging area on Capitol Way between 18th Street and 19th Street by 4:15 p.m. We are number 53 of 70 parade entries in the lineup.

AUTHORITY ISSUES

Cox expressed gratitude from Lacey regarding recent community events. The Bubble Bus was a significant hit at the BBQ Fest, and the transportation support provided for the July 3rd extravaganza was invaluable, especially given the challenge of parking for an event that draws up to 20,000 people in a largely suburban area.

Goodwin said attendees praised the Bubble Bus and the staff running the booth at the BBQ Fest for their amazing work and professionalism. One attendee specifically highlighted how a coach driver patiently demonstrated how to use the bike apparatus on the bus, suggesting future opportunities for similar demonstrations. Additionally, she described the Rodeo event as spectacular, with particular appreciation for the maintenance efforts, overall setup, and the efficient transportation provided between Tumwater, Lacey, and Hawks Prairie. The atmosphere at the event was noted as welcoming and family-like, with special thanks extended to Dena Withrow and Sue Pierce for their helpfulness.

Belk observed a lack of signage at the Capital Mall indicating the presence and accessibility of bus services. Despite understanding that regular bus users know their stops and car users are accustomed to driving, Belk noted that for someone arriving by car who might consider taking the bus, there's no clear wayfinding within the mall to highlight transit options. Belk emphasized that while malls typically have extensive internal wayfinding for their own amenities (like restrooms, dining courts, or security

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offices), there's a significant oversight regarding public transit. Specifically, even near the transit stop by JC Penney, there's a blank wall where signage could inform the public about the bus routes available. Belk pointed out the mall transit stop serves as a crucial hub with many routes, but the average shopper might not be aware of this extensive service. He suggested if IT has a contact at the mall, they should explore coordinating efforts to install signage. The goal would be to make the availability of bus services more apparent to the general public, potentially reducing the reliance on private car parking at the mall. Belk looks forward to future improvements when the Capital Mall triangle area becomes a well-utilized urban neighborhood with robust transit service.

Hess expressed pleasure over the successful BBQ Fest and announced that Yelm's BBQ Fest will be held on July 26. He hopes the Bubble Bus will be present there noting its effectiveness in raising awareness about the fare-free bus system and addressing the common misconception that it's entirely "free" when its taxpayer funded. Hess, drawing on his military background as a master driver and trainer, including experience with commercial driver's licenses and large trucks, highly commended the Intercity Transit teams for their consistent strong performance at the Rodeos. He attributed this success to excellent training and specifically praised the IT training team. He also thanked Bergkamp for providing a point of contact for his police chief regarding emergency assistance for assisted living communities from Intercity Transit. Hess stated his anticipation for a 5-to-10-year plan that would increase bus availability in Yelm, particularly to connect residents from surrounding areas like Clearwood and Lake Lawrence to Yelm for local activities and onward travel to Lacey, Olympia, and Tumwater via Bus 94. He concluded by thanking everyone for their reports and the work being done.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:49 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

**Pat Messmer
Clerk of the Board**

Date Approved: September 3, 2025

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

Intercity Transit

Payroll Disbursement List

July 2025

Pay Periods:

PP14 (June 15 - 28)

PP 15 (June 29 - July 12)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
7/3/2025 ACH	PR DIRECT DEPOSIT	1,162,770.55
7/3/2025 43070 - 43073	PR PAPER CHECKS	2,820.91
7/3/2025 ACH	IRS	193,559.51
7/3/2025 ACH	HEALTH SAVING	225.59
7/3/2025 ACH	VANGUARD	163,862.73
7/3/2025 ACH	PERS	259,222.07
7/3/2025 ACH	DEF COMP	54,139.99
7/3/2025 ACH	MISSION SQUARE	21,391.12
7/3/2025 ACH	CHILD SUPPORT	2,568.45
7/3/2025 ACH	Oregon DOR	358.00
7/15/2025 ACH	Oregon DOR (PFML Q2 2025)	260.83
7/18/2025 ACH	PR DIRECT DEPOSIT	1,289,288.89
7/18/2025 43184 - 43204	PR PAPER CHECKS	24,048.44
7/18/2025 ACH	IRS	223,243.88
7/18/2025 ACH	HEALTH SAVING	425.59
7/18/2025 ACH	VANGUARD	184,040.49
7/18/2025 ACH	PERS	212,378.71
7/18/2025 ACH	PERS Split Month Rounding	0.02
7/18/2025 ACH	DEF COMP	58,266.45
7/18/2025 ACH	MISSION SQUARE	24,877.97
7/18/2025 ACH	CHILD SUPPORT	2,633.45
7/18/2025 ACH	Oregon DOR	359.45
7/22/2025 ACH	L&I Q2 2025	387,436.93
7/31/2025 ACH	Aflac	15,049.32
Total Payroll Disbursements		4,283,229.34

