

**MEMORANDUM**

**TO:** Chairman and Members of the Board of Directors

**FROM:** Tami Coleman, Revenue Manager

**DATE:** May 21, 2020

**SUBJECT:** Consideration of Modification #3 of Agreement with Whatcom Community College for Student Bus Passes

**RECOMMENDATION**

Staff recommends that the Board of Directors approve modifications to the Student Bus Pass Agreement with Whatcom Community College (Whatcom) to waive pass fees during the current state of emergency and while classes are being held online and delegate authority to the General Manager to make any further modifications to the agreement.

**BACKGROUND**

WTA has an agreement with Whatcom that allows all students to use their college ID as a bus pass in return for a set fee per student per quarter. As part of the response to the COVID-19 pandemic, WTA suspended fare collection in mid-March, which coincided with the end of winter quarter.

In April, the Board authorized the suspension of the student pass agreement for spring quarter. At that time, no confirmed plans for summer quarter were in place. WTA expects to forgo fare collection for the duration of the ongoing emergency. In addition, Whatcom will only be holding summer quarter classes online and will not have students on campus. Therefore, it is appropriate to extend the suspension of the pass program through the end of summer quarter.

**FISCAL IMPACT**

The estimated fiscal impact of suspending the student pass program with Whatcom through summer quarter is a \$12,200 loss. Since WTA may resume fare collection before the start of fall quarter, we will require Whatcom students to purchase the regular student pass at the posted price.

### **MODIFICATION OF AGREEMENT # 3**

This modification is made between WHATCOM COMMUNITY COLLEGE, (WCC) and WHATCOM TRANSPORTATION AUTHORITY (WTA). On October 27, 2016, WCC and WTA entered into an agreement providing student passes to students based on quarterly full-time equivalent (FTE) number. Passes would be loaded to the student card and the fee to WCC charged quarterly. This contract expires August 31, 2022.

*WHEREAS* both WTA and WCC have declared a state of emergency in response to the COVID-19 national pandemic; and

*WHEREAS* WTA has temporarily ceased collecting fares with a resumption date to be determined; and

*WHEREAS* the WCC campus is temporarily closed and all classes are being taught online; and

*WHEREAS* WCC determines prior to the start of Fall Semester 2020 that due to its continued response and assurances to the health and safety of its students and the campus community that its classes will continue to be provided online, WTA and WCC will meet at the soonest opportunity to discuss further possible suspensions of services;

THEREFORE, WCC and WTA agree to the following:

**PAYMENT:** Payment for the Summer Quarter 2020 student passes is suspended. Student ID cards will not be required to board WTA buses while fares are suspended.

Should WTA resume fare collection during Summer Quarter 2020, WTA will notify WCC immediately. WCC students wishing to have a WTA bus pass for Summer Quarter will purchase a pass direct from WTA at the same student rate available to the general public. WCC will lead the communication effort notifying its students how to obtain a bus pass. WTA will assist in the communication effort when requested by WCC.

**FULL-TIME EQUIVALENT CALCULATION:** An FTE student is one that takes 12 credits or more. WCC will deduct basic education, non-credit-seeking, and Running Start students from its FTE calculation.

**TERMS AND CONDITIONS OF EXISTING AGREEMENT REMAIN THE SAME:** WCC and WTA agree the terms and conditions of the original Agreement remain in effect except for the items noted.

**COUNTERPARTS:** Original signatures transmitted and received via electronic transmission of a scanned document (e.g. PDF or similar format) are true and valid signatures for all purposes of this Agreement and shall bind the parties to the same extent as that of an original signature. Signatures submitted electronically must be fully legible to be valid

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Peter L. Stark  
General Manager  
Whatcom Transportation Authority

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President  
Whatcom Community College