

**AGENDA
INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING**

Wednesday, September 16, 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 258 209 399#

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

CALL TO ORDER

STAFF INTRODUCTIONS	15 min.
A. Operator Class 26-03 (<i>Michael Midstokke</i>)	
B. Zachary Irving, Technician (<i>David Chaffee</i>)	
C. Nathan Foisy, Service Worker (<i>David Chaffee</i>)	
D. William Rice, Inventory Specialist (<i>Alejandro Soto</i>)	
E. Amanda Caskin, Maintenance Assistant (<i>Jonathon Yee</i>)	
F. Karl Hug, Facilities Supervisor (<i>Staci Revel</i>)	
1. APPROVAL OF AGENDA	1 min.
2. PUBLIC COMMENT	10 min.
3. RECOGNITION AND CELEBRATION	20 min.
• 2026 State Rodeo Recipients (<i>Dena Withrow and Jonathon Yee</i>)	
4. SELF INTRODUCTIONS – CAC, ITA and Staff	10 min.
5. APPROVAL OF CONSENT AGENDA	1 min.
A. Minutes – August 19, 2026, Regular Meeting.	
B. Payroll August: \$4,340,988.67	
• Warrant Numbers: 46443-46454; 46559-46564 in the amount of \$37,606.93	
• ACH Payments: \$4,303,381.74	
C. Accounts Payable August: \$5,369,230.77	

- Disbursed Warrants, Numbers: 46099-46207 & 46212-46316; and voided warrant number 46188 totaling \$5,352,034.38
- ACH Payments: \$17,196.39

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

6. NEW BUSINESS

- | | |
|--|----------------|
| A. Vanpool and Staff Vehicle Purchase (<i>Noelle Gordon</i>) | 5 min. |
| B. Hydrogen Tube Trailers & Associated Services (<i>Brenden Houx</i>) | 5 min. |
| C. CAC Self-Assessment (<i>Jill Nordstrom</i>) | 20 min. |
| D. Strategic Plan Concept Review (<i>Emily Bergkamp</i>) | 20 min. |

7. COMMITTEE REPORTS

- | | |
|--|---------------|
| A. Transportation Policy Board (Sept. 9) (<i>Justin Belk</i>) | 5 min. |
| B. Thurston Regional Planning Council (Sept. 10) (<i>Robert Vanderpool</i>) | 5 min. |

8. GENERAL MANAGER'S REPORT

5 min.

9. AUTHORITY/CAC ISSUES

10 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 9X, 50 (on Martin Way), and 70 (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
August 19, 2026

CALL TO ORDER

Chair Cox called the meeting of the Intercity Transit Authority to order on August 19, 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; Community Representative Wendy Goodwin; City of Olympia Councilmember Robert Vanderpool; Labor Representative Mark Neuville; City of Tumwater Councilmember Eileen Swarthout.

Members Excused: City of Yelm Councilmember Brian Hess; Community Representative Justin Belk; Thurston County Commissioner Carolina Mejia.

Staff Present: Emily Bergkamp; Pat Messmer; Brian Nagel; Dena Withrow; Heather Stafford; Jason Agüero; Jeff Peterson; Jessica Gould; Jonathon Yee; Katie Cunningham; Michael Maverick; Noelle Gordon; Jill Nordstrom; Nathan Davis; Nicole Jones; Kyle Kollmann; Jane Denicola; Brenden Houx; David Chaffee; Christopher Shoultz; Wyatt Webberding; Kevin Karkoski; Drew Goffeney; Thera Black.

Others Present: Jeff Myers, Legal Counsel.

STAFF INTRODUCTIONS

- A. David Chaffee introduced Christopher Shoultz, Maintenance Supervisor and Wyatt Webberding, Vehicle Detailer
- B. Jane Denicola introduced Kyle Kollman, Customer Service Supervisor

APPROVAL OF AGENDA

It was M/S/A by Pierce and Swarthout to approve the agenda as presented.

PUBLIC COMMENT

Doug McGtegor of Olympia – Mr. McGtegor raised concerns regarding early morning and late evening bus noise specifically between 6 – 7 a.m. and 10 – 11 p.m. and requested a schedule or driving habit adjustment to comply with the Olympia noise ordinance. He indicated that observed ridership during the 6 and 7 a.m. window appears to be zero, questioning the necessity of the current early schedule. He acknowledged upcoming quieter hydrogen bus initiatives as a potential future remedy.

Also, Mr. McGtegor reported that buses traveling at high speeds between the local roundabout and the West side Co-op (near the speed bumps) trigger his residential home alarm system and requested drivers reduce their speed in this specific corridor.

Mr. McGtegor indicated he has previously spoken with transit management and individual drivers without resolution, prompting him to bring the noise ordinance issue directly to the ITA and Olympia city representatives.

APPROVAL OF CONSENT AGENDA

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

NEW BUSINESS

- A. Janitorial Contract Renewal.** Noelle Gordon, Procurement and Project Management Coordinator presented for renewal the janitorial services and supplies contract with CW Janitorial Service for an additional year.

In August 2024, CW Janitorial Service won Intercity Transit's contract for janitorial services and supplies. The initial contract with CW Janitorial Service was for a one-year term with four one-year renewal options. This item represents the second of these one-year renewals, effective September 1, 2026.

Under this renewal, CW Janitorial Service will continue to provide daily janitorial services and supplies at all Intercity Transit facilities, including the Administration Operations (AdOps) Building, Temporary Maintenance Facility, Olympia Transit Center, Lacey Transit Center, Fuel Wash Facility, Walk-N-Roll Bike Shop, Amtrak Station, and the new Martin Way Park n' Ride facility.

CW Janitorial Service has maintained Intercity Transit facilities for the past seven years. Staff recommend the continued service to maintain the cleanliness of our facilities and recommend the contract renewal with CW Janitorial Service be approved.

It was M/S/A by Goodwin and Cox to authorize the General Manager to execute a contract amendment for a one-year renewal of janitorial services and supplies with CW Janitorial Service at Intercity Transit facilities in an amount of \$618,700, including taxes.

- B. Digital E-Paper Real-Time Information Signage Contract Amendment.** Jeff Peterson, Construction Projects Coordinator, presented a contract amendment to revise the total contract amount with Vector Electrical Group, LLC to complete the installation of infrastructure and real-time signage at the OTC.

On February 18, 2026, the Authority authorized the General Manager to execute a contract with Vector Electrical Group, LLC, in the amount of \$509,167, which included a 10% construction contingency for the installation of infrastructure and

real-time signage at the Olympia Transit Center. Vector's original bid amount was \$462,879.

Current Status and Proposed Action: Throughout the project change orders have been needed to address latent conditions discovered during concrete demolition and excavation, including control density fill to protect discovered utilities, additional concrete replacement to accommodate a shifting kiosk sign, modification of concrete to better match existing style, and additional painting of existing structure for a better finished appearance.

Staff recommend increasing the total contract authority to \$554,167, which includes an approximate 3.7% additional construction contingency of \$45,000 to address any remaining unforeseen conditions. This action ratifies change orders issued to date and establishes additional contingency authority for the remaining work.

Vector Electrical Group, LLC, is nearly complete with the installation of digital signage. Staff do not anticipate additional significant site issues, and the proposed contingency is expected to cover any unforeseen conditions.

It was M/S/A by Pierce and Goodwin to authorize the General Manager to amend the contract with Vector Electrical Group, LLC in the amount of \$45,000, for a revised total contract amount of \$554,167 including a 3.7% contingency.

- C. Adoption of the Transit Development Plan.** Drew Goffeney, Associate Planner, presented the final version of the 2026-2031 Transit Development Plan (TDP) for adoption. Goffeney explained the TDP was presented in June and made available for public comment in July. He indicated the only major change was a section within Section 7 regarding the number of additional service hours for September. Goffeney explained they initially thought they were going to introduce about 10,000 service hours to September service, but instead they were going to introduce about 20,000 service hours, and other than that, there have been no major changes. He added they had been monitoring customer feedback and comments, noting that while there had been nothing specific to the TDP, there had been a lot that was relevant to the service change at that point.

Councilmember Swarthout had a question regarding page 37 of the TDP. She noticed fees which looked like passenger fees of \$450,000 under the revenue section and was curious what that number really reflected. Goffeney responded by clarifying they do not charge fares, but explained that for Vanpool services, there is a charge mostly for those services.

It was M/S/A by Goodwin and Vanderpool to adopt the 2026 - 2031 Transit Development Plan, as presented.

D. Schedule Special Meeting September 16, 2026, for ITA/CAC Joint Meeting.

Bergkamp brought forward a request for the Authority to schedule a special meeting for Wednesday, September 16, 2026, at 5:30 p.m., to conduct the annual joint meeting of the Authority and Community Advisory Committee (CAC). Staff would cancel the regularly scheduled September 21 meeting of the CAC. CAC members have requested a hybrid meeting format with both in-person and virtual attendance options for the joint meeting if the ITA is amendable to that.

It was M/S/A by Pierce and Cox to schedule a special meeting for Wednesday, September 16, 2026, at 5:30 p.m., to conduct a joint hybrid meeting of the Authority and the Community Advisory Committee.

E. Schedule Special Meeting for October 7, 2026. Bergkamp noted Intercity Transit is preparing for upcoming collective bargaining with the International Association of Machinists and Aerospace (IAM) Workers District Lodge 160. IAM is the exclusive collective bargaining agent for all full-time and regular part-time Technicians, Service Workers, Support Specialists, Vehicle Cleaners, and Cleaners. Intercity Transit's current collective bargaining agreement with IAM expires on December 31, 2026.

Bergkamp requested a special meeting be held at 5:30 p.m. on Wednesday, October 7, 2026, for the primary purpose of conducting a closed session to discuss collective bargaining matters with the ITA pertaining to upcoming contract negotiations with the IAM. Other meeting topics suitable for the open portion of the special meeting may be added if there is a need from staff.

It was M/S/A by Pierce and Vanderpool to schedule a special meeting on Wednesday, October 7, 2026, at 5:30 p.m., for the primary purpose of conducting a closed session to discuss collective bargaining matters with the Intercity Transit Authority (ITA) pertaining to upcoming contract negotiations with IAM.

F. DAL/Bus Buddy/Travel Training Update. Dial-A-Lift Manager, Kevin Karkoski provided an update on the DAL, Travel Training and Bus Buddy programs.

Karkoski began with Dial-A-Lift (DAL) noting it's an ADA-mandated shared-ride service for individuals whose disability presents a barrier to riding fixed-route buses or accessing bus stops. Clients apply and are certified for three years before recertification. The service area extends three-quarters of a mile beyond fixed-route boundaries. He continued with specific summary details about the program.