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
JULY 2025**

Check No.	Reference	Vendor	Payee	Amount
43032	07/01/25	10180	FREEDMAN SEATING COMPANY - VOID	(\$970.66)
43074	07/07/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,162.88
43075	07/07/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$7,794.01
43076	07/07/25	01895	ECOLUBE RECOVERY LLC	\$589.14
43077	07/07/25	02160	ANDERSON APPRAISAL INC.	\$3,200.00
43078	07/07/25	03506	BIG LANGUAGE SOLUTIONS HOLDINGS LLC	\$63.90
43079	07/07/25	06216	CHRISTENSEN INC.	\$2,277.50
43080	07/07/25	06836	CONTINENTAL BATTERY SYSTEMS	\$56.72
43081	07/07/25	07220	CUMMINS INC.	\$1,631.45
43082	07/07/25	07350	CW JANITORIAL SERVICE LLC	\$46,562.16
43083	07/07/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,481.39
43084	07/07/25	08091	DSI MEDICAL SERVICES	\$3,853.00
43085	07/07/25	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$775.00
43086	07/07/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,006.75
43087	07/07/25	08840	JEMMA INC.	\$15,902.46
43088	07/07/25	09180	EXPRESS SERVICES INC	\$3,931.83
43089	07/07/25	09660	WOLSELEY INVESTMENTS INC.	\$197.37
43090	07/07/25	09662	FERRELLGAS LP	\$6,434.49
43091	07/07/25	10290	FUSION GRAPHIX LLC	\$4,813.02
43092	07/07/25	10585	ROBERT EDWARD GEBHART	\$2,457.00
43093	07/07/25	10660	GILLIG LLC	\$0.00
43094	07/07/25	10660	GILLIG LLC	\$105,317.94
43095	07/07/25	10759	GORDON TRUCK CENTERS INC	\$536.08
43096	07/07/25	10820	SOULIERE INC.	\$690.95
43097	07/07/25	11310	HOGAN MFG. INC.	\$1,766.21
43098	07/07/25	11805	ITERIS INC	\$14,506.14
43099	07/07/25	11933	JESSE ORNDORFF	\$1,553.67
43100	07/07/25	12188	JULIAN T. PRESTON	\$120.00
43101	07/07/25	12825	KIRK'S AUTOMOTIVE INC.	\$2,310.00
43102	07/07/25	13579	LIPPERT COMPONENTS MANUFACTURING INC.	\$970.66
43103	07/07/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
43104	07/07/25	15216	NORTHWEST BUS SALES INC	\$487.41
43105	07/07/25	16701	PEAK INDUSTRIAL INC.	\$5,371.99
43106	07/07/25	16765	PETROCARD INC.	\$113,357.78
43107	07/07/25	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$332.03
43108	07/07/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$437.31
43109	07/07/25	18007	SELS USA LLC	\$9,656.91
43110	07/07/25	18530	STANDARD PARTS CORP.	\$968.18
43111	07/07/25	18705	SUNBELT RENTALS INC.	\$986.33
43112	07/07/25	21950	TITUS-WILL CHEVROLET	\$65.53
43113	07/07/25	22010	ROTTERS INC.	\$133.20
43114	07/07/25	23800	VESTIS GROUP INC.	\$676.74
43115	07/07/25	24000	W. W. GRAINGER INC.	\$188.54
43116	07/07/25	24755	WA ST HEALTH CARE AUTHORITY	\$824,498.51

