



**Whatcom Transportation Authority**

**BOARD OF DIRECTORS MEETING  
AGENDA  
THURSDAY, JANUARY 18, 2024, 8:00 A.M.**

In-Person Location:  
4011 Bakerview Spur, Bellingham, WA  
For virtual access instructions, visit:  
<http://www.ridewta.com/meeting>

|   | <u>Pages</u> |
|---|--------------|
| <b>A. CALL TO ORDER</b>   |              |
| <b>B. ROLL CALL</b>   |              |
| <b>C. <u>BOARD REORGANIZATION</u></b>   |              |
| <b>C.1 Seating of 2024 Board Members, Election of Officers, and Other Assignments</b>   | <b>1</b>     |
| <b>D. <u>FORMER BOARD MEMBER RECOGNITION</u></b>  |              |
| <b>D.1 Approval of Resolution #347-24 recognizing Hollie Huthman (Les R.)</b>   | <b>2</b>     |
| <b>D.2 Approval of Resolution #348-24 recognizing Seth Fleetwood (Les R.)</b>   | <b>3</b>     |
| <b>E. CITIZEN COMMUNICATIONS</b>  |              |
| <b>F. <u>BOARD ACTION</u></b>   |              |
| <b>F.1 Consideration of Approval of a Task Order for Transpo Group for Phase Two of the Rapid Transit Study and Increase the Authority on the Transpo Group Contract (Tim Wilder)</b> | <b>4-5</b>   |
| <b>F.2 Consideration of Approval of Resolution #349-24 Adopting a Policy for the Disposition of Surplus Property for a Public Benefit Purpose (Les Reardanz / Mark Lee)</b>           | <b>6-13</b>  |
| <b>F.3 Consideration of Setting a Public Hearing on Declaring the Lynden Station Property Surplus to Enable a Public Beneficial Use (Les Reardanz)</b>                                | <b>14</b>    |
| <b>F.4 Consideration of Authorizing Issuance of a Request for Qualifications (RFQ) for Lynden Station Property Development (Les Reardanz)</b>   | <b>15</b>    |
| <b>G. <u>BOARD ACTION - CONSENT AGENDA</u></b>  |              |
| <b>G.1 Consideration of Approval of Minutes – December 7, 2023 Board Meeting</b>  | <b>16-23</b> |
| <b>G.2 Consideration of Approval of November 16-30 and December 1-31, 2023 Expenditures</b>   | <b>24-36</b> |

**H. REPORTS TO BOARD**

**H.1 Evaluation Standards** (Tim Wilder / Michael Harpool)

**37-39**

**H.2 Annual IT Cyber Security Update** (Josh Nylander / Jeremy Noone)

**H.3 2024 Agency Workplan** (Les Reardanz)

**I. OTHER BUSINESS**

**J. ANNOUNCEMENTS**

**K. ADJOURN**

**MEMORANDUM**

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

**FROM:** Les Reardanz, General Manager  
Vicki Esser, Executive Assistant / Clerk of the Board

**DATE:** January 18, 2024

**SUBJECT:** Seating of 2024 Board Members, Election of Officers, and Other Assignments

| <b>2024 WTA Board Members</b>   |  |
|---|--|
| Whatcom County Executive  | Satpal Sidhu                                     |
| Whatcom County Council Member   | Todd Donovan                                     |
| Mayor of Bellingham   | Kim Lund   |
| Bellingham City Council Member  | Michael Lilliquist                               |
| Bellingham City Council Member  | Edwin H. "Skip" Williams                         |
| Ferndale City Council Member  | Ali Hawkinson                                    |
| Mayor of Lynden   | Scott Korthuis                                   |
| Everson City Council Member<br>(also representing Nooksack and Sumas) | Jennifer Lautenbach                              |
| Blaine City Council Member  | Eric Davidson <i>(pending confirmation 1/22)</i> |
| Non-Voting Labor Representative                                       | Dan Darwin                                       |

The WTA bylaws call for the Board members to elect a Board Chairperson and Vice-Chairperson to serve each year. We will be calling for nominations and elections at the January 18<sup>th</sup> regular meeting.

Board members will also be asked to assign a representative and an alternate representative to the Whatcom Transportation Policy Board (WTPB) which is convened by the Whatcom Council of Governments. To be eligible to represent WTA on the WTPB, members cannot be assigned to represent any other entity on the WTPB.

For your reference, the 2023 Board officers and assignments are listed below:

**2023 Board Officers and Assignments**

|  |                    |
|--|--------------------|
| Board Chairperson  | Michael Lilliquist |
| Board Vice-Chairperson   | Ali Hawkinson      |
| Representative to the Whatcom Transportation Policy Board (WTPB) | Michael Lilliquist |
| Alternate Representative to the WTPB                             | Ali Hawkinson      |



**RESOLUTION NO. 347-24**

**A RESOLUTION OF THE WTA BOARD OF DIRECTORS  
ACKNOWLEDGING EXEMPLARY PUBLIC SERVICE BY  
HOLLIE HUTHMAN**

**WHEREAS**, Whatcom Transportation Authority's (WTA's) Board of Directors recognizes that **HOLLIE HUTHMAN** has exhibited exemplary public service during her four years as a WTA Board member; and

**WHEREAS, HOLLIE HUTHMAN** contributed her wisdom, experience, and insight as a business owner; and

**WHEREAS, HOLLIE HUTHMAN** provided faithful and dedicated service; and

**WHEREAS, HOLLIE HUTHMAN** was a strong supporter of public transportation in Whatcom County and its purpose of connecting people to opportunities; and

**WHEREAS, HOLLIE HUTHMAN** served on the WTA Board of Directors with the highest degree of professionalism and spirit of teamwork;

**NOW, THEREFORE, BE IT RESOLVED BY THE WHATCOM TRANSPORTATION AUTHORITY BOARD OF DIRECTORS**, that in recognition of exceptional and faithful public service, the Board does hereby place into the official record of the Whatcom Transportation Authority an expression of high praise for **HOLLIE HUTHMAN** and her significant contributions to public transportation in Whatcom County.

**PASSED**, this 18<sup>th</sup> day of January 2024.

**WHATCOM TRANSPORTATION AUTHORITY  
WHATCOM COUNTY, WASHINGTON**

---

**Michael Lilliquist  
Chairperson**

**ATTEST:**

---

**Vicki G. Esser  
Clerk of the Board**



**RESOLUTION NO. 348-24**

**A RESOLUTION OF THE WTA BOARD OF DIRECTORS  
ACKNOWLEDGING EXEMPLARY PUBLIC SERVICE BY  
SETH FLEETWOOD**

**WHEREAS**, Whatcom Transportation Authority's (WTA's) Board of Directors recognizes that **SETH FLEETWOOD** has exhibited exemplary, caring, and dedicated public service during his 12 years as a WTA Board member; and

**WHEREAS, SETH FLEETWOOD** demonstrated his unwavering commitment to the Whatcom County community through 16 years of elected service as the Mayor of Bellingham and two terms each as a Bellingham City Council Member and a Whatcom County Council Member; and

**WHEREAS**, WTA greatly benefited from **SETH FLEETWOOD's** considerable wisdom and expertise gained throughout his public service career as well as his caring and big hearted leadership; and

**WHEREAS, SETH FLEETWOOD** demonstrated his commitment to government accountability and oversight in his decision-making regarding public transportation services in Whatcom County; and

**WHEREAS, SETH FLEETWOOD** was a staunch advocate for public transportation and its purpose of connecting people to opportunities; and

**WHEREAS, SETH FLEETWOOD** served on the WTA Board of Directors with the highest degree of professionalism, dedication, and spirit of teamwork;

**NOW, THEREFORE, BE IT RESOLVED BY THE WHATCOM TRANSPORTATION AUTHORITY BOARD OF DIRECTORS**, that in recognition of exceptional and faithful public service, the Board does hereby place into the official record of the Whatcom Transportation Authority an expression of high praise for, and gratitude to, **SETH FLEETWOOD** for his significant contributions to public transportation in Whatcom County.

**PASSED**, this 18th day of January 2024.

**WHATCOM TRANSPORTATION AUTHORITY  
WHATCOM COUNTY, WASHINGTON**

---

**Michael Lilliquist  
Chairperson**

**ATTEST:**

---

**Vicki G. Esser  
Clerk of the Board**

**MEMORANDUM**

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

**FROM:** Michael Harpool, Transit Planner  
Tim Wilder, Planning Director

**DATE:** January 18, 2024

**SUBJECT:** Consideration of Approval of a Task Order for Transpo Group for Phase 2 of the Rapid Transit Study and Increase the Authority on the Transpo Group Contract

**RECOMMENDATION**

Staff recommends that the Board of Directors authorize the General Manager to sign a task order for Transpo Group for Phase 2 of the Rapid Transit Study (RTS) for \$350,062 and to increase the contract amount to a maximum of \$1,100,000.

**BACKGROUND**

WTA's Go Lines are becoming significantly impacted by congestion in some key areas at peak travel times, increasing travel times and decreasing reliability. In addition, the growth of Urban Villages and fixed street capacity highlight the need for more efficient transportation options. In response to these challenges, WTA has embarked on a two-phase study on the feasibility of bus rapid transit (BRT) style improvements along two high frequency corridors in Bellingham (Green/Blue Go Line and the Gold Go Line).

In 2023, WTA completed Phase 1 of the RTS and found that both study corridors could support BRT improvements. The study assessed roadway configurations, local land use conditions, multimodal connectivity and accessibility, demographic and equity information, and potential ridership along the corridors. Each corridor was ranked utilizing these factors, with the Green/Blue Go Line ranking higher than the Gold Go Line. This phase of the study has set WTA to enter Phase 2 of the where staff will ultimately recommend a Locally Preferred Alternative (LPA) to the Board of Directors.

The overall purpose of Phase 2 is to seek alignment of the community around a potential rapid transit project through an extensive community and stakeholder engagement process, conceptual design, and approval of an LPA.

Phase 2 will be completed in two stages. The first stage of the Phase 2 study will include intensive stakeholder and community engagement. The stakeholder

engagement will help ensure that WTA has the support of the partners required to make these improvements happen, including the City of Bellingham, Western Washington University, and other community organizations. The public engagement process will help WTA staff understand the community's priorities and goals for rapid transit improvements. This stage of the study will include travel modeling and more detailed ridership estimates to help select the LPA. After an initial round of evaluation and engagement, Transpo and WTA staff will recommend a preliminary LPA for Board approval. This will then allow the project team to prioritize civil design and modeling efforts towards the best suited corridor as part of stage 2.

Approval of a final LPA by the Board and Bellingham City Council with 15% level corridor design and preliminary environmental assessments will enable WTA to begin requesting, with Board approval, federal grants through the Capital Investments Grants (CIG) Program - Small Starts. The Small Starts Program funds BRT projects costing up to a maximum of \$400 million with CIG contributions accounting for up to 80% of the total cost. This funding would be integral to the improvements suggested within the LPA and would greatly improve conditions for multimodal travel conditions along the corridor.

On September 15, 2022, the Board of Directors approved increasing the contract with the Transpo Group from \$460,000 to \$600,000 to accommodate additional projects during 2022 and 2023. To date, approximately \$585,000 of that amount has been spent.

With the approval of the above requested task order and other anticipated task orders through 2024, including the renewable fuel study, the approved contract amount will be exceeded. Increasing the contract amount to \$1,100,000 will accommodate existing and future task orders this year in 2024.

## **FISCAL IMPACT**

A portion of the budget required for this rapid transit Phase 2 task order has been included in the Planning Division expense budget for 2024 (\$160,000 of \$350,062). The remaining funds (\$190,062) will come from reallocated WTA cash flow. Any new task orders are either budgeted or will be brought forward to the Board for budgetary approval during the year.

**MEMORANDUM**

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

**FROM:** Les Reardanz, General Manager

**DATE:** January 18, 2024

**SUBJECT:** Consideration of Approval of Resolution #349-24 Adopting a Policy for the Disposition of Surplus Property for a Public Benefit Purpose

**ATTACHMENTS:** (1) Draft Resolution  
(2) Draft Policy

**RECOMMENDATION**

That the Board of Directors approve Resolution #349-24 adopting a policy for the disposition of surplus property for a public benefit purpose.

**BACKGROUND**

The Whatcom Transportation Authority (WTA) has authority to dispose of surplus property, including for public benefit uses such as affordable housing. WTA's disposal of surplus property must conform to certain statutes and regulations and adopted rules. The attached Resolution and Policy adopt the necessary rules to dispose of the property in accordance with applicable law.

WTA desires to enable the development of its transit facilities and systems in a manner that promotes transit-friendly land use and, where possible, support transit supported development and affordable housing. WTA is working to identify applicable properties that may be available for these purposes and to seek participation with public, private, or nongovernmental organizations. This would allow WTA to enable transit supported development and affordable housing in a way that makes transit more convenient.

