



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>
A. CALL TO ORDER	
B. ROLL CALL	
C. <u>BOARD REORGANIZATION</u>	
C.1 Seating of 2024 Board Members, Election of Officers, and Other Assignments	1
D. <u>FORMER BOARD MEMBER RECOGNITION</u>	
D.1 Approval of Resolution #347-24 recognizing Hollie Huthman (Les R.)	2
D.2 Approval of Resolution #348-24 recognizing Seth Fleetwood (Les R.)	3
E. CITIZEN COMMUNICATIONS	
F. <u>BOARD ACTION</u>	
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)	4-5
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)	6-13
F.3 Consideration of Setting a Public Hearing on Declaring the Lynden Station Property Surplus to Enable a Public Beneficial Use (Les Reardanz)	14
F.4 Consideration of Authorizing Issuance of a Request for Qualifications (RFQ) for Lynden Station Property Development (Les Reardanz)	15
G. <u>BOARD ACTION - CONSENT AGENDA</u>	
G.1 Consideration of Approval of Minutes – December 7, 2023 Board Meeting	16-23
G.2 Consideration of Approval of November 16-30 and December 1-31, 2023 Expenditures	24-36

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

AGENDA ITEM C.1**FOR ACTION****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

2024 WTA Board Members	
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 (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 18th 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 18th 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 18th 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;

- h. identification of proposed method for securing a party to Transfer the Property to;
- 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

Board Members Present	Board Members Absent
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.	

Staff Present		Others Present
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 1st through February 29th.

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	\$207,404.01
------------------------	---------------------

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	\$473,256.81
----------------------------	---------------------

Payroll – November 23, 2023

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

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

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

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>
REPORT TOTAL		<u>1,404,559.57</u>

AGENDA ITEM G.2b**FOR ACTION****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 **\$835,081.87**

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 Fargo Bank, N.A.	PCard Purchases-Nov. 2023	<u>\$ 43,847.13</u>

Total Electronic Transfers **\$498,158.88**

Payroll – December 8, 2023

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

Total Payroll **\$ 698,199.44**

Grand Total **\$2,031,440.19**

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 Laminated 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
				<u>835,081.87</u>

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
		<u>498,158.88</u>

PAYROLL - DECEMBER 8, 2023

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

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 **\$1,152,607.87**

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 **\$459,522.61**

Payroll – December 22, 2023

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

Total Payroll **\$ 702,215.08**

Grand Total **\$ 2,314,345.56**

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
				<u>1,152,607.87</u>

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		691,624.61
		<u>702,215.08</u>
	REPORT TOTAL	<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/6354c8588844462ebe9550bc0f29bbfa>

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%