- **Eligibility Categories:**
 - **Unconditional (Full):** No restrictions other than traveling within the service area.

- **Conditional:** For individuals with mobility issues tied to specific conditions (e.g., weather-related or distance limitations exceeding a certain threshold).
- **Temporary:** For short-term needs like recovering from surgery or a broken bone (typically three months, capped at one year).
- **2025 Performance & Statistics:**
 - Averaged 2,217 clients.
 - Received 836 completed applications (53% unconditional, 22% conditional, 18% temporary, and 7% ineligible, resulting in 6 appeals which were all upheld).
 - Conducted 475 functional assessments to ensure a fair and equitable vetting process.
 - Completed **143,702 trips**, representing a **7% increase** from 2024.
 - Maintained a **99% on-time performance rate** using the Via software program adopted in October 2023.
 - Handled **82,034 calls** through the customer call center with a wait time of less than one minute.
- **Service Changes:** The May 2025 service change expanded the Dial-A-Lift service area in the North Central region (Lily Road and N Sleater-Kinney) and the Southwest region (notably along Henderson Boulevard between Yelm Highway and Old 99).

Travel Training Program

- **Services Provided:** Two travel trainers conduct functional assessments, community outreach (at locations like Panorama City and Revel), and one-on-one transit training to teach clients how to read schedules, use transit apps, and plan routes.
- **Specialized Training:**
 - Conducts mobility device training in the bus yard for riders concerned about boarding efficiency and equipment security.
 - Works extensively with local high schools to train students with special needs for lifelong public transit use.
- **Metrics:** Completed **283 travel training sessions** and **2 mobility device training sessions** in 2025.

Bus Buddy Program (Catholic Community Services Partnership)

- **Program Details:** A free volunteer-led program pairing experienced transit riders with seniors and individuals with disabilities to build confidence using public transit. Janina Robbins resumed her role as the Bus Buddy Coordinator

following the retirement of long-time coordinator Scott Schoengarth in August.

- **2025 Metrics & Activities:**
 - Achieved **2,100 volunteer hours** (against a goal of 3,600).
 - Completed **145 bus buddy matches** for individual trips (surpassing the goal of 60).
 - Facilitated **12 group trips** (such as outings to the Thurston County and Puyallup fairs, Port Townsend, and the Mermaid Museum in Westport).
 - Conducted **12 tailing events** and **15 speaking engagements** to promote the program.
- **Funding:** The program is supported by a WSDOT grant that funds the coordinator position.

Goodwin thanked Karkoski for the detailed metrics and asked how individuals without physical disabilities connect with the service. Karkoski explained that requests typically come through caregivers, medical providers, advocates, or family members. He noted an increase in clients represented by guardianship providers and emphasized that all applications are processed strictly in the order received, maintaining a fair and equitable evaluation process through mandatory functional assessments regardless of housing status.

Vanderpool expressed concerns heard from friends, coworkers, and community members regarding potential improvements to the Dial-A-Lift application process. He inquired whether there is an opportunity or official channel for community members with lived experience to participate in an ad hoc committee or otherwise be involved in improving the process, noting that he has heard strong feedback from disability advocates.

It was noted that Intercity Transit does not have an official relationship with specific advocacy groups for general process feedback, though advocacy organizations occasionally contact staff regarding individual clients. Bergkamp clarified that Dial-A-Lift clients are actively recruited for the Community Advisory Committee, which currently includes two members. The CAC serves as a venue for recommending improvements and discussing accessibility topics (such as bus stops lacking curbs). It was mentioned that the Dial-A-Lift appeal process works with individuals representing various disabilities, though the specific purpose of the appeal process is to critically review eligibility decisions rather than gather general system feedback.

Staff confirmed the service is open to anyone who wants to use it, provided they live in the service area, though training would still be accommodated even if someone came from outside the area.

Bergkamp added to Karkowski's presentation by referencing a 2019 study conducted with Nelson\Nygaard regarding Dial-A-Lift services. The study was initiated due to the rapid growth of ridership at the time and provided valuable suggestions that supervisors have since implemented to ensure a consistent application and service process.

Bergkamp acknowledged that communication with clients regarding the changes stemming from the 2019 study could have been improved. She suggested that some of the lingering community concerns mentioned by Vanderpool may be rooted in that period, noting that implementation occurred during the difficult context of the COVID-19 pandemic.

Bergkamp highlighted that the 2025 ridership of 143,702 trips is comparable to ridership levels seen around 2011. She noted that while there was a significant loss of ridership during COVID-19 that has not yet fully returned, the 7% increase from the previous year indicates that riders are returning, even if the growth rate has slowed compared to pre-pandemic levels.

Bergkamp informed attendees that the 2019 Dial-A-Lift study is available for review on the organization's website. She noted that while the document is somewhat dated, it highlights the quality of service, customer care, and on-time performance of the Dial-A-Lift program.

COMMITTEE REPORTS

A. Community Advisory Committee (Aug. 17) – No report.

GENERAL MANAGER'S REPORT

- **Quarterly Check-Ins:** ITA members are asked to connect with Pat Messmer who is setting up one-on-one quarterly check-ins with Bergkamp. Bergkamp will confirm with each member how they would prefer to meet (coffee, lunch, or remotely via Teams).
- **TAD T-Shirt Order:** All ITA/CAC members, employees and volunteers received Intercity Transit t-shirts as a Transit Appreciation Day gift. Please let Pat Messmer know if you would like a shirt or need a different size.
- **Washington State Public Transportation Conference Recap:** Bergkamp and ITA Member Sue Pierce, and several staff including Chief of Staff Jill Nordstrom, Operations Director Dena Withrow, Vanpool Manager Lynne Cunningham, Senior Vanpool Coordinator Kyle McPherson, Maintenance Supervisor Joe Bell, and Maintenance Assistant Amanda Caskin, attended the Washington State Public Transportation Conference in Tacoma, Washington. The conference

included keynote speakers presenting on topics of future-ready communication and AI, with breakout sessions topics of BRT, employment and labor law updates, the use of performance data, transit safety, managing paratransit demand (which IT staff member Sean Barry and Curtis Prouty presented on), a robust vendor show, rideshare topics, outreach, and more.

- **Intercity Transit's Competitor Results at WSTA State Roadeo:** Our Operators and Maintenance Team did a great job representing IT at the 2026 Washington State Bus Roadeo last weekend hosted by Pierce Transit.
 - 6th Place Body on Chassis (BOC) Competition: Steve "Cobra Kai" Bleeker
 - 1st Place Maintenance Competition: IT's Team Richelle Loken, Jackson Madison, and Jonathan Reynolds AKA "Eastbound and Down"
 - Tied for 1st Place on Thermo King A/C module with Lane Transit District and tied for 1st place on the Brake board with King County Metro.
 - Took 1st Place on the other following modules: Input/Output (I/O) Board, and Vapor Door.
 - 5th Place 40-foot Competition: Clinton "Taita" Jimenez (3rd state appearance in 40-foot category, previous 2022 1st Place 35-foot state competition)
 - Clinton also took the honors for Best Pre-trip!
 - 1st Place 35-foot Competition: Uncle Freddy "There is No Try..." Sambrano
 - 2026 Washington State Roadeo Grand Champions: ***INTERCITY TRANSIT!***
 - *Richelle, Jackson, and Jonathan's team scores combined with Clinton's 40-foot performance with best pre-trip achieved Grand Champion status by hundreds of points.*
- **Transit Appreciation Day (TAD) Maintenance:** Because it's challenging for our Fleet Maintenance swing and graveyard staff to attend the daytime TAD celebration, a special evening TAD meal is planned for them on Wednesday, September 2 at 9 p.m. If any ITA member would like to attend, please RSVP to Pat Messmer.
- **CAC Recruitment Preparations Underway:** The ad hoc CAC recruitment committee's initial hybrid meeting discussed the application process, recruitment timeline, and outreach efforts. The tentative interview date of applicants will take place on Friday, November 6. Once the application period ends and interviewees are identified, the exact interview time will be confirmed with in-person interviews taking place at the Olympia Transit Center. Staff are preparing flyers, a press release, website updates, and other marketing materials to support our recruitment. If you have any ideas, feedback, or questions, please feel free to reach out to CAC Liaison Amanda Collins.

- **Meeting with City of Olympia re: Jungle Smoke:** Chief Safety Officer Jason Hanner, Fleet & Facilities Director Jonathon Yee, Chief of Staff Jill Nordstrom, and Bergkamp met with City of Olympia officials regarding ongoing poor air quality during the early morning hours of swing and graveyard shifts, owing to the burning of trash at the nearby houseless encampment known as The Jungle. We are dedicated to doing everything within our power to provide the greatest level of protection for our employees through the creation of a non-wildfire smoke plan. But we can't do this alone. City officials shared they've started the complex process of transitioning Jungle residents into housing options so the camp can eventually be closed. 25 individuals have been housed to date, though officials caution there are roughly 260 individuals remaining, but they don't expect the housing process to move as quickly as this initial process happened. The remaining efforts will focus on working from the Martin Way side of the encampment and finding options for residents there first, working sequentially towards the portion of the encampment near Pacific Ave. Camp "deep cleans" are taking place quarterly, with trash removal now happening on a weekly basis. The City's Homeless Response Team is actively talking to Jungle residents about the consequences their nightly burning activity is having on Intercity Transit employees and other neighbors. They'll also try to ascertain if the burning also functions partly as a social activity that residents may be reluctant to give up. Officials asked us to allow some time for these activities to have more of an impact on the situation. Jonathon Yee will also work with the Olympia Regional Clean Air Association to provide air quality data from our sensors as the city works with other government entities for more support with their efforts to close the camp.
- **One IT Update:** The One IT program remains stable overall, with key workstreams progressing on schedule. HASTUS BidWeb training for Operators is underway, though the BidWeb launch was postponed for a week. This delay will ensure the team is set up for a successful bid. Trapeze continues data conversion, with integration with other software delays posing the primary schedule risk. Workday is currently in week three of End-to-End (E2E) testing targeting completion September 11. E2E is a testing methodology that validates the entire application workflow from start to finish. It ensures that all components of a system work seamlessly together. By simulating real-world user scenarios, E2E testing verifies that the application behaves as expected and delivers a smooth user experience. Major risks center on staff capacity constraints and integration timelines; mitigations are in place and actively managed.
- **Proclamation for Wellness Month:** Bergkamp participated in the Board of County Commissioners proclamation celebration of Wellness and National Recovery Month on Aug 18. The invitation was extended because the County recognizes how the work of Intercity Transit throughout Thurston County is essential to the health, wellness and connectivity of our community. Bergkamp

was given the opportunity to address the Board and share information about the work IT does and the opportunity to celebrate with other organizations, such as the Food Bank, who are focused on creating a healthy Thurston County. Bergkamp shared information on IT's services and ridership, plus feedback from riders on how zero-fare is making a difference in their lives. Bergkamp also shared how Intercity Transit's services also offer what are known as a "3rd Space." Sociologist Ray Oldenburg described "third spaces" as informal, accessible places where people gather voluntarily, build relationships, and create shared meaning. Third spaces like public transit, libraries, community centers, parks and recreational spaces, form the connective tissue of a community - the networks that hold people through hardship and lift them toward possibility.