**FISCAL IMPACT**

None



**RESOLUTION NO. 349-24**

**A RESOLUTION OF THE WHATCOM TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS ADOPTING MASTER POLICIES RELATING TO  
THE TRANSFER OF SURPLUS PROPERTY**

**WHEREAS**, the Whatcom Transportation Authority (“WTA”) is a Public Transportation Benefit Area authorized by RCW Chapter 36.57A (“Act”) to provide public transportation services; and

**WHEREAS**, the Board of Directors of WTA (“WTA Board”) constitutes WTA’s “public transportation benefit area authority,” as that term is defined under RCW 36.57A.010(8); and

**WHEREAS**, WTA is authorized to plan, construct, and permanently operate a public transportation system, including associated facilities; and

**WHEREAS**, WTA has authority to dispose of surplus property, including for use as a “public benefit” under RCW 39.33.015; and

**WHEREAS**, the disposal by WTA of its surplus property must conform to applicable statutes and regulations, and in the case of RCW 39.33.015, subject to adopted rules; and

**WHEREAS**, the disposal of WTA surplus property that was acquired or developed using funding from the Federal Transit Administration, including the United States Department of Transportation, Department of Transportation Guidelines for Transit Oriented Development (“TOD”); and

**WHEREAS**, WTA desires to develop its transit facilities and systems in a manner that promotes transit-friendly land use and, where possible, supporting TOD; and

**WHEREAS**, WTA desires to identify surplus properties that may be available for disposition, including under RCW 39.33.015, and to thereafter seek participation with a public, private, or nongovernmental body to develop affordable housing;

NOW, THEREFORE, BE IT CONCLUDED AND RESOLVED BY THE BOARD OF DIRECTORS OF WTA THAT it hereby adopts the Policy/Rules for Disposition of Surplus Property for a Public Benefit Purpose, which are attached and incorporated herein by reference as Exhibit A.

Adopted this 18<sup>th</sup> day of January, 2024.

WHATCOM TRANSPORTATION AUTHORITY

By: \_\_\_\_\_  
Chairperson, Board of Directors

ATTEST:

\_\_\_\_\_  
Vicki G. Esser  
Clerk of the Board

**EXHIBIT A**  
**POLICY/RULES FOR DISPOSITION OF SURPLUS PROPERTY FOR A PUBLIC  
BENEFIT PURPOSE**

**I. Declaration of Mission for Disposition of Surplus Property, Including for Public Benefit Purpose**

RCW Chapter 36.57A authorizes WTA to dispose of property no longer needed by WTA to provide public transportation or access to public transportation. In addition, RCW 39.33.015 authorizes WTA to dispose of surplus property to be used for a “Public Benefit.” The WTA Board of Directors (“WTA Board”) declares that it is in the public interest to transfer its surplus property, including via disposition for a Public Benefit consistent with the requirements of these policies and pertinent statutes. It is therefore the policy of WTA to transfer any of its real property determined to be surplus property, so long as such: (1) would afford WTA a Reasonable and Fair Market Value Return from the transaction; or (2) is determined by the WTA Board that a transfer will result in use that is a Public Benefit; or (3) is otherwise allowed by law. Any such transfer must be undertaken in compliance with the requirements of this Policy/Rules, and applicable state and federal laws and regulations.

**II. Definitions**

For the purpose of this Policy/Rules, the following terms are defined as set out herein:

1. “Fair market value” means the amount in cash or other consideration that a well-informed buyer, willing but not obligated to buy Property, would pay or provide, and that a well-informed seller, willing but not obligated to sell it, would accept, taking into consideration all uses to which the Property is adapted or may be reasonably adaptable.
2. “Federally Assisted Property” means Property that was acquired or developed in whole or in part using funds provided by FTA.
3. “FTA” means the Federal Transit Administration of the United States Department of Transportation.
4. “Incidental Use of Property” means casual or transitory use of WTA Property by a governmental entity or non-profit entity that: (a) does not impact WTA’s intended use of the Property or ability to carry out its projects or programs; (b) does not interfere with WTA’s control over the use of the Property; and (c) complies with FTA guidelines as an allowed incidental use to the extent that it involves use of Federally Assisted Property.
5. “MAI-Certified Appraiser” means an appraiser who has obtained the “MAI” designation awarded by the Appraisal Institute.
6. “Public Benefit” has the same meaning as in RCW 39.33.015(8)(a) and (b) as now stated or hereinafter amended.
7. “Property” means real property, all structures and improvements on real property, and any right, title, or interest in real property.
8. “Surplus Property” means excess real property that is not required for the needs or the

discharge of the responsibility of WTA.

9. “Transfer” means the conveyance of all right, title, or interest in Property; the lease of Property for a term greater than one (1) month; or an option to purchase Property. A transfer does not include, inter alia, an easement granted by WTA to any third party that does not interfere with WTA’s intended use of the encumbered Property.

10. “True and Full Value” has a flexible meaning, depending on the nature of the Property proposed to be transferred, and the other circumstances of the transaction, including the possibility for consideration to be in non-monetary forms. Washington AGO 1997, No. 5 (10/6/97).

### **III. General Authority to Transfer Surplus Property**

WTA has the authority to Transfer Surplus Property to the fullest extent allowed by law, including, but not limited to, in the following circumstances: (1) receipt by WTA of Fair Market Value for the Surplus Property; (2) a Transfer to a public agency in compliance with RCW 39.33.010; (3) a Transfer for a Public Benefit and otherwise in conformity with RCW 39.33.015; or (4) a Transfer otherwise authorized under WTA’s authority as granted by RCW Chapter 36.57A.

### **IV. Declaration of Surplus Property**

Before any Transfer of any Property occurs, WTA must determine and declare that the Property is Surplus Property pursuant to the following procedure:

1. Staff Evaluation and Report: If the General Manager determines that Property may be Surplus Property, then WTA staff shall prepare a report for the WTA Board relating to any potential Surplus Property, which shall include the following information:

a. a general description of the subject Property’s size, general location, and improvements;

b. a general description of the circumstances under which the subject Property was obtained by WTA and whether it is Federally Assisted Property;

c. identification of the amount of any funds provided by the Washington State Department of Transportation (“State DOT”) and/or FTA for the purchase or development of the Property;

d. identification of all amounts that would need to be refunded to the State DOT or FTA pursuant to any proposed method to Transfer the Property;

e. a history of WTA’s use of the Property or planned uses of the Property;

f. the potential value of the Property;

g. identification of all further reviews, analyses, and appraisals that are needed or planned in association with any Transfer of the Property;

- to;
- h. identification of proposed method for securing a party to Transfer the Property
  - i. the proposed method to Transfer the Property;
  - j. an evaluation of WTA’s potential uses of the Property and why it is proposed to be identified as “Surplus Property”;
  - k. an evaluation as to the potential for the Property to be used for a Public Benefit;
  - l. identification of any special covenants or restrictions that should be imposed in conjunction with Transfer of the Property; and
  - m. when recommending use for a Public Benefit, an explanation as to why such use outweighs conveying the Property for Fair Market Value.

2. Public Hearing: A public hearing shall be held to consider whether the Property should be declared “Surplus Property” if: (1) the Property is proposed to be Transferred to another public entity; or (2) the Property is proposed to be Transferred for a Public Benefit. Otherwise, a public hearing is optional. If a public hearing is required or occurs, then such shall be conducted in compliance with the requirements of RCW 39.33.020.

3. Resolution of Surplus Property: All Property must be declared to be Surplus Property by the WTA Board pursuant to a resolution.

**V. Determining Fair Market Value of Surplus Property**

If the Surplus Property is proposed to be subject to a Transfer for Fair Market Value, then WTA shall secure an appraisal of the Property from an MAI-Certified Appraiser.

**VI. Seeking Proposers or Bidders for Surplus Property**

1. Notification to FTA: WTA shall timely notify FTA when any Federally Assisted Property is being considered as Surplus Property and comply with any instructions FTA may establish for any Transfer, and any applicable regulations, including, but not limited to, 49 C.F.R. §18.31.

2. Proposed Transfer for Public Benefit: If Surplus Property is sought to be Transferred for a Public Benefit, then WTA shall issue a request for proposal or request for qualifications to seek an appropriate party to develop and operate the Surplus Property for a Public Benefit. The WTA Board shall confirm the selected proposer through a Notice of Intent to Award, and thereafter WTA shall seek to negotiate acceptable terms of a ground lease to develop and operate the Surplus Property for a Public Benefit.

3. Proposed Transfer for Fair Market Value: If the Surplus Property is proposed to be sold to a third party or any other governmental entity, then WTA shall seek out proposals for the

sale of the Surplus Property.

a. If the Surplus Property is proposed to be leased other than for a Public Benefit, competitive bids shall be called upon.

b. If Surplus Property is proposed to be subject to a Transfer to another public agency or municipality, then bids should be sought that will pay the True and Full Value.

4. Negotiations with Abutting Property Owner: If the Surplus Property can only be put to its highest and best use when aggregated with an abutting property because of its size, shape, topography, or other characteristic, WTA may negotiate a Transfer to the abutting property owner, provided:

a. the abutting property owner is willing to purchase the Surplus Property for the Fair Market Value; and

b. if more than one qualifying abutting property exists, then WTA shall seek bids from any interested abutting property owner.

5. WTA shall not Transfer Surplus Property to any officer, employee, or current vendor/contractor of WTA.

## **VII. Terms of Transfer of Surplus Property and Forms of Conveying Documents**

1. Transfer for Public Benefit: WTA shall typically formalize any Transfer of Surplus Property for a Public Benefit through a long-term ground lease, unless the WTA Board determines that in a particular case, conveyance of the Surplus Property will better achieve the Public Benefit. Any ground lease shall be subject to the terms and conditions acceptable to WTA, but shall include the following provisions:

a. a requirement that the Surplus Property consistently be used for a Public Benefit;

b. remedies that are triggered if the leasing party fails to use the Surplus Property for a Public Benefit;

c. an obligation that the lessee pay for or refund WTA for all liabilities incurred by WTA arising from the Transfer of the Surplus Property for a Public Benefit; and

d. construction or development of the Surplus Property must be in compliance with any applicable municipal comprehensive plan.

2. Transfer for Fair Market Value: Any agreement for the sale of Surplus Property shall be subject to the terms and conditions acceptable to WTA, but shall include the following provisions:

a. the Surplus Property will be conveyed "As-Is," and without any warranties;

b. the Surplus Property will be transferred through a quit claim deed; and

c. closing of the Transfer of the Surplus Property will be subject to final approval of the WTA Board.

3. Any Transfer of Surplus Property, and entry of a lease or execution of a quit claim deed must be approved at the time of final Transfer by the WTA Board through a resolution.

4. Any Transfer of Surplus Property that is Federally Assisted Property must be subject to FTA's approval, in compliance with any FTA requirements, and WTA's approval of any FTA reimbursement obligations, if any.

#### **VIII. Severability**

If any portion of this Policy/Rules is declared invalid or unconstitutional by any court of competent jurisdiction, the remaining provisions shall remain in full force and effect, unless and until terminated by the WTA Board.

#### **IX. Effective Date**

This Policy/Rule shall become effective upon adoption of the approving resolution by the WTA Board.

**MEMORANDUM**

**TO:** Chairperson and Members of the Board of Directors  
**FROM:** Les Reardanz, General Manager  
**DATE:** January 18, 2024  
**SUBJECT:** Consideration of Setting a Public Hearing on Declaring the Lynden Station Property Surplus to Enable a Public Beneficial Use

**RECOMMENDATION**

That the Board of Directors set a Public Hearing for Thursday, February 15, 2024 at the regular Board meeting to receive public comment on declaring the Lynden Station property surplus to enable a public beneficial use.

**BACKGROUND**

The Whatcom Transportation Authority (WTA) envisions a higher and better use for the Lynden Station property that makes transit more convenient while increasing the supply of affordable workforce housing in Lynden Pursuant to RCW 39.33.015, WTA is authorized to transfer “surplus” property for a public benefit purpose, including affordable housing.

WTA has completed a needs assessment and a feasibility study. Those due diligence efforts indicated affordable workforce housing combined with transit is needed and feasible on the property. WTA will be seeking to enter into a long-term ground lease with an affordable workforce housing developer after a request for qualifications process. This public hearing will allow the Board to hear thoughts from the public on this proposed public beneficial use.

**FISCAL IMPACT**

None

**MEMORANDUM**

**TO:** Chairperson and Members of the Board of Directors  
**FROM:** Les Reardanz, General Manager  
**DATE:** January 18, 2024  
**SUBJECT:** Consideration of Authorizing Issuance of a Request for Qualifications (RFQ) for Lynden Station Property Development

**RECOMMENDATION**

That the Board of Directors authorize staff to issue a Request for Qualifications for developing the Lynden Station property.

**BACKGROUND**

The Whatcom Transportation Authority (WTA) envisions a higher and better use for the Lynden Station property that makes transit more convenient while increasing the supply of affordable workforce housing in Lynden. The purpose of the RFQ is to seek potential developers with the requisite and demonstrated technical, financial, and legal qualifications to develop the Lynden Station property into affordable workforce housing that incorporates and enhances transit.

The RFQ would generally include such items as: an explanation of WTA’s vision for the development; WTA’s intention to enter into a long-term ground lease; include the WTA feasibility study; review criteria; and a provision that the award is contingent on the Board’s approval of the property as “surplus” for legal purposes at the public hearing.

With approval, the timeline would be:

- Issue the RFQ in early February 2024 for 30-45 days
- Review submittals and interview April 2024
- Bring a recommended partner to the Board for approval and award in May 2024
- Upon award, begin ground lease negotiations
- Bring a recommended ground lease to the Board for approval in Quarter 4, 2024

The foregoing does not include other potential Board updates during the process that may be needed.