43117	07/07/25	25909	WEX BANK	\$44,103.87
43118	07/07/25	26710	ZILLA CORPORATION	\$956.00
43119	07/07/25	26861	WESTERN GRAPHICS INC.	\$1,021.14
42839	07/09/25	09180	EXPRESS SERVICES INC - VOID	(\$5,972.40)
43120	07/14/25	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,196.44
43121	07/14/25	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$2,063.79
43122	07/14/25	01405	ADVANCE GLASS INC.	\$1,546.20
43123	07/14/25	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,483.09
43124	07/14/25	02828	AVAIL TECHNOLOGIES INC	\$9,505.30
43125	07/14/25	02834	AVAAP USA LLC	\$150,000.00
43126	07/14/25	03247	BAUS SYSTEMS LLC	\$4,206.16
43127	07/14/25	03844	BRIDGET UNDERDAHL	\$820.00
43128	07/14/25	05361	CARAHSOFT TECHNOLOGY CORPORATION	\$23,672.98
43129	07/14/25	06040	CITY OF LACEY	\$3,510.06
43130	07/14/25	06120	CITY OF OLYMPIA	\$9,247.75
43131	07/14/25	07115	CREATIVE INK INC.	\$1,629.12
43132	07/14/25	07220	CUMMINS INC.	\$3,364.61
43133	07/14/25	07619	DAVID S FOSTER	\$2,000.00
43134	07/14/25	07640	DAY MANAGEMENT CORP	\$422.73
43135	07/14/25	07869	DEPENDABLE COURIER SERVICE LLC	\$556.50
43136	07/14/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$854.94
43137	07/14/25	09180	EXPRESS SERVICES INC	\$5,972.40
43138	07/14/25	09662	FERRELLGAS LP	\$6,312.04
43139	07/14/25	10015	FOX HEIDI	\$333.48
43139	07/14/25	10015	FOX HEIDI - VOID	(\$333.48)
43140	07/14/25	10251	FRUITION GROWTH LLC	\$2,005.00
43141	07/14/25	10477	GALLS PARENT HOLDINGS LLC	\$2,765.63
43142	07/14/25	10660	GILLIG LLC	\$0.00
43143	07/14/25	10660	GILLIG LLC	\$27,576.23
43144	07/14/25	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
43145	07/14/25	10759	GORDON TRUCK CENTERS INC	\$599.84
43146	07/14/25	11615	INDUSTRIAL HYDRAULICS INC.	\$64.81
43147	07/14/25	11831	INTRADO LIFE & SAFETY INC.	\$278.75
43148	07/14/25	11933	JESSE ORNDORFF	\$1,178.15
43149	07/14/25	11943	JOANNA GRIST	\$2,000.00
43150	07/14/25	12454	KASEYA US LLC	\$1,811.37
43151	07/14/25	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$6,323.05
43152	07/14/25	13485	LEMAY MOBILE SHREDDING	\$415.20
43153	07/14/25	13726	M & S COLLISION LLC	\$4,336.77
43154	07/14/25	13893	MAUL FOSTER & ALONGI INC.	\$4,253.75
43155	07/14/25	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,074.17
43156	07/14/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,615.55
43157	07/14/25	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$911.45
43158	07/14/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,960.23
43159	07/14/25	16490	HAROLD LEMAY ENTERPRISES	\$937.19
43160	07/14/25	16765	PETROCARD INC.	\$27,347.01
43161	07/14/25	16969	POINT GRAPHICS LLC	\$154.82
43162	07/14/25	17290	PUGET SOUND ENERGY	\$0.00
43163	07/14/25	17290	PUGET SOUND ENERGY	\$20,116.13
43164	07/14/25	17824	S & A SYSTEMS INC	\$639.66
43165	07/14/25	17900	SCHETKY NORTHWEST SALES INC.	\$405.85
43166	07/14/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$243.01
43167	07/14/25	18530	STANDARD PARTS CORP.	\$1,356.57