In the words of Mark Twain: *"Every person has an inborn worth and can contribute to the human community. We all can treat one another with dignity and respect, provide opportunities to grow toward our fullest lives and help one another discover and develop our unique gifts. We each deserve this and we all can extend it to others."*

- **Maintenance Facility Progress and Tour:** At the October 7 special meeting, there will be a tour of the new maintenance facility, which IT should be granted occupancy for by October 1. This will give the ITA an opportunity to see the new facility at a functioning level. This same date, there will also be a tour of the real-time signage installed at the Olympia Transit Center. Plan to attend in person if you can so you can see these wonderful enhancements first-hand.
- **APTA's Paratransit Task Force:** Bergkamp was invited to participate in a paratransit task force, that APTA is facilitating, made up of transit leaders, mobility providers, researchers, technology partners, and policymakers. The mission of the task force is to lead the advancement of sustainable and customer-centered paratransit services by identifying actionable strategies that improve mobility outcomes, improve resource utilization, and proactively address the structural financial challenges facing ADA complementary paratransit programs. A report will be submitted to the APTA Board of Directors to include recommendations to address the mission described above.
- **Bus Stop Signage Update:** We continue to have interest in the progress of the installation of the updated route signage throughout our newly redesigned fixed-route system. Facility staff reports they are down to around 100 signs left to install. These remaining signs are more difficult and time-consuming compared to others, requiring specialized rental equipment.

AUTHORITY ISSUES

Neuville reported the ATU attended a national AFL-CIO Oregon State workforce meeting in Portland, which brought together both government and union

Intercity Transit Authority Regular Meeting

August 19, 2026

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representatives from Washington state. He noted that mentorship efforts are continuing well and that the group is steadily "chipping away at it."

Goodwin expressed excitement regarding the new overhead signage installed at the Olympia Transit Center (OTC), noting that many people are glad to have it available to read in real time.

Goodwin raised safety concerns regarding the pedestrian crossing near the Lacey Food Bank/WinCo area on Martin Way now that the 9X service runs every 15 minutes, creating heavy traffic across multiple lanes. She emphasized the need for a serious discussion, updates, or public communication regarding mitigation strategies or utilizing the bus stop across the street, as she is concerned about pedestrian safety at that crosswalk.

Goodwin commended transit ambassadors John and Lois for their exceptional de-escalation skills and community work, noting they make riders feel safe. She expressed appreciation for Don (security) for looking out for Intercity Transit riders. She shared positive feedback regarding Transit Appreciation Day, praising the opportunity to hear stories about drivers and staff.

Goodwin also praised staff from Walk N Roll for their great work and salesmanship at the GRUB event; thanked Glenn (with Village Vans) for coming out to watch her play banana ball at a softball tournament; and thanked Amanda and Nikki for their hard work organizing and coordinating the CAC (Community Advisory Committee) interview meetings via Zoom.

Pierce reported she attended the Washington State Transportation Conference in Tacoma, noting it was heavily focused on Pierce Transit and the Washington State Department of Transportation (WSDOT) since Pierce Transit helped sponsor the event. She found the behind-the-scenes insights, surveys, and mapping tools presented by Pierce Transit interesting.

Pierce commended IT staff Sean Barry and Curtis Prouty for doing a great job presenting during a panel rotation session where they delivered three 10-minute presentations to rotating groups of attendees. She shared a memorable interaction with Sean, noting he recognized her from when she rode his bus years prior near the auto mall, reflecting on how many vendors and staff at the conference were familiar with Intercity Transit. She encouraged others to attend the conference if given the opportunity, noting it is a valuable learning experience and a great place to network with transit vendors.

Cox announced there has been a resignation from the Lacey City Council, and the Council voted the previous night to open a three-week application window for individuals interested in filling the vacancy. Interested applicants must reside within the Lacey city limits. Information will be available on the city's website and promoted

through various channels, and interested parties can also contact Cox directly. The city is aiming to cast a wide net to attract strong candidates for the position.

EXECUTIVE SESSION – At 6:58 p.m., Chair Cox announced that in accordance with RCW 42.30.110, paragraph (1) (b), the Authority and designated staff would conduct an Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase. The ITA will reconvene to open session at 7:30 p.m.

The Authority reconvened back to open session at 7:31 and no formal action was taken.

ADJOURNMENT

With no further business to come before the Authority, Chair Cox adjourned the meeting at 7:31 p.m.

INTERCITY TRANSIT AUTHORITY

ATTEST

Carolyn Cox, Chair

Pat Messmer
Clerk of the Board

Date Approved: September 16, 2026

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

Intercity Transit

Payroll Disbursement List

August 2026

Pay Periods:

PP 17 (July 26-Aug 8)

PP 18 (Aug 9 - 22)

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
8/7/2026	PERS Correction	1,111.15
8/14/2026 ACH	PR DIRECT DEPOSIT	1,368,176.00
8/14/2026 46443 - 46454	PR PAPER CHECKS	25,221.80
8/14/2026 ACH	IRS	236,112.30
8/14/2026 ACH	HEALTH SAVING	731.00
8/14/2026 ACH	VANGUARD	212,218.84
8/14/2026 ACH	PERS	219,044.82
8/14/2026 ACH	DEF COMP	65,752.12
8/14/2026 ACH	MISSION SQUARE	29,632.47
8/14/2026 ACH	CHILD SUPPORT	2,863.10
8/14/2026 ACH	Oregon DOR	365.34
8/14/2026 ACH	PERS Split Month Rounding	(0.20)
8/25/2026 ACH	PERS Service Credit Purchase	3,163.33
8/28/2026 ACH	PR DIRECT DEPOSIT	1,383,558.06
8/28/2026 46559 - 46564	PR PAPER CHECKS	12,385.13
8/28/2026 ACH	IRS	233,608.49
8/28/2026 ACH	HEALTH SAVING	731.00
8/28/2026 ACH	VANGUARD	211,565.15
8/28/2026 ACH	PERS	218,364.83
8/28/2026 ACH	SPLIT MONTH ROUNDING	\$0.00
8/28/2026 ACH	DEF COMP	66,082.26
8/28/2026 ACH	MISSION SQUARE	30,313.78
8/28/2026 ACH	CHILD SUPPORT	2,712.56
8/28/2026 ACH	Oregon DOR	365.34
8/28/2026 ACH	Aflac	16,910.00
Total Payroll Disbursements		4,340,988.67

**INTERCITY TRANSIT
A/P DISBURSEMENT LIST
AUGUST 2026**

Check No.	Check Date	Vendor No.	Payee	Amount
46322	08/03/26	02159	ANDRE LEVAL ISTARI	\$137.50
46323	08/03/26	02162	ANTHRO-TECH INC.	\$4,249.26
46324	08/03/26	03604	BLACK LAKE TOWING LLC	\$581.42
46325	08/03/26	05320	CAPITOL CITY PRESS INC	\$12,819.73
46326	08/03/26	05372	CASCADE FRICTION MATERIALS INC.	\$1,159.56
46327	08/03/26	05933	CENTER FOR TRANSPORTATION AND THE ENVIRO	\$4,610.36
46328	08/03/26	06048	CITY OF LACEY	\$4,597.70
46329	08/03/26	06120	CITY OF OLYMPIA	\$765.00
46330	08/03/26	06216	CHRISTENSEN INC.	\$2,854.38
46331	08/03/26	06781	COMPUNET INC.	\$2,646.76
46332	08/03/26	07145	CRISIS REALITY TRAINING INC.	\$4,466.04
46333	08/03/26	07220	CUMMINS INC.	\$5,366.72
46334	08/03/26	07350	CW JANITORIAL SERVICE LLC	\$48,895.35
46335	08/03/26	07520	DAILY JOURNAL OF COMMERCE	\$188.20
46336	08/03/26	07640	DAY MANAGEMENT CORP	\$525.80
46337	08/03/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$11,255.04
46338	08/03/26	08060	DON SMALL & SONS OIL DIST CO INC.	\$12,911.82
46339	08/03/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$202.36
46340	08/03/26	09575	FASTENAL COMPANY	\$32.77
46341	08/03/26	09662	FERRELLGAS LP	\$6,685.18
46342	08/03/26	10660	GILLIG LLC	\$4,738.74
46343	08/03/26	10759	GORDON TRUCK CENTERS INC	\$231.39
46344	08/03/26	11831	INTRADO LIFE & SAFETY INC.	\$285.36
46345	08/03/26	12825	KIRK'S AUTOMOTIVE INC.	\$2,850.00
46346	08/03/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,903.38
46347	08/03/26	14590	MOHAWK MFG & SUPPLY CO.	\$187.80
46348	08/03/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$1,220.37
46349	08/03/26	15089	NELSON NYGARD CONSULTING ASSOCIATES INC.	\$158,777.41
46350	08/03/26	15216	NORTHWEST BUS SALES INC	\$65.94
46351	08/03/26	16302	O'REILLY AUTO ENTERPRISES	\$165.52
46352	08/03/26	16765	PETROCARD INC.	\$183,062.55
46353	08/03/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$7,545.45
46354	08/03/26	17580	PERFORMANCE SEATS CLINTON INC.	\$647.28
46355	08/03/26	17792	ROUSH CLEANTECH LLC	\$335.53
46356	08/03/26	17824	S & A SYSTEMS INC	\$1,769.43
46357	08/03/26	17900	SCHETKY NORTHWEST SALES INC.	\$9.50
46358	08/03/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$60.99
46359	08/03/26	18066	SHI INTERNATIONAL CORP.	\$17,954.26
46360	08/03/26	18530	STANDARD PARTS CORP.	\$5,218.17
46361	08/03/26	18940	TENNANT SALES AND SERVICE COMPANY	\$308.01
46362	08/03/26	21765	THURSTON COUNTY CPED	\$210.00
46363	08/03/26	21950	TITUS-WILL CHEVROLET	\$1.80
46364	08/03/26	22010	ROTTERS INC	\$72.80
46365	08/03/26	22089	TRANSIT HOLDING INC.	\$1,604.47