**FISCAL IMPACT**

None

**AGENDA ITEM G.1**

**WHATCOM TRANSPORTATION AUTHORITY  
RECORD OF PROCEEDINGS  
BOARD OF DIRECTORS REGULAR MEETING  
December 7, 2023**

**A. CALL TO ORDER**

Chairman Lilliquist called the meeting to order at 8:00 a.m.  
In-person location: WTA, 4011 Bakerview Spur, Bellingham, WA.  
Remote attendance via Zoom.

**B. ROLL CALL**

| <b>Board Members Present</b>               | <b>Board Members Absent</b>         |
|--|-------------------------------------|
| Todd Donovan – County Council              | Eric Davidson – Blaine City Council |
| Seth Fleetwood – Mayor of Bellingham       |                                     |
| Ali Hawkinson – Ferndale City Council      |                                     |
| Hollie Huthman – Bellingham City Council   |                                     |
| Scott Korthuis – Mayor of Lynden           |                                     |
| Jennifer Lautenbach–Everson City Council   |                                     |
| Michael Lilliquist–Bellingham City Council |                                     |
| Satpal Sidhu – County Executive            |                                     |
| Dan Darwin – Non-Voting Labor Rep.         |                                     |

| <b>Staff Present</b> |             | <b>Others Present</b>       |
|----------------------|-------------|-----------------------------|
| L. Reardanz          | C. Fawcett  | Mark Lee – Legal Counsel    |
| J. Benson            | C. Gray     | Ron Cubellis - WCOG         |
| A. Bowler            | C. Campen   | Zohra Raziye                |
| V. Bronsema          | E. Knudson  | Unidentified phone attendee |
| V. Esser             | J. Malley   |                             |
| E. Frazier           | K. Putich   |                             |
| M. McCarthy          | M. Anderson |                             |
| J. Nylander          | M. Harpool  |                             |
| S. Shipman           | M. Laratta  |                             |
| T. Wilder            | M. Waltari  |                             |
| A. Curry             | S. Davis    |                             |
| A. Stiles            | S. Korthuis |                             |
| B. Kelly             | Z. Cook     |                             |
| B. Richeson          |             |                             |

**C. CITIZEN COMMUNICATIONS**

None

## D. **BOARD ACTION**

### D.1 **Consideration of June 2024 Service Changes – Revised Staff Recommendation** (Tim Wilder)

#### **Revised Staff Recommendation from November 16, 2023**

1. No Change: Complete the Lynden Hop pilot project by ending Hop service in June 2024 (*as presented on 11/16/23*)
2. No Change: Route 26 Lynden – continue to operate every 60 minutes with two changes: a) remove the Double Ditch loop; and b) add direct service to the Safeway shopping center (*as presented on 11/16/23*)
3. No Change: Add hourly service on Route 48 Bakerview Spur weekdays and Saturdays (*as presented on 11/16/23*)
4. Change: Continue hourly service on Route 29 Cordata/Kline by changing Route 24 service to hourly service (from 30 minutes) (revised since 11/16/23)

Tim Wilder, Planning Director, gave an overview of the revised staff recommendation for June 2024 service changes and answered Board member questions. Presentation available at:

<https://www.ridewta.com/business/board-of-directors/board-meetings>

MOTION BY FLEETWOOD, SECONDED BY KORTHUIS THAT THE BOARD OF DIRECTORS APPROVE THE REVISED PROPOSAL FOR JUNE 2024 SERVICE CHANGES.

Board member Donovan stated he will support the motion with the goal of suspending the Lynden Hop and possibly rebooting it. He asked what staff are looking for in terms of restarting a similar service.

Mr. Wilder stated that staff will complete the Microtransit Study, which Mary Anderson is leading. He said all the information from the study, as well as what we have learned to date with the Hop service, will be used to determine the best model.

Board member Sidhu said the lowest cost service is vanpool. He asked, since the highest cost is personnel, could the smaller communities adopt vanpool systems?

Mr. Wilder answered that microtransit doesn't include anything like the vanpool program. There has been a shift in State law about the number of riders required for vanpools. Michael Harpool will be looking at the possibilities next year.

Board member Sidhu asked for a definition of microtransit.

Mr. Wilder explained that microtransit is an on-demand service, typically using an app to request trips, and that service will pick you up at your desired location and take you to your destination. It typically uses a smaller vehicle. Some agencies use their own employees as drivers, some operate a contracted service, and others use an Uber-type system with vouchers.

General Manager Les Reardanz stated there are a lot of examples of models we are evaluating.

Board member Sidhu expressed the opinion that “on-demand service” is a clear term while the term “microtransit” is vague.

Board member Hawkinson asked if staff have anticipated how much more WTA will be spending on paratransit service without the Hop.

Mary Anderson, Senior Transit Planner, said we anticipate around five more paratransit trips per day.

Chairman Lilliquist stated that, in hindsight, it would have been better if we could have found ways to change the Hop to make it more efficient without ending it. However, he does not think continuing the service at the high cost for another year, while we evaluate a better model, would be prudent.

*The motion passed unanimously.*

## **D.2 Consideration of Approval of Resolution #346-23 Establishing a Regular Meeting Schedule for 2024**

**Recommendation:** Staff recommends that the Board of Directors approve Resolution #346-23 establishing the official place of business and meeting schedule for the 2024 calendar year.

MOTION BY KORTHUIS, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE RESOLUTION #346-23 ESTABLISHING THE OFFICIAL PLACE OF BUSINESS AND MEETING SCHEDULE FOR THE 2024 CALENDAR YEAR.

*The motion passed unanimously.*

## **D.3 Consideration of Approval of Expenditure Authority for General Manager for Items over \$150,000 for 2024**

**Recommendation:** That the Board of Directors grant expenditure authority to the General Manager for the proposed specific budgeted items greater than \$150,000 for the year 2024.

Magan Waltari, Procurement and Contracts Manager, gave an overview of this item. She answered questions from Board members about the need for this annual item and the process.

Executive Sidhu stated that, at the County, these types of expenditures come to the council on the Consent Agenda at every meeting. He said he thinks this is good for oversight.

General Manager Reardanz explained that these are routine ongoing expenses, such as fuel, PERS payments, insurance, etc., which have already been approved in the budget. This authorizes the General Manager to approve blanket purchase orders for these vendors for the year without coming to the Board every time the \$150,000 threshold is reached during the year.

Chairman Lilliquist stated that “piecemealing” works against transparency. Therefore, if cumulatively over the year, the amount is expected to be over the General Manager’s authority, this authorization, as presented, is an important step for oversight.

MOTION BY HAWKINSON, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS GRANT EXPENDITURE AUTHORITY TO THE GENERAL MANAGER FOR THE PROPOSED SPECIFIC BUDGETED ITEMS GREATER THAN \$150,000 FOR THE YEAR 2024.

*The motion passed 7 – 1 with a dissenting vote by Board member Sidhu.*

**D.4 Consideration of Approval for the Purchase of 11 40-foot Hybrid Buses from Gillig, LLC using Washington State Contract 06719-01**

**Recommendation:** That the Board of Directors approve a purchase order and 2024 capital budget commitment for eleven (11) 40-foot Hybrid Transit Buses from Gillig, LLC for a total of \$14,463,466 including spare parts, training, extended warranties, a 10% contingency, plus sales tax. This order will use the Washington State Department of Enterprise Services (DES) Contract #06719-01.

Staff also requests an additional \$10,000 per bus allowance for make ready labor, and an independent plant inspection and Buy America audit allowance of \$15,000 which will be funded via the FTA grant for a total project authorization of \$14,588,466.

Andy Bowler, Fleet and Facilities Director, gave an overview of this item. He stated staff are trying to expedite this order due to the manufacturer’s scheduling and the fact that there will not be another Board meeting until late January.

Mr. Bowler stated these hybrid buses will have a new geo-fencing feature that can be used to program the bus to operate all-electric for up to a five-mile stretch.

MOTION BY KORTHUIS, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE A PURCHASE ORDER AND 2024 CAPITAL BUDGET COMMITMENT FOR ELEVEN (11) 40-FOOT HYBRID TRANSIT BUSES FROM GILLIG, LLC, USING THE WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES (DES) CONTRACT #06719-01, FOR A TOTAL OF \$14,463,466 INCLUDING SPARE PARTS, TRAINING, EXTENDED WARRANTIES, A 10% CONTINGENCY, PLUS SALES TAX. ALSO, THAT THE BOARD OF DIRECTORS APPROVE AN ADDITIONAL \$10,000 PER BUS ALLOWANCE FOR MAKE READY LABOR, AND AN INDEPENDENT PLANT INSPECTION AND BUY AMERICA AUDIT ALLOWANCE OF \$15,000 WHICH WILL BE FUNDED VIA THE FTA GRANT FOR A TOTAL PROJECT AUTHORIZATION OF \$14,588,466.

*The motion passed unanimously.*

#### **D.5 Consideration of Authorization to Dispose of Surplus Vehicles**

**Recommendation:** That the Board of Directors declare the vehicles specified in the Board packet as surplus and authorize the General Manager to dispose of these vehicles in accordance with agency guidelines.

MOTION BY KORTHUIS, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS DECLARE THE VEHICLES SPECIFIED IN THE BOARD PACKET AS SURPLUS AND AUTHORIZE THE GENERAL MANAGER TO DISPOSE OF THESE VEHICLES IN ACCORDANCE WITH AGENCY GUIDELINES.

*The motion passed unanimously.*

#### **D.6 Consideration of Approval of Legislative Agenda for 2024**

Maureen McCarthy, Community and Government Relations Director, gave an overview of the proposed WTA 2024 State and Federal legislative priorities.

MOTION BY KORTHUIS, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE THE PROPOSED WTA 2024 STATE AND FEDERAL LEGISLATIVE PRIORITIES.

*The motion passed unanimously.*

## **E. CONSENT AGENDA**

### **E.1 Consideration of Approval of November 1-15, 2023 Expenditures**

### **E.2 Consideration of Approval of Nov. 2, 2023 Board Meeting Minutes**

### **E.3 Consideration of Approval of Nov. 16, 2023 Board Meeting Minutes**

MOTION BY LAUTENBACH, SECONDED BY KORTHUIS THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING APPROVAL OF THE NOVEMBER 1-15, 2023 EXPENDITURES AND THE NOVEMBER 2, 2023 AND NOVEMBER 16, 2023 BOARD MEETING MINUTES.

*The motion passed unanimously.*

## **F. REPORTS TO THE BOARD**

### **F.1 Third Quarter 2023 Financial Information and Ratios**

Shonda Shipman, Finance Director, referred Board members to the written Third Quarter 2023 Financial Report in the meeting packet. She gave an update on sales tax receipts stating that the annual average dropped a little bit with the September receipts. She stated sales tax receipts are now at about 6% above budget for the year.

### **F.2 Third Quarter 2023 Performance Report**

Tim Wilder, Planning Director, gave some highlights from the 2023 Performance Report including:

- Procurement and Contracts Manager Magan Waltari was awarded the Washington State Chapter of The Institute for Public Procurement (WANIGP) Distinguished Service Award from the Washington Chapter of the National Institute of Governmental Purchasing (NIGP).
- Michael Harpool, Transit Planner, was named Whatcom County's Young Professional of the Year by the Bellingham Regional Chamber of Commerce.
- Performance data indicates ridership is now in a recovery mode in an upward trend.

Board member Korthuis noted the budget increase since 2019 with ridership that is still significantly lower than in 2019 before COVID. He said we need to be cognizant of that and evaluate it periodically.

### **F.3 Distribution of Social and Health Agency Tickets for 2024**

Mr. Wilder gave an overview of the program which provides 6-ride tickets to social and health agencies based on need and usage. He stated new agencies on the allocation list for 2024 are:

- Bellingham Food Bank
- Mental Health Court
- Resident Services Organization
- SeaMar Community Health Care Center-Early Relational Health

The full allocation list is available in the meeting packet.

### **F.4 General Manager's Report**

General Manager Les Reardanz reported that:

The flag is at half-staff today for Pearl Harbor Remembrance Day.

#### Staff Recognition

WTA staff have been working hard filling the gap to provide service with short staffing. Next year we are hopeful that by March we will be fully staffed. New Operators are being hired and trained.

#### Community Events

WTA participated in the Lynden Lighted Christmas Parade for the first time and also participated in the Ferndale Thornton Overpass Ribbon Cutting Ceremony. WTA also participated in Project Santa and will participate in the Lighted Bike Parade this coming Saturday.

#### Partnership on Winter Weather Shelter

WTA renewed our partnership with the City of Bellingham and Whatcom County providing transportation to the seasonal winter weather shelter location at Civic Field. Road2Home is operating the shelter from December 1<sup>st</sup> through February 29<sup>th</sup>.

#### Heroic Acts

At the American Red Cross Real Heroes Breakfast happening today, WTA employees Andrew B. and Kevin G. are being recognized for saving an overdose victim.

Two weeks ago, another WTA employee, Dale S., helped a woman who approached him with a translator app saying her father needed help. Dale was able to go to the man's vehicle and save his life by dislodging something stuck in his throat which was preventing him from breathing.

