

AGENDA
INTERCITY TRANSIT AUTHORITY
Wednesday, February 18, 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 656 112 739#

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

1. APPROVAL OF AGENDA	1 min.
2. PUBLIC COMMENT	15 min.
3. APPROVAL OF CONSENT AGENDA	1 min.
A. Minutes – January 7, 2026, and January 21, 2026, Regular Meeting.	
B. Payroll January: \$6,731,329.80	
• Warrant Numbers: 44546-44547; 44661-44663; 44785-44804 in the amount of \$51,381.92	
• ACH Payments: \$6,679,947.88	
C. Accounts Payable January: \$7,192,681.69	
• Disbursed Warrants, Numbers: 44584-44554; 44555-44660; 44725-44784; and Voided Warrant Numbers 44179 & 43984 totaling \$7,169,850.77	
• ACH Payments: \$22,830.23	
4. NEW BUSINESS	
A. Digital E-Paper Real-Time Information Signage Contract (<i>Jonathan Martin</i>)	5 min.
B. New Work Truck Purchase (<i>Noelle Gordon</i>)	5 min.
C. Ambassador Program Update (<i>Cameron Crass</i>)	20 min.
D. Reducing Frequency of ITA Monthly Meetings (<i>Emily Bergkamp</i>)	10 min.
E. General Manager's Performance Evaluation (<i>Emily Bergkamp</i>)	5 min.
5. COMMITTEE REPORTS	
A. Thurston Regional Planning Council (Feb. 6) (<i>Robert Vanderpool</i>)	5 min.
B. Transportation Policy Board (Feb. 11) (<i>Justin Belk</i>)	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](#).

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

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
January 7, 2026**

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on January 7, 2026, 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; Community Representative Wendy Goodwin; Labor Representative, Mark Neuville; Community Representative Justin Belk; City of Tumwater Councilmember Kelly Von Holtz; and City of Yelm Councilmember Brian Hess.

Members Excused: City of Olympia Councilmember Robert Vanderpool.

Staff Present: Emily Bergkamp; Pat Messmer; Nicole Jones; Jane Denicola; Matt Kenney; Jana Brown; Jonathon Yee; Jeff Peterson; Ramon Beltran; Dena Withrow; Michael Maverick; Peter Stackpole; Brenden Houx; Cameron Crass; Thera Black; Amanda Collins; Daniel Van Horn; Heather Stafford; Alana Neal; Katie Cunningham; Ali Fuller; Corbin Wickstrom; Kerri Wilson; David Chaffee; Amy Zurfluh; Matt Kelzenberg; Troy Kelly; Staci Revel; Sheldon Osborn; Lynne Cunningham; Rob Rinehart; Kyle McPherson; and Ray Velasquez.

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

STAFF INTRODUCTIONS

- A. Kerri Wilson introduced Ali Fuller, Walk N Roll Rep & BCC Coordinator.
- B. David Chaffee introduced Corbin Wickstrom, Tech I.
- C. Alana Neal introduced Amy Zurfluh, HR Supervisor.
- D. Dena Withrow introduced Matt Kelzenberg, Operations Assistant.
- E. Staci Revel introduced Troy Kelly, Facilities Tech II.
- F. Lynne Cunningham introduced Sheldon Osborn, Vanpool Assistant.
- G. Emily Bergkamp introduced Nicole Jones, Executive Administrative Assistant.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Heath Reynolds from Olympia said he rides the Intercity Transit buses all the time and he's excited the new routes start May 1. He said it will be a fun and new experience, and he appreciates the website updates.

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NEW BUSINESS

A. Digital Call Center Phone Software.

Senior Procurement and Project Management Coordinator, Jeff Peterson, presented the purchase of a new digital call center software solution to replace the current system that has reached the end of its life cycle.

Intercity Transit is working through a Microsoft 365 Unified Communications Project to modernize communications and reduce complexity. This includes transitioning from the current Mitel Connect phone system. The transition is needed as the current solution is approaching its end of life, software updates are no longer being received, and the system has experienced several multi-day outages due to the legacy integration with our telecom provider over the past 18 months. However, the Teams Phone System will not fully satisfy the requirements of our call center environment which requires advanced features such as queue management, detailed reporting, and multi-channel support. To address this gap in customer service efficiency and to support our cybersecurity posture, the project team conducted extensive research and evaluated four call center solutions through demonstrations, scoring surveys, and stakeholder feedback.

The project team strongly favored the RingCentral call center solution for its advanced supervisory tools, robust analytics, and integrated omni-channel capabilities (voice, email, SMS, web chat, and fax). These features will enable us to deliver a higher level of customer service and operational oversight.

Intercity Transit is eligible to procure the RingCentral solution through Sourcewell Cooperative contract 120122-RNG, which offers competitive pricing, and favorable terms, and conditions. After thorough evaluation, staff concluded that RingCentral meets our functional requirements at an appropriate cost.

It was M/S/A by Mejia and Goodwin to authorize the General Manager, pursuant to Sourcewell Cooperative contract 120122-RNG, to acquire a cloud-based communications solution from RingCentral in the amount of \$140,000, for a three-year term which includes regulatory fees, a 10% contingency, excluding taxes.

B. SMART Grant AI Powered Sensors & Integrated Data Management System

Project Interlocal Agreement w/City of Lacey. Development Director, Peter Stackpole, presented an Interlocal Agreement with the City of Lacey supporting AI powered Smart Sensors implementation, coordination, and technical support.

Intercity Transit was awarded a Strengthening Mobility and Revolutionizing Transportation (SMART) Grant from the U.S. Department of Transportation to deploy A.I.-enabled smart traffic sensors on facilities owned by the City of Lacey

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and the Washington State Department of Transportation (WSDOT). The purpose of the pilot is to evaluate the ability of computer vision software to monitor multimodal activity and provide real-time performance metrics through an integrated data management dashboard. The technology analyzes live visual data to calculate roadway and intersection conditions but does not operate as a traditional video recording system, nor does it retain or store personally identifiable images.

The platform is expected to support data-driven decision-making for both Intercity Transit and the City of Lacey by offering insights into travel behavior and operational conditions along key corridors. Performance measures under evaluation include intersection throughput, multimodal counts and mode splits, queue lengths, delay and signal performance, safety-related indicators such as near-miss events, and observed traffic violations. The SMART pilot runs through November 2026, after which Intercity Transit will assess the effectiveness and scalability of the technology.

Pilot deployment locations include:

Martin Way & College St., Martin Way & Regal, Martin Way & Desmond Dr., 6th Ave. SE & Sleater Kinney Rd., 6th Ave. & College St., 7th Ave. & Sleater Kinney Rd., Pacific Ave. & Sleater Kinney Rd., Pacific Ave. & College St., and Martin Way & I-5 Ramps (both directions).

Through this partnership, the City of Lacey will provide support services, installation coordination, and permitting for equipment installed on their facilities. Intercity Transit will reimburse Lacey for eligible costs, not to exceed \$40,000 per calendar year, as defined in the Interlocal Agreement (ILA). All A.I. traffic sensors and associated hardware and software procured through the SMART Grant will be owned by Intercity Transit, and Intercity Transit will be responsible for responding to Public Information Requests related to the system.

It was M/S/A by Von Holtz and Goodwin to authorize the General Manager to enter into an Interlocal Agreement with the City of Lacey, identifying processes, roles, and responsibilities related to the implementation of AI-powered Smart Sensors at identified intersections in the city.

GENERAL MANAGER'S REPORT

Bergkamp reported that IT submitted a grant application to the Department of Commerce to provide technical assistance services to support the development of a feasibility study to design solar power and battery storage at the Pattison campus. The Department of Commerce notified Intercity Transit that we were selected as a successful awardee, however, all awards are subject to Commerce's spending authority as authorized by the legislature. Special thanks to Thera Black and Jessica Gould for their work on this application.

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Bergkamp reported on Walk N Roll News:

- DIY Bike Repair: Due to our DIY Bike Repair Night's popularity, we are adding a new event to our monthly calendar! DIY Bike Repair Events are held on the first Thursday of the month from 5 to 8 p.m. and starting on January 17, on the third Saturday from 10 to 1 p.m. These events are located at the Walk N Roll Educational Bike shop and are by appointment only. Please email walknroll@intercitytransit.com to sign up.
- Learn to Ride: Our winter Learn to Ride classes are held outside under the covered area at the Plum Street YMCA. Classes are for youth ages 4-11. We provide bikes, helmets, and friendly instructors. Registration is required through the South Sound YMCA. Classes are offered January 17, February 14 and March 14 from 12 to 1:30 p.m. for 4-8-year-olds and 1:45 to 3:15 p.m. for 9-11-year-olds.
- Bike Maintenance: Do you know how to make sure your bike is in safe riding shape before taking it for a spin? Ring in the new year by learning more about your bike at Walk N Roll! Join us on January 13 from 5 to 8 p.m. for a free ABC Quick Check class and learn how to complete a pre-ride safety check on your bike.
- Teens Biking to Destinations: Registration is open for our free Spring Break Teens Biking to Destinations class! Ride bikes, learn bike mechanics and bike handling skills, and bring home a brand new bicycle and accessories! The class will be held at Avanti High School, April 6-10, from 9 a.m. to 1 p.m. The class is open to youth ages 12 to 15. Register through Olympia Parks and Rec.

