

**AGENDA**  
**INTERCITY TRANSIT AUTHORITY**  
**Wednesday, February 4, 2026**  
**5:30 P.M.**  
**Board Room - 510 Pattison Street SE, Olympia**

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

Or by telephone - Toll Free: (844) 730-0140 / Phone Conference ID 911 058 108#

**To provide Public Comment remotely, contact the Clerk of the Board at (360) 705-5860 or email [pmessmer@intercitytransit.com](mailto: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**

<b>STAFF INTRODUCTIONS</b>	<b>10 min.</b>
A. Operator Class 26-01 ( <i>Michael Midstokke</i> )	
B. Ben Robinson, Technician ( <i>David Chaffee</i> )	
<b>1. APPROVAL OF AGENDA</b>	<b>1 min.</b>
<b>2. PUBLIC COMMENT</b>	<b>15 min.</b>
<b>3. NEW BUSINESS</b>	
A. Audio/Visual Enhancements in AdOps Board Room ( <i>Jeff Peterson</i> )	5 min.
B. Village Van Vehicle Purchase ( <i>Noelle Gordon</i> )	5 min.
C. Annual Authority Reorg & Committee Assignments ( <i>Carolyn Cox</i> )	15 min.
<b>4. COMMITTEE REPORTS</b>	
A. Community Advisory Committee ( <b>Jan. 26</b> ) ( <i>Rachel Wilson</i> )	5 min.
<b>5. GENERAL MANAGER'S REPORT</b>	<b>5 min.</b>
<b>6. AUTHORITY ISSUES</b>	<b>5 min.</b>

**ADJOURNMENT**

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

*Intercity Transit Public Board meetings are held at 510 Pattison Street, SE, Olympia. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue). Or use other alternate modes to attend this meeting: bike, walk, carpool, or vanpool.*

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

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

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

***Examples of special accommodation include:***

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-A**  
**MEETING DATE: February 4, 2026**

**FOR:** **Intercity Transit Authority**

**FROM:** **Jeff Peterson, Senior Procurement and Project Management Coordinator, (564) 233-8980**

**SUBJECT:** **Audio and Video Enhancements in Board Room**

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- 1) The Issue:** Consideration of the purchase of additional audio-visual equipment to enhance meetings and training that occur in the Board room.

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- 2) Recommended Action:** Authorize the General Manager to issue a purchase order to One Diversified for Board room Audio and Visual Enhancements in the amount of \$119,400.

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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's Administrative Operations (ADOPS) Board room serves as a venue for Authority meetings, staff training, community engagement, and collaborative activities. The existing audio and visual systems were originally designed to support in-person meetings and do not adequately accommodate the virtual and hybrid meeting formats that have become standard practice. Therefore, we have determined a need to improve conferencing capabilities, video distribution, audio quality, room flexibility, and overall meeting functionality in the Board room.

To address this need, Intercity Transit solicited proposals from qualified firms for this enhancement project, structured in two phases:

- **Phase 1:** Design and cost estimation.
- **Phase 2:** Equipment procurement, installation, programming, and training.

One Diversified was selected for Phase 1 and delivered a comprehensive design and scope of work, and staff engaged the firm to develop a solution that enhances audio and visual capabilities while leveraging most of the existing equipment. The proposed design includes:

- a. Installation of four permanently mounted pan/tilt/zoom (PTZ) cameras with integrated speaker tracking functionality.
- b. Addition of two new video displays to improve visibility of presentation materials and remote participants for Intercity Transit Authority (ITA) members.
- c. Deployment of dedicated, Microsoft Teams-based in-room computers and touch control panels to simplify operation and support hybrid meeting functionality.
- d. HDMI connectivity in key floor boxes to minimize cord-related tripping hazards.

This request for Phase 2 of the project includes the purchase of One Diversified's proposed equipment and related services, in the amount of \$119,400, which includes a 10% contingency and sales tax. After thorough review, project staff determined that the proposal meets the stated objectives and represents a fair and reasonable cost.