46366	08/03/26	23776	VERTOSOFT LLC	\$57,266.19
46367	08/03/26	24000	W. W. GRAINGER INC.	\$60.40
46368	08/03/26	24740	WA ST EMPLOYMENT SECURITY DEPARTMENT	\$15,814.30
46369	08/10/26	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$8,446.10
46370	08/10/26	01895	ECOLUBE RECOVERY LLC	\$91.50
46371	08/10/26	02828	AVAIL TECHNOLOGIES INC	\$37,876.37
46372	08/10/26	03247	BAUS SYSTEMS LLC	\$4,547.49
46373	08/10/26	03604	BLACK LAKE TOWING LLC	\$447.44
46374	08/10/26	05937	CENTRALIA OK TIRE INC.	\$873.46
46375	08/10/26	06013	CINTAS CORPORATION NO. 3	\$1,235.82
46376	08/10/26	06040	CITY OF LACEY	\$1,599.65
46377	08/10/26	06060	CITY OF OLYMPIA	\$34,250.13
46378	08/10/26	06060	CITY OF OLYMPIA	\$11,860.00
46379	08/10/26	07115	CREATIVE INK INC.	\$1,772.10
46380	08/10/26	07220	CUMMINS INC.	\$24.22
46381	08/10/26	07619	DAVID S FOSTER	\$2,000.00
46382	08/10/26	07640	DAY MANAGEMENT CORP	\$9,427.92
46383	08/10/26	07660	DAYTECH LIMITED	\$9,385.00
46384	08/10/26	07869	DEPENDABLE COURIER SERVICE LLC	\$659.55
46385	08/10/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,969.01
46386	08/10/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$259.33
46387	08/10/26	08960	ERGOMETRICS & APPLIED PERSONNEL RESEARCH	\$384.70
46388	08/10/26	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$698.11
46389	08/10/26	09575	FASTENAL COMPANY	\$2,228.82
46390	08/10/26	09662	FERRELLGAS LP	\$8,045.90
46391	08/10/26	09862	FOREVER POWDER COATING	\$2,551.86
46392	08/10/26	10477	GALLS PARENT HOLDINGS LLC	\$862.93
46393	08/10/26	10580	GENE'S TOWING INC	\$803.81
46394	08/10/26	10660	GILLIG LLC	\$0.00
46395	08/10/26	10660	GILLIG LLC	\$11,500.28
46396	08/10/26	10758	GORDON THOMAS HONEYWELL LLP	\$8,000.00
46397	08/10/26	10759	GORDON TRUCK CENTERS INC	\$579.56
46398	08/10/26	10786	GOVERNMENTJOBS.COM INC.	\$33,701.31
46399	08/10/26	11097	HART HEALTH AND SAFETY INC.	\$134.15
46400	08/10/26	11310	HOGAN MFG. INC.	\$52.90
46401	08/10/26	11615	INDUSTRIAL HYDRAULICS INC.	\$1,033.33
46402	08/10/26	11933	JESSE ORNDORFF	\$2,186.80
46403	08/10/26	11943	JOANNA GRIST	\$2,000.00
46404	08/10/26	12825	KIRK'S AUTOMOTIVE INC.	\$2,199.00
46405	08/10/26	13440	LAW LYMAN DANIEL KAMERRER BOGDANOVICH PS	\$2,880.63
46406	08/10/26	13471	LEE EQUIPMENT LLC	\$6,500.00
46407	08/10/26	13475	LEGACY TELECOMMUNICATIONS LLC	\$6,600.00
46408	08/10/26	14590	MOHAWK MFG & SUPPLY CO.	\$1,618.90
46409	08/10/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,523.95
46410	08/10/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,492.40
46411	08/10/26	15216	NORTHWEST BUS SALES INC	\$1,413.36
46412	08/10/26	15255	NORTHWEST PUMP & EQUIPMENT CO.	\$1,283.18
46413	08/10/26	16252	ONSPOT OF NORTH AMERICA INC.	\$480.83
46414	08/10/26	16302	O'REILLY AUTO ENTERPRISES	\$133.21
46415	08/10/26	16490	HAROLD LEMAY ENTERPRISES	\$1,046.79
46416	08/10/26	16701	PEAK INDUSTRIAL INC.	\$123.88

46417	08/10/26	16765	PETROCARD INC.	\$93,170.73
46418	08/10/26	16969	POINT GRAPHICS LLC	\$919.60
46419	08/10/26	17255	PUBLIC UTILITY DIST #1 OF THURSTON COUNT	\$376.47
46420	08/10/26	17420	R&R TIRE COMPANY INC.	\$1,321.90
46421	08/10/26	17505	RAINIER DODGE INC.	\$553.14
46422	08/10/26	17721	RINGCENTRAL INC.	\$14,555.40
46423	08/10/26	17724	ROBERT HALF INC.	\$6,073.76
46424	08/10/26	18145	SIX ROBBLEES' INC.	\$10.48
46425	08/10/26	18530	STANDARD PARTS CORP.	\$643.95
46426	08/10/26	18705	SUNBELT RENTALS INC.	\$1,274.21
46427	08/10/26	21750	THURSTON COUNTY CHAMBER OF COMMERCE	\$2,900.00
46428	08/10/26	21865	THURSTON ECONOMIC DEVELOPMENT COUNCIL	\$500.00
46429	08/10/26	21950	TITUS-WILL CHEVROLET	\$63.34
46430	08/10/26	22010	ROTTERS INC	\$297.22
46431	08/10/26	22089	TRANSIT HOLDING INC.	\$2,843.61
46432	08/10/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
46433	08/10/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
46434	08/10/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$0.00
46435	08/10/26	23420	U.S. BANK or CORPORATE PAYMENT SYSTEMS	\$158,685.80
46436	08/10/26	23800	VESTIS GROUP INC.	\$1,103.34
46437	08/10/26	24030	WA ST AUDITOR'S OFFICE	\$12,487.35
46438	08/10/26	24280	WA ST DEPT OF L & I RIGHT TO KNOW	\$1,187.50
46439	08/10/26	24755	WA ST HEALTH CARE AUTHORITY	\$907,815.15
46440	08/10/26	25320	WASHINGTON CENTER FOR PERFORMING ARTS	\$1,400.00
46441	08/10/26	25560	WASHINGTON STATE TRANSIT ASSOCIATION	\$625.00
46442	08/10/26	25909	WEX BANK	\$45,289.64
46188	08/17/26	17290	PUGET SOUND ENERGY - VOID	(\$23,154.24)
46455	08/18/26	01298	ACCESS INFORMATION INTERMEDIATE HOLDINGS	\$1,369.26
46456	08/18/26	01791	AMAZON CAPITAL SERVICES INC.	\$141.90
46457	08/18/26	01855	AMERICAN HERITAGE LIFE INSURANCE COMPANY	\$4,071.75
46458	08/18/26	02060	AMERISAFE INC.	\$581.63
46459	08/18/26	02834	AVAAP USA LLC	\$30,118.18
46460	08/18/26	03604	BLACK LAKE TOWING LLC	\$480.38
46461	08/18/26	05372	CASCADE FRICTION MATERIALS INC.	\$931.01
46462	08/18/26	05937	CENTRALIA OK TIRE INC.	\$36,423.07
46463	08/18/26	06013	CINTAS CORPORATION NO. 3	\$567.52
46464	08/18/26	06216	CHRISTENSEN INC.	\$3,467.04
46465	08/18/26	07220	CUMMINS INC.	\$1,304.67
46466	08/18/26	07640	DAY MANAGEMENT CORP	\$903.13
46467	08/18/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$1,343.80
46468	08/18/26	08643	EFP ADMIN LLC	\$1,012.89
46469	08/18/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$438.61
46470	08/18/26	09180	EXPRESS SERVICES INC	\$10,884.11
46471	08/18/26	09662	FERRELLGAS LP	\$4,350.19
46472	08/18/26	10008	FOUR SEASONS CONCRETE CONSTRUCTION LLC	\$210,585.40
46473	08/18/26	10660	GILLIG LLC	\$9,763.29
46474	08/18/26	10759	GORDON TRUCK CENTERS INC	\$638.63
46475	08/18/26	10820	SOULIERE INC.	\$271.51
46476	08/18/26	11805	ITERIS INC	\$26,519.81
46477	08/18/26	11905	JANEK CORPORATION - THE	\$1,340.10
46478	08/18/26	11933	JESSE ORNDORFF	\$451.00