The new Community Advisory Committee members will go through orientation on Monday, January 12. Staff will review guiding principles, meeting schedule & procedures, CAC bylaws, org chart and structure, review of various fact sheets, budget, transit development and strategic plans, Dial-A-Lift overview, and review of acronyms and transit terminology.

Bergkamp will host Renee Radcliff Sinclair, President & CEO of TVW for a meeting and tour of the Pattison Facilities. Renee reached out to discuss what TVW has planned and opportunities for Intercity Transit to partner.

Bergkamp, Planning Deputy Director Rob LaFontaine and Chief Marketing, Communications and Outreach Officer Nick Demerice will appear on closed circuit Panorama TV on January 16 to share information with Panorama residents about Intercity Transit's system redesign planned for May 2026.

The City of Lacey is gathering input on human services needs in our community, and they are inviting transportation stakeholders to share their perspectives, experiences, and insights. Their goal is to engage a broad range of stakeholders to help guide human services priorities in Lacey. The Authority Board, CAC members and staff are invited to

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participate in a facilitated focus group discussion with five open-ended questions, lasting less than an hour. Information gathered through this conversation will help inform the City's Human Services Needs Assessment and future strategic planning efforts. Please RSVP Pat Messmer if you are interested in participating and she will notify the event organizer Michelle Chavez.

What: Human Services Focus Group Conversation

When: Thursday, February 12, 2026

Time: 1:30 p.m. to 2:30 p.m.

Where: Intercity Transit Pattison Board Room

Remote: A Zoom Option will be provided

AUTHORITY ISSUES

Pierce thanked the facilities and maintenance teams for their tireless work cleaning bus stops in harsh, rainy conditions, noting their efforts are often unseen but deeply valued.

Goodwin expressed gratitude to Nick Demerice and Lyndzie Parker for their exceptional engagement and responsiveness in community outreach, particularly emphasizing how meaningful it is for the nonprofit sector to feel truly heard.

Hess shared news regarding a 640-acre development in Yelm that includes plans for a "Southern Loop" roadway, which he hopes will eventually facilitate new bus routes. He also reflected on his tenure with Intercity Transit, thanking the ITA and staff for their attention to Yelm's transit needs as he awaits news on his potential reappointment to the Board.

Cox shared updates from Lacey, celebrating the swearing-in of new city council members including herself, and expressed her hope of being reappointed to the Intercity Transit Board for another term.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 6:34 p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox, Chair

ATTEST

Pat Messmer
Clerk of the Board

Date Approved: February 18, 2026

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

**Minutes
INTERCITY TRANSIT AUTHORITY
Regular Meeting
January 21, 2026**

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on January 21, 2026, 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; Community Representative Wendy Goodwin; Labor Representative, Mark Neuville; Community Representative Justin Belk; City of Tumwater Councilmember Kelly Von Holtz; City of Yelm Councilmember Brian Hess; and City of Olympia Councilmember Robert Vanderpool.

Staff Present: Emily Bergkamp; Pat Messmer; Jana Brown; Jeff Peterson; Jonathon Yee; Michael Maverick; Noelle Gordon; Peter Stackpole; Ramon Beltran; Jesse Eckstrom; Izi LeMay; Lynne Cunningham; Brenden Houx; Jane Denicola; Jonathan Martin; Alejandro Soto; Van Zabojnik; Megan Nyblom; Amanda Collins; Nicole Jones.

Others Present: Jeff Myers, Legal Counsel; Rabia Sheik and Margaret Janis, Community Advisory Committee.

STAFF INTRODUCTIONS

A. Kerri Wilson introduced Ali Fuller, Walk N Roll Rep & BCC Coordinator.

PUBLIC COMMENT - None.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

A. **Minutes - December 3, 2025, and December 17, 2025, Regular Meeting.**

B. **Payroll December: \$3,998,447.75**

- Warrant Numbers: 44305-44324; and 44446-44447 in the amount of \$28,188.73
- ACH Payments: \$3,970,259.02

C. **Accounts Payable December: \$9,747,095.05**

- Disbursed Warrants, Numbers: 44260-44304; 44325-44445; and Voided Warrant Numbers 44016 & 44028 totaling \$9,736,796.82
- ACH Payments: \$10,298.23

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D. Surplus Property-Vanpool Vans and Non-Revenue Vehicles. Staff is requesting the Authority declare the Vanpool vans and non-revenue support vehicles listed in Exhibit A as surplus. Intercity Transit received replacements for these vehicles which have exceeded their useful life, have been fully depreciated, and are surplus to our needs. In accordance with Intercity Transit's process, once declared surplus, the non-revenue support vehicles will be offered for direct purchase to other public agencies, while the vanpool vans will be granted through the Intercity Transit Surplus Van Grant Program. Surplus vehicles not sold via direct purchase will be sold at public auction to achieve the highest rate of return. The total estimated fair market value of the vehicles listed in Exhibit A is \$44,300.00. (Noelle Gordon)

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

NEW BUSINESS

A. Digital Call Center Phone Software Implementation. Jeff Peterson, Senior Procurement and Project Management Coordinator, presented a contract for the purchase of project implementation services for the new replacement digital call center software solution.

Intercity Transit Authority approved a call center solution on January 7, 2026, that is part of our Microsoft 365 Unified Communications Project intended to modernize communications and reduce complexity. This includes transitioning from the current Mitel Connect phone system. The transition is needed as the current solution is approaching its end of life, software updates are no longer being received, and the system has experienced several multi-day outages due to the legacy integration with our telecom provider over the past 18 months. However, the Teams Phone System will not fully satisfy the requirements of our call center environment which requires advanced features such as queue management, detailed reporting, and multi-channel support. To address this gap in customer service efficiency and to support our cybersecurity posture, the project team conducted extensive research and evaluated four call center solutions through demonstrations, scoring surveys, and stakeholder feedback.

The initial approval did not include professional services to implement the new call center software solution. A statement of work was proposed that includes implementation and training for the new call center software.

Intercity Transit is eligible to procure the RingCentral solution, and related professional services, through Sourcewell Cooperative contract 120122-RNG, which offers competitive pricing, and favorable terms, and conditions. After thorough

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evaluation, staff concluded that RingCentral's professional services statement of work to implement their software is appropriate.

It was M/S/A by Goodwin and Von Holtz to authorize the General Manager, pursuant to Sourcewell Cooperative contract 120122-RNG, to acquire professional services in the amount of \$17,700, excluding taxes, to implement a cloud-based communications solution from RingCentral.

B. Purchase of Hybrid 40' Replacement Buses. Brenden Houx, Senior Procurement and Project Management Coordinator, presented a contract to purchase eighteen (18) hybrid 40-foot replacement buses for fixed-route service.

To continue to provide our community with safe and reliable transit services, Intercity Transit plans to replace eighteen (18) coaches which have met or exceeded their Federal Transit Administration (FTA) useful life expectancy. The FTA establishes a minimum replacement cycle for heavy-duty buses of 12 years or 500,000 miles, whichever occurs first. Intercity Transit typically plans replacement of buses based on this minimum life to maintain a safe and efficient transit fleet.

In November 2025, Intercity Transit received \$17,551,815 in federal grant funding to replace buses that have reached the end of their useful life with modern hybrid coaches. These funds were awarded through FTA's Low or No Emission Program, which provides financial assistance to state and local governmental authorities for the purchase or lease of zero-emission and low-emission buses, as well as the acquisition, construction, and leasing of supporting facilities. Using this grant, Intercity Transit will purchase a total of eighteen (18) buses via purchase order, with the first order containing eight (8) 40-foot hybrid buses from Gillig under the Washington State Department of Enterprise Services (DES) Contract 06719. The second order will consist of ten (10) 40-foot Hybrid buses from Gillig utilizing the same contract and process.

Gillig currently has a 24-month lead time on new orders and is scheduling production and delivery dates for 2027 and later. To meet grant requirements and maintain safe fleet operations, it is critical that we secure our position in Gillig's production schedule as soon as possible.

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

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It was M/S/A by Goodwin and Mejia to authorize the General Manager, pursuant to Washington State Contract 06719, to purchase eighteen (18) hybrid replacement buses from Gillig, LLC not-to-exceed the amount of \$31,462,594, including sales tax and contingency.

C. **Village Vans Update.** Izi LeMay, Village Vans Supervisor, provided a status report on the Village Vans Program beginning with a foundational refresher on Village Vans, which was established in 2002 through a collaborative effort between the Thurston Regional Planning Council and over 40 community providers. The program serves a dual purpose: it acts as a workforce development initiative and a work-related transportation service. By recruiting community volunteers to drive the vans, the program helps these individuals gain transferable skills and professional experience in public transport, specifically supporting their path toward employment at Intercity Transit or other local employers.

LeMay said as a transportation provider, Village Vans is designed to supplement – not replace – fixed-route bus services. It specifically targets low-income workers facing transportation barriers, providing rides to work, school, vocational training, and other professional development opportunities. The service is intended to be temporary, with passengers typically eligible for up to one year of service, though case-by-case extensions are possible. The program works closely with other local community resources to ensure a coordinated network of support for its passengers.