Project staff recommend the Board authorize proceeding with Phase 2 of the ADOPS Board room enhancement project and approve contracting with One Diversified to implement the proposed audio and visual solution as outlined.

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**5) Alternatives**

- A. Authorize the General Manager to issue a purchase order to One Diversified for Board room Audio and Visual Enhancements in the amount of \$119,400.
- B. Defer action. This alternative will result in continued use of our existing audio-visual solution.

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**6) Budget Notes:** This effort has been planned and allocated to Intercity Transit's current budget.

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**7) Goal Reference: Goal #2:** *"Provide outstanding customer service."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-B**  
**MEETING DATE: February 4, 2026**

**FOR:** **Intercity Transit Authority**

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

**SUBJECT:** **Village Van Vehicle Purchase**

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**1) The Issue:** Consideration of the purchase of two (2) replacement vehicles for our Village Van 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 Van program from Bud Clary Ford in the amount of \$156,000.

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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 two (2) 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.

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 is confident that these vehicles are mechanically sound and will effectively serve the needs of our agency and the Village Van Program.

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**5) Alternatives:**

A. Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement vehicles to support our Village Van program from Bud Clary Ford in the amount of \$156,000.

B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

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6) **Budget Notes:** The acquisition of these two (2) Ford Full-Size Passenger Vans is budgeted within the 2026 allocation for non-revenue vehicles, as the current units have reached the end of their service life and mileage limits.

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

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

**INTERCITY TRANSIT AUTHORITY**  
**AGENDA ITEM NO. 3-C**  
**MEETING DATE: February 4, 2026**

**FOR:** **Intercity Transit Authority**

**FROM:** **Carolyn Cox, ITA Chair**

**SUBJECT:** **Annual Authority Reorganizing Activities and Committee Assignments**

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- 1. The Issue:** Election of Authority Chair and Vice Chair as well as committee appointments.

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- 2. Recommended Action:**
  - A. Election of the Intercity Transit Chair
  - B. Election of the Intercity Transit Vice Chair
  - C. Identify Committee Assignments:
    - Thurston Regional Planning Council
    - Transportation Policy Board
    - Intercity Transit's Pension Committee

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- 3. Policy:** The Intercity Transit Authority bylaws, Article VI. Officers – Chair and Vice Chair, Section 6.2 Term, states, “The Chair and Vice Chair shall be elected from among the members at the first meeting in February of each year.”

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- 4. Background:** Officers serve a one-year term. At the annual reorganization meeting scheduled for each February, it is the responsibility of the Transit Authority to elect a Chair and Vice Chair to lead and represent the Authority for the following year. Carolyn Cox held the position of Chair for one year, and Community Representative Sue Pierce held the position of Vice Chair for one year.

**Assigning new committee assignments.** The Chair selects members to represent Intercity Transit on several committees. The terms of the committee's appointments coincide with the terms of the Authority officers. Representations include the Thurston Regional Planning Council (TRPC), Transportation Policy Board (TPB), and Intercity Transit's Pension Committee.

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- 5. Alternatives:**
  - A. Elect officers and identify committee assignments.

B. Defer elections and assignments. The current Chair or Vice Chair would continue to serve until elections are finalized. If the Chair is absent, the Vice Chair serves as Chair. If the Chair and Vice Chair are absent, the most senior member would serve as presiding officer. The most senior members are Community Representative Justin Belk and Commissioner Carolina Mejia.

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6. **Budget Notes:** N/A.

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7. **Goal Reference:** The Authority and its officers represent the agency. Representation at TRPC and TPB enables the Authority to share its goals, gain support and develop partnerships to help achieve all goals.

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8. **References:** 2025 Committee Assignments and Responsibilities. Intercity Transit Authority Bylaws – referencing 5.8 of Article V - Chair; Article VI. OFFICERS - CHAIR AND VICE CHAIR; and VII. COMMITTEES 7.1 Authority Committees.