43168	07/14/25	18540	STANTEC CONSULTING SERVICES INC	\$177,820.08
43169	07/14/25	18549	STAPLES INC.	\$772.99
43170	07/14/25	18651	STORMANS INC.	\$940.50
43171	07/14/25	18705	SUNBELT RENTALS INC.	\$1,273.06
43172	07/14/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,734.20
43173	07/14/25	22010	ROTTERS INC.	\$263.63
43174	07/14/25	22420	ALLEN WALTON	\$394.93
43175	07/14/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
43176	07/14/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
43177	07/14/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
43178	07/14/25	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$173,392.09
43179	07/14/25	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
43180	07/14/25	23800	VESTIS GROUP INC.	\$609.44
43181	07/14/25	24000	W. W. GRAINGER INC.	\$101.98
43182	07/14/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$478.84
43183	07/14/25	25673	WSP USA INC.	\$42,373.53
43205	07/22/25	01567	CANON FINANCIAL SERVICES INC.	\$5,243.23
43206	07/22/25	01780	AMALGAMATED TRANSIT UNION 1765	\$26,497.72
43207	07/22/25	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$428.22
43208	07/22/25	02060	AMERISAFE INC.	\$308.54
43209	07/22/25	03754	BOSTON HARBOR SERVICES INC.	\$2,330.40
43210	07/22/25	05937	CENTRALIA OK TIRE INC.	\$1,176.72
43211	07/22/25	06781	COMPUNET INC.	\$12,561.71
43212	07/22/25	07220	CUMMINS INC.	\$13,205.95
43213	07/22/25	07640	DAY MANAGEMENT CORP	\$4,336.01
43214	07/22/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$1,546.73
43215	07/22/25	09662	FERRELLGAS LP	\$5,743.22
43216	07/22/25	09961	FORMA CONSTRUCTION COMPANY	\$2,063,408.58
43217	07/22/25	10660	GILLIG LLC	\$94,586.98
43218	07/22/25	10759	GORDON TRUCK CENTERS INC	\$5,206.12
43219	07/22/25	11476	HYDROGEN FUEL CELL BUS COUNCIL DC	\$2,000.00
43220	07/22/25	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$205.88
43221	07/22/25	11933	JESSE ORNDORFF	\$2,172.93
43222	07/22/25	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
43223	07/22/25	12875	KPFF CONSULTING ENGINEERS INC	\$62,382.42
43224	07/22/25	13369	LANDEROS DANIEL	\$40.00
43225	07/22/25	14405	MICHAEL G. MALAIER TRUSTEE	\$108.00
43226	07/22/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,468.09
43227	07/22/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$518.48
43228	07/22/25	16701	PEAK INDUSTRIAL INC.	\$624.96
43229	07/22/25	16841	PIONEER FIRE & SECURITY INC.	\$145.00
43230	07/22/25	16969	POINT GRAPHICS LLC	\$62.59
43231	07/22/25	17203	PROVIDENCE HEALTH & SERVICES WASHINGTON	\$5,865.00
43232	07/22/25	17505	RAINIER DODGE INC.	\$314.16
43233	07/22/25	17792	ROUSH CLEANTECH LLC	\$833.41
43234	07/22/25	17900	SCHETKY NORTHWEST SALES INC.	\$98.20
43235	07/22/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$190.36
43236	07/22/25	18052	SHEA CARR & JEWELL INC.	\$6,463.05
43237	07/22/25	18066	SHI INTERNATIONAL CORP.	\$144,282.75
43238	07/22/25	18530	STANDARD PARTS CORP.	\$285.47
43239	07/22/25	21865	THURSTON ECONOMIC DEVELOPMENT COUNCIL	\$500.00
43240	07/22/25	22010	ROTTERS INC.	\$918.67
43241	07/22/25	22455	TUMWATER RENTALS	\$1,725.12