LeMay highlighted the program's specific geographic reach, which primarily covers Tumwater, Lacey, and Olympia. The service area was visually described as roughly "chicken-shaped" highlighted in red on the program map. While it largely overlaps with the Public Transit Benefit Area (PTBA) the program is flexible enough to serve certain locations just outside those standard boundaries to ensure commuters reach their destinations.

LeMay continued with a review of current statistics utilizing Power BI graphing software. Following the data review, LeMay highlighted several key improvements and "wins" from the year, including:

- **Community Partnerships:** Strengthening ties with local organizations to broaden the support network.
- **Testimonials:** Sharing first-hand success stories from both the volunteer drivers and the passengers utilizing the service.
- **General Highlights:** A summary of the year's operational successes and milestones in connecting residents to the workforce.

Councilmember Hess raised a recurring question regarding the feasibility of extending Village Van services to the City of Yelm. His inquiry focused specifically on the potential benefits for high school students who need reliable transportation to commute between their high school and South Puget Sound Community College (SPSCC). Hess noted there is likely a broader interest among other community

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members in Yelm who currently lack access to this specific workforce development and transportation resource.

In response to the current limitations of the service area, which is primarily focused on the Tumwater, Lacey, and Olympia urban core, the discussion turned toward what steps would be necessary to incorporate Yelm. Hess requested clarification on the specific requirements or barriers that need to be addressed to bring Village Vans to his constituency. The dialogue emphasized the gap between the current Village Vans service area and the outlying communities that could benefit from the program's unique model of supporting low-income workers and students in vocational transitions.

LeMay acknowledged the importance of the request and proposed a follow-up to explore several strategic ideas. One primary suggestion involved leveraging existing partnerships with comparable services that already operate within rural areas of Thurston County. Specifically, the Coastal Community Action Program's "Driven to Opportunity" initiative. Since Village Vans already maintains a partnership with this program through frequent passenger co-referrals, one viable path forward would be to strengthen the logistical connection between Yelm and these existing transportation services to bridge current service gaps.

LeMay introduced the concept of establishing a satellite Village Vans office to better serve outlying areas. However, this was presented as a preliminary idea that requires further vetting to ensure it aligns with both the specific needs of the Yelm community and the program's available resources. LeMay emphasized the need for "concrete figuring out" to determine if a satellite branch is a reasonable use of funding and personnel compared to other expansion models.

LeMay offered an open invitation for further collaboration. LeMay expressed a strong desire to brainstorm with Hess and any other interested stakeholders to develop a sustainable plan for expansion. The goal is to move from high-level ideas to a structured approach that balances community demand for vocational transportation with the operational realities of Intercity Transit's current fleet and volunteer capacity.

Hess responded to the idea of a physical presence in the area. He said the City of Yelm recently secured approvals for a new municipal building. In a significant gesture of support for the program, he offered to explore the possibility of allocating dedicated office space within this new facility to house a Village Vans satellite branch. This offer aims to lower the barrier to entry for the program by providing the necessary infrastructure to operate locally.

LeMay said the program entered 2025 with a focus on longevity, as the current coordinator approached a four-year milestone. Participation reached a peak of ten volunteers simultaneously, though that number fluctuated as participants

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successfully transitioned into full-time employment. Staffing stability was further bolstered by the addition of Rachel Perman in March, who helped the team maintain operations and significantly increase outreach efforts. On the equipment side, the program surplused three older vans and introduced new vehicles featuring a unique "swoosh" wrap design. These new vans entered revenue service in December, providing a fresh and recognizable look for the fleet.

LeMay said the year was marked by significant pivots in community collaboration. While the Senior Community Service Employment Program dissolved in Thurston County due to funding losses, Goodwill successfully pivoted to launch the Workplace Opportunity Center on Yelm Highway. Village Vans is currently supporting this new hub by providing transportation to its digital literacy and career development training.

A major highlight of 2025 was the establishment of a federally funded work-study internship with The Evergreen State College. This partnership allows the program to utilize interns at no cost to the agency. These interns move beyond driving to assist with administrative tasks, outreach, and complex mobility management, helping passengers navigate the broader transportation network.

A comparison of 2024 and 2025 data revealed a notable decrease in total trips, dropping from 4,700 to 3,002. This shift was attributed to external factors, specifically a decrease in families with multiple children using the service. Because the program tracks unlinked passenger trips, the absence of a few large families (where one van movement counts as four trips) significantly impacted the total numbers.

Using Power BI for advanced tracking, the program identified several key metrics:

- **Trip Purposes:** Most rides remain employment-related, followed by education/training (including SPSCC and the ASHHO Cultural Community Center) and childcare.
- **Denied Rides:** The most common reason for ride denial was "outside service hours." The program continues to track these requests to better understand community needs, such as early 5:00 AM shifts that current hours cannot cover.
- **Driver Composition:** While staff and temporary light-duty employees covered most revenue hours, volunteer participation remained steady at roughly 15%.

To streamline operations, the team transitioned to a digital application process on the Village Vans website. This eliminated the need for lengthy 30-minute intake calls and allowed for clearer communication regarding service qualifications. Utilizing Microsoft Power Automate, the program now sends automated notifications to passengers at the 60-day and 30-day marks before their one-year service limit expires. This proactive

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approach ensures passengers have sufficient time to transition to fixed-route transit, carpools, or other resources.

LeMay concluded with testimonials illustrating the program's role as a bridge to self-sufficiency.

- **Passenger Success:** A testimonial from a rural Tumwater resident highlighted how Village Vans is her only link to employment in an area not served by standard transit.
- **Volunteer Growth:** Former volunteer Kayla Phillips transitioned into a role as a Senior Fleet Business Analyst, while former volunteer Derek Underwood became a Coach Operator who was recently recognized for his heroics in performing CPR to save a passenger's life.

These stories underscore that the program is not just a transportation provider, but a pipeline for high-quality talent and a vital support system for the regional workforce.

Hess was seeking clarification on the specific mechanism that allows a Village Vans volunteer to become a professional Coach Operator. He inquired whether volunteers obtain their Commercial Driver's License (CDL) with passenger endorsements while serving as volunteers, or if that certification process occurs after they are formally hired by Intercity Transit.

LeMay clarified that participation in the Village Vans program does not serve as a guarantee of employment. Instead, the program acts as a professional incubator. Staff provide hands-on coaching through every stage of the Intercity Transit application process, from setting up "governmentjobs.com" profiles to refining resumes. A significant portion of this support is dedicated to interview preparation, helping participants translate their volunteer experiences into the specific professional language required by hiring managers.

LeMay said the Village Vans participants have a unique technical advantage when applying for Operator positions because the program utilizes the same routing software and volunteers gain insider knowledge that provides a significant competitive edge during the onboarding and training phases. While participants must still successfully navigate the standard competitive employment process on their own merit, the program focuses on building their confidence and technical literacy to ensure they are the most prepared candidates possible.

LeMay said that while Village Vans provides the initial professional experience and a "foot in the door," the formal CDL training is part of the transition into Intercity Transit's employment. Volunteers gain valuable experience driving smaller vehicles and navigating the public transit environment, which builds the "renewed confidence" and professional background mentioned in the testimonials. Once they successfully apply and are accepted into the Coach Operator program, they undergo Intercity Transit's rigorous internal training to earn their commercial credentials. This highlights

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the program's role as a vital recruitment pipeline, taking community-minded volunteers and providing them with a clear, supported path toward high-skilled, permanent careers in the transportation industry.

Hess asked if the Village Vans program is currently operating at full capacity with an adequate roster of drivers, or if there is an active search for new volunteers.

LeMay said recruitment for Village Vans is a continuous and proactive effort. A key component of this strategy is the program's partnership with WorkSource; staff frequently attend WorkSource job fairs, where the program is promoted as a high-value volunteer opportunity that serves as a direct bridge to potential employment. By positioning the program to "bolster a resume," they attract motivated individuals looking to gain professional experience while providing a critical community service.

A significant post-pandemic shift was highlighted regarding the program's target audience. One of the major website improvements involved updating the volunteer driver page to use more inclusive language. While the program remains a workforce development tool, it is now successfully attracting community service volunteers – individuals who may already have employment but wish to give back.

The goal of these expanded outreach efforts is to rebuild the "on-call" volunteer pool that existed prior to COVID-19. By diversifying the types of volunteers recruited, and balancing those seeking career transitions with those focused on community service, the program aims to create a more resilient and reliable driver base. This hybrid model ensures that Village Vans can maintain consistent service levels even as participants "graduate" into the workforce, ultimately strengthening the program's ability to serve the Tumwater, Lacey, and Olympia areas.

Hess offered a recommendation to bolster the volunteer driver pool by targeting Joint Base Lewis-McChord (JBLM). He said active-duty service members have access to a free Commercial Driver's License (CDL) school on base, where they can also obtain passenger endorsements. Beyond active-duty members, Hess identified retired veterans as a prime demographic for recruitment. He noted many retirees may be looking for meaningful ways to stay active and serve the community without the high-pressure leadership demands of their former military careers, making the "no-cost" volunteer model of Village Vans an attractive option.

Hess said he will personally review the Village Vans website to identify ways he can recruit both volunteers and potential riders within the Yelm community. By bridging the gap between existing resources – like the JBLM CDL training – and the program's needs, Hess aims to address local transportation gaps while simultaneously feeding the program's workforce development pipeline.