Board Appreciation

Thank you to the Board members who put thoughtful time into the governance of WTA in addition to all their other duties as elected officials.

**G. OTHER BUSINESS**

None

**H. ANNOUNCEMENTS**

None

**I. ADJOURN**

Chairman Lilliquist adjourned the meeting at 8:58 a.m.

**WHATCOM TRANSPORTATION AUTHORITY  
WHATCOM COUNTY, WASHINGTON**

---

**Michael Lilliquist  
Chairperson**

---

**Vicki Esser  
Clerk of the Board**

**MEMORANDUM**

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

**FROM:** Shonda Shipman, Finance Director

**DATE:** January 18, 2024

**SUBJECT:** Consideration of November 16-30, 2023 Expenditure Report

**RECOMMENDATION**

That the Board of Directors approve the November 16-30, 2023 payable and payroll expenditures as follows:

Check numbers 093452 – 093554 in the amount of \$207,404.01

|                        |                     |
|------------------------|---------------------|
| Total Accounts Payable | <b>\$207,404.01</b> |
|------------------------|---------------------|

**Electronic Transfers**

|                               |                           |                  |
|-------------------------------|---------------------------|------------------|
| AFLAC                         | Insurance Benefits        | \$ 189.27        |
| ATU 843                       | Union Employee Dues       | \$ 10,041.53     |
| Colonial Insurance            | Insurance Benefit         | \$ 397.75        |
| HSA Bank                      | Health Savings Account    | \$ 1,691.33      |
| Internal Revenue Service      | Payroll Taxes             | \$255,281.04     |
| Dept. of Retirement Systems   | PERS & Deferred Comp.     | \$200,628.02     |
| Trustmark Voluntary Benefit   | Insurance Benefit         | \$ 30.92         |
| Vantagepoint Transfer Agents  | Retirement Health Benefit | \$ 2,786.37      |
| Office of Support Enforcement | Garnishment               | \$ 1,355.32      |
| WA Dept. of Revenue           | Use Tax Paid Oct. 2023    | <u>\$ 855.26</u> |

|                            |                     |
|----------------------------|---------------------|
| Total Electronic Transfers | <b>\$473,256.81</b> |
|----------------------------|---------------------|

**Payroll – November 23, 2023**

|                    |                     |
|--------------------|---------------------|
| Checks 5269 - 5272 | \$ 9,168.04         |
| Direct Deposits    | <u>\$714,730.71</u> |

|               |                             |
|---------------|-----------------------------|
| Total Payroll | <b><u>\$ 723,898.75</u></b> |
|---------------|-----------------------------|

|                    |                              |
|--------------------|------------------------------|
| <b>Grand Total</b> | <b><u>\$1,404,559.57</u></b> |
|--------------------|------------------------------|

TO: Les Reardanz, General Manager  
 FROM: Shonda Shipman, Director of Finance  
 SUBJECT: Expenditures, November 16 - 30, 2023  
 DATE: December 6, 2023

| Check No | Date       | Vendor Name                     | Comment                                | Amount    |
|----------|------------|---------------------------------|--|-----------|
| 093452   | 11/17/2023 | ADVANTAGE BUILDING SERVICES     | October/23 - Janitorial                | 16,576.35 |
| 093453   | 11/17/2023 | ALL-PHASE ELECTRIC              | Misc. Parts                            | 85.72     |
| 093454   | 11/17/2023 | AMAZON WEB SERVICES, INC.       | Oct/23 - Monthly AWS Hosted            | 642.71    |
| 093455   | 11/17/2023 | ATLAS ERGONOMICS, LLC           | Physical Therapist/EMC                 | 17,720.00 |
| 093456   | 11/17/2023 | AT&T MOBILITY-CC                | FirstNet Cell - Fleet Routers          | 6,699.93  |
| 093457   | 11/17/2023 | AT&T MOBILITY II LLC            | FirstNet Cells/MiFi Plans              | 3,689.17  |
| 093458   | 11/17/2023 | AUTOZONE, INC.                  | Misc. Parts                            | 1.54      |
| 093459   | 11/17/2023 | BAY CITY SUPPLY                 | Cleaning Supplies & Paper Goods        | 944.43    |
| 093460   | 11/17/2023 | BELLINGHAM FORD LINCOLN, INC.   | Sensors & Misc. Parts                  | 478.72    |
| 093461   | 11/17/2023 | THE MCCLATCHY COMPANY, LLC      | Legal Ads                              | 168.08    |
| 093462   | 11/17/2023 | JEFFREY BENSON                  | Safety Breakfast Quiz Winner           | 52.83     |
| 093463   | 11/17/2023 | BERK'S TOWING                   | Cordata/Moab - Ford E-450              | 266.07    |
| 093464   | 11/17/2023 | GALLS, LLC                      | Employee Uniforms                      | 781.01    |
| 093465   | 11/17/2023 | THE BRAUN CORPORATION           | Misc. Parts                            | 67.92     |
| 093466   | 11/17/2023 | CCP INDUSTRIES                  | Misc. Parts                            | 129.95    |
| 093467   | 11/17/2023 | CITY OF BELLINGHAM              | Water, Sewer, Storm Water (CTS)        | 1,074.96  |
| 093468   | 11/17/2023 | COPY SOURCE                     | (400) Bike Parade Posters              | 872.22    |
| 093469   | 11/17/2023 | CULLIGAN OF BELLINGHAM          | Bottled Water - Portable A & B         | 63.00     |
| 093470   | 11/17/2023 | DAY MANAGEMENT CORPORATION      | Monthly Radio Site Lease               | 1,708.74  |
| 093471   | 11/17/2023 | DELERROK, INC.                  | (8) UMO Readers                        | 10,880.00 |
| 093472   | 11/17/2023 | DELERROK, INC.                  | Oct/23 - UMO Transactions              | 16,480.15 |
| 093473   | 11/17/2023 | EASTERN PNEUMATICS & HYDRAULIC  | Tool Calibration Services              | 689.38    |
| 093474   | 11/17/2023 | EXACT SCIENTIFIC SERVICES, INC. | Moab - Water Testing                   | 191.00    |
| 093475   | 11/17/2023 | EXPRESS EMPLOYMENT PROFESS.     | Temporary Help                         | 4,353.58  |
| 093476   | 11/17/2023 | FERGUSON ENTERPRISES, INC.      | Misc. Supplies                         | 172.88    |
| 093477   | 11/17/2023 | FERRELLGAS, LP                  | Propane - Paratransit Vehicles         | 1,330.78  |
| 093478   | 11/17/2023 | VAULT HEALTH                    | Occupational Drug/Alcohol Testing      | 2,742.00  |
| 093479   | 11/17/2023 | GATEWAY LANGUAGES LLC           | Spanish/English Translation Services   | 130.00    |
| 093480   | 11/17/2023 | HARDWARE SALES                  | Misc. Parts                            | 285.94    |
| 093481   | 11/17/2023 | HOTELENGINE, INC.               | Corey R. DOL/CDL Trainer - Seattle WA. | 802.07    |
| 093482   | 11/17/2023 | CHARLES HUNT                    | CDL Fees Reimbursement                 | 136.00    |
| 093483   | 11/17/2023 | MARIE LEVESQUE                  | CDL Medical Certificate                | 151.00    |
| 093484   | 11/17/2023 | LIFT U INC.                     | Misc. Parts                            | 1,676.55  |
| 093485   | 11/17/2023 | LUNAVI, INC.                    | Colocation & Internet                  | 2,005.04  |
| 093486   | 11/17/2023 | LYNDEN CHAMBER OF COMMERCE      | 2024 - Membership Dues                 | 175.00    |
| 093487   | 11/17/2023 | MASCOTT EQUIPMENT COMPANY INC   | Misc. Parts                            | 782.35    |
| 093488   | 11/17/2023 | JANET MAYR                      | CDL Medical Certificate                | 151.00    |
| 093489   | 11/17/2023 | MAUREEN MCCARTHY                | Tribal Relations Training              | 79.00     |
| 093490   | 11/17/2023 | MCMASTER-CARR SUPPLY CO         | Misc. Supplies                         | 83.47     |
| 093491   | 11/17/2023 | MONROE MOORE LLC                | Misc. Parts                            | 206.88    |
| 093492   | 11/17/2023 | NATIONAL TESTING NETWORK, INC.  | October/23 - Voucher Usage             | 675.00    |
| 093493   | 11/17/2023 | NAVIA BENEFIT SOLUTIONS         | Employee Contributions - #21           | 5,177.31  |
| 093494   | 11/17/2023 | THE AFTERMARKET PARTS COMPANY   | Misc. Parts                            | 1,524.32  |
| 093495   | 11/17/2023 | NOOKSACK VALLEY DISPOSAL        | Dumpster Rentals                       | 195.63    |
| 093496   | 11/17/2023 | ONSPOT OF NORTH AMERICA INC     | On Spot Bus Chains & Parts             | 4,883.46  |
| 093497   | 11/17/2023 | POMP'S TIRE SERVICE, INC.       | Tires & Misc. Tire Repairs             | 9,648.90  |
| 093498   | 11/17/2023 | PUGET SOUND ENERGY              | Cordata Station                        | 557.60    |

|        |            |                                  |  |          |
|--------|------------|----------------------------------|--|----------|
| 093499 | 11/17/2023 | PUGET SOUND ENERGY               | Ferndale Station                       | 415.88   |
| 093500 | 11/17/2023 | PUGET SOUND ENERGY               | Lynden Station                         | 683.38   |
| 093501 | 11/17/2023 | RDS, INC.                        | Waste Disposal                         | 233.89   |
| 093502 | 11/17/2023 | SANITARY SERVICE                 | Solid Waste Disposal (6) Locations     | 2,986.07 |
| 093503 | 11/17/2023 | JULIE SHONKWILER                 | CDL Fees Reimbursement                 | 136.00   |
| 093504 | 11/17/2023 | SIGNS PLUS                       | EOQ - Sign/ECM/Circular Route Signs    | 2,152.10 |
| 093505 | 11/17/2023 | MCLOUGHLIN & EARDLEY GROUP, INC. | Misc. Parts                            | 226.65   |
| 093506 | 11/17/2023 | TRAPEZE SOFTWARE GROUP INC.      | Voice/SMS - Para Notifications         | 931.50   |
| 093507 | 11/17/2023 | UNITED PARCEL SERVICE INC.       | Shipping Service                       | 20.91    |
| 093508 | 11/17/2023 | UNITED PAINT SPECIALTY           | Paint & Auto Body Supplies             | 114.67   |
| 093509 | 11/17/2023 | VERIZON CONNECT NWF INC.         | Oct/23 - Monthly Service               | 186.05   |
| 093510 | 11/17/2023 | MAGAN WALTARI                    | NIGP Fall Conf – Seattle, W.           | 685.39   |
| 093511 | 11/17/2023 | KAMAN FLUID POWER, LLC           | Misc. Supplies                         | 298.23   |
| 093512 | 11/17/2023 | WESTERN REFINERY SERVICES INC    | Vac Truck Support/Disposal - 10/19/23  | 5,949.76 |
| 093513 | 11/17/2023 | WHATCOM COMMUNITY COLLEGE        | WTA - Syre Hall Rental                 | 200.00   |
| 093514 | 11/17/2023 | WILDLIFE CONTROL SUPPLIES, LLC   | Solar Adhesive Sealant                 | 236.29   |
| 093515 | 11/17/2023 | WINDWOOD ENTERPRISES INC         | Landscaping - All Locations - Ice Melt | 8,016.39 |
| 093516 | 11/17/2023 | JAMES P. WINKLER                 | CDL Medical Certificate                | 151.00   |
| 093517 | 11/24/2023 | BAY CITY SUPPLY                  | Cleaning Supplies & Paper Goods        | 804.46   |
| 093518 | 11/24/2023 | BELLINGHAM AUTO PARTS            | Napa Rebate & Misc. Parts              | 483.36   |
| 093519 | 11/24/2023 | BELLINGHAM FORD LINCOLN, INC.    | Misc. Parts                            | 369.18   |
| 093520 | 11/24/2023 | CARLSON STEEL & FENCE SUPPLY     | Steel Supply                           | 231.09   |
| 093521 | 11/24/2023 | CDW GOVERNMENT                   | M/S Azure Overage                      | 6,763.91 |
| 093522 | 11/24/2023 | CINTAS CORPORATION               | Laundry Services                       | 1,512.33 |
| 093523 | 11/24/2023 | CUMMINS INC.                     | Misc. Parts                            | 2,885.18 |
| 093524 | 11/24/2023 | EXPRESS EMPLOYMENT PROFESS.      | Temporary Help                         | 3,447.99 |
| 093525 | 11/24/2023 | FASTENAL COMPANY                 | Misc. Supplies                         | 1,014.24 |
| 093526 | 11/24/2023 | FERRELLGAS, LP                   | Propane - Paratransit Vehicles         | 4,768.26 |
| 093527 | 11/24/2023 | FLEETPRIDE, INC.                 | Misc. Supplies                         | 529.01   |
| 093528 | 11/24/2023 | GENFARE                          | Misc. Parts                            | 1,256.00 |
| 093529 | 11/24/2023 | GILLIG LLC                       | Misc. Parts                            | 4,313.89 |
| 093530 | 11/24/2023 | GRAINGER INC                     | Misc. Supplies                         | 169.45   |
| 093531 | 11/24/2023 | HARDWARE SALES                   | Misc. Supplies                         | 215.36   |
| 093532 | 11/24/2023 | LUCID CONSULTING, LLC            | Project Prep/Licensing                 | 176.25   |
| 093533 | 11/24/2023 | MCMaster-CARR SUPPLY CO.         | Misc. Supplies                         | 810.29   |
| 093534 | 11/24/2023 | MT. BAKER AUTO GLASS             | Windshields & Misc. Glass Repairs      | 739.84   |
| 093535 | 11/24/2023 | NATIONAL SAFETY, INC.            | Safety Equipment & Supplies            | 286.14   |
| 093536 | 11/24/2023 | NAVIA BENEFIT SOLUTIONS          | Employee Contributions - #22           | 4,864.81 |
| 093537 | 11/24/2023 | NEWEGG, INC.                     | Computer Parts & Components            | 504.63   |
| 093538 | 11/24/2023 | POMP'S TIRE SERVICE, INC.        | Tires & Misc. Tire Repairs             | 6,485.75 |
| 093539 | 11/24/2023 | RECARO NORTH AMERICA INC.        | Misc. Parts                            | 1,432.49 |
| 093540 | 11/24/2023 | REISNER DISTRIBUTOR, INC.        | Oil & Lubes                            | 4,448.98 |
| 093541 | 11/24/2023 | ROMAINE ELECTRIC CORP            | Misc. Parts                            | 5,783.15 |
| 093542 | 11/24/2023 | S & H AUTOPARTS, INC.            | Misc. Parts                            | 263.69   |
| 093543 | 11/24/2023 | SCHETKY NORTHWEST SALES INC.     | Misc. Parts                            | 279.70   |
| 093544 | 11/24/2023 | SEATTLE AUTOMOTIVE DISTR INC     | Misc. Parts                            | 368.96   |
| 093545 | 11/24/2023 | SKAGIT TRANSIT                   | WCC Student - GFI Fares                | 46.00    |
| 093546 | 11/24/2023 | BELLINGHAM AUTO MNGMNT. INC.     | Misc. Parts                            | 60.90    |
| 093547 | 11/24/2023 | UNITED PARCEL SERVICE INC.       | Shipping Service                       | 20.90    |
| 093548 | 11/24/2023 | VALLEY PLUMBING AND ELECTRIC     | Install Parts Washer Electrical        | 7,495.41 |
| 093549 | 11/24/2023 | WEST COAST PAPER                 | Bulk Paper Supply                      | 537.89   |
| 093550 | 11/24/2023 | KAMAN FLUID POWER, LLC           | Misc. Supplies                         | 189.12   |
| 093551 | 11/24/2023 | ERIC S SMITH MD INC PS dba       | Flu Shot Clinics - 10/17/23            | 1,051.50 |
| 093552 | 11/24/2023 | ZORO TOOLS, INC.                 | Tools & Tool Repairs                   | 531.58   |