43242	07/22/25	23660	UNITED WAY OF THURSTON COUNTY	\$350.00
43243	07/22/25	23800	VESTIS GROUP INC.	\$612.86
43244	07/22/25	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$106,005.48
43245	07/22/25	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$650.00
43246	07/24/25	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$55,741.81
43247	07/28/25	01405	ADVANCE GLASS INC.	\$293.39
43248	07/28/25	02060	AMERISAFE INC.	\$878.40
43249	07/28/25	03754	BOSTON HARBOR SERVICES INC.	\$318.42
43250	07/28/25	03844	BRIDGET UNDERDAHL	\$435.00
43251	07/28/25	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$4,517.31
43252	07/28/25	05280	CAPITAL LAKEFAIR INC	\$4,820.00
43253	07/28/25	05320	CAPITOL CITY PRESS INC	\$840.68
43254	07/28/25	06120	CITY OF OLYMPIA	\$7,574.68
43255	07/28/25	06216	CHRISTENSEN INC.	\$2,614.57
43256	07/28/25	06238	CLARY LONGVIEW LLC	\$69,049.72
43257	07/28/25	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$2,699.06
43258	07/28/25	06765	COMPLETE COACH WORKS	\$27,669.60
43259	07/28/25	06836	CONTINENTAL BATTERY SYSTEMS	\$2,974.22
43260	07/28/25	07220	CUMMINS INC.	\$5,937.58
43261	07/28/25	08060	DON SMALL & SONS OIL DIST CO INC.	\$6,111.07
43262	07/28/25	08745	ELLIOTT AUTO SUPPLY CO INC.	\$525.97
43263	07/28/25	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$42.74
43264	07/28/25	09662	FERRELLGAS LP	\$7,943.13
43265	07/28/25	10290	FUSION GRAPHIX LLC	\$5,830.11
43266	07/28/25	10477	GALLS PARENT HOLDINGS LLC	\$7,422.15
43267	07/28/25	10660	GILLIG LLC	\$92,793.55
43268	07/28/25	10759	GORDON TRUCK CENTERS INC	\$3,816.94
43269	07/28/25	11310	HOGAN MFG. INC.	\$4,977.30
43270	07/28/25	12825	KIRK'S AUTOMOTIVE INC.	\$365.00
43271	07/28/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$0.00
43272	07/28/25	14750	MULLINAX FORD OF OLYMPIA LLC	\$8,246.14
43273	07/28/25	15106	NEW FLYER OF AMERICA INC.	\$0.00
43274	07/28/25	15106	NEW FLYER OF AMERICA INC.	\$42,716.60
43275	07/28/25	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$2,217.45
43276	07/28/25	15216	NORTHWEST BUS SALES INC	\$4,272.00
43277	07/28/25	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$5,561.00
43278	07/28/25	16623	PALAMERICAN SECURITY INC.	\$86,399.99
43279	07/28/25	16765	PETROCARD INC.	\$150,894.63
43280	07/28/25	16841	PIONEER FIRE & SECURITY INC.	\$793.88
43281	07/28/25	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$13,056.76
43282	07/28/25	17560	ROMAINE ELECTRIC CORP.	\$1,861.11
43283	07/28/25	17580	RECARO NORTH AMERICA INC.	\$1,104.96
43284	07/28/25	17900	SCHETKY NORTHWEST SALES INC.	\$136.72
43285	07/28/25	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$507.20
43286	07/28/25	18210	SME SOLUTIONS LLC	\$2,966.81
43287	07/28/25	18469	SPORTWORKS GLOBAL LLC	\$175.66
43288	07/28/25	18530	STANDARD PARTS CORP.	\$1,808.28
43289	07/28/25	18669	STRUCTURED COMMUNICATION SYSTEMS INC	\$1,195.73
43290	07/28/25	18695	SUMMIT LAW GROUP PLLC	\$5,074.50
43291	07/28/25	18705	SUNBELT RENTALS INC.	\$1,832.33
43292	07/28/25	18893	TEC EQUIPMENT INC.	\$1,361.29
43293	07/28/25	18940	TENNANT SALES AND SERVICE COMPANY	\$1,019.39
43294	07/28/25	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$9,058.32