GENERAL MANAGER'S REPORT

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- WSDOT informed us our **e-bike lending library** project proposal was approved! Organizations like Intercity Transit receiving this grant can set up e-bike libraries which provide a cost-free opportunity for our employees to try riding and integrating e-bikes into their lifestyles.

Our grant request is for the purchase of 9 e-bikes (3 cargo bikes, 5 commuter bikes and 1 adaptive trike), supportive equipment, and a part-time Program Coordinator who would manage all aspects of the e-bike lending library.

The design of the project and number of bikes was determined by an IT employee survey (over 100 responses!) which showed tremendous interest in and support for this project.

Special thanks to:

WNR Program Supervisor Kerri Wilson who brought the opportunity forward and the vision to apply for an e-bike lending library for IT employees. With help from the following staff, IT put together a very strong application:

- Thera Black – Editing for word limits, content enhancement, and letter of support drafts.
- Drew Goffeney – Updated map of service area.
- Ally Goodwin and former Marketing staff member Heather Dyson – employee survey assistance.
- Peter Stackpole and the Cut Commute Committee – Letter of support and encouragement.
- Mark Neuville – Letter of support from ATU.
- Jana Brown – Liaison with WSTIP on insurance questions.
- Jessica Gould – Putting all the pieces together for a successful proposal.

- Save the dates June 27 & 28 for the **South Sound Regional Roadeo** hosted and administered by Intercity Transit at the Tumwater Brewery grounds. As in years past, there will be a Maintenance Team competition and Operator competition, and we're always looking for judges and volunteers! Be on the lookout for more information we'll share with the ITA and CAC soon.

- The first **Operator Class of 2026** started on January 12 with 17 students who will be introduced to the ITA soon.

- Bergkamp met with former CAC and ITA member Don Melnick to discuss an emeritus position for him on the CAC. He was happy to accept! We'll invite Don to attend any meetings he's interested in attending as mentor, and specific meetings where he can share his experience on both the CAC and ITA and encourage our CAC to consider applying for future ITA Community Representative vacancies. We'll also invite Don to speak about the role of the CAC from the perspective of a former ITA Community Representative.

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- The City of Lacey is gathering input on human services needs in our community, and they are inviting transportation stakeholders to share their perspectives, experiences, and insights. Their goal is to engage a broad range of stakeholders to help guide human services priorities in Lacey. Pat Messmer shared information with the ITA and CAC members to participate in a facilitated focus group discussion with five open-ended questions, lasting less than an hour.
 - When: Thursday, February 12, 2026
 - Time: 1:30 p.m.
 - Where: In person at Intercity Transit's Pattison Executive Board Room

There is also a Zoom option that will be provided for participants. Information gathered through this conversation will help inform the City's Human Services Needs Assessment and future strategic planning efforts. If interested in attending, RSVP to Pat and she will notify the event organizer Michelle Chavez.

AUTHORITY ISSUES

Neuville said the Northwest Convention report highlighted a poignant and instructive update from the Minneapolis Group regarding the increasingly difficult conditions faced by its members. Reports surfaced about serious security breaches, including home break-ins, occurring in an environment where established rules and laws appear to be ignored. In response to these challenges, ATU reaffirmed its steadfast position to resist such treatment and advocate for the protection and safety of its members against these unlawful actions.

Goodwin inquired whether IT has plans to collaborate with the national movement celebrating America's 250th anniversary. Bergkamp noted although there are currently no formal partnerships or events planned, there is significant interest in exploring creative ways to represent the milestone and she is open to suggestions, and a follow-up discussion is welcomed to brainstorm potential festive activities or partnerships that align with the ongoing national momentum.

Vanderpool shared an update regarding the City Council's long-term transportation and financial plan. He said several city bonds are set to be paid off in 2029, opening a strategic window for the Finance Committee to discuss funding major infrastructure needs. He highlighted the urgent necessity of redesigning and improving the safety of major arterials – such as Martin Way, Pacific, Harrison, Black Lake, Cooper Point, and the Olympia portion of Yelm Highway.

The discussion emphasized the significant financial and labor resources required for these projects, citing the high cost and long timeline of the Fones Road project as a primary example. Vanderpool expressed his commitment to exploring new bond options to overcome current funding limitations. Future plans include "road diets" or

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street-narrowing redesigns, such as adding bike lanes to Capitol Way, to enhance safety and modernize the city's transit corridors. The Finance Committee will continue these assessments over the next few years to determine exact staffing requirements and projected costs.

Hess will remain on the ITA for at least the next two years, reaffirming his commitment to advocating for Yelm's interests. He specifically addressed an emerging local movement aimed at removing Intercity Transit service from the area to reduce sales tax. Hess expressed his opposition to this movement and noted his active efforts to challenge the proposal by raising critical questions about the impact of such a change. He expressed a desire for ongoing collaboration to support the Yelm community.

Cox said the Lacey City Council firmed up their external Boards and Committee assignments and she will continue as the lead representative on the ITA for Lacey.

COMMITTEE REPORTS

- A. **Thurston Regional Planning Council (Jan. 9).** Vanderpool said the primary action item was the formal passage of the operating budget. Key modifications to the financial plan included a restructuring of technology fee changes, which are now being contributed to by all member jurisdictions. Additionally, the Council approved a 2.5% Cost of Living Adjustment (COLA) to be integrated into the budget moving forward.

Vanderpool said a notable portion of the meeting was dedicated to public comment, specifically from Karen Messmer. She addressed the Council to emphasize the critical role the Board plays in managing the region's transportation and environmental infrastructure. Messmer particularly highlighted the necessity for new Council members to coordinate with TCAT (Thurston Climate Action Team), specifically their Active Transportation Action Group, to better align regional goals with sustainable transportation needs.

The Council held a brief session regarding nominations for leadership positions. While no definitive appointments were announced during this meeting, Vanderpool noted that a finalized list of both returning and new leadership is expected to be presented next month. Simultaneously, the Council conducted a review of current Comprehensive Plans. These reviews are progressing steadily, with certifications for the involved jurisdictions officially moving forward into the next phase.

The meeting concluded with an in-depth presentation on salmon habitat recovery, focusing on the Deschutes and Upper Deschutes watersheds, as well as broader estuary restoration efforts across the county. The presentation highlighted a stark disparity between the extensive restoration work required and the available resources. Of particular concern was the report that NOAA (National Oceanic and

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Atmospheric Administration) funding has been effectively zeroed out for the upcoming cycle, alongside significant uncertainty regarding state-level financial support. Despite these fiscal hurdles, he observed that recovery efforts are currently supported by a highly diverse and committed coalition of environmental experts, private landowners, and tribal representatives.

B. Transportation Policy Board (Jan. 14). Belk said the session was uncharacteristically efficient, concluding the entire agenda in record time. During the administrative portion of the meeting, the Board officially established its meeting schedule for the 2026 calendar year. Additionally, the Board initiated the process for the election of officers, which is slated to take place during the next scheduled meeting.

Regarding Board composition, Renee Radcliffe-Sinclair was formally reappointed to one of the business representative positions. However, Belk noted there are still vacancies for at-large Representative positions. The Board is actively recruiting for these roles and encourages interested individuals to apply to ensure diverse stakeholder representation in regional transportation planning.

A significant action item involved the approval of an amendment to the 2026–2029 Regional Transportation Improvement Program (RTIP). This specific amendment pertains to a suite of projects located within the City of San Diego. The approval ensures these local projects remain aligned with regional planning goals and stay eligible for necessary funding and implementation phases.

The meeting concluded with a strategic presentation regarding federal priorities and the federal reauthorization process. The discussion focused on the legislative outlook for the coming months, emphasizing the need for robust advocacy. Board members engaged in a productive dialogue centered on securing support for transit and multimodal transportation, highlighting these as top priorities for the region's long-term infrastructure health.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:02 p.m.

INTERCITY TRANSIT AUTHORITY

Carolyn Cox, Chair

ATTEST

Pat Messmer
Clerk of the Board

Date Approved: February 18, 2026

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

EXHIBIT A
SURPLUS VEHICLES - JANUARY 2026

VANPOOL VANS							
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	IT BOOK VALUE	EST. FAIR MARKET VALUE
1.	2323	2013	Ford Econoline	12	131,126	\$0	\$6,000.00
2.	2518	2015	Chevrolet Express	12	115,538	\$0	\$7,250.00
3.	2529	2015	Chevrolet Express	12	123,708	\$0	\$6,500.00
4.	2629	2016	Chevrolet Express	12	129,192	\$0	\$7,250.00
SUBTOTAL							\$27,000.00
NON-REVENUE SUPPORT VEHICLES							
ITEM	VEHICLE #	YEAR	MAKE/MODEL	# SEATS	MILEAGE	IT BOOK VALUE	EST. FAIR MARKET VALUE
5.	1220	2012	Chevrolet Colorado	5	146,954	\$0	\$3,200.00
6.	1222	2012	Nissan Leaf	5	27,701	\$0	\$900.00
7.	1226	2017	Ford Explorer	5	132,505	\$0	\$4,700.00
8.	1297	2009	Ford F350	6	125,395	\$0	\$8,500.00
SUBTOTAL							\$17,300.00
TOTAL ESTIMATED SURPLUS VEHICLE FAIR MARKET VALUE							\$44,300.00