|        |            |                              |                    |                   |
|--------|------------|------------------------------|--------------------|-------------------|
| 093553 | 11/22/2023 | A.T.U. - C.O.P.E.            | Employee Donations | 76.85             |
| 093554 | 11/22/2023 | UNITED WAY OF WHATCOM COUNTY | Employee Donations | 371.67            |
|        |            |                              |                    | <u>207,404.01</u> |

**ELECTRONIC TRANSFERS**

|                               |                             |                   |
|-------------------------------|-----------------------------|-------------------|
| AFLAC                         | Insurance Benefit           | 189.27            |
| AMALGAMATED TRANSIT UNION 843 | Union Dues                  | 10,041.53         |
| COLONIAL INSURANCE COMPANY    | Insurance Benefit           | 397.75            |
| HSA BANK                      | Health Spending Accounts    | 1,691.33          |
| INTERNAL REVENUE SERVICE      | Payroll Taxes               | 255,281.04        |
| DEPARTMENT OF RETIREMENT SYS  | PERS & Deferred Comp        | 200,628.02        |
| TRUSTMARK VOLUNTARY BENEFIT   | Insurance Benefit           | 30.92             |
| VANTAGEPOINT TRANSFER AGENTS  | Retirement Health Benefit   | 2,786.37          |
| OFFICE OF SUPPORT ENFORCEMENT | Garnishment                 | 1,355.32          |
| WA DEPT. OF REVENUE           | October 2023 - Use Tax Paid | 855.26            |
|                               |                             | <u>473,256.81</u> |

**PAYROLL - NOVEMBER 23, 2023**

|                     |             |                     |
|---------------------|-------------|---------------------|
| CHECKS              | 5269 - 5272 | 9,168.04            |
| DIRECT DEPOSIT      |             | 714,730.71          |
|                     |             | <u>723,898.75</u>   |
| <b>REPORT TOTAL</b> |             | <u>1,404,559.57</u> |

**MEMORANDUM**

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

**FROM:** Shonda Shipman, Finance Director

**DATE:** January 18, 2024

**SUBJECT:** Consideration of December 1-15, 2023 Expenditure Report

**RECOMMENDATION**

That the Board of Directors approve the December 1-15, 2023 payable and payroll expenditures as follows:

Check numbers 093555 – 093676 in the amount of \$835,081.87

|                        |                     |
|------------------------|---------------------|
| Total Accounts Payable | <b>\$835,081.87</b> |
|------------------------|---------------------|

**Electronic Transfers**

|                               |                           |                     |
|-------------------------------|---------------------------|---------------------|
| Office of Support Enforcement | Garnishment               | \$ 1,355.32         |
| AFLAC                         | Insurance Benefits        | \$ 189.27           |
| ATU 843                       | Union Employee Dues       | \$ 10,082.49        |
| Colonial Insurance            | Insurance Benefit         | \$ 358.69           |
| HSA Bank                      | Health Savings Account    | \$ 2,116.33         |
| Internal Revenue Service      | Payroll Taxes             | \$241,995.18        |
| Dept. of Retirement Systems   | PERS & Deferred Comp.     | \$195,414.90        |
| Trustmark Voluntary Benefit   | Insurance Benefit         | \$ 30.92            |
| Vantagepoint Transfer Agents  | Retirement Health Benefit | \$ 2,768.65         |
| Wells Fago Bank, N.A.         | PCard Purchases-Nov. 2023 | <u>\$ 43,847.13</u> |

|                            |                     |
|----------------------------|---------------------|
| Total Electronic Transfers | <b>\$498,158.88</b> |
|----------------------------|---------------------|

**Payroll – December 8, 2023**

|                    |                     |
|--------------------|---------------------|
| Checks 5375 - 5377 | \$ 7,265.72         |
| Direct Deposits    | <u>\$690,933.72</u> |

|               |                             |
|---------------|-----------------------------|
| Total Payroll | <b><u>\$ 698,199.44</u></b> |
|---------------|-----------------------------|

|                    |                                     |
|--------------------|-------------------------------------|
| <b>Grand Total</b> | <b><u><u>\$2,031,440.19</u></u></b> |
|--------------------|-------------------------------------|

TO: Les Reardanz, General Manager  
 FROM: Shonda Shipman, Director of Finance  
 SUBJECT: Expenditures, December 1 - 15, 2023  
 DATE: December 18, 2023

| Check No | Date      | Vendor Name                     | Comment                                  | Amount    |
|----------|-----------|---------------------------------|--|-----------|
| 093555   | 12/1/2023 | ASSOCIATED PETROLEUM PROD.      | Diesel & Regular Gasoline                | 73,327.60 |
| 093556   | 12/1/2023 | SECURETRANS, INC.               | Armored Car & Cash Counting              | 649.76    |
| 093557   | 12/1/2023 | BELLINGHAM AUTO PARTS           | Misc. Parts                              | 757.95    |
| 093558   | 12/1/2023 | BELLINGHAM FORD LINCOLN, INC.   | Misc. Parts                              | 948.54    |
| 093559   | 12/1/2023 | GALLS, LLC                      | Employee Uniforms                        | 2,881.40  |
| 093560   | 12/1/2023 | CASCADE NATURAL GAS             | Cordata Station                          | 53.82     |
| 093561   | 12/1/2023 | CASCADE NATURAL GAS             | Lynden Station                           | 300.70    |
| 093562   | 12/1/2023 | CCP INDUSTRIES                  | Misc. Supplies                           | 756.74    |
| 093563   | 12/1/2023 | CINTAS CORPORATION              | Laundry Services/Cabinet Supply          | 1,732.83  |
| 093564   | 12/1/2023 | KELLY S. SMITH JOHNSTON         | Consulting - Agency Design               | 6,250.00  |
| 093565   | 12/1/2023 | CLEVER DEVICES, LTD.            | Extended System Warranty T1              | 6,265.80  |
| 093566   | 12/1/2023 | COBBLESTONE SOFTWARE            | Cobblestone Annual License               | 883.06    |
| 093567   | 12/1/2023 | ZACHARY COOK                    | Training Lunch Reimbursement             | 116.88    |
| 093568   | 12/1/2023 | CUMMINS INC.                    | 50KW DC Mobile BAA                       | 50,864.65 |
| 093569   | 12/1/2023 | EMERALD SERVICES, INC           | BIO Hazard Disposal Fees                 | 283.60    |
| 093570   | 12/1/2023 | VICKI ESSER                     | Admin. Professionals Conf.-Las Vegas, NV | 118.00    |
| 093571   | 12/1/2023 | EXPRESS EMPLOYMENT PROFESS.     | Temporary Help                           | 3,045.07  |
| 093572   | 12/1/2023 | FASTENAL COMPANY                | Misc. Supplies                           | 84.20     |
| 093573   | 12/1/2023 | FERGUSON ENTERPRISES, INC.      | Misc. Supplies                           | 34.55     |
| 093574   | 12/1/2023 | FERRELLGAS, LP                  | Propane - Paratransit Vehicles           | 9,948.84  |
| 093575   | 12/1/2023 | FLEETPRIDE, INC.                | Misc. Supplies                           | 2,478.44  |
| 093576   | 12/1/2023 | GILLIG LLC                      | Misc. Parts                              | 11,580.33 |
| 093577   | 12/1/2023 | KEVIN GOLDSBERRY                | Uniform Clothing Reimbursement           | 46.77     |
| 093578   | 12/1/2023 | GROWSOURCE, INC.                | (1) Yard Gravel                          | 42.16     |
| 093579   | 12/1/2023 | HALEY & ALDRICH, INC.           | WTA Grant Consulting                     | 8,471.25  |
| 093580   | 12/1/2023 | HARDWARE SALES                  | Misc. Supplies                           | 119.41    |
| 093581   | 12/1/2023 | HINTON CHEVROLET                | Misc. Parts                              | 179.74    |
| 093582   | 12/1/2023 | INTRADYN                        | Text Messaging Archiving                 | 180.00    |
| 093583   | 12/1/2023 | LIFT U INC.                     | Misc. Parts                              | 805.39    |
| 093584   | 12/1/2023 | LOWE'S BUSINESS ACCOUNT         | WTA Credit Account                       | 745.59    |
| 093585   | 12/1/2023 | LYNDEN TRIBUNE                  | Public Hearing Notice                    | 129.25    |
| 093586   | 12/1/2023 | MB GREEN, INDOOR GREENERY, INC. | November/23 - Plant Care                 | 239.36    |
| 093587   | 12/1/2023 | MAUREEN MCCARTHY                | Comm. Relations Retreat                  | 57.25     |
| 093588   | 12/1/2023 | MUNCIE TRANSIT SUPPLY           | Misc. Supplies                           | 174.62    |
| 093589   | 12/1/2023 | THE AFTERMARKET PARTS CO.       | Misc. Supplies                           | 318.34    |
| 093590   | 12/1/2023 | ONSPOT OF NORTH AMERICA INC     | Misc. Parts                              | 18.60     |
| 093591   | 12/1/2023 | PERSONNEL DATA SYSTEMS, INC.    | Vista Time SaaS                          | 324.21    |
| 093592   | 12/1/2023 | PUGET SOUND ENERGY              | Baker Lot                                | 147.55    |
| 093593   | 12/1/2023 | PUGET SOUND ENERGY              | Bakerview Spur (2)                       | 347.14    |
| 093594   | 12/1/2023 | PUGET SOUND ENERGY              | Bellingham Station                       | 1,835.34  |
| 093595   | 12/1/2023 | PUGET SOUND ENERGY              | Bakerview Spur                           | 9,603.68  |
| 093596   | 12/1/2023 | PUGET SOUND ENERGY              | Midway Lot                               | 6,735.99  |
| 093597   | 12/1/2023 | RECARO NORTH AMERICA INC        | Misc. Parts                              | 4,351.66  |
| 093598   | 12/1/2023 | ROUSH CLEANTECH LLC             | Misc. Parts                              | 1,005.27  |
| 093599   | 12/1/2023 | LACEY THOMPSON                  | Battery Cable Part - Reimbursement       | 10.33     |
| 093600   | 12/1/2023 | US OPCO T, INC.                 | Bellingham Toyota - Parts                | 60.90     |
| 093601   | 12/1/2023 | ULINE                           | Shipping/Misc. Supplies                  | 146.95    |