46479	08/18/26	12458	KAUFMAN REAL ESTATE LLC	\$10,483.44
46480	08/18/26	13701	LUMINATOR TECHNOLOGY GROUP GLOBAL LLC	\$1,081.31
46481	08/18/26	14381	METROPOLITAN LIFE INSURANCE COMPANY	\$13,619.00
46482	08/18/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,903.38
46483	08/18/26	14499	MITSUBISHI ELECTRIC US INC.	\$1,024.74
46484	08/18/26	14590	MOHAWK MFG & SUPPLY CO.	\$415.70
46485	08/18/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$2,526.34
46486	08/18/26	15106	NEW FLYER OF AMERICA INC.	\$19,737.00
46487	08/18/26	15216	NORTHWEST BUS SALES INC	\$679.30
46488	08/18/26	16302	O'REILLY AUTO ENTERPRISES	\$320.96
46489	08/18/26	16623	PALAMERICAN SECURITY INC.	\$116,846.36
46490	08/18/26	16765	PETROCARD INC.	\$46,388.50
46491	08/18/26	17290	PUGET SOUND ENERGY	\$0.00
46492	08/18/26	17290	PUGET SOUND ENERGY	\$51,496.70
46493	08/18/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$3,223.00
46494	08/18/26	17872	SARAH BOYLE	\$14,160.50
46495	08/18/26	17900	SCHETKY NORTHWEST SALES INC.	\$371.07
46496	08/18/26	18145	SIX ROBBLEES' INC.	\$115.63
46497	08/18/26	18530	STANDARD PARTS CORP.	\$6,135.55
46498	08/18/26	21950	TITUS-WILL CHEVROLET	\$137.78
46499	08/18/26	22010	ROTTERS INC	\$308.65
46500	08/18/26	22089	TRANSIT HOLDING INC.	\$1,998.23
46501	08/18/26	23635	UNITED RENTALS (NORTH AMERICA INC.)	\$445.00
46502	08/18/26	23800	VESTIS GROUP INC.	\$875.61
46503	08/18/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$911.30
46504	08/18/26	24640	WA ST DEPT OF TRANSPORTATION	\$128.80
46505	08/24/26	01567	CANON FINANCIAL SERVICES INC.	\$5,104.68
46506	08/24/26	02828	AVAIL TECHNOLOGIES INC	\$1,372.64
46507	08/24/26	03604	BLACK LAKE TOWING LLC	\$624.50
46508	08/24/26	05937	CENTRALIA OK TIRE INC.	\$38,879.68
46509	08/24/26	06013	CINTAS CORPORATION NO. 3	\$567.52
46510	08/24/26	06120	CITY OF OLYMPIA	\$1,995.06
46511	08/24/26	06781	COMPUNET INC.	\$2,992.64
46512	08/24/26	07220	CUMMINS INC.	\$812.94
46513	08/24/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$0.00
46514	08/24/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$6,214.75
46515	08/24/26	08060	DON SMALL & SONS OIL DIST CO INC.	\$8,853.74
46516	08/24/26	08745	ELLIOTT AUTO SUPPLY CO INC.	\$580.88
46517	08/24/26	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$303.38
46518	08/24/26	09180	EXPRESS SERVICES INC	\$7,230.96
46519	08/24/26	09575	FASTENAL COMPANY	\$33.44
46520	08/24/26	09662	FERRELLGAS LP	\$6,285.71
46521	08/24/26	09862	FOREVER POWDER COATING	\$2,658.26
46522	08/24/26	10251	FRUITION GROWTH LLC	\$2,263.20
46523	08/24/26	10585	ROBERT EDWARD GEBHART	\$520.00
46524	08/24/26	10621	BOYD GROUP (U.S.) INC. - THE	\$423.50
46525	08/24/26	10660	GILLIG LLC	\$4,363.94
46526	08/24/26	10759	GORDON TRUCK CENTERS INC	\$56.12
46527	08/24/26	11097	HART HEALTH AND SAFETY INC.	\$394.43
46528	08/24/26	11615	INDUSTRIAL HYDRAULICS INC.	\$14.81
46529	08/24/26	11933	JESSE ORNDORFF	\$1,272.70

46530	08/24/26	12825	KIRK'S AUTOMOTIVE INC.	\$2,523.00
46531	08/24/26	12875	KPFF CONSULTING ENGINEERS INC	\$12,606.72
46532	08/24/26	13886	MATERIALS TESTING & CONSULTING INC.	\$1,389.50
46533	08/24/26	14590	MOHAWK MFG & SUPPLY CO.	\$252.22
46534	08/24/26	14603	MOMENTUM PROFESSIONAL STRATEGY PARTNERS	\$6,170.75
46535	08/24/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$312.35
46536	08/24/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$803.52
46537	08/24/26	15216	NORTHWEST BUS SALES INC	\$554,372.45
46538	08/24/26	16252	ONSPOT OF NORTH AMERICA INC.	\$437.01
46539	08/24/26	16302	O'REILLY AUTO ENTERPRISES	\$418.49
46540	08/24/26	16701	PEAK INDUSTRIAL INC.	\$123.88
46541	08/24/26	16765	PETROCARD INC.	\$190,114.32
46542	08/24/26	16811	PIERCE SUE	\$2,116.96
46543	08/24/26	17290	PUGET SOUND ENERGY	\$181.38
46544	08/24/26	17505	RAINIER DODGE INC.	\$37.39
46545	08/24/26	17560	ROMAINE ELECTRIC CORP.	\$4,117.59
46546	08/24/26	17724	ROBERT HALF INC.	\$18,600.89
46547	08/24/26	17900	SCHETKY NORTHWEST SALES INC.	\$11.98
46548	08/24/26	17965	SEATTLE AUTOMOTIVE DISTRIBUTING INC.	\$118.37
46549	08/24/26	18066	SHI INTERNATIONAL CORP.	\$47,138.47
46550	08/24/26	18145	SIX ROBBLEES' INC.	\$49.46
46551	08/24/26	18530	STANDARD PARTS CORP.	\$1,580.61
46552	08/24/26	21830	THURSTON COUNTY SOLID WASTE	\$58.00
46553	08/24/26	22010	ROTTERS INC	\$67.12
46554	08/24/26	22089	TRANSIT HOLDING INC.	\$598.73
46555	08/24/26	23800	VESTIS GROUP INC.	\$870.10
46556	08/24/26	24030	WA ST AUDITOR'S OFFICE	\$12,769.55
46557	08/24/26	24140	WA ST DEPARTMENT OF ENTERPRISE SERVICES	\$9,466.08
46558	08/24/26	25673	WSP USA INC.	\$26,039.20
46565	08/31/26	01780	AMALGAMATED TRANSIT UNION 1765	\$33,199.82
46566	08/31/26	01885	A-L-S AMERICAN LANDSCAPE SERVICES LLC	\$239.08
46567	08/31/26	01895	ECOLUBE RECOVERY LLC	\$561.20
46568	08/31/26	03604	BLACK LAKE TOWING LLC	\$226.46
46569	08/31/26	03631	BLUETRITON BRANDS INC.	\$460.97
46570	08/31/26	06120	CITY OF OLYMPIA	\$10,916.08
46571	08/31/26	06216	CHRISTENSEN INC.	\$2,893.58
46572	08/31/26	07220	CUMMINS INC.	\$2,406.03
46573	08/31/26	08036	DOBBS HEAVY DUTY HOLDINGS LLC	\$2,226.07
46574	08/31/26	08643	EFP ADMIN LLC	\$1,012.89
46575	08/31/26	09120	EXCEL GLOVES & SAFETY SUPPLIES INC.	\$161.80
46576	08/31/26	09662	FERRELLGAS LP	\$7,662.98
46577	08/31/26	10477	GALLS PARENT HOLDINGS LLC	\$8,606.66
46578	08/31/26	10580	GENE'S TOWING INC	\$750.73
46579	08/31/26	10660	GILLIG LLC	\$4,871.20
46580	08/31/26	10759	GORDON TRUCK CENTERS INC	\$209.15
46581	08/31/26	11097	HART HEALTH AND SAFETY INC.	\$907.10
46582	08/31/26	11933	JESSE ORNDORFF	\$715.00
46583	08/31/26	12825	KIRK'S AUTOMOTIVE INC.	\$423.64
46584	08/31/26	14405	MICHAEL G. MALAIER TRUSTEE	\$1,243.38
46585	08/31/26	14590	MOHAWK MFG & SUPPLY CO.	\$202.50
46586	08/31/26	14750	MULLINAX FORD OF OLYMPIA LLC	\$442.70

46587	08/31/26	15140	NISQUALLY AUTOMOTIVE SERVICES INC	\$1,343.62
46588	08/31/26	15216	NORTHWEST BUS SALES INC	\$276,611.00
46589	08/31/26	16302	O'REILLY AUTO ENTERPRISES	\$132.67
46590	08/31/26	16701	PEAK INDUSTRIAL INC.	\$435.91
46591	08/31/26	16765	PETROCARD INC.	\$49,661.21
46592	08/31/26	16768	PCI PEST CONTROL INC.	\$362.01
46593	08/31/26	16969	POINT GRAPHICS LLC	\$10,529.82
46594	08/31/26	17388	QUALITY COLLISION PACIFIC NORTHWEST LLC	\$759.82
46595	08/31/26	17580	PERFORMANCE SEATS CLINTON INC.	\$1,465.46
46596	08/31/26	17867	SARAH JEANNE FRANCIS	\$149.88
46597	08/31/26	17900	SCHETKY NORTHWEST SALES INC.	\$49.79
46598	08/31/26	18530	STANDARD PARTS CORP.	\$4,782.50
46599	08/31/26	21870	THURSTON COUNTY COUNCIL ON AGING	\$896.00
46600	08/31/26	22010	ROTTERS INC	\$23.74
46601	08/31/26	22089	TRANSIT HOLDING INC.	\$1,970.79
46602	08/31/26	24000	W. W. GRAINGER INC.	\$260,220.27
46603	08/31/26	24030	WA ST AUDITOR'S OFFICE	\$317.48
46604	08/31/26	24755	WA ST HEALTH CARE AUTHORITY	\$923,156.29
46605	08/31/26	26800	ZUMAR INDUSTRIES INC	\$59,321.78
ACH	08/01/26		AUTHORIZE.NET	\$256.12
ACH	08/07/26		ADAMS JESSICA	\$138.00
ACH	08/07/26		ALLEN KAI	\$138.00
ACH	08/07/26		BELL JOE	\$345.50
ACH	08/07/26		BROWN JANA	\$2,981.01
ACH	08/07/26		CRANOR KAYLA R.	\$138.00
ACH	08/07/26		LOKEN RICHELLE	\$181.00
ACH	08/07/26		MADISON JACKSON J.	\$181.00
ACH	08/07/26		NEWCOMB JOEL	\$138.00
ACH	08/07/26		REINHARDT BRYCE	\$181.00
ACH	08/07/26		REYNOLDS JONATHAN	\$95.00
ACH	08/07/26		TEMPLETON CIRDAN	\$138.00
ACH	08/14/26		CRASS CAMERON	\$150.00
ACH	08/14/26		CUNNINGHAM LYNNE	\$316.00
ACH	08/14/26		DENICOLA JANE	\$53.00
ACH	08/14/26		DOANE PETER	\$53.00
ACH	08/14/26		FONSECA RENEE E.	\$53.00
ACH	08/14/26		GOFFENEY ANDREW	\$159.92
ACH	08/14/26		KOLLMANN KYLE	\$49.77
ACH	08/14/26		LOMEDICO BRUCE	\$138.00
ACH	08/14/26		MARTIN SHARON	\$355.38
ACH	08/14/26		MOSSO KODY	\$135.00
ACH	08/14/26		PARKER MATTHEW	\$455.50
ACH	08/14/26		PARKER RONALD	\$53.00
ACH	08/20/26		CONRAD TYLER	\$750.00
ACH	08/21/26		BLEECKER STEVE	\$223.71
ACH	08/21/26		COLE JACK	\$30.00
ACH	08/21/26		COLLINS AMANDA	\$140.00
ACH	08/21/26		GARCIA JOSE ANTONIO	\$65.00
ACH	08/21/26		HAGQUIST MORGAN	\$461.40
ACH	08/21/26		HAZLE CLARK	\$80.00
ACH	08/21/26		INTERNATIONAL ASSOCIATION OF MACHINISTS	\$2,444.36
ACH	08/21/26		ISHII KEITH	\$65.00