Intercity Transit
Payroll Disbursement List
January 2026

Pay Periods:

PP 01 (Dec 14 - 27)
 PP02 (Dec 28 - Jan 10)
 PP03 (Jan 11 - 24)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
1/2/2026 ACH	PR DIRECT DEPOSIT	1,320,701.54
1/2/2026 44546 - 44547	PR PAPER CHECKS	5,007.19
1/2/2026 ACH	IRS	219,336.30
1/2/2026 ACH	HEALTH SAVING	549.59
1/2/2026 ACH	VANGUARD	196,312.35
1/2/2026 ACH	PERS	203,492.49
1/2/2026 ACH	DEF COMP	59,881.12
1/2/2026 ACH	MISSION SQUARE	26,790.77
1/2/2026 ACH	CHILD SUPPORT	3,027.22
1/2/2026 ACH	Oregon DOR	359.61
1/16/2026 ACH	PR DIRECT DEPOSIT	1,364,175.66
1/16/2026 44661 - 44663	PR PAPER CHECKS	5,146.18
1/16/2026 ACH	IRS	225,191.94
1/16/2026 ACH	HEALTH SAVING	624.59
1/16/2026 ACH	VANGUARD	202,084.70
1/16/2026 ACH	PERS	210,576.35
1/16/2026 ACH	DEF COMP	62,026.40
1/16/2026 ACH	SPLIT MONTH ROUNDING	0.34
1/16/2026 ACH	MISSION SQUARE	27,788.76
1/16/2026 ACH	CHILD SUPPORT	3,027.22
1/16/2026 ACH	Oregon DOR	362.00
1/29/2026 ACH	AFLAC	16,714.20
1/30/2026 ACH	PR DIRECT DEPOSIT	1,395,577.94
1/30/2026 44785 - 44804	PR PAPER CHECKS	41,228.55
1/30/2026 ACH	IRS	231,271.54
1/30/2026 ACH	HEALTH SAVING	674.59
1/30/2026 ACH	VANGUARD	199,837.09
1/30/2026 ACH	PERS	214,471.89
1/30/2026 ACH	DEF COMP	62,266.86
1/30/2026 ACH	CHILD SUPPORT	3,072.26
1/30/2026 ACH	MISSION SQUARE	27,587.63
1/30/2026 ACH	Oregon DOR Q4 PFML	321.02
1/30/2026 ACH	Oregon DOR	362.78
1/31/2026 ACH	L&I Q4 2025	401,481.13
Total Payroll Disbursements		6,731,329.80

INTERCITY TRANSIT
A/P DISBURSEMENT LIST
JANUARY 2026

Check No.	Check Date	Vendor No.	Payee	Amount
44548	01/01/26	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$3,500.00
44549	01/01/26	06781	COMPUNET INC.	\$13,051.38
44550	01/01/26	09205	ERF COMPANY INC.	\$295.00
44551	01/01/26	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
44552	01/01/26	15430	OFFICE OF MINORITY & WOMEN'S BUSINESS EN	\$1,840.98
44553	01/01/26	16621	PAGEFREEZER SOFTWARE INC.	\$7,149.12
44554	01/01/26	21659	THERMO KING NORTHWEST INC.	\$6,500.00
44555	01/05/26	01805	AM BRANAM TOOLS INC.	\$867.93
44556	01/05/26	02580	ASSOCIATED PETROLEUM PRODUCTS INC.	\$986.31
44557	01/05/26	03705	BNSF RAILWAY COMPANY	\$5,825.87
44558	01/05/26	03844	BRIDGET UNDERDAHL	\$230.00
44559	01/05/26	05937	CENTRALIA OK TIRE INC.	\$1,025.03
44560	01/05/26	06013	CINTAS CORPORATION NO. 3	\$510.86
44561	01/05/26	06216	CHRISTENSEN INC.	\$1,922.95
44562	01/05/26	07115	CREATIVE INK INC.	\$32,606.32
44563	01/05/26	07220	CUMMINS INC.	\$188.13
44564	01/05/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$7,341.27
44565	01/05/26	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$90.00
44566	01/05/26	08643	EFP ADMIN LLC	\$1,078.69
44567	01/05/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$38.30
44568	01/05/26	09662	FERRELLGAS LP	\$7,156.26
44569	01/05/26	10477	GALLS PARENT HOLDINGS LLC	\$6,386.26
44570	01/05/26	10580	GENE'S TOWING INC	\$1,021.18
44571	01/05/26	10660	GILLIG LLC	\$10,174.76
44572	01/05/26	10759	GORDON TRUCK CENTERS INC	\$860.82
44573	01/05/26	11310	HOGAN MFG. INC.	\$180.54
44574	01/05/26	11895	J&I POWER EQUIPMENT INC.	\$64.11
44575	01/05/26	11933	JESSE ORNDORFF	\$329.40
44576	01/05/26	12454	KASEYA US LLC	\$1,811.37
44577	01/05/26	12509	KELL CHUCK GLASS CO INC	\$5,133.16
44578	01/05/26	12825	KIRK'S AUTOMOTIVE INC.	\$2,964.00
44579	01/05/26	12845	KNIGHT FIRE PROTECTION INC.	\$5,171.92
44580	01/05/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44581	01/05/26	14590	MOHAWK MFG & SUPPLY CO.	\$102.02
44582	01/05/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$6,909.53
44583	01/05/26	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$97,811.07
44584	01/05/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$641.68
44585	01/05/26	15216	NORTHWEST BUS SALES INC	\$992.98
44586	01/05/26	15230	NORTHWEST LIFT & EQUIPMENT LLC	\$672.53
44587	01/05/26	16252	ONSPOT OF NORTH AMERICA INC.	\$608.47
44588	01/05/26	16701	PEAK INDUSTRIAL INC.	\$688.26
44589	01/05/26	16765	PETROCARD INC.	\$136,028.78
44590	01/05/26	16969	POINT GRAPHICS LLC	\$199.28
44591	01/05/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$6,449.10
44592	01/05/26	17420	R&R TIRE COMPANY INC.	\$2,113.23
44593	01/05/26	17724	ROBERT HALF INC.	\$5,440.00

44594	01/05/26	17900	SCHETKY NORTHWEST SALES INC.	\$10.59
44595	01/05/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$10.57
44596	01/05/26	18145	SIX ROBBLES' INC.	\$83.21
44597	01/05/26	18210	SME SOLUTIONS LLC	\$8,722.13
44598	01/05/26	18530	STANDARD PARTS CORP.	\$1,927.77
44599	01/05/26	21950	TITUS-WILL CHEVROLET	\$59.04
44600	01/05/26	22089	TRANSIT HOLDING INC.	\$708.80
44601	01/05/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44602	01/05/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
44603	01/05/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$163,576.11
44604	01/05/26	23800	VESTIS GROUP INC.	\$552.00
44605	01/05/26	26861	WESTERN GRAPHICS INC.	\$1,806.22
44179	01/09/26	14590	MOHAWK MFG & SUPPLY CO. - VOID	(\$212.86)
44606	01/12/26	01309	ACCURATE EMPLOYMENT SCREENING LLC	\$3,319.86
44607	01/12/26	01405	ADVANCE GLASS INC.	\$1,030.80
44608	01/12/26	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$6,483.69
44609	01/12/26	01895	ECOLUBE RECOVERY LLC	\$152.50
44610	01/12/26	02834	AVAAP USA LLC	\$30,118.18
44611	01/12/26	02839	AVIVA KAMM LAW PLLC	\$3,720.00
44612	01/12/26	03247	BAUS SYSTEMS LLC	\$4,206.16
44613	01/12/26	05937	CENTRALIA OK TIRE INC.	\$633.00
44614	01/12/26	06120	CITY OF OLYMPIA	\$8,616.50
44615	01/12/26	07220	CUMMINS INC.	\$2,368.31
44616	01/12/26	07619	DAVID S FOSTER	\$2,000.00
44617	01/12/26	07780	DELL MARKETING LP	\$43,128.60
44618	01/12/26	07869	DEPENDABLE COURIER SERVICE LLC	\$609.24
44619	01/12/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$12,416.59
44620	01/12/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$339.04
44621	01/12/26	09662	FERRELLGAS LP	\$6,972.26
44622	01/12/26	10660	GILLIG LLC	\$4,353.90
44623	01/12/26	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
44624	01/12/26	10759	GORDON TRUCK CENTERS INC	\$404.09
44625	01/12/26	10874	GREEN DUNCAN	\$1,118.00
44626	01/12/26	11930	JERRY'S AUTOMOTIVE & TOWING INC.	\$634.10
44627	01/12/26	11933	JESSE ORNDORFF	\$790.56
44628	01/12/26	11943	JOANNA GRIST	\$2,000.00
44629	01/12/26	11960	JOHN PAUL WOLFGANG FOX-SEIDEL	\$80.00
44630	01/12/26	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,332.40
44631	01/12/26	13886	MATERIALS TESTING & CONSULTING INC.	\$443.50
44632	01/12/26	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$14,465.08
44633	01/12/26	14457	MIDWEST BUS CORPORATION	\$490.90
44634	01/12/26	14590	MOHAWK MFG & SUPPLY CO.	\$643.96
44635	01/12/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$440.74
44636	01/12/26	15216	NORTHWEST BUS SALES INC	\$61.43
44637	01/12/26	16252	ONSPOT OF NORTH AMERICA INC.	\$3,179.82
44638	01/12/26	16490	HAROLD LEMAY ENTERPRISES	\$963.44
44639	01/12/26	16765	PETROCARD INC.	\$31,002.77
44640	01/12/26	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$327.52
44641	01/12/26	17290	PUGET SOUND ENERGY	\$0.00
44642	01/12/26	17290	PUGET SOUND ENERGY	\$39,707.41
44643	01/12/26	17560	ROMAINE ELECTRIC CORP.	\$1,861.11
44644	01/12/26	17724	ROBERT HALF INC.	\$8,976.00
44645	01/12/26	17900	SCHETKY NORTHWEST SALES INC.	\$185.65
44646	01/12/26	18066	SHI INTERNATIONAL CORP.	\$116,909.73