**INTERCITY TRANSIT AUTHORITY  
COMMITTEE ASSIGNMENTS  
As of February 2025**

**Each year in February, at the reorganizational meeting, the Intercity Transit Authority approves committee assignments, as follows:**

***Thurston Regional Planning Council:*** General responsibilities include attendance at the monthly Thurston Regional Planning Council meetings and providing a monthly report to the full Authority. Meets the 1st Friday of the month at 8:30 AM.

***Robert Vanderpool***  
(Alternate: Kelly Von Holtz)

***Transportation Policy Board:*** General responsibilities include attending the monthly Transportation Policy Board meetings and providing a monthly report to the full Authority. No standing dates - generally meets at 8:30 AM on the second Wednesday of the month.

***Justin Belk***  
(Alternate: Carolina Mejia)

***Pension Committee:*** The Intercity Transit Pension Committee consists of a Plan Committee (Chief Financial Officer and/or Administrative Director, one Authority member, a representative from the ATU and IAM, and four at-large employees), and the Executive Committee (two permanent staff positions and the Authority member); the Executive Committee selects services and makes decisions that comply with policy set by the Plan Committee as a whole. Meets semi-annually.

***Sue Pierce***  
(Alternate: N/A)

***Ad Hoc Committees:*** The Authority Chair may form ad hoc committees to address specific issues.

***Committee of the Whole:*** The Authority Chair may form a "Committee of the Whole," composed of all Authority members, to address major issues.

**5.12 Resolutions.** The Authority may require certain action be documented by way of a formal resolution, which shall be prepared by the Clerk of the Board, and once approved by the Authority, shall be signed by the Chair and Clerk. The resolution will be numbered, dated, incorporated in the minutes, and made part of the permanent records file. (Res. 2-06)

**5.13 Compensation.** Voting and nonvoting members of the Authority shall not be compensated for meeting attendance. Any change to Section 5.13, Compensation, of the Intercity Transit Authority bylaws shall require a two-thirds majority vote by the Authority. (Res. 20-81; Res. 63-84; Res. 2-93; Res. 2-98; Res. 4-99; Res. 6-02; Res. 5-2010).

**5.14 Attending Meetings Remotely.** While adhering to the Open Public Meetings Act, RCW 42.30, Authority members may attend regular, special meetings and executive sessions via teleconference if they are unable to attend in person. This requires that all those attending the meeting in person must be able to clearly hear the members who are attending remotely.

Members attending remotely or in person needing reasonable accommodation to participate shall provide staff with 3 days' notice, unless otherwise approved by the Authority.

In the event that the Authority meets with some members attending remotely by telephone, teleconference or other remote means, the public shall be provided an opportunity to attend by telephonic, teleconference or other electronic means, in addition to any other opportunity to attend required by law. If the Authority holds a public hearing where some members attend remotely, the public shall also be provided an opportunity to be heard by remote means (telephone, teleconference, or other electronic means), in addition to any other opportunity to be heard as may be required by law.

Remote attendance shall constitute attendance for quorum purposes and voting. Prior to the start of any meeting in which a member is attending remotely, the presiding Member will announce the guidelines for how members attending remotely will be included in making motions, amendments, etc. (Res. 01-2015; Res. 03-2020; Res. 3-2023).

## VI. OFFICERS - CHAIR AND VICE CHAIR

**6.1 Election.** The Chair and Vice Chair shall be voting members of the Authority elected by the voting members by majority vote at a regular or special meeting of the Authority. (Res. 5-2010)

**6.2 Term.** The Chair and Vice Chair shall be elected from among the voting members at the first meeting in February of each year. In the event either position becomes vacant, the voting members shall elect a new officer at the next regular meeting to serve until the next February meeting. (Res. 1-91; Res. 5-2010)

**6.3 Duties.** In addition to the powers and duties granted by these Bylaws, the Chair shall have such other powers and duties as shall be prescribed by law or by resolution of the Authority.