ACH	08/21/26	KIATTIPAT-AGUINAGA SUTARAT	\$581.71
ACH	08/21/26	LOPEZ RICARDO	\$45.00
ACH	08/21/26	SAMBRANO FREDERICK	\$223.71
ACH	08/21/26	WITHROW DENA	\$40.00
ACH	08/24/26	DEPARTMENT OF REVENUE	\$2,592.66
ACH	08/28/26	BERGKAMP EMILY	\$282.22
ACH	08/28/26	CLICK JAYSON	\$42.86
ACH	08/28/26	ELY CRISTY	\$5.00
ACH	08/28/26	FAHR BEAU	\$107.36
ACH	08/28/26	FULLER MICHAEL	\$42.86
ACH	08/28/26	HEINEMEYER ZACHARY R.	\$719.68
ACH	08/28/26	STEENERSON SETH	\$107.36
ACH	08/28/26	KELLY TROY	\$60.00
ACH	08/28/26	MILLER WILLIAM	\$331.78
ACH	08/28/26	REVEL STACI A.	\$762.52
ACH	08/28/26	THOMPSON WILLIAM	\$110.00
			\$5,369,230.77

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
CONSENT AGENDA ITEM NO. 5-D
MEETING DATE: September 16, 2026**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: Federal Advocacy Services Contract Renewal

-
- 1) **The Issue:** Renew the Federal Advocacy Services contract with Gordon Thomas Honeywell Governmental Relations for an additional year.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a contract amendment with Gordon Thomas Honeywell Governmental Relations to renew the contract for Federal Advocacy Services for a period of one year in the amount of \$96,000.
-
- 3) **Policy Analysis:** The Procurement Policy states the Authority must approve any contract over \$100,000. While this item represents an annual contract value of \$96,000, the total cumulative value of the contract for Federal Advocacy Services from October 2023 through October 2027 exceeds \$100,000.
-
- 4) **Background:** In October 2023, Gordon Thomas Honeywell Governmental Relations was awarded Intercity Transit's new contract for Federal Advocacy Services. The initial contract term was for a period of one year, with four one-year renewal options. This item represents the third one-year renewal, and the annual contract amount remains the same as the previous term.
- Intercity Transit has been satisfied with Gordon Thomas Honeywell Governmental Relations' representation of its interests over the past seventeen years. The firm has been a valuable partner in assisting Intercity Transit to secure available funding. As federal funding, policy, rules, and regulations remain uncertain, the need for Intercity Transit's interests to stay engaged in Washington DC continues. It remains beneficial for Intercity Transit to have an advocate in Washington DC to ensure our priorities and points of view are considered while legislation and regulations are developed and implemented.

Staff believe Gordon Thomas Honeywell Governmental Relations will continue to provide valuable services at fair and reasonable rates and recommends a contract extension with Gordon Thomas Honeywell Governmental Relations.

5) **Alternatives:**

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

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

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

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-A
MEETING DATE: September 16, 2026**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: Vanpool and Staff Vehicle Purchase

-
- 1) **The Issue:** Consideration of the purchase of replacement Vanpool and staff vehicles.
-
- 2) **Recommended Action:** Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement Vanpool and staff vehicles in the amount not-to-exceed \$1,030,000.
-
- 3) **Policy:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** Intercity Transit is seeking authorization to purchase 22 new 2027 model year Toyota Sienna Hybrids from Toyota of Yakima under Washington State Department of Enterprise Services (DES) Contract No. 28423. This acquisition will facilitate the replacement of the aging Vanpool and staff vehicles in our fleet. These replacements are essential for maintaining reliable and effective vehicles for our community and staff.

Ordering and production of this type of vehicle has been extremely limited over the last few years. Despite these challenges, Intercity Transit is actively working to purchase all 22 new 2027 Toyota Sienna Hybrids and is collaborating closely with Toyota of Yakima to secure all 22 replacements needed for the aging vehicles in our fleet.

Intercity Transit has received a Public Transit Rideshare grant from the Washington State Department of Transportation (WSDOT). This grant will be used to support our Vanpool program by assisting us in purchasing 7 of the 22 replacement vehicles. The total order value for these vehicles will not exceed the budgeted amount of \$1,030,000.

As a member of the Washington State Purchasing Cooperative, Intercity Transit is eligible to procure vehicles through DES Contract 28423, which was awarded to Toyota of Yakima via a competitive bidding process. Staff concurs with DES's assessment that the pricing is fair and reasonable, and that Toyota of Yakima has the ability to perform. Our past experience with Toyota of Yakima and Toyota vehicles gives staff confidence that these new Sienna's are mechanically sound and will serve our agency and vanpool program effectively for years to come.

5) **Alternatives:**

- A. Authorize the General Manager, pursuant to Washington State Contract 28423, to purchase replacement Vanpool and staff vehicles in the amount not-to-exceed \$1,030,000.
- B. Defer action. Deferring order placement would result in a significant delay in vehicle production and delivery.

-
- 6) **Budget Notes:** The total requested purchase amount of \$1,030,000 is included in the 2026 Capital Improvement Plan and the approved 2026 budget for planned lifecycle replacement of existing vehicles within the agency fleet. The awarded Public Transit Rideshare grant will provide offset funding of up to \$259,705.93 for 7 of the 22 replacement vehicles. (Note: Vehicles supporting our Vanpool program are exempt from sales tax).

-
- 7) **Goal Reference:** 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."*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-B
MEETING DATE: September 16, 2026**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: Hydrogen Tube Trailers & Associated Services

-
- 1) **The Issue:** Consider the purchase of up to two (2) Hydrogen Tube Trailers and associated services to support Intercity Transit's hydrogen supply solution.
-
- 2) **Recommended Action:** Authorize the General Manager to execute a five-year contract, with five one-year renewal options, with Powertech USA, Inc. (Powertech) to provide Hydrogen Tube Trailers and associated services in the amount of \$4,780,950, which includes sales tax and an approximate 10% contingency.
-
- 3) **Policy Analysis:** The procurement policy states the Authority must approve any expenditure over \$100,000.
-
- 4) **Background:** On July 6, 2026, Intercity Transit issued a Request for Proposals (RFP) for Hydrogen Tube Trailers to establish a contract for the purchase of up to two (2) new gaseous hydrogen tube trailers, and related accessories and services. These trailers will transport, store, and dispense gaseous hydrogen to support the agency's hydrogen bus fleet.

Intercity Transit received three (3) proposals, one (1) of which was deemed responsive and fully compliant with all RFP requirements. Fleet and Facilities Maintenance and Procurement staff evaluated the submissions based on the criteria established in the RFP. Following a comprehensive review of cost factors, non-cost factors, and a responsibility check, Intercity Transit determined that PowerTech is the responsible proposer who best meets all requirements and offers the most advantageous proposal.

We anticipate delivery of the first tube trailer by the end of 2026, alongside associated deliverables including maintenance, training, and technical support. Intercity Transit plans to evaluate the performance of this initial trailer and leverage operational data to inform a data-driven decision regarding the purchase

of a second trailer. PowerTech will provide hydrogen tube trailers and associated goods and services accordingly for the trailers.

Founded in 2023, the company is led by a team with decades of experience in hydrogen infrastructure, key innovations in mobile fueling technology, and integrated fueling systems. Intercity Transit believes PowerTech will deliver high-value equipment and services at fair and reasonable rates, and staff recommend contract approval.

5) **Alternatives:**

- A. Authorize the General Manager to execute a five-year contract, with five one-year renewal options, with PowerTech USA, Inc. to provide Hydrogen Tube Trailers, and associated services, in the amount of \$4,780,950.00 which includes sales tax and an approximate 10% contingency.
- B. Defer action. This alternative would result in a delay in obtaining the equipment needed to consistently support the hydrogen bus fleet.

-
- 6) **Budget Notes:** This effort has been planned and allocated to Intercity Transit's 2026 budget, and the total contract amount of \$4,780,950.00 falls within the project budget. This purchase also supports the agency's broader Fuel Cell Electric Bus Demonstration Project, funded in part by a grant from the Washington State Department of Transportation. The grant funds will be used for reimbursement of approximately 80% of the cost of Hydrogen Tube Trailers and associated services.

-
- 7) **Goal Reference:** **Goal #2:** *"Provide outstanding customer service."* **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 impacts to enhance our community and support the Thurston County Regional Climate Mitigation Plan."*

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

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-C
MEETING DATE: September 16, 2026**

FOR: Intercity Transit Authority and Community Advisory Committee

FROM: Jill Nordstrom, Chief of Staff, 360-705-5882

SUBJECT: Community Advisory Committee (CAC) Self-Assessment

-
- 1) **The Issue:** Review the results of the CAC self-assessment and discuss how the CAC interacts and advises the Authority.
-
- 2) **Recommended Action:** For discussion and information only.
-
- 3) **Policy Analysis:** The CAC conducts a self-assessment annually and presents the results to the Authority at the September joint meeting.
-
- 4) **Background:** The CAC is a 20-member advisory group representing our diverse service area. The CAC provides input on local public transportation issues such as: Dial-A-Lift policies, service changes, strategic plans, the budget, fare structures, transit amenities and more.

The CAC conducted a self-assessment July 21 – August 7, 2026. Twenty members were eligible to complete the assessment, and fourteen members participated before the survey closed.

Discussion of results at the Joint Meeting provides a perfect opportunity to review what works well and what could work better.

-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes:** N/A.
-
- 7) **Goal Reference:** Supporting a positive working relationship and open communications between the CAC and the Authority helps the agency achieve all goals.
-
- 8) **References:** [2026 CAC Self-Assessment Results](#).



2026 CAC Self Assessment Survey Results

Focus & Purpose

"The Community Advisory Committee remains focused on its purpose and responsibilities."

Strongly Agree: 7 (50%)
Somewhat Agree: 7 (50%)

Takeaway: 100% agreement overall. Members feel the committee maintains clarity on its purpose, though one member noted that conversations can occasionally get sidetracked by topics better handled by customer service.

Community Perspectives

"The Community Advisory Committee reflects a broad range of community perspectives."

Strongly Agree: 11 (78.5%)
Somewhat Agree: 3 (21.5%)

Takeaway: High consensus. Members feel there is a good mix of backgrounds and experiences, though some noted there is always room to reach wider audiences.

Valuable Input

"The Community Advisory Committee provides valuable input to Intercity Transit and the Authority Board."

Strongly Agree: 5 (36%)
Somewhat Agree: 6 (43%)
Somewhat Disagree: 2 (14%)
Other Response: 1 (7%)

Takeaway: Generally positive (79% agreement), but two members disagreed, expressing that not all output feels impactful or that lived experiences aren't always reflected in final decisions.