44647	01/12/26	18145	SIX ROBBLES' INC.	\$317.01
44648	01/12/26	18530	STANDARD PARTS CORP.	\$1,261.07
44649	01/12/26	18540	STANTEC CONSULTING SERVICES INC	\$91,649.70
44650	01/12/26	18549	STAPLES INC.	\$1,583.53
44651	01/12/26	18695	SUMMIT LAW GROUP PLLC	\$11,052.50
44652	01/12/26	18705	SUNBELT RENTALS INC.	\$5,266.62
44653	01/12/26	21640	THE BUS COALITION INC.	\$3,500.00
44654	01/12/26	21676	THORNHILL TRINITEE	\$15.42
44655	01/12/26	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$3,970.00
44656	01/12/26	22089	TRANSIT HOLDING INC.	\$723.10
44657	01/12/26	24000	W. W. GRAINGER INC.	\$121.08
44658	01/12/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$610.70
44659	01/12/26	24755	WA ST HEALTH CARE AUTHORITY	\$909,345.80
44660	01/12/26	25909	WEX BANK	\$34,120.32
44664	01/19/26	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$4,214.24
44665	01/19/26	01780	AMALGAMATED TRANSIT UNION 1765	\$29,174.90
44666	01/19/26	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,232.91
44667	01/19/26	02828	AVAIL TECHNOLOGIES INC	\$8,070.68
44668	01/19/26	02834	AVAAP USA LLC	\$32,225.00
44669	01/19/26	05937	CENTRALIA OK TIRE INC.	\$2,186.52
44670	01/19/26	05995	CHILD CARE ACTION COUNCIL	\$200.00
44671	01/19/26	06013	CINTAS CORPORATION NO. 3	\$1,021.72
44672	01/19/26	06040	CITY OF LACEY	\$1,390.11
44673	01/19/26	06120	CITY OF OLYMPIA	\$4,622.77
44674	01/19/26	06216	CHRISTENSEN INC.	\$2,155.35
44675	01/19/26	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$561.30
44676	01/19/26	06781	COMPUNET INC.	\$67,484.97
44677	01/19/26	07220	CUMMINS INC.	\$2,334.05
44678	01/19/26	07640	DAY MANAGEMENT CORP	\$4,541.32
44679	01/19/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$925.54
44680	01/19/26	08079	DRIVENTIC LLC	\$583.73
44681	01/19/26	08604	EDENRED COMMUTER BENEFIT SOLUTIONS LLC	\$360.00
44682	01/19/26	08643	EFP ADMIN LLC	\$1,110.94
44683	01/19/26	08644	EHLI AUCTIONS	\$910.00
44684	01/19/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$476.92
44685	01/19/26	09662	FERRELLGAS LP	\$6,852.74
44686	01/19/26	09961	FORMA CONSTRUCTION COMPANY	\$1,158,493.59
44687	01/19/26	10008	FOUR SEASONS CONCRETE CONSTRUCTION LLC	\$106,674.01
44688	01/19/26	10251	FRUITION GROWTH LLC	\$2,085.00
44689	01/19/26	10477	GALLS PARENT HOLDINGS LLC	\$5,304.43
44690	01/19/26	10608	GEOENGINEERS INC.	\$350.00
44691	01/19/26	10660	GILLIG LLC	\$11,224.18
44692	01/19/26	10759	GORDON TRUCK CENTERS INC	\$516.81
44693	01/19/26	11933	JESSE ORNDORFF	\$1,715.08
44694	01/19/26	13485	LEMAY MOBILE SHREDDING	\$572.96
44695	01/19/26	13886	MATERIALS TESTING & CONSULTING INC.	\$427.50
44696	01/19/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,123.38
44697	01/19/26	14499	MITSUBISHI ELECTRIC US INC.	\$988.20
44698	01/19/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$226.03
44699	01/19/26	15106	NEW FLYER OF AMERICA INC.	\$19,796.32
44700	01/19/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,697.60
44701	01/19/26	15216	NORTHWEST BUS SALES INC	\$56.09
44702	01/19/26	16623	PALAMERICAN SECURITY INC.	\$102,356.34
44703	01/19/26	16974	POMP'S TIRE SERVICE INC.	\$392.10

44704	01/19/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$7,339.58
44705	01/19/26	17420	R&R TIRE COMPANY INC.	\$3,500.80
44706	01/19/26	17505	RAINIER DODGE INC.	\$187.76
44707	01/19/26	17580	PERFORMANCE SEATS CLINTON INC.	\$302.88
44708	01/19/26	17900	SCHETKY NORTHWEST SALES INC.	\$694.07
44709	01/19/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$283.88
44710	01/19/26	18052	SHEA CARR & JEWELL INC.	\$3,353.73
44711	01/19/26	18145	SIX ROBBLES' INC.	\$31.39
44712	01/19/26	18210	SME SOLUTIONS LLC	\$2,104.73
44713	01/19/26	18530	STANDARD PARTS CORP.	\$2,742.44
44714	01/19/26	21650	THE GOODYEAR TIRE & RUBBER COMPANY	\$398.87
44715	01/19/26	21655	THE W.W. WILLIAMS COMPANY LLC	\$74,193.45
44716	01/19/26	21950	TITUS-WILL CHEVROLET	\$128.86
44717	01/19/26	22010	ROTTERS INC.	\$186.37
44718	01/19/26	22089	TRANSIT HOLDING INC.	\$1,090.73
44719	01/19/26	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$444.20
44720	01/19/26	23660	UNITED WAY OF THURSTON COUNTY	\$340.00
44721	01/19/26	23800	VESTIS GROUP INC.	\$1,138.54
44722	01/19/26	24000	W. W. GRAINGER INC.	\$285.83
44723	01/19/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$164.24
44724	01/19/26	24528	WA ST DEPT OF SOCIAL AND HEALTH SERVICES	\$150.00
44725	01/26/26	01567	CANON FINANCIAL SERVICES INC.	\$4,153.87
44726	01/26/26	01895	ECOLUBE RECOVERY LLC	\$275.67
44727	01/26/26	02060	AMERISAFE INC.	\$362.29
44728	01/26/26	03754	BOSTON HARBOR SERVICES INC.	\$5,365.15
44729	01/26/26	04131	BUREAU VERITAS COMMODITIES & TRADE INC.	\$3,740.42
44730	01/26/26	05937	CENTRALIA OK TIRE INC.	\$3,557.98
44731	01/26/26	06120	CITY OF OLYMPIA	\$4,137.34
44732	01/26/26	06238	CLARY LONGVIEW LLC	\$64,835.29
44733	01/26/26	06610	COMMERCIAL BRAKE & CLUTCH INC.	\$413.67
44734	01/26/26	07220	CUMMINS INC.	\$10,159.33
44735	01/26/26	07350	CW JANITORIAL SERVICE LLC	\$51,895.68
44736	01/26/26	07520	DAILY JOURNAL OF COMMERCE	\$297.00
44737	01/26/26	07640	DAY MANAGEMENT CORP	\$698.35
44738	01/26/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$866.56
44739	01/26/26	08060	DON SMALL & SONS OIL DIST CO INC.	\$7,043.37
44740	01/26/26	08089	DS SERVICES OF AMERICA INC	\$287.34
44741	01/26/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$888.68
44742	01/26/26	09662	FERRELLGAS LP	\$7,390.70
44743	01/26/26	10660	GILLIG LLC	\$11,579.58
44744	01/26/26	10759	GORDON TRUCK CENTERS INC	\$688.65
44745	01/26/26	11285	HILTI INC	\$3,856.18
44746	01/26/26	11615	INDUSTRIAL HYDRAULICS INC.	\$25.35
44747	01/26/26	11805	ITERIS INC	\$21,608.57
44748	01/26/26	11831	INTRADO LIFE & SAFETY INC.	\$278.75
44749	01/26/26	11905	JANEK CORPORATION - THE	\$1,009.20
44750	01/26/26	12458	KAUFMAN REAL ESTATE LLC	\$9,890.06
44751	01/26/26	12825	KIRK'S AUTOMOTIVE INC.	\$1,900.00
44752	01/26/26	12875	KPFF CONSULTING ENGINEERS INC	\$18,098.37
44753	01/26/26	13726	M & S COLLISION LLC	\$7,175.67
44754	01/26/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,649.09
44755	01/26/26	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$78,185.47
44756	01/26/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,101.95
44757	01/26/26	15216	NORTHWEST BUS SALES INC	\$661.22