|        |           |                                 |  |            |
|--------|-----------|---------------------------------|--|------------|
| 093602 | 12/1/2023 | UNITED PARCEL SERVICE INC       | Shipping Services                        | 33.57      |
| 093603 | 12/1/2023 | VAN NESS FELDMAN, LLP           | Oct/23 - Lobbying                        | 5,000.00   |
| 093604 | 12/1/2023 | WASHINGTON STATE TRANSIT ASSOC  | (6) HR Committee Meeting                 | 750.00     |
| 093605 | 12/1/2023 | MICHELE ZLOTEK                  | WSTA HR Conf - Burlington WA.            | 119.97     |
| 093606 | 12/8/2023 | EUROFINS TESTOIL, INC.          | Oil Testing & Kits                       | 1,800.00   |
| 093607 | 12/8/2023 | ASSOCIATED PETROLEUM PROD.      | Diesel & Regular Gasoline                | 37,880.44  |
| 093608 | 12/8/2023 | AWC EMPLOYEE BENEFIT TRUST      | Dec/23-Medical/Dental/Vision/Insurance   | 488,657.96 |
| 093609 | 12/8/2023 | JENNIFER AVERMAN                | WSTA HR - Burlington WA.                 | 34.00      |
| 093610 | 12/8/2023 | BAE SYSTEMS CONTROLS INC        | Misc. Parts                              | 774.84     |
| 093611 | 12/8/2023 | BAY CITY SUPPLY                 | Cleaning Supplies & Paper Goods          | 2,652.39   |
| 093612 | 12/8/2023 | BELLINGHAM AUTO PARTS           | Misc. Parts                              | 419.65     |
| 093613 | 12/8/2023 | BRADLEY VERNON BERGMAN          | Dispatch Teambuilding Workshop           | 250.00     |
| 093614 | 12/8/2023 | WOLF LEE HURST & SLATTERY, PLLP | Procurement & General Business Legal     | 5,706.45   |
| 093615 | 12/8/2023 | VANESSA BRONSEMA                | WSTA HR - Burlington WA.                 | 108.41     |
| 093616 | 12/8/2023 | GENEVIEVE CARRILLO              | Community Relations Events - Treats      | 95.94      |
| 093617 | 12/8/2023 | CCP INDUSTRIES                  | Misc. Supplies                           | 789.63     |
| 093618 | 12/8/2023 | CENTER FOR INTERNET SECURITY    | (30) Endpoint Installation               | 963.44     |
| 093619 | 12/8/2023 | CENTRAL WELDING SUPPLY INC      | Welding Gas & Supply                     | 122.51     |
| 093620 | 12/8/2023 | CINTAS CORPORATION              | Laundry Services/Cabinet Supply          | 826.75     |
| 093621 | 12/8/2023 | CITY OF BELLINGHAM              | Water, Sewer, Storm Water - (BTS)        | 950.28     |
| 093622 | 12/8/2023 | COMMERCIAL FIRE PROTECTION, LLC | Valve Leak - Service Call                | 3,366.27   |
| 093623 | 12/8/2023 | CONTACT WIRELESS, LLC           | Devils Monthly Site Lease                | 636.54     |
| 093624 | 12/8/2023 | COPIERS NORTHWEST, INC.         | Copier Lease/Maintenance                 | 1,070.98   |
| 093625 | 12/8/2023 | CUMMINS INC.                    | Misc. Parts                              | 9,345.21   |
| 093626 | 12/8/2023 | DAY MANAGEMENT CORPORATION      | Sumas Site Lease                         | 1,508.74   |
| 093627 | 12/8/2023 | DEL CITY                        | Misc. Parts                              | 78.82      |
| 093628 | 12/8/2023 | EC COMPANY                      | Screen Swaps - Chargers                  | 1,561.28   |
| 093629 | 12/8/2023 | EXPRESS EMPLOYMENT PROFESS.     | Temporary Help                           | 1,175.05   |
| 093630 | 12/8/2023 | FLEETPRIDE, INC.                | Misc. Supplies                           | 1,248.68   |
| 093631 | 12/8/2023 | JENNIFER FRANKS                 | WSTA HR - Burlington WA.                 | 108.41     |
| 093632 | 12/8/2023 | GENFARE                         | Misc. Parts                              | 630.45     |
| 093633 | 12/8/2023 | GILLIG LLC                      | Misc. Parts                              | 1,876.14   |
| 093634 | 12/8/2023 | GRAINGER INC                    | Misc. Supplies                           | 466.87     |
| 093635 | 12/8/2023 | HEALTH PROMOTION NETWORK        | EAP - November 2023                      | 785.20     |
| 093636 | 12/8/2023 | JEFF JAMES                      | CDL Medical Certificate                  | 151.00     |
| 093637 | 12/8/2023 | KPFF, INC.                      | MOAB Remodel/ADA Stops/Support           | 10,602.90  |
| 093638 | 12/8/2023 | KULSHAN VOCATIONAL SERVICES     | October/23 Vehicle Cleaning              | 13,250.94  |
| 093639 | 12/8/2023 | LYNDALE GLASS                   | Tempered Laminate Glass                  | 756.94     |
| 093640 | 12/8/2023 | LYNDEN TRIBUNE                  | Kids Design Ad - 2023                    | 275.00     |
| 093641 | 12/8/2023 | MALLORY SAFETY AND SUPPLY LLC   | Tingley Rain Jacket                      | 115.13     |
| 093642 | 12/8/2023 | MOHAWK MFG & SUPPLY CO.         | Misc. Supplies                           | 724.33     |
| 093643 | 12/8/2023 | MOTOR TRUCKS INC.               | Misc. Parts                              | 69.68      |
| 093644 | 12/8/2023 | MT. BAKER AUTO GLASS            | Windshields & Mis. Glass Repairs         | 446.08     |
| 093645 | 12/8/2023 | NATIONAL SAFETY, INC.           | Safety Equipment & Supply                | 56.09      |
| 093646 | 12/8/2023 | NEWEGG, INC.                    | Computer Parts & Components              | 113.13     |
| 093647 | 12/8/2023 | NEW PIG                         | Misc. Supplies                           | 423.17     |
| 093648 | 12/8/2023 | O'REILLY AUTO PARTS             | Misc. Parts                              | 382.87     |
| 093649 | 12/8/2023 | OVERHEAD DOOR                   | Misc. Parts                              | 44.61      |
| 093650 | 12/8/2023 | PACIFIC MOBILE, INC.            | Rentals-HR/EMC /Office Overflow          | 7,013.01   |
| 093651 | 12/8/2023 | POMP'S TIRE SERVICE, INC.       | Tires & Misc. Tire Repairs               | 4,971.67   |
| 093652 | 12/8/2023 | PYE-BARKER FIRE & SAFETY, LLC   | Fire Extinguisher - Testing & Recharging | 1,039.06   |
| 093653 | 12/8/2023 | RDS, INC.                       | Waste Disposal & Recycling Fees          | 327.00     |
| 093654 | 12/8/2023 | LES REARDANZ                    | WSTA Q-4 BOD – Anacortes, WA             | 282.42     |
| 093655 | 12/8/2023 | REISNER DISTRIBUTOR, INC.       | Oil & Lubes                              | 2,205.86   |

|        |           |                               |                                      |            |
|--------|-----------|-------------------------------|--------------------------------------|------------|
| 093656 | 12/8/2023 | SANITARY SERVICE              | Solid Waste Disposal - (5) Locations | 2,745.96   |
| 093657 | 12/8/2023 | SEATTLE AUTOMOTIVE DISTR INC. | Misc. Parts                          | 1,249.78   |
| 093658 | 12/8/2023 | SHERWIN WILLIAMS              | Paint & Painting Supplies            | 56.50      |
| 093659 | 12/8/2023 | SNAP-ON INDUSTRIAL            | Tools & Tool Repairs                 | 20.65      |
| 093660 | 12/8/2023 | SPECIAL-T STRIPING & SIGN CO. | (21) Decals & Restroom/Lock Labels   | 168.55     |
| 093661 | 12/8/2023 | STAR RENTALS                  | Scissor Skyjack Rental               | 710.06     |
| 093662 | 12/8/2023 | LACEY THOMPSON                | Christmas Bus Decorations            | 101.95     |
| 093663 | 12/8/2023 | UNITED PARCEL SERVICE INC.    | Shipping Services                    | 1.67       |
| 093664 | 12/8/2023 | UNITED PAINT SPECIALTY        | Paint & Auto Body Supplies           | 81.21      |
| 093665 | 12/8/2023 | KEVIN J. VANDERHORST          | Para. Bus Pre Insp - Federal Way, WA | 158.00     |
| 093666 | 12/8/2023 | VERIZON WIRELESS, BELLEVUE    | Non-Management Cell Phones/Touchpads | 437.21     |
| 093667 | 12/8/2023 | WEST COAST PAPER              | Bulk Paper Supply                    | 679.64     |
| 093668 | 12/8/2023 | KAMAN FLUID POWER, LLC        | Misc. Supplies                       | 215.78     |
| 093669 | 12/8/2023 | WHATCOM ELECTRIC CO., INC.    | Misc. Supplies                       | 2,085.48   |
| 093670 | 12/8/2023 | HEATHER WILLIAMS              | WSTA HR – Burlington, WA             | 108.41     |
| 093671 | 12/8/2023 | DORI WILSON                   | WSTA HR – Burlington, WA             | 34.00      |
| 093672 | 12/8/2023 | WINDWOOD ENTERPRISES INC      | Winter Service - LTC                 | 663.68     |
| 093674 | 12/8/2023 | ZORO TOOLS, INC.              | Tools & Tool Repairs                 | 609.55     |
| 093675 | 12/8/2023 | A.T.U. - C.O.P.E.             | Employee Donations                   | 76.85      |
| 093676 | 12/8/2023 | UNITED WAY OF WHATCOM CO      | Employee Donations                   | 371.67     |
|        |           |                               |                                      | 835,081.87 |

**ELECTRONIC TRANSFERS**

|                               |                                 |            |
|-------------------------------|---------------------------------|------------|
| OFFICE OF SUPPORT ENFORCEMENT | Garnishment                     | 1,355.32   |
| AFLAC                         | Insurance Benefit               | 189.27     |
| AMALGAMATED TRANSIT UNION 843 | Union Dues                      | 10,082.49  |
| COLONIAL INSURANCE COMPANY    | Insurance Benefit               | 358.69     |
| HSA BANK                      | Health Savings Account          | 2,116.33   |
| INTERNAL REVENUE SERVICE      | Payroll Taxes                   | 241,995.18 |
| DEPARTMENT OF RETIREMENT SYS  | PERS & Deferred Comp            | 195,414.90 |
| TRUSTMARK VOLUNTARY BENEFIT   | Insurance Benefit               | 30.92      |
| VANTAGEPOINT TRANSFER AGENTS  | Retirement Health Benefit       | 2,768.65   |
| WELLS FARGO BANK, N.A.        | November 2023 - PCard Purchases | 43,847.13  |
|                               |                                 | 498,158.88 |

**PAYROLL - DECEMBER 8, 2023**

|                     |             |              |
|---------------------|-------------|--------------|
| CHECKS              | 5375 - 5377 | 7,265.72     |
| DIRECT DEPOSIT      |             | 690,933.72   |
|                     |             | 698,199.44   |
| <b>REPORT TOTAL</b> |             | 2,031,440.19 |

**MEMORANDUM**

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

**FROM:** Shonda Shipman, Finance Director

**DATE:** January 18, 2024

**SUBJECT:** Consideration of December 16-31, 2023 Expenditure Report

**RECOMMENDATION**

That the Board of Directors approve the December 16-31, 2023 payable and payroll expenditures as follows:

Check numbers 093677 – 093822 in the amount of \$1,152,607.87

|                        |                       |
|------------------------|-----------------------|
| Total Accounts Payable | <b>\$1,152,607.87</b> |
|------------------------|-----------------------|

**Electronic Transfers**

|                               |                           |                    |
|-------------------------------|---------------------------|--------------------|
| AFLAC                         | Insurance Benefits        | \$ 189.27          |
| ATU 843                       | Union Employee Dues       | \$ 9,893.97        |
| Colonial Insurance            | Insurance Benefit         | \$ 358.69          |
| HSA Bank                      | Health Savings Account    | \$ 3,141.33        |
| Internal Revenue Service      | Payroll Taxes             | \$244,880.18       |
| Dept. of Retirement Systems   | PERS & Deferred Comp.     | \$195,731.64       |
| Trustmark Voluntary Benefit   | Insurance Benefit         | \$ 30.92           |
| Vantagepoint Transfer Agents  | Retirement Health Benefit | \$ 2,869.26        |
| Office of Support Enforcement | Garnishment               | \$ 1,355.32        |
| WA State Dept. of Revenue     | Use Tax-Nov. 2023         | <u>\$ 1,072.03</u> |

|                            |                     |
|----------------------------|---------------------|
| Total Electronic Transfers | <b>\$459,522.61</b> |
|----------------------------|---------------------|