43295	07/28/25	21950	TITUS-WILL CHEVROLET	\$5,397.91
43296	07/28/25	21992	TOWN SQUARE PUBLICATIONS LLC	\$1,245.00
43297	07/28/25	22010	ROTTERS INC.	\$626.83
43298	07/28/25	23715	URBAN SOLAR CORPORATION	\$2,591.72
43299	07/28/25	23800	VESTIS GROUP INC.	\$551.02
43300	07/28/25	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$9,466.08
43301	07/28/25	24640	WA ST DEPT OF TRANSPORTATION	\$88.99
ACH	07/01/25		AUTHORIZE.NET	\$243.05
ACH	07/03/25		BERGEN MINDY	\$192.50
ACH	07/03/25		JONATHAN BOTSFORD	\$15.00
ACH	07/03/25		BROCK ANNETT	\$192.50
ACH	07/03/25		DENICOLA JANE	\$317.94
ACH	07/03/25		DENICOLA JOHN	\$192.50
ACH	07/03/25		FONSECA RENEE E.	\$192.50
ACH	07/03/25		GOULD JESSICA	\$1,672.01
ACH	07/03/25		LEIENDECKER BAILEY	\$45.00
ACH	07/03/25		LOKEN RICHELLE	\$120.00
ACH	07/03/25		STACKPOLE PETER	\$25.00
ACH	07/03/25		STEVENS DRAKE	\$192.50
ACH	07/03/25		TORRES MARIANO	\$192.50
ACH	07/03/25		YOUNG CYNTHIA	\$192.50
ACH	07/03/25		ZURFLUH AMY	\$192.50
ACH	07/11/25		AMMANN KARL	\$609.50
ACH	07/11/25		BELL JOE	\$337.50
ACH	07/11/25		HOUX BRENDEN	\$344.00
ACH	07/11/25		AMENDALA JENNIFER	\$536.40
ACH	07/11/25		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,393.00
ACH	07/11/25		LOKEN RICHELLE	\$609.50
ACH	07/11/25		PHILLIPS KAYLA	\$337.50
ACH	07/11/25		THOMAS HENRIETTA	\$192.50
ACH	07/17/25		FOX HEIDI	\$333.48
ACH	07/18/25		BROWN JANA	\$3,219.84
ACH	07/18/25		HANNER JASON	\$192.50
ACH	07/18/25		AMENDALA JENNIFER	\$243.56
ACH	07/18/25		SANDBERG BENNY JON	\$317.10
ACH	07/18/25		SYKES ZACKERY	\$949.50
ACH	07/18/25		TWIGGS CHRISTOPHER	\$949.50
ACH	07/24/25		DEPARTMENT OF REVENUE	\$1,354.66
ACH	07/25/25		COLLINS AMANDA	\$170.00
ACH	07/25/25		CONLEY JOHN	\$15.00
ACH	07/25/25		DONALDSON TANNER	\$138.00
ACH	07/25/25		EATON JEREMY	\$85.00
ACH	07/25/25		HARRIS SHANNON	\$15.00
ACH	07/25/25		HUGHES RONNY LEE	\$20.00
ACH	07/25/25		IT PROJECT ASSISTANCE	\$844.00
ACH	07/25/25		IT WELLNESS	\$683.00
ACH	07/25/25		JOHNSON LORA	\$53.00
ACH	07/25/25		MARTIN JONATHAN	\$344.00
ACH	07/25/25		MORRISON MELISSA	\$15.00
ACH	07/25/25		PARRIS ROBIN	\$85.00
ACH	07/25/25		SACHS FRANK E.	\$250.00
ACH	07/25/25		SMITH HEATHER	\$324.90
ACH	07/25/25		TWIGGS CHRISTOPHER	\$138.00

ACH	07/25/25	VANI LORI F	\$30.00
ACH	07/25/25	WHITING STANLEY	\$40.00
			<u>\$5,288,563.61</u>

**INTERCITY TRANSIT AUTHORITY
CONSENT AGENDA ITEM NO. 3-D
MEETING DATE: September 3, 2025**

FOR: Intercity Transit Authority

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

SUBJECT: State Legislative Advocacy Services Contract Renewal

-
- 1) **The Issue:** Renew the State Legislative Advocacy Services contract with Foster Government Relations for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
-
- 3) **Policy:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$48,000, the total cumulative value of the contract for State Legislative Advocacy Services from October 2021 through October 2026 exceeds \$100,000.
-
- 4) **Background:** In October 2021, Foster Government Relations was awarded Intercity Transit's contract for State Legislative Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the fourth one-year renewal. The annual contract renewal amount remains the same as the original term.

Intercity Transit has worked with Foster Government Relations for the past nine years and has been satisfied with the firm's representation of our interests during this time. Foster Government Relations has provided valuable consulting services in support of the development, communication, and implementation of Intercity Transit's legislative agenda with the Washington State Legislature and Executive Branch. As funding, policy rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington State legislation continues.

Staff believes Foster Government Relations will continue to provide valuable services at fair and reasonable rates and recommends approval of the contract extension with this firm.