44758	01/26/26	16252	ONSPOT OF NORTH AMERICA INC.	\$3,142.59
44759	01/26/26	16765	PETROCARD INC.	\$120,971.37
44760	01/26/26	16969	POINT GRAPHICS LLC	\$74.12
44761	01/26/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$2,526.72
44762	01/26/26	17420	R&R TIRE COMPANY INC.	\$1,811.34
44763	01/26/26	17560	ROMAINE ELECTRIC CORP.	\$5,360.99
44764	01/26/26	17724	ROBERT HALF INC.	\$11,045.27
44765	01/26/26	17792	ROUSH CLEANTECH LLC	\$47.98
44766	01/26/26	17900	SCHETKY NORTHWEST SALES INC.	\$171.75
44767	01/26/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$191.49
44768	01/26/26	18145	SIX ROBBLES' INC.	\$75.32
44769	01/26/26	18530	STANDARD PARTS CORP.	\$0.00
44770	01/26/26	18530	STANDARD PARTS CORP.	\$4,325.18
44771	01/26/26	18940	TENNANT SALES AND SERVICE COMPANY	\$317.89
44772	01/26/26	21655	THE W.W. WILLIAMS COMPANY LLC	\$1,938.12
44773	01/26/26	21790	THURSTON COUNTY PUBLIC WORKS	\$148.92
44774	01/26/26	21880	THURSTON REGIONAL PLANNING COUNCIL	\$49,413.00
44775	01/26/26	22010	ROTTERS INC.	\$325.18
44776	01/26/26	22089	TRANSIT HOLDING INC.	\$1,551.10
44777	01/26/26	22100	TRANSIT SOLUTIONS LLC	\$3,010.36
44778	01/26/26	24000	W. W. GRAINGER INC.	\$532.53
44779	01/26/26	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$9,515.19
44780	01/26/26	24741	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$101,799.89
44781	01/26/26	24744	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$52,833.91
44782	01/26/26	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$32,000.00
44783	01/26/26	25580	WASHINGTON STATE TRANSIT INSURANCE POOL	\$2,636,378.00
44784	01/26/26	25673	WSP USA INC.	\$115,848.27
43984	01/27/29	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES - VOID	(\$519.75)
ACH	01/02/26		AUTHORIZE.NET	\$262.39
ACH	01/02/26		IT PROJECT ASSISTANCE	\$844.00
ACH	01/02/26		IT WELLNESS	\$875.00
ACH	01/02/26		JONES NICOLE	\$58.24
ACH	01/09/26		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,316.24
ACH	01/09/26		LINT JOHN	\$138.00
ACH	01/09/26		PARKER RONALD	\$53.00
ACH	01/16/26		BEABER JUSTIN	\$20.02
ACH	01/16/26		BORJA ALIHAUNDRA	\$1,464.19
ACH	01/16/26		DENICOLA JANE	\$4,008.00
ACH	01/16/26		FRANZ WARREN	\$138.00
ACH	01/16/26		GOFFENEY ANDREW	\$4,279.45
ACH	01/16/26		HARRIS DAVID	\$138.00
ACH	01/23/26		FONSECA RENEE E.	\$53.00
ACH	01/23/26		IT PROJECT ASSISTANCE	\$820.00
ACH	01/23/26		IT WELLNESS	\$866.00
ACH	01/23/26		JONES JAMES DALTON	\$50.00
ACH	01/23/26		NEWELL ROEL	\$138.00
ACH	01/23/26		SCHROEDER TESS	\$70.00
ACH	01/23/26		SHARP DANIEL	\$138.00
ACH	01/23/26		WELLS CHRISTOPHER	\$4.50
ACH	01/23/26		WHITE BRIAN	\$202.76
ACH	01/26/26		DEPARTMENT OF REVENUE	\$5,433.13
ACH	01/30/26		CONLEY JOHN	\$5.00
ACH	01/30/26		HALVERSON ARIEL	\$138.00
ACH	01/30/26		PARDUE NORMA JEAN	\$105.00

ACH	01/30/26	PRITCHETT ANDREW	\$30.00
ACH	01/30/26	SMITH CHAUNCEY	\$138.00
ACH	01/30/26	SMITH JASON	\$20.00
ACH	01/30/26	STORBECK GLENN	\$25.00
<hr/>			
<u>\$7,192,681.69</u>			

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: February 18, 2026

FOR: Intercity Transit Authority
FROM: Jonathan Martin, Construction Projects Coordinator, 360.819.0244
SUBJECT: Digital E-Paper Real-Time Information Signage Contract Award

- 1)** **The Issue:** Consideration of a contract award with Vector Electrical Group, LLC for the installation of infrastructure and real-time signage at the Olympia Transit Center.
- 2)** **Recommended Action:** Authorize the General Manager to execute a contract with Vector Electrical Group, LLC, in the amount of \$509,167, including a 10% contingency.
- 3)** **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000.
- 4)** **Background:** In 2023, Intercity Transit was awarded a WSDOT Regional Mobility Grant to deploy real-time information signage at Intercity Transit facilities, beginning with the Olympia Transit Center. The project has been implemented in multiple phases to support effective planning, procurement, and installation.

Work Completed to Date: In January 2024, the Authority authorized a contract with KPFF Consulting Engineers and their subconsultant, Concord, to complete system engineering, site evaluations, and technical specifications for the signage system.

On February 19, 2025, the Authority authorized the General Manager to execute a contract with Connectpoint, Inc. for the purchase of digital e-paper signs, enclosures, and related equipment. KPFF/Concord worked with Connectpoint to finalize designs, installation details, and construction documents, which are now complete. This work laid the groundwork for both the procurement of the signage and the upcoming construction and installation phase.

Current Status and Proposed Action: This agenda item seeks authorization to award a construction contract for the installation of supporting infrastructure and signage at the Olympia Transit Center. Work includes installation of underground conduits, foundations, electrical and communication infrastructure, mounting hardware, and sign enclosures,

along with coordination with the sign vendor to ensure proper installation and system functionality.

Procurement advertised a Request for Bids on January 7, 2026, with a bid submission deadline of January 27, 2026. Transit received four (4) bids ranging from \$462,879.00 to \$739,382.78. Vector Electrical Group, LLC submitted the lowest responsive and responsible bid in the amount of \$462,879.00, which is 1.2% below the engineer's estimate of \$468,612.00.

Based on their experience and past performance, staff recommends awarding the construction contract to Vector Electrical Group, LLC in the amount of \$509,167, which includes a 10% contingency to address any unforeseen conditions during construction.

5) **Alternatives:**

- A. Authorize the General Manager to execute a contract with Vector Electrical Group, LLC, in the amount of \$509,167, including a 10% contingency.
- B. Defer action. A decision to delay will affect the project schedule.

6) **Budget Notes:** The budget includes sufficient programmed funding to support this contract award.

7) **Goal References:** **Goal #2:** *"Providing outstanding customer service."* **Goal #3:** *"Maintain a safe and secure operating system."* **Goal #4:** *"Provide responsive transportation options within financial and staffing limitations."* **Goal #6:** *"Encourage use of our services, reduce barriers to access and increase ridership."*

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-B
MEETING DATE: February 18, 2026

FOR: **Intercity Transit Authority**

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

SUBJECT: **New Work Truck Purchase**

- 1) The Issue:** Consideration of the purchase of one (1) Chevrolet Work Truck.

- 2) Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase a Chevrolet Work Truck from Bud Clary Chevrolet in the amount of \$101,000 including sales tax.

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

- 4) Background:** Intercity Transit is requesting authorization to purchase a new Chevrolet Silverado Work Truck from Bud Clary Chevrolet under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will replace a work truck that has reached the end of its useful life.

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 Chevrolet via a competitive bidding process. Staff concur with the DES assessment regarding the fairness and reasonableness of the pricing offered by Bud Clary Chevrolet and their demonstrated ability to perform.

Based on our positive past experiences with Bud Clary dealerships, staff are confident that this vehicle will meet our agency's needs.

- 5) Alternatives:**
 - A. Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase a Chevrolet Work Truck from Bud Clary Chevrolet in the amount of \$101,000 including sales tax.
 - B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

- 6) **Budget Notes:** The purchase of this new work truck falls within the 2026 budget allocation for non-revenue vehicles and equipment.
- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* and **Goal # 4:** *"Provide responsive transportation options within financial and staffing limitations."*
- 8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-C
MEETING DATE: February 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Cameron Crass, Operations Deputy Director, 360-705-5824**

SUBJECT: **Ambassador Program Update**

- 1) The Issue:** Provide an update on the Ambassador Program.

- 2) Recommended Action:** Information only.

- 3) Policy Analysis:** Staff provide the Authority and Community Advisory Committee status reports on various agency programs.

- 4) Background:** Intercity Transit launched the Ambassador Program as a one-year pilot in June 2025 to strengthen our connection with the community and enhance the experience for both riders and Operators. Since its launch, the program has had a meaningful and positive impact across the system and has been well received by passengers, Operators, supervisors, and management.

Six Ambassadors were hired via an internal recruitment process conducted in Spring 2025. Ambassadors received focused and specialized training prior to going into service. All six continue to serve in these roles today, providing consistent, familiar, and trusted support to riders throughout the system.