**Payroll – December 22, 2023**

|                    |                     |
|--------------------|---------------------|
| Checks 5378 - 5383 | \$ 10,590.47        |
| Direct Deposits    | <u>\$691,624.61</u> |

|               |                             |
|---------------|-----------------------------|
| Total Payroll | <b><u>\$ 702,215.08</u></b> |
|---------------|-----------------------------|

|                    |                                     |
|--------------------|-------------------------------------|
| <b>Grand Total</b> | <b><u><u>\$2,314,345.56</u></u></b> |
|--------------------|-------------------------------------|

TO: Les Reardanz, General Manager  
 FROM: Shonda Shipman, Director of Finance  
 SUBJECT: Expenditures - December 16 - 31, 2023  
 DATE: January 3, 2023

| Check No | Date       | Vendor Name                     | Comment                                   | Amount    |
|----------|------------|---------------------------------|---|-----------|
| 093677   | 12/18/2023 | ADVANTAGE BUILDING SERVICES     | Nov/23 Janitorial Services                | 16,576.35 |
| 093678   | 12/18/2023 | MARGARET ANAYA                  | CDL Medical Certificate                   | 92.00     |
| 093679   | 12/18/2023 | ASSOCIATED PETROLEUM PROD.      | Diesel & Regular Gasoline                 | 45,224.38 |
| 093680   | 12/18/2023 | JENNIFER AVERMAN                | BIAWC - Wellness Retreat                  | 121.49    |
| 093681   | 12/18/2023 | BALDI MT HOLDINGS LLC           | Monthly Radio Site Lease                  | 1,323.00  |
| 093682   | 12/18/2023 | BAY TROPHIES                    | Name Tags/Magnets                         | 16.00     |
| 093683   | 12/18/2023 | BELLINGHAM PROMOTIONAL PROD.    | (100) Foam Core Posters                   | 1,088.00  |
| 093684   | 12/18/2023 | GALLS, LLC                      | Employee Uniforms                         | 969.04    |
| 093685   | 12/18/2023 | DOUGLAS BOERSMA                 | CDL Medical Certificate                   | 151.00    |
| 093686   | 12/18/2023 | THE BRAUN CORPORATION           | Misc. Parts                               | 178.26    |
| 093687   | 12/18/2023 | ANDREW BUTCHER                  | Red Cross Breakfast – Tulalip, WA         | 109.36    |
| 093688   | 12/18/2023 | GENEVIEVE CARRILLO              | Tuxes/Trains - Seattle WA                 | 287.93    |
| 093689   | 12/18/2023 | CASCADE NATURAL GAS             | Bakerview Lot (2)                         | 115.38    |
| 093690   | 12/18/2023 | CASCADE NATURAL GAS             | Bakerview Lot                             | 301.33    |
| 093691   | 12/18/2023 | CASCADE NATURAL GAS             | Bakerview Spur (2)                        | 1,134.85  |
| 093692   | 12/18/2023 | CLEVER DEVICES, LTD.            | HW/SW Maintenance Ext. Warranty           | 57,609.60 |
| 093693   | 12/18/2023 | COMMERCIAL FIRE PROTECT., LLC   | Annual Alarm Inspection                   | 544.00    |
| 093694   | 12/18/2023 | COPY SOURCE                     | 4500 E/C Requests (9000) Leave Req        | 1,795.20  |
| 093695   | 12/18/2023 | EXPRESS EMPLOYMENT PROFESS.     | Temporary Help                            | 1,296.90  |
| 093696   | 12/18/2023 | KEVIN GOLDSBERRY                | Red Cross Heroes - Tulalip WA.            | 109.36    |
| 093697   | 12/18/2023 | ANDREW HERNDON                  | Travel Trainer - Pierce Transit WA        | 19.00     |
| 093698   | 12/18/2023 | HOTELENGINE, INC.               | DOL CDL Exam Class - Seattle WA           | 1,444.85  |
| 093699   | 12/18/2023 | HOTELENGINE, INC.               | RE: Credit #4454341-681364-01             | 303.05    |
| 093700   | 12/18/2023 | K ENGINEERS, INC.               | Moab Equipment Upgrade                    | 907.50    |
| 093701   | 12/18/2023 | LOOKOUT MT HOLDINGS LLC         | Monthly Radio Site Lease                  | 1,764.00  |
| 093702   | 12/18/2023 | LUCID CONSULTING, LLC           | Rebuild P/O Module/ROI                    | 323.75    |
| 093703   | 12/18/2023 | CITY OF LYNDEN                  | Water, Sewer, Storm Water Fees            | 337.03    |
| 093704   | 12/18/2023 | KYLE MOORE                      | CDL Medical Certificate                   | 151.00    |
| 093705   | 12/18/2023 | MT CONSTITUTION SITES, INC.     | Monthly Radio Site Lease                  | 1,296.33  |
| 093706   | 12/18/2023 | NAVIA BENEFIT SOLUTIONS         | Employee Contributions-Participant Fee    | 5,872.95  |
| 093707   | 12/18/2023 | PICKFORD FILM CENTER            | OnScreen Ads - Nov/23                     | 500.00    |
| 093708   | 12/18/2023 | PINNACLE INVESTIGATIONS CORP    | Employee Background Checks                | 275.00    |
| 093709   | 12/18/2023 | ROMAINE ELECTRIC CORP           | Misc. Parts                               | 156.70    |
| 093710   | 12/18/2023 | SIGNS PLUS                      | Kiosk Decals - (22) EOQ Sign              | 506.47    |
| 093711   | 12/18/2023 | MCLOUGHLIN & EARDLEY GRP., INC. | Misc. Parts                               | 272.58    |
| 093712   | 12/18/2023 | SQUALICUM MT HOLDINGS LLC       | Monthly Radio Site Lease                  | 1,764.00  |
| 093713   | 12/18/2023 | SHARI STAMEY                    | Halloween Bus - Supplies                  | 307.60    |
| 093714   | 12/18/2023 | STERICYCLE, INC.                | BIO Hazard Waste Disposal                 | 32.32     |
| 093715   | 12/18/2023 | UNITED PARCEL SERVICE INC       | Shipping Services                         | 26.74     |
| 093716   | 12/18/2023 | VERIZON CONNECT NWF INC.        | Monthly Service - Nov/23                  | 186.05    |
| 093717   | 12/18/2023 | WINDWOOD ENTERPRISES INC        | Landscaping & Winter Services - All Locs. | 11,280.37 |
| 093718   | 12/18/2023 | WIZTRONICS INC.                 | Monthly Digital Service                   | 2,317.44  |
| 093719   | 12/18/2023 | WASHINGTON STATE TRANSIT ASSOC. | #1330 A/T Leadership Mary A.              | 425.00    |
| 093720   | 12/22/2023 | AMAZON WEB SERVICES, INC.       | Monthly AWS Hosted Services               | 624.67    |

|        |            |                                 |                                       |           |
|--------|------------|---------------------------------|---------------------------------------|-----------|
| 093721 | 12/22/2023 | ASSOCIATED PETROLEUM PROD.      | Diesel & Regular Gasoline             | 27,683.90 |
| 093722 | 12/22/2023 | ATLAS ERGONOMICS, LLC           | EMC - P/Therapy TRNP.408              | 17,720.00 |
| 093723 | 12/22/2023 | AT&T MOBILITY-CC                | Cellular - Fleet Routers              | 6,645.24  |
| 093724 | 12/22/2023 | BELLINGHAM AUTO PARTS           | Misc. Parts                           | 1,160.25  |
| 093725 | 12/22/2023 | THE MCCLATCHY COMPANY, LLC      | Recruitment /Legal Ads.               | 797.38    |
| 093726 | 12/22/2023 | THE MCCLATCHY COMPANY, LLC      | Legal Ads                             | 482.56    |
| 093727 | 12/22/2023 | JEFFREY BENSON                  | APTA Safety - Austin TX.              | 392.06    |
| 093728 | 12/22/2023 | GALLS, LLC                      | Employee Uniforms                     | 2,356.52  |
| 093729 | 12/22/2023 | ANDREW BUTCHER                  | Uniform Clothing - Reimbursement      | 23.60     |
| 093730 | 12/22/2023 | CITY OF BELLINGHAM              | Water/Sewer (Moab/Bakr. Lot/Mid. Ln.) | 5,838.89  |
| 093731 | 12/22/2023 | CULLIGAN OF BELLINGHAM          | Bottled Water - F/F & Portable A & B  | 109.02    |
| 093732 | 12/22/2023 | DEL CITY                        | Misc. Parts                           | 462.38    |
| 093733 | 12/22/2023 | DELERROK, INC.                  | November/23 - UMO Trax. Fees          | 14,533.10 |
| 093734 | 12/22/2023 | EXPRESS EMPLOYMENT PROFESS.     | Temporary Help                        | 628.35    |
| 093735 | 12/22/2023 | VAULT HEALTH                    | Drug/Alcohol Screen                   | 1,943.20  |
| 093736 | 12/22/2023 | GILLIG LLC                      | Misc. Parts                           | 5,604.85  |
| 093737 | 12/22/2023 | THE GORDIAN GROUP, INC.         | ORG109889-1 CTS Chargers              | 18,082.10 |
| 093738 | 12/22/2023 | GRAINGER INC                    | Misc. Supplies                        | 112.36    |
| 093739 | 12/22/2023 | BRENT HALVERSON                 | CDL Medical Certificate               | 151.00    |
| 093740 | 12/22/2023 | ALISSA HAWKINSON                | Q3 & Q4/2023 - Board Meetings         | 1,440.00  |
| 093741 | 12/22/2023 | HOME DEPOT CREDIT SERVICES      | #6035 3225 3929 1181                  | 1,476.22  |
| 093742 | 12/22/2023 | BRANDON JOHNSON                 | Vanpool Car Wash Reimbursement        | 13.00     |
| 093743 | 12/22/2023 | JENNIFER K LAUTENBACH           | Q3 & Q4/2023 - Board Meetings         | 810.00    |
| 093744 | 12/22/2023 | LUMINATOR TECH.GRP. GLOBAL, LLC | Surveillance Cameras & Components     | 364.04    |
| 093745 | 12/22/2023 | LUNAVI, INC.                    | Colocation & Internet                 | 3,351.17  |
| 093746 | 12/22/2023 | MCMASTER-CARR SUPPLY CO         | Misc. Supplies                        | 441.19    |
| 093747 | 12/22/2023 | MUNCIE TRANSIT SUPPLY           | Misc. Supplies                        | 85.47     |
| 093748 | 12/22/2023 | NATIONAL TESTING NETWORK, INC.  | (13) Nov/23 - Testing Voucher         | 585.00    |
| 093749 | 12/22/2023 | THE AFTERMARKET PARTS CO.       | Misc. Parts                           | 323.40    |
| 093750 | 12/22/2023 | NOOKSACK VALLEY DISPOSAL        | Dumpster Rental                       | 240.83    |
| 093751 | 12/22/2023 | PINNACLE INVESTIGATIONS CORP    | Employee Background Checks            | 217.00    |
| 093752 | 12/22/2023 | POMP'S TIRE SERVICE, INC.       | Tires & Misc. Tire Repairs            | 8,432.39  |
| 093753 | 12/22/2023 | PUGET SOUND ENERGY              | Cordata Station                       | 787.86    |
| 093754 | 12/22/2023 | PUGET SOUND ENERGY              | Ferndale Station                      | 569.42    |
| 093755 | 12/22/2023 | PUGET SOUND ENERGY              | Lynden Station                        | 844.19    |
| 093756 | 12/22/2023 | ROGERS MACHINERY CO., INC.      | Misc. Parts                           | 471.88    |
| 093757 | 12/22/2023 | S & H AUTOPARTS, INC.           | Misc. Parts                           | 226.27    |
| 093758 | 12/22/2023 | SCHETKY NORTHWEST SALES INC     | Misc. Parts                           | 323.20    |
| 093759 | 12/22/2023 | SHONDA L. SHIPMAN               | CPE Class Credit - Reimbursement      | 40.00     |
| 093760 | 12/22/2023 | SIX ROBBLEES INC.               | Misc. Supplies                        | 47.81     |
| 093761 | 12/22/2023 | UNLIMITED SERVICE INC           | Exhaust Pipe Fabrication              | 155.76    |
| 093762 | 12/22/2023 | KEVIN J. VANDERHORST            | Para Bus Inspection-Federal Way, WA   | 101.00    |
| 093763 | 12/22/2023 | VERIZON WIRELESS, BELLEVUE      | Management Team Cell Phones           | 125.11    |
| 093764 | 12/22/2023 | VAN NESS FELDMAN, LLP           | November 2023 - Lobbying              | 5,000.00  |
| 093765 | 12/22/2023 | WESTERN REFINERY SERVICES INC   | (4) Locations Lot Sweeping            | 2,333.32  |
| 093766 | 12/22/2023 | ZORO TOOLS, INC.                | Tools & Misc. Tool Supply             | 815.38    |
| 093767 | 12/22/2023 | UNITED WAY OF WHATCOM CO.       | Employee Contributions                | 371.67    |
| 093768 | 12/22/2023 | A.T.U. - C.O.P.E.               | Employee Contributions                | 76.85     |
| 093769 | 12/29/2023 | ALBERT ARTH                     | De-Escalating Training Snacks         | 19.48     |
| 093770 | 12/29/2023 | ASSOCIATED PETROLEUM PROD.      | Diesel & Regular Gasoline             | 66,261.84 |
| 093771 | 12/29/2023 | BAY CITY SUPPLY                 | Cleaning Supplies & Paper Goods       | 1,077.61  |
| 093772 | 12/29/2023 | WENDY BEEBOUT                   | Donuts - Operators                    | 90.93     |
| 093773 | 12/29/2023 | BELLINGHAM AUTO PARTS           | Misc. Parts                           | 819.11    |