-
- 5) **Alternatives:**
- A. Authorize the General Manager to execute a one-year contract extension with Foster Government Relations to provide State Legislative Advocacy Services in the amount of \$48,000.
 - B. Defer action. This would result in a lack of state legislative advocacy services during the upcoming legislative session.
-
- 6) **Budget Notes:** The total annual contract value of \$48,000 for State Legislative Advocacy Services falls within the budgeted amount.
-
- 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
CONSENT AGENDA ITEM NO. 3-E
MEETING DATE: September 3, 2025**

FOR: Intercity Transit Authority

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

SUBJECT: Federal Advocacy Services Contract Renewal

1) **The Issue:** Renew the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Relations for an additional year.

2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Relations to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$96,000.

3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$96,000, the total cumulative value of the contract for Federal Advocacy Services from October 2023 through October 2026 exceeds \$100,000.

4) **Background:** In October 2023, Gordon Thomas Honeywell Governmental Relations was awarded Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the second one-year renewal, and the annual contract amount remains the same as the previous term.

Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Relations representation of its interests over the past sixteen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believes Gordon Thomas Honeywell Governmental Relations will continue to provide valuable services at fair and reasonable rates and recommends that a

contract extension with Gordon Thomas Honeywell Governmental Relations is approved.

5) Alternatives:

- A. Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Relations to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$96,000.
 - B. Choose not to renew Federal Advocacy Services at this time. All monitoring and advocating would then be the responsibility of Intercity Transit staff.
-

6) Budget Notes: The total annual contract value of \$96,000 for Federal Advocacy Services falls within the budgeted amount.

7) Goal Reference: Goal No. 2: *"Provide outstanding customer service."* Goal No. 4: *"Provide responsive transportation options within financial and staffing limitations."*

8) References: N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: September 3, 2025

FOR: Intercity Transit Authority

FROM: Lynne Cunningham, Vanpool Manager, 564.233.9449

SUBJECT: Vanpool Program Update

-
- 1) **The Issue:** Provide an update on Intercity Transit's Vanpool program.
-
- 2) **Recommended Action:** This is an informational item. No action is required.
-
- 3) **Policy Analysis:** The Vanpool Manager provides updates to the ITA at least once a year, and more often as requested.
-
- 4) **Background:** Intercity Transit's vanpool program is 43 years old—vanpool service began in May 1982 with two leased vans from the Washington State Department of Transportation (WSDOT). We currently have 156 active vanpool groups, a slight increase from this time last year when we had 154 groups. All available vanpool vehicles are in service.

Intercity Transit's vanpool program serves 705 commuters including 391 volunteer drivers. Our vanpools travel an average of 83 round trip miles and the group with the longest commute travels 188 round trip miles per day.

In 2023, we were awarded a WSDOT Public Transit Rideshare Grant in the amount of \$111,000. This funding was used to execute direct mail and social media campaigns. This work extended into 2025.

In 2023, we were awarded a WSDOT Vanpool Subsidies Grant in the amount of \$70,000. This funding is being used to subsidize 100% of the vanpool fares for employees at participating state agencies. We are in the process of renewing this grant for the next biennium.

In 2023, we were awarded a WSDOT Public Transit Rideshare Grant in the amount of \$710,208 with a required local match of \$177,552. This funding was used to purchase 22 hybrid replacement vehicles for the vanpool fleet, including 14 Toyota Siennas and eight Toyota Camrys. These vehicles are being placed into service now.

In 2024, our vanpool service experienced a 5% increase in several stats compared to the prior year:

- Revenue vehicle hours totaled 73,630
- Revenue vehicle miles totaled 2,749,274
- Passenger trips totaled 208,164

Retired vanpool vans support our Community Van and Surplus Van Grant programs, removing cars off the road and supporting non-profits in our community, providing transportation for their programs.

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

6) **Budget Notes:** Rider fares for 2024 totaled \$473,939, a 1.5% increase from 2023. Direct costs for vanpool service were \$1,746,375 (vanpool division expenses, salaries and wages, fuel and maintenance). In 2024, rider fares recovered 27% of direct operating expenses, matching the recovery rate for the prior year.