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice chair shall perform other duties as may be assigned to him or her by the Chair or by the Authority. In the absence of the Chair and Vice Chair, the most senior member of the Authority in attendance shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. (Res. 2-93; Res. 1-96)

## **VII. COMMITTEES**

**7.1 Authority Committees.** In order to better facilitate the work of the Authority, the Authority may establish standing and/or ad hoc committees to address specific issues. Each committee shall be composed of not more than four Authority members. Committee Chairs and committee members shall be designated by the Authority Chair, subject to the confirmation by the full Authority. To the extent possible, committee reports to the full Authority shall be in writing.

Terms of standing committees will coincide with the terms of the Authority officers (which recommence annually in February), at which time the Authority will review the responsibilities of the committees. In the event that new committee assignments are not made at the time Authority officers are elected, the incumbent committee members shall serve until replacements are appointed. (Res. 61-84; Res. 76-86; Res. 1-91; Res. 2-93).

**7.2 Special Appointments.** The Chair may appoint Authority members to special intra- and interagency committees and councils as appropriate.

These special appointments will be reviewed annually to coincide with the terms of the Authority officers and the review of Authority committees.

## **VIII. APPOINTED POSITIONS**

**8.1 General Manager.** The Authority shall appoint a General Manager who shall be responsible for the executive and administrative functions of Intercity

**TRPC Members & Representatives****City of Lacey**  
TBD**City of Olympia**  
Dani Madrone**City of Rainier**  
Ron Kemp**City of Tenino**  
TBD**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**  
John Wood**Thurston County**  
Carolina Mejia**Tumwater School District**  
Mel Murray**North Thurston Public Schools**

Sean Dotson

**Olympia School District**  
Hilary Seidel**Intercity Transit**  
Robert Vanderpool**LOTT Clean Water Alliance**  
Carolyn Cox**Port of Olympia**  
Jasmine Vasavada**PUD No. 1 of Thurston County**  
Jim Campbell**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, February 6, 2026****NOTE: Remote meeting with an in-person 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](http://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.

- a. Approval of Minutes – January 9, 2026
- b. Approval of Vouchers – January 2026
- c. Amendment to the Fund Balance in the Agency's 2026 Consolidated Operating Budget

**Thurston Regional Planning Council Officer Elections****ACTION**

Council will consider the slate of nominees to be considered for each position as well as taking nominations from the floor.

**Thurston Regional Planning Council 2026 Meeting Calendar****ACTION**

Staff will review the draft TRPC 2026 meeting calendar.

**Thurston Regional Planning Council 2026 Retreat Subcommittee****ACTION**

The Acting Chair will appoint Council Members to the TRPC Retreat Subcommittee.

**Puget Sound Regional Council (PSRC) Growth Management Policy Board Member Appointment****ACTION**

To support regional coordination, TRPC participates in Puget Sound Regional Council's (PSRC) Growth Management. With the departure of Councilmember Stearns, who has served on the PSRC Growth Management Policy Committee, the Council needs to appoint a representative and an alternate.

**Council Materials****DISCUSSION**

Staff are considering updates to staff reports and other materials provided to Council and would like feedback from Councilmembers on what materials are most helpful.

**Human Services Transportation Plan Update****PRESENTATION**

Staff will provide an overview of the 2026 update to the Human Services Transportation Plan (HSTP), a requirement for state and federal funding. The HSTP identifies the transportation needs of people with disabilities, people who are 65 and older, and people with low incomes, provides strategies for meeting these needs, and prioritizes transportation services for funding and implementation.

**Regional Safety Action Plan Update****PRESENTATION**

Staff will provide an update on development of a Regional Safety Action Plan.

**Executive Director's Report****INFORMATION****Member Check In****INFORMATION**