In the past six months, Ambassadors have engaged with passengers more than 4,400 times, offering assistance, information, and guidance on how to navigate transit services. These interactions have helped reduce barriers to access, supported new and vulnerable riders, and fostered a more welcoming and inclusive transit environment. In addition, Ambassadors have helped address over 1,000 passenger behavior-related concerns, often resolving situations through early, positive engagement. This proactive presence has reduced the need for operator intervention, allowing Operators to remain focused on safe and reliable service. It has also reduced the need for law enforcement assistance as well.

Ambassadors have maintained a strong presence across the entire system, riding every route in the network. Their highest levels of engagement have occurred on Routes 62A and 62B, with nearly 8,000 rides combined; Route 13 with more than 1,500 rides; and Route 68 with over 1,300 rides. This visibility helped build

familiarity and trust with regular riders and provided timely support in areas of greatest need.

Additional examples of the Ambassador program's success will be provided, including situations where they were able to support passengers, assist Operators, and connect the community to much-needed resources.

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

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

7) **Goal Reference:** **Goal 1:** "Assess the transportation needs of our community throughout the Public Transportation Benefit Area." **Goal 2:** "Provide outstanding customer service." **Goal 3:** "Maintain a safe and secure operating system." **Goal 4:** "Provide responsive transportation options within financial and staffing limitations." **Goal 5:** "Integrate equity and sustainability into all agency decisions and operations to lower social and environmental impact to enhance our community and support the Thurston County Regional Climate Mitigation Plan." **Goal 6:** "Encourage use of our services, reduce barriers to access and increase ridership." **Goal 7:** "Build partnerships to identify and implement innovative solutions that address mobility needs, access and equity as a service provider and as an employer."

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

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-D
MEETING DATE: February 18, 2026

FOR: Intercity Transit Authority

FROM: Emily Bergkamp, General Manager, 360-705-5889

SUBJECT: Changing ITA Board Meeting Frequency

1) The Issue: Consider changing the frequency of Intercity Transit Authority Board (ITA) meetings from twice monthly to once a month.

2) Recommended Action: 1) Discussion of changing ITA meeting frequency, and if it is the will of the board to do so 2) pass Resolution 01-2026 amending ITA Bylaws Article V – MEETINGS Section 5.1 to reflect the Authority shall hold one regular public meeting monthly, the third Wednesday of the month at 5:30 p.m.

3) Policy Analysis: ITA Bylaws Section 5.1 Regular Meetings states “Regular meetings of the Authority will be held twice each month at its designated offices at a time and date established by resolution.” (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017). ITA Bylaws Section 5.2 Special Meetings also states “Special meetings may be called at any time by the Chair or by a majority of the whole Authority, provided each member receives personally, or by mail, written notice of the date, time, place of the meeting, and the matters to be taken up at the meeting at least 24 hours in advance.”

4) Background: There are recurring fluctuations in the number of business-related agenda items requiring board action or approval at regular meetings. This can lead to some regular twice-monthly meetings being shorter in duration.

Preparation for twice-monthly board meeting content and logistics takes a significant amount of staff time before, during, and after scheduled meetings. Non-action updates for programs like Dial-A-Lift, Village Vans, Vanpool and others have the flexibility to take place annually, reviewing data, achievements, and challenges from the previous year. Staff strives to provide program updates to the Community Advisory Committee (CAC) first to gather their feedback prior to presenting to the ITA. Scheduling these infrequent program updates for ITA meetings also depends on staff's availability and workload and can't always be added to ITA meeting agendas for more content.

Clerk of the Board Pat Messmer researched the frequency of transit board meetings among other Washington State agencies. Out of the 12 that responded to

her request for information, 11, including Link, Valley, Jefferson, Clallam, Spokane, Grant, Island, C-Tran, Mason, Lewis County, and Pierce Transit, hold their board meetings once a month. Kitsap Transit was the only agency that responded with information they meet twice a month but is also unique in the fact they operate a service most do not – ferry service. Spokane and Pierce Transit are two of the largest systems in the state behind King County Metro, with the second and third highest number of passenger trips at over 11 and 6 million respectively, documented in the most recent [Washington State Department of Transportation 2024 Summary of Public Transportation](#).

Given the busy schedules of many ITA members, the increased demands for staff's time as Intercity Transit fulfills our long-range plan, and the flexibility of ITA Bylaws to schedule special meetings if unplanned or urgent agency needs arise requiring ITA approval, twice monthly meetings may no longer be the best use of everyone's time. This change may make once monthly meetings longer in duration, but likely more productive, and a better fit for ITA and staff work-life balance. Finance staff has requested maintaining the 3rd Wednesday of the month as the regular ITA meeting date which provides sufficient time to prepare monthly payroll and accounts payable consent agenda items requiring ITA approval.

If the Authority Board has interest in this adjustment to regular meeting frequency, the ITA Bylaws need to be amended to reflect this change, by resolution, in paragraph 5.1 where it currently specifies meeting twice per month. A once monthly schedule can become effective on a date to be determined in 2026 after planned meeting agenda items intended for specific dates and/or requiring ITA approval have been completed.

5) Alternatives:

- A. Pass Resolution 01-2026 amending ITA Bylaws in paragraph 5.1 from the ITA meeting twice per month, to once per month.
- B. Defer action for further consideration. A decision to delay will maintain the current regular ITA meeting schedule as set forth in its Bylaws.
- C. Maintain current regular ITA meeting schedule as set forth in its Bylaws.

6) Budget Notes: N/A.

7) Goal Reference: N/A.

8) References: [ITA Bylaws](#) and Resolution 01-2026.

**INTERCITY TRANSIT
RESOLUTION 01-2026
AMENDING THE INTERCITY TRANSIT AUTHORITY BYLAWS
FREQUENCY OF MEETINGS**

A RESOLUTION amending the Intercity Transit Authority (ITA) Bylaws Article V - MEETINGS Section 5.1 -to reflect the Authority shall hold one regular public meeting monthly, the third Wednesday of the month starting at 5:30 p.m. This amendment will become effective at a to be determined date in 2026 after planned meeting agenda items intended for specific dates and/or requiring ITA approval have been completed.

WHEREAS, the Intercity Transit Authority deems it reasonable and appropriate to amend the Bylaws as set forth below.

NOW THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY, AS FOLLOWS:

The following sub-section of **Article V, MEETINGS** of the Intercity Transit Authority Bylaws are hereby amended to read as follows:

V. MEETINGS

5.1 Regular Meetings. All meetings of the Authority shall be open to the public except to the extent that executive sessions are authorized by law. Regular meetings of the Authority will be held once each month at its designated offices at a time and date established by resolution. (Res. 84-87; Res. 85-87; Res. 90-88; Res. 04-2017; Res. 01-2026)

All other provisions of the bylaws shall remain unchanged.

ADOPTED this 18th day of February 2026.

INTERCITY TRANSIT AUTHORITY

ATTEST:

Caroly Cox
Chair

Pat Messmer
Executive Assistant/
Clerk to the Board

APPROVED AS TO FORM:

Jeffrey S. Myers
Legal Counsel

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-E
MEETING DATE: February 18, 2026

FOR: **Intercity Transit Authority**

FROM: **Emily Bergkamp, General Manager, 360-705-5889**

SUBJECT: **General Manager's Performance Evaluation**

- 1) The Issue:** Whether to conduct the General Manager's performance evaluation for the period of February 21, 2024, to February 21, 2026.

- 2) Recommended Action:** Conduct the performance evaluation during an executive session at the March 4, 2026, ITA meeting.

- 3) Policy Analysis:** The General Manager's employment contract, Section 3 Performance Evaluation, states "Performance evaluations will be conducted biennially or at such intervals as determined by the Board. At each performance evaluation, the GM shall provide a written report to the Authority Board of their performance, addressing each of the 'Performance Measures' adopted at the start of the performance period."

- 4) Background:** General Manager Emily Bergkamp entered an Employment Contract with Intercity Transit on November 15, 2023, which included guidelines for biennial performance evaluations, including a written report to the ITA addressing each of the "Performance Measures" adopted at the start of the performance period. The performance measures were adopted by the ITA at their February 21, 2024, meeting and are as follows:
 1. What went well this past year? Please explain your analysis of why those things went well.
 2. What could have gone better and what was learned from those experiences?
 3. Efforts in the past year to ensure/maintain a positive, inclusive culture at the agency and with the community.
 4. Efforts to create/maintain a positive working relationship with both unions (IAM and ATU).
 5. Areas or topic of focus for the coming year? Why did you select those areas or topics?
 6. Continuing education, training, and/or conferences attended in the past year.
 7. Continuing education, training, and/or conferences planned for in the coming year.

8. How would you rate the GM-Board relationship? How can the board support the GM and/or way they can enhance the GM-Board relationship?
9. How would you rate the Community Advisory Committee (CAC) relationship?
10. Please identify opportunities to create an even better relationship between the GM, the Board and CAC (stop/start/continue).

5) Alternatives:

- A. Conduct the biennial performance evaluation during an executive session at the March 4, 2026, meeting.
- B. Delay the discussion to a later date. Per the employment contract, the General Manager shall receive a biennial evaluation. The good faith effort is to conduct the evaluation as close to this timeframe as possible.

6) Budget Notes: N/A.

7) Goal Reference: N/A.

8) References: N/A.