Input Considered in Decision-Making

"I believe the Community Advisory Committee's input is considered during Intercity Transit's decision-making process."

Strongly Agree: 5 (36%)
Somewhat Agree: 4 (28.5%)
Somewhat Disagree: 2 (14%)
Don't Know: 2 (14%)
Other Response: 1 (7.5%)

Takeaway: Most divided response in the survey. While nearly two-thirds agree, almost a third are either unsure or feel input isn't fully weighed by leadership/board members.

Well Organized & Good Use of Time

"Community Advisory Committee meetings are well organized and make good use of members' time."

Strongly Agree: 10 (71.5%)
Somewhat Agree: 3 (21.5%)
Other Response: 1 (7%)

Takeaway: Very strong satisfaction with overall structure and meeting management.

Timely Meeting Materials

"Meeting materials and information are provided in time for me to prepare."

Strongly Agree: 12 (85.5%)
Somewhat Agree: 1 (7%)
Somewhat Disagree: 1 (7.5%)

Takeaway: Almost unanimous agreement. The single disagreeing vote relates to technical formatting issues (desiring non-PDF format readable on phones).

Perspectives Heard & Respected

"I feel that my perspectives are heard and respected during committee meetings."

Strongly Agree: 10 (71.5%)
Somewhat Agree: 3 (21.5%)
Other Response / Blank: 1 (7%)

Takeaway: High degree of psychological safety and confidence that members are treated with respect by staff and peers.

Comfort Contributing

"I feel comfortable contributing to committee discussions."

Strongly Agree: 12 (85.5%)

Somewhat Agree: 2 (14.5%)

Takeaway: 100% positive agreement. Members feel safe speaking up and sharing both positive and negative experiences.

Overall Satisfaction

"Overall, I am satisfied with my experience serving on the Community Advisory Committee."

Strongly Agree: 10 (71.5%)

Somewhat Agree: 4 (28.5%)

Takeaway: Unanimous satisfaction overall.

Would Recommend Serving

"I would recommend serving on the Community Advisory Committee to others."

Strongly Agree: 11 (78.5%)
Somewhat Agree: 2 (14.5%)
Other Response: 1 (7%)

Takeaway: Overwhelmingly positive sentiment and willingness to advocate for the CAC to prospective members.

What the CAC is Doing Well

Key Themes & Quotes:

Staff & Facilitation: Repeated praise for communication from Amanda, Nicole, Ray, and committee chairs.

"Communication from Amanda and Nicole is straightforward and very understandable."

"They keep us so together :)"

Listening & Inclusion: *"Very well organized and orderly before and during meetings."*

"Respecting each other."

"Listening to a variety of members."

Information & Scope: Members appreciate learning about the organization's full scope of services.

Suggestions for Improvement

Key Themes & Quotes:

More Active / Interactive Collaboration

Repeated praise for communication from Amanda, Nicole, Ray, and committee chairs.

"Less presentations that are shortened highlight reels... more time allotted for brainstorming."

"ITA staff demo-ing technical tools... talking with us (on a bus) about how we like to get on/off."

More Time for Roundtable Discussions

"Allow more time for the Roundtable discussions. These are very rich discussions and need the time to unfold organically."

Suggestions for Improvement Pt. 2

Key Themes & Quotes:

Authentic Impact & Closing the Loop

"To more authentically center the CAC as part of IT's decision-making process... Questions and concerns were sometimes dismissed with PR-speak."

"Follow up on questions/recommendations and provide them timely."

Meeting Logistics & Formats

"Text reminders about meetings rather than email notifications."

"If I could pick a copy of information sent by PDF [I] can't do on my phone."

"Improve on allowing those that are online to be involved with those that are in person."

**INTERCITY TRANSIT AUTHORITY
COMMUNITY ADVISORY COMMITTEE
JOINT MEETING
AGENDA ITEM NO. 6-D
MEETING DATE: September 16, 2026**

FOR: Intercity Transit Authority and Community Advisory Committee

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

SUBJECT: Concept Review of Strategic Planning Process

-
- 1) **The Issue:** A concept review and presentation of the Strategic Planning Process. This will prepare the CAC & ITA for follow-up conversations to inform the draft 2027-2032 Strategic Plan for eventual adoption by the end of the year.
-
- 2) **Recommended Action:** For discussion and information only.
-
- 3) **Policy Analysis:** The Strategic Plan is Intercity Transit's primary policy document and Authority direction determines the level of resources and priorities devoted to specific services and projects. The first year of the Strategic Plan provides direction regarding service levels, programming and capital projects, which is the basis of the budget.
-
- 4) **Background:** The Strategic Plan is updated yearly by the General Manager and identifies policy positions and includes operating and capital budget recommendations covering a six-year period. It also addresses our state of growth in accordance with the [Intercity Transit's Long-Range Plan](#).
- Historically, the CAC and ITA review and discuss policy positions for updates and changes as needed prior to the drafting process. With Intercity Transit's recent system redesign, it also provides an opportunity to view the 2027-2032 Strategic Planning process through a framework of service increasingly focused on establishing a high frequency corridor.
-
- 5) **Alternatives:** N/A.
-
- 6) **Budget Notes.** The Strategic Plan coordinates with the development of the annual budget. There are no contractual costs associated with the development of the plan.
-
- 7) **Goal Reference:** The Strategic Plan specifies how resources will be allocated to address all the Authority goals.
-
- 8) **References:** [2026-2031-StrategicPlan](#)

Meeting Minutes
INTERCITY TRANSIT
COMMUNITY ADVISORY COMMITTEE

August 17, 2026 – Hybrid Meeting

CALL TO ORDER

Community Advisory Committee (CAC) Chair Rachel Wilson called the hybrid August 17, 2026, meeting of the Community Advisory Committee to order at 5:00 p.m.

Members Present: Clair Bourgeois, Ellen Matheny, Hallie Sutter, Jacqueline Garrison, Jim Hanley, Kindra Galan, Vice Chair- Margaret Janis, Marty Slighte, Matthew Collins, Michael Gray, Rabia Sheikh, Chair- Rachel Wilson, Shawn Sandquist, Suzanne Simons, Ty Flint.

Absent: JoAnn Scott, Andrew Hague, Finch Lucas.

Staff and Guests Present: Emily Bergkamp – Intercity Transit (IT) General Manager, Nicole (Nikki) Jones – Administrative Assistant, Raymond (Ray) Velasquez – Administrative Assistant Intern, Jesse Eckstrom – Information Systems (IS) Technician, Peter Stackpole – Development Director, Carolyn Cox - Intercity Transit Authority (ITA).

APPROVAL OF AGENDA

M/S/A by Michael Gray and Ty Flint

INTRODUCTIONS

Chair Wilson introduced Authority member, Carolyn Cox, as the ITA representative attending the meeting.

MEETING ATTENDANCE

- A. September 16, 2026, Joint Meeting – (All)**
- B. October 21, 2026 – (Hallie Sutter) – Confirmed**
- C. November 18, 2026 – (Marty Slighte) – Confirmed**

APPROVAL OF MAY MINUTES.

M/S/A by Margaret Janis and Rabia Sheikh

Rider's Roundtable

Chair Wilson initiated the Rider's Roundtable session, inviting committee members to share questions, concerns, or praise regarding transit services.

Discussion Points & Feedback

- **Transit Appreciation Day Praise:** A member expressed gratitude and praise for the success of Transit Appreciation Day, noting it was a fun, well-attended event that took a collective effort from everyone involved.
 - **Family Engagement & Bus Usage:** A member shared a personal story highlighting how the event's influence led a first-time rider (a member's mother) to take the bus downtown for lunch after receiving an event T-shirt.
 - **Employee Dedication Acknowledgement:** A member praised the thoughtful statements shared about employee dedication during the appreciation event and expressed interest in being able to read those remarks again.
 - **Operator Praised for Community Support:** A member highlighted a bus driver's compassionate actions after assisting when a community member was detained, emphasizing the importance of transit staff looking out for vulnerable community members.
-

Q&A on Website Link & Feedback Transparency:

- **Question:** A member pointed out that the link for upcoming service changes in the Rider News leads to a dead link. They suggested using a "coming soon" page instead of a broken link and asked if a future page could display the top 10 to 20 pieces of feedback received along with responses showing how that feedback was addressed.
 - **Answer:** Staff praised the suggestion as a great transparency initiative.
-

Q&A on Employee Appreciation Statements:

- **Question:** A member asked if it would be possible to read the employee appreciation statements again, noting how thoughtful and detailed they were.
 - **Answer:** Staff offered to send the write-ups out to the CAC and noted that the statements were a collaborative effort written by management across various teams.
-

NEW BUSINESS

A. Development Update *(Peter Stackpole)*

Peter Stackpole, Development Director, presented a comprehensive overview of active projects within the Development Department, highlighting key advancements in system improvements, smart technology integrations, and upcoming capital infrastructure priorities.

Department Overview & Strategic Focus

- **Core Department Pillars:** The Development Department encompasses Procurement & Inventory, Planning, Marketing & Communications (including Walk & Roll), and Grants.
- **Primary Strategic Goals:** Active work is centered on three main objectives: enhancing the current system, implementing smarter technologies, and preparing the infrastructure for future expansion.

BRT Lite (High-Capacity Transit)

- **Project Foundations:** Building on the baseline established by Route 9X, the project focuses on adding transit-supportive elements and uniquely designed stations. Funding is currently secured to build at least one to two stations.
- **Design Strategy:** Stations are being conceptualized as a standard "kit of parts" that can be easily integrated into future high-capacity corridors. They will feature a distinct local design, potential real-time signage, and skip-stop express functionality rather than an exclusive right-of-way lane.
- **Progress & Next Steps:** Staff completed a comprehensive corridor inventory, ridership evaluation, and station design workshop. Next steps include refining station concepts, continuing technical analyses, and developing long-term funding strategies.

Smart Corridors Phase V & Technology Pilots

- **Transit Signal Priority (TSP) & Funding Adjustments:** Existing TSP across 13 intersections on Martin Way highlighted the need for real-time performance data. After the federal USDOT SMART 2 program was discontinued, staff applied for an Advanced Transportation Technologies and Innovative Mobility Deployment (ATTAIN) grant to replace the \$15 million funding gap alongside Regional Mobility Grant local matching funds.
- **AI Smart Sensors Pilot:** Utilizes USDOT SMART grant funding to deploy AI-powered sensors across 10 intersections in Lacey to capture real-time multimodal traffic throughput, peak hour speeds, queue lengths, and safety incident heatmaps without relying on external consultants.
- **Cloud-Based TSP & Low Latency Feeds:** Testing cloud-based technology to provide real-time signal timing adjustments (extending green lights or truncating red lights by 10 seconds). Equipping fleet coaches with low-latency communication feeds reduces data transfer intervals from 30 seconds to 3–5 seconds, improving signal response and providing accurate arrival times on rider apps.