7. **Goal Reference:** **Goal #1:** *"Assess the transportation need of our community throughout the Public Transportation Benefit Area."* **Goal #2:** *"Provide outstanding customer service."* **Goal #4:** *"Provide responsive transportation options within financial 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."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

TRPC Members & Representatives**City of Lacey***Robin Vazquez***City of Olympia***Dani Madrone***City of Rainier***Dennis McVey***City of Tenino***John O'Callahan***City of Tumwater***Eileen Swarthout***City of Yelm***Joe DePinto***Confederated Tribes of the Chehalis Reservation***Amy Loudermilk***Nisqually Indian Tribe***Mike Mason***Town of Bucoda***Miriam Gordon***Thurston County***Carolina Mejia***Tumwater School District***Mel Murray***North Thurston Public Schools***Esperanza Badillo-Diiorio***Olympia School District***Hilary Seidel***Intercity Transit***Robert Vanderpool***LOTT Clean Water Alliance***Carolyn Cox***Port of Olympia***Amy Evans Harding***PUD No. 1 of Thurston County***Chris Stearns***Associate Members****Economic Development Council of Thurston County***Michael Cade***Lacey Fire District #3***Michael Cerovski***Puget Sound Regional Council***Josh Brown***The Evergreen State College***William Ward***Timberland Regional Library***Cheryl Heywood***Thurston Conservation District***Marianne Tompkins*

REGIONAL VISION • COOPERATION • INFORMATION

PRE-AGENDA**8:30 a.m. – 11:00 a.m.****Friday, September 5, 2025****NOTE: In-person meeting with a remote option.**

The TRPC pre-agenda provides our members with the opportunity to review the topics of the upcoming TRPC meeting. This information is forwarded in advance to afford your councils and boards the opportunity for discussion at your regular meetings. This will provide your designated representative with information that can be used for their participation in the Regional Council meeting. For more information, please visit our website at www.trpc.org.

Consent Calendar**ACTION**

These items were presented at the previous meeting or are routine in nature. They are action items and will remain on consent unless pulled for further discussion.

- Approval of Minutes – July 11, 2025
- Approval of Vouchers – July and August 2025
- Mid-year Financial Report

Comprehensive Plan Review Checklist Update**ACTION**

Council will review and may approve updates to the [Comprehensive Plan Review and Certification Process](#) to align that process with the Regional Transportation Plan (RTP) adopted in July. Under [RCW 47.80.023\(3\)](#), regional transportation planning organizations (RTPOs), including TRPC, are required to certify that transportation elements are consistent with the adopted [regional transportation plan](#) and the Growth Management Act.

High Capacity Transportation (HCT) Update/Policy Statement**ACTION**

Staff will present and seek action on the updated HCT regional vision statement, goals, and near-term opportunities.

Appointment of 2026 Work Program Subcommittee**ACTION**

The Chair will ask for volunteers to serve on the Agency Work Program Subcommittee. The subcommittee typically meets once or twice in October.

Staff Salary Adjustment**ACTION**

Interim Executive Director Allison Osterberg will request Council approve a proposal to adjust salaries for TRPC positions, consistent with a completed salary survey. Council had a first review of the salary adjustment at their July meeting.

EXECUTIVE SESSION – Interim Executive Director Discussion**CLOSED SESSION**

Council will meet in executive session to review the performance of a public employee. No decisions or actions will be taken in the executive session. The executive session is for discussion purposes only.

Interim Executive Director Salary**ACTION**

Council will consider compensation of the Interim Executive Director, and may authorize the Chair to negotiate an agreement with the designated Interim Director regarding compensation of that position.

Transit Asset Management Performance Measures**1st REVIEW**

Staff will present updated federal transit asset management performance measures that align with Intercity Transit's measures. TRPC will be asked to adopt these measures in October.

Regional Transportation Improvement Program (RTIP) Update**1st REVIEW**

Staff will provide an update on the Regional Transportation Improvement Program (RTIP) Update. TRPC will be asked to take action to adopt the updated RTIP in October.

2026 Legislative Priorities**1st REVIEW**

Staff will present draft 2026 legislative priorities for first review.

Executive Director Recruitment**UPDATE**

Interim Executive Director Allison Osterberg will provide an update on the Executive Director recruitment process.

Report from Outside Committee Assignments**INFORMATION****Interim Executive Director's Report****INFORMATION****Member Check In****INFORMATION**