|        |            |                                |                                     |              |
|--------|------------|--------------------------------|-------------------------------------|--------------|
| 093774 | 12/29/2023 | BELLINGHAM FORD LINCOLN, INC.  | Misc. Parts                         | 1,018.18     |
| 093775 | 12/29/2023 | BLACKBURN OFFICE FURN., LLC    | (16) OM5 - Guest Chairs             | 4,003.84     |
| 093776 | 12/29/2023 | THE BRAUN CORPORATION          | Misc. Parts                         | 312.39       |
| 093777 | 12/29/2023 | GENEVIEVE CARRILLO             | Marketing Events - Holidays         | 249.13       |
| 093778 | 12/29/2023 | CASCADE NATURAL GAS            | Cordata Station                     | 99.22        |
| 093779 | 12/29/2023 | CASCADE NATURAL GAS            | Bakerview Spur                      | 7,789.60     |
| 093780 | 12/29/2023 | CINTAS CORPORATION             | Laundry Services - Cabinet Supply   | 2,596.59     |
| 093781 | 12/29/2023 | KELLY S. SMITH JOHNSTON        | Consulting Services                 | 6,250.00     |
| 093782 | 12/29/2023 | CITY OF BELLINGHAM             | Water, Sewer, Storm Water Fees-COR  | 898.09       |
| 093783 | 12/29/2023 | CONSTRUCTION SUPPLY CO., INC.  | (1) SDS Max - Building Materials    | 37.51        |
| 093784 | 12/29/2023 | COPIERS NORTHWEST, INC.        | Copier Lease/Maintenance            | 2,346.34     |
| 093785 | 12/29/2023 | COPIERS NORTHWEST, INC.        | Document Management - Annual        | 37,264.00    |
| 093786 | 12/29/2023 | CUMMINS INC.                   | Misc. Parts                         | 6,035.93     |
| 093787 | 12/29/2023 | D2 CREATIVE LLC                | Graphic Design kickoff and projects | 9,225.00     |
| 093788 | 12/29/2023 | ERIC DAVIDSON                  | Q-3/2023 - Board Meetings           | 270.00       |
| 093789 | 12/29/2023 | DEL CITY                       | Misc. Parts                         | 54.83        |
| 093790 | 12/29/2023 | TODD ANDREW DONOVAN            | Q-3 & Q-4/2023 - Board Meetings     | 810.00       |
| 093791 | 12/29/2023 | FASTENAL COMPANY               | Misc. Supplies                      | 953.10       |
| 093792 | 12/29/2023 | FLEETPRIDE, INC.               | Misc. Supplies                      | 1,021.85     |
| 093793 | 12/29/2023 | GILLIG LLC                     | Misc. Parts                         | 3,760.86     |
| 093794 | 12/29/2023 | GRAINGER INC                   | Misc. Supplies                      | 317.43       |
| 093795 | 12/29/2023 | GROWSOURCE, INC.               | (8) Yards Clear Crushed Gravel      | 434.11       |
| 093796 | 12/29/2023 | HARDWARE SALES                 | Misc. Supplies                      | 715.07       |
| 093797 | 12/29/2023 | SCOTT KORTHUIS                 | Q-3 & Q-4/2023 - BOD Meetings       | 990.00       |
| 093798 | 12/29/2023 | MOHAWK MFG & SUPPLY CO         | Misc. Supplies                      | 322.72       |
| 093799 | 12/29/2023 | MOTOR TRUCKS INC.              | Misc. Parts                         | 43.73        |
| 093800 | 12/29/2023 | NATIONAL SAFETY, INC.          | Safety Equipment & Supplies         | 148.12       |
| 093801 | 12/29/2023 | NEW PIG                        | Misc. Supplies                      | 565.67       |
| 093802 | 12/29/2023 | NORTHWEST BUS SALES, INC       | (5) Starcraft - Fleet Vehicles      | 667,216.00   |
| 093803 | 12/29/2023 | PETTY CASH FUND/LYNDA FOX      | Dec/2023 - Replenishment            | 4.00         |
| 093804 | 12/29/2023 | PICKFORD FILM CENTER           | Dec/23 - OnScreen Ads               | 500.00       |
| 093805 | 12/29/2023 | SOUND INTERNET SOLUTIONS, INC. | Internet Setup - Service            | 335.58       |
| 093806 | 12/29/2023 | PUGET SOUND ENERGY             | Bakerview Lot                       | 520.07       |
| 093807 | 12/29/2023 | PUGET SOUND ENERGY             | Bakerview Lot (2)                   | 112.90       |
| 093808 | 12/29/2023 | PUGET SOUND ENERGY             | Bellingham Station                  | 2,356.17     |
| 093809 | 12/29/2023 | PUGET SOUND ENERGY             | Bakerview Spur                      | 12,295.67    |
| 093810 | 12/29/2023 | PUGET SOUND ENERGY             | Midway Lot                          | 6,717.55     |
| 093811 | 12/29/2023 | REISNER DISTRIBUTOR, INC.      | Oil & Lubes                         | 5,672.77     |
| 093812 | 12/29/2023 | ROBB PRECISION TOOL SVCS INC.  | Tool Calibration & Repairs          | 360.62       |
| 093813 | 12/29/2023 | SEATTLE AUTOMOTIVE DISTR INC.  | Misc. Parts                         | 516.49       |
| 093814 | 12/29/2023 | SHARI STAMEY                   | Christmas Supplies - Reimbursement  | 105.27       |
| 093815 | 12/29/2023 | T-MOBILE USA INC.              | Test Devices                        | 106.78       |
| 093816 | 12/29/2023 | UNITED PARCEL SERVICE INC.     | Shipping Services                   | 73.57        |
| 093817 | 12/29/2023 | UNITED PAINT SPECIALTY         | Paint & Auto Body Supply            | 391.29       |
| 093818 | 12/29/2023 | KAMAN FLUID POWER, LLC         | Misc. Supplies                      | 76.90        |
| 093819 | 12/29/2023 | WHATCOM ELECTRIC CO., INC.     | Misc. Parts                         | 1,018.26     |
| 093820 | 12/29/2023 | WIZTRONICS INC.                | Monthly Digital Service             | 1,985.60     |
| 093821 | 12/29/2023 | YELLOW CAB CO-OP, INC.         | November/23 - ERH                   | 164.34       |
| 093822 | 12/29/2023 | ZORO TOOLS, INC.               | Tools & Misc. Tool Supply           | 341.74       |
|        |            |                                |                                     | 1,152,607.87 |

**ELECTRONIC TRANSFERS**

|                               |                           |                   |
|-------------------------------|---------------------------|-------------------|
| AFLAC                         | Insurance Benefit         | 189.27            |
| AMALGAMATED TRANSIT UNION 843 | Union Dues                | 9,893.97          |
| COLONIAL INSURANCE COMPANY    | Insurance Benefit         | 358.69            |
| HSA BANK                      | Health Savings Account    | 3,141.33          |
| INTERNAL REVENUE SERVICE      | Payroll Taxes             | 244,880.18        |
| DEPARTMENT OF RETIREMENT SYS  | PERS & Deferred Comp      | 195,731.64        |
| TRUSTMARK VOLUNTARY BENEFIT   | Insurance Benefit         | 30.92             |
| VANTAGEPOINT TRANSFER AGENTS  | Retirement Health Benefit | 2,869.26          |
| OFFICE OF SUPPORT ENFORCEMENT | Garnishment               | 1,355.32          |
| WA DEPT. OF REVENUE           | November Use Tax Paid     | 1,072.03          |
|                               |                           | <u>459,522.61</u> |

**PAYROLL - DECEMBER 22, 2023**

|                |                     |                     |
|----------------|---------------------|---------------------|
| CHECKS         | 5378 - 5383         | 10,590.47           |
| DIRECT DEPOSIT |                     | <u>691,624.61</u>   |
|                |                     | <u>702,215.08</u>   |
|                | <b>REPORT TOTAL</b> | <u>2,314,345.56</u> |

**MEMORANDUM**

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

**FROM:** Michael Harpool, Transit Planner  
Tim Wilder, Planning Director

**DATE:** January 18, 2024

**SUBJECT:** Draft WTA Service Evaluation Standards: Revised Performance Measure Targets and Thresholds

**PURPOSE**

The purpose of establishing Service Evaluation Standards is to ensure WTA’s decision making around service changes is objective, transparent, and aligned with agency goals.

**BACKGROUND**

Staff presented draft WTA Service Evaluation Standards to the Board at meetings on July 20 and August 17, 2023. The Evaluation Standards pertain to fixed route service and are grouped into three categories: Service Standards, Performance Standards, and Design Standards. The Standards are also assigned by service type: Frequent, Local Urban, Small Cities/Rural, and Regional. For more information, review the StoryMap presented during these earlier meetings:  
<https://storymaps.arcgis.com/stories/6354c8588844462e9550bc0f29bbfa>

The Board provided feedback (see attached minutes) which has been incorporated into these adjusted performance measures. These specific measures will be the subject of the staff presentation on January 18, 2024. Staff will also be asking for feedback on the revised metrics with the intent of requesting Board approval of the overall Evaluation Standards on February 15, 2024.

**TARGETS AND THRESHOLDS**

Historically, WTA has monitored three key performance measures (Passengers per Hour, Passengers per Mile and On-Time Performance) within the Annual Performance Report. The new Evaluation Standards would consist of five fixed-route performance measures (Boardings Per Revenue Hour, Cost Per Boarding, Passenger Miles Per Revenue Hour, Cost Per Passenger Mile, and On-Time Performance) and each have both targets and thresholds.

Initially as presented to the Board last year, staff recommended performance measure targets based on averages of the current WTA system. The Board expressed concern this approach did not encourage ongoing improvement in WTA’s fixed route network.

Staff is now introducing a system of fixed numeric targets and thresholds for the performance measures (see Appendix 1). The metrics were developed through an iterative process of historical data analysis and peer review. Targets establish achievable and desirable benchmarks, while also encouraging progress within the system. Thresholds establish a minimum floor for performance. The targets and thresholds will be an important tool for helping staff focus evaluation efforts where they are needed most and quickly highlighting problem areas within the fixed route system.

The performance measures will be considered holistically. When a particular route is underperforming on multiple measures, the need to make improvements becomes more important. On the other hand, good performance on one measure may offset poor performance elsewhere. Underperforming routes are subject to further analysis and may be monitored, adjusted, realigned, or even discontinued.

For more background information on the performance measures, visit the ESRI StoryMap: <https://storymaps.arcgis.com/stories/91dab6d701b341e7af317254caaaeb07>

## **FISCAL IMPACT**

None

## Appendix I:

### Fixed Route

Boardings Per Hour:

| Service Type       | Boardings Per Revenue Hour (Target) | Boardings Per Revenue Hour (Threshold) |
|--------------------|-------------------------------------|--|
| Frequent           | 22 BPH                              | 20 BPH                                 |
| Local Urban        | 15 BPH                              | 12 BPH                                 |
| Small Cities/Rural | 10 BPH                              | 8 BPH                                  |
| Regional           | 5 BPH                               | 4 BPH                                  |

Cost Per Boarding:

| Service Type       | Cost Per Boarding (Target) | Cost Per Boarding (Threshold) |
|--------------------|----------------------------|-------------------------------|
| Frequent           | \$10.00                    | \$12.00                       |
| Local Urban        | \$15.00                    | \$16.00                       |
| Small Cities/Rural | \$20.00                    | \$25.00                       |
| Regional           | \$20.00                    | \$25.00                       |

Passenger Miles Per Revenue Hour:

| Service Type       | Passenger Miles Per Revenue Hour (Target) | Passenger Miles Per Revenue Hour (Threshold) |
|--------------------|---|--|
| Frequent           | 75 PMPH                                   | 50 PMPH                                      |
| Local Urban        | 50 PMPH                                   | 30 PMPH                                      |
| Small Cities/Rural | 75 PMPH                                   | 70 PMPH                                      |
| Regional           | 120 PMPH                                  | 100 PMPH                                     |

Cost Per Passenger Mile:

| Service Type       | Cost Per Passenger Mile (Target) | Cost Per Passenger Mile (Threshold) |
|--------------------|----------------------------------|-------------------------------------|
| Frequent           | \$3.00                           | \$6.00                              |
| Local Urban        | \$5.00                           | \$6.00                              |
| Small Cities/Rural | \$3.00                           | \$6.00                              |
| Regional           | \$3.00                           | \$6.00                              |

On-Time Performance:

| Service Type       | On-Time Performance (Target) | On-Time Performance (Threshold) |
|--------------------|------------------------------|---------------------------------|
| Frequent           | 90%                          | 85%                             |
| Local Urban        | 85%                          | 80%                             |
| Small Cities/Rural | 80%                          | 75%                             |
| Regional           | 80%                          | 75%                             |

### Paratransit:

On-time Performance:

Target: 90%