East Martin Way Gateway Station Roundabout Project

- **Project Purpose:** Proposed construction of a roundabout at East Martin Way and Duterrow Road to facilitate safer and faster bus turnaround times for westbound routes.
- **Public Engagement:** Conducted public outreach from March 28 to May 15, 2026, utilizing interactive online StoryMaps, 3D alternative sliders, targeted postcard mailings, and community surveys.
- **Next Steps:** Outreach results will be presented to the Thurston County Council in September to determine whether the project advances to right-of-way acquisition and construction phases.

Other Department Priorities

- **Ongoing Infrastructure & Planning:** Active projects include an After-Action Review of the recent System Redesign, the One IT Enterprise Resource Planning (ERP) replacement, real-time signage installation at OTC, ongoing bus stop accessibility enhancements, a West Olympia Transit Study regarding potential facilities near Capital Mall, Pattison South facility rehabilitation, and hydrogen fleet initiatives.

Q&A on Smart Corridors Target Area:

- **Question:** A member asked if Martin Way is currently the primary corridor being targeted for the pilot program.
 - **Answer:** Stackpole confirmed that Martin Way is the primary focus as it represents over 40% of system ridership. However, if successful, the goal is to expand transit-supportive elements to other high-capacity corridors.
-

Q&A on AI Environmental Impact and Non-AI Alternatives:

- **Question:** A member asked about the environmental and data center impacts associated with AI use, whether non-AI alternatives (such as queue jumps or pre-timed signals) were considered, and how widespread the agency's AI use is.
 - **Answer:** Stackpole clarified that AI usage is limited strictly to the 10-intersection smart sensor pilot in Lacey, while other projects are purely infrastructure- or cloud-based. Video retention is capped at 15 days. Non-AI infrastructure solutions like queue jumps are being explored alongside BRT, but AI sensors are primarily used for safety analysis and identifying queue lengths. Staff noted that physical roadway changes require jurisdictional support.
-

Q&A on Sensor Ownership, Privacy, and Law Enforcement Access:

- **Question:** A member asked if the camera sensors are owned by Intercity Transit and inquired about privacy concerns, data sharing, and law enforcement access.
 - **Answer:** Stackpole explained that hardware in the right-of-way becomes jurisdictional property. The cameras are not Flock cameras and do not capture license plates or facial recognition. They are used solely by project team members to identify traffic and safety trends, with a short 15-day maximum data retention period. Law enforcement does not have direct access to the feed.
-

Q&A on Interagency Data Sharing:

- **Question:** A member asked what data-sharing agreements exist regarding the safety insights gained from the sensors.
 - **Answer:** Stackpole noted that under the current Interlocal Agreement (ILA), data is shared strictly between Intercity Transit and the City of Lacey. Future expansions would require separate ILAs with other entities, such as the City of Olympia or WSDOT. Cox added that the City of Lacey deliberately prohibited facial and license plate tracking, ensuring strict privacy boundaries.
-

Q&A on Hydrogen Bus Timeline:

- **Question:** A member asked for an estimated timeline on when hydrogen buses might be operational on the road.

- **Answer:** Stackpole stated that while test vehicles have been driven, full deployment depends on securing an adequate, reliable hydrogen source. Bergkamp added further updates will be provided in the General Manager's report.
-

B. ITA/CAC Joint Meeting Discussion *(Emily Bergkamp)*

Emily Bergkamp presented the results of the annual Community Advisory Committee survey and discussed expectations for the upcoming Joint Meeting with the Intercity Transit Authority board.

CAC Member Survey Results Summary

- **Purpose and Clarity:** Members expressed strong overall agreement (50% strongly agree, 50% somewhat agree) that the committee stays focused on its purpose. Staff noted that specific service concerns can be submitted directly to customer service rather than waiting for monthly meetings.
- **Community Perspectives & Diversity:** High consensus remains that the CAC reflects a broad mix of backgrounds (11 strongly agree, 3 somewhat agree), though members acknowledged there is always room to expand outreach to wider audiences.
- **Valuable Input & Decision-Making Impact:** While overall sentiment was positive regarding providing valuable input (79% agreement), the question on whether input is actively considered in decision-making yielded the most divided response. Almost a third of respondents felt unsure or expressed that lived experiences do not always translate into final decisions.
- **Meeting Structure & Logistics:** Satisfaction with meeting organization, facilitation, and timely distribution of materials was nearly unanimous. Requests were noted for non-PDF meeting formats optimized for mobile devices and options for text message meeting reminders.
- **Psychological Safety & Satisfaction:** High levels of psychological safety were reported, with members feeling comfortable contributing (100% agreement) and respected by peers and staff. Overall satisfaction and willingness to recommend serving on the CAC were overwhelmingly positive.

Key Feedback & Areas for Improvement

- **Interactive Collaboration:** Members requested less "highlight reel" presentations and more time dedicated to interactive brainstorming, roundtable discussions, and hands-on demonstrations with technical tools or staff.
- **Authentic Impact:** Feedback emphasized a desire for more authentic inclusion in decision-making processes, quicker follow-ups on past questions, and better integration of online participants with in-person meetings.
- **Praise for Facilitation:** Written comments repeatedly praised staff members Amanda and Nikki for clear communication, strong organization, and supportive facilitation.

Staff Response & Leadership Transition

- **Leadership Transition:** General Manager Emily Bergkamp announced that incoming leadership representative Jillian Nordstrom – Chief of Staff, will soon become the primary staff lead for the CAC, bringing fresh strategies to better integrate committee feedback into capital, urban planning, and transit projects.

- **Addressing Long-Term Themes:** Staff acknowledged the ongoing desire for more tangible impact, emphasizing a commitment to finding meaningful ways to incorporate passenger feedback into system improvements while maintaining staff's role as technical subject matter experts.
- **Follow-up on Environmental Concerns:** Staff validated member concerns raised during the earlier presentation regarding AI energy and water consumption at data centers, committing to track the topic as transit technologies evolve.

Joint ITA/CAC Meeting Expectations

- **Purpose of Joint Meeting:** The upcoming joint meeting serves as an opportunity to build rapport, share survey findings, and connect CAC members with ITA board members and community representatives.
- **Governance Boundaries:** Staff clarified that while formal business voting is conducted exclusively by the ITA board quorum, CAC input on agenda items is highly valued and plays an essential role in supporting public transit across the community.
- **Upcoming Joint Meeting Details:** The Joint CAC/ITA Meeting will take place on **Wednesday, September 16, 2026, at 5:30 p.m.** (with optional dinner starting at 5:00 p.m.) located at **510 Pattison St. SE, Olympia, WA.**

Discussion Points & Feedback

- **Fine-Tuning Services:** A member highlighted that Intercity Transit is a well-run organization, viewing the CAC's primary role as providing fine-tuned, specialized feedback on community-level observations to assist operations and management.
- **Desired Input Format:** The members also expressed an interest in learning how the ITA board prefers to receive feedback (e.g., detailed lists vs. compact issue summaries) to ensure their contributions are as helpful and actionable as possible.
- **Advocacy & Problem Solving:** Bergkamp affirmed the value of member advocacy, sharing an example of past feedback regarding Dial-A-Lift access at The Evergreen State College that led to direct student engagement and long-term improvements.
- **ITA Board Perspective:** Cox shared that the joint meeting offers a great opportunity to build relationships, emphasizing that CAC members serve as vital "eyes and ears" in the community to help inform board decisions.
- **Meeting Schedule & Dinner Logistics:** Bergkamp confirmed that dinner will be provided at the meeting, with outreach planned for food allergies. Attendees are encouraged to arrive at 5:00 p.m. to eat and socialize before the formal meeting begins at 5:30 p.m.

A. General Manager's Report (*Emily Bergkamp*)

- **AI Integration in Agency Software:** Software systems used for transit operations, such as ride-scheduling software for Dial-A-Lift, increasingly incorporated underlying AI algorithms within their built-in infrastructure.

- **Operator Hiring & Class Graduations:** Operator Class 26-02 graduated on July 17 with 8 trainees. Class 26-03 began its 10-week training program on July 27 with 10 trainees heading toward an October 2 graduation ceremony. Overall hiring is slowing down as the agency approaches its budgeted headcount for operators.
- **36th Anniversary of the ADA:** The agency marked the July 26 anniversary of the Americans with Disabilities Act, highlighting Intercity Transit's long-standing commitment to accessible transit infrastructure and facilities, pre-ADA.
- **Workforce Development & Mentorship:** Management participated in a speed mentoring event hosted by the Women's Transportation Seminar at "The Bus Stop" to support women and non-binary professionals in transit.
- **State Transit Rodeo Success:** Intercity Transit reclaimed the Grand Champion trophy at the Washington State Rodeo. Operator Fred Sambrano placed first in the 35-foot category, Clinton Jimenez earned best pre-trip in the 40-foot category, and the maintenance team (Richelle Loken, Jonathan Reynolds, Jackson Madison) won multiple modules.
- **Hydrogen Pilot Program & Station Updates:**
 - **Vehicle Graphics:** Graphic designs for the 5 hydrogen buses ("Hydrogen In, Water Out") have been finalized, with one bus fully wrapped.
 - **Station & Fueling Logistics:** Permanent fueling station equipment is expected from British Columbia in the fall, while temporary fueling will utilize leased drop-and-swap trailers hauled by a contracted local carrier.
 - **Validation & Testing:** Validation testing on active routes is scheduled for August 19–20 to assess vehicle range under various operating conditions prior to driver training and revenue service.

B. CAC Ad hoc Committee Report *(Nikki Jones)*

- **Multi-Agency Collaboration Updates:** Intercity Transit, Jefferson Transit, and Skagit Transit are actively collaborating on the regional volunteer gathering. Skagit Transit requested shifting timeline goals toward early next year due to ongoing internal policy reviews.
- **Future Agency Recruitment:** Two invited agencies declined participation due to staff or committee constraints. Staff plan to recruit at the upcoming Washington State Transit Association (WSTA) conference to secure at least three additional participating agencies before hosting an in-person regional event.

NEXT MEETING: September 16, 2026, 5:30 pm, 510 Pattison St. SE Olympia, WA.

**If you would like to attend dinner, please join us at 5:00 pm.*

- **ADJOURNMENT** Meeting adjourned at 6:27 p.m.

Prepared by Nicole Jones