



Whatcom Transportation Authority

**WHATCOM TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AGENDA**

THURSDAY, MAY 19, 2022, 8:00 A.M.

Virtual Meeting

**For access instructions, visit:
<http://www.ridewta.com/meeting>**

Pages

A. <u>CALL TO ORDER</u>	
B. <u>ROLL CALL</u>	
C. <u>EMPLOYEE RECOGNITION</u>	
C.1 Thirty Year Service Award for Cindy C. (Mike Bozzo)	
D. <u>PUBLIC HEARINGS</u>	
D.1 Public Comment on Proposed Changes to Fare Rates and Rules (Tami Coleman)	1
E. <u>CITIZEN COMMUNICATIONS</u>	
F. <u>CLOSED SESSION</u>	
F.1 Collective Bargaining Update (Closed Session - RCW 42.30.140(4)(b))	
G. <u>BOARD ACTION</u>	
G.1 Consideration of Approval of Task Order for High Frequency Transit Corridors Study (Tim Wilder)	2
G.2 Consideration of Approval of Task Order for Zero Emission Fleet Transition Plan (Tim Wilder)	3
G.3 Consideration of Approval of the Capital Improvement Plan (CIP) (Mike Bozzo)	4 - 6
H. <u>BOARD ACTION - CONSENT AGENDA</u>	
H.1 Consideration of Approval of Minutes – April 21, 2022 Board Meeting	7 - 13
H.2 Consideration of Approval of April 1–30, 2022 Expenditures	14 - 20
H.3 Consideration of Pictometry Interlocal with Whatcom County	21 - 33
H.4 Consideration of Microsoft Enterprise Agreement Renewal	34

H.5	Consideration of Trapeze Annual Maintenance Purchase	35
H.6	Consideration of Rescheduling Public Hearing on Transportation Improvement Plan to June Board Meeting	36

I. **REPORTS TO BOARD**

I.1	Financial Framework Discussion (Les Reardanz - verbal)	
I.2	First Quarter 2022 Financial Information and Ratios (Shonda Shipman)	37 - 42
I.3	First Quarter 2022 Performance Report (Tim Wilder)	43 - 44
I.4	Mission Statement Update Bullet 3: Providing Leadership in Creating Innovative Transportation Solutions (Josh Nylander - verbal)	
I.5	General Manager's Report (Les Reardanz - verbal)	

J. **OTHER BUSINESS**

K. **ANNOUNCEMENTS**

L. **ADJOURN**

AGENDA ITEM D.1

NOTICE OF PUBLIC HEARING

The Whatcom Transportation Authority (WTA) Board of Directors will hold a Public Hearing during their virtual meeting on Thursday, May 19, 2022 at 8:00 a.m. Meeting login information can be found at <http://www.ridewta.com/meeting>.

The purpose of the hearing is to receive public comment on proposed changes to the Fare Rates and Rules. Proposed changes include redefining “youth” to 18 years or younger and restructuring and simplifying vanpool fares, as well as minor wording changes for clarification.

The revised Fare Rates and Rules will be posted for review on WTA’s website at www.ridewta.com.

If you are not able to attend the Public Hearing and would like to comment, send an e-mail to customerservice@ridewta.com or call 360-676-7433.

If you prefer to mail written comment or have questions about the proposal, contact:
Tim Wilder, Planning Director
4011 Bakerview Spur, Bellingham, WA 98226
E-mail: timw@ridewta.com
Phone: (360) 788-9311

Comments must be received before 3:00 p.m. on May 18, 2022.

If you or someone you know needs special assistance or materials in an accessible format, contact Amber Curry at (360) 788-9315 or by e-mail at amberc@ridewta.com by 4:00 p.m. on May 12th.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Tim Wilder, Planning Director
Magan Waltari, Purchasing & Contracts Manager

DATE: May 19, 2022

SUBJECT: Consideration of Approval of a Task Order for Transpo Group for a High Frequency Transit Corridors Study

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Directors approve and authorize the General Manager to sign a task order for Transpo Group for a High Frequency Transit Corridors Study for \$155,460.

BACKGROUND

On March 16, 2022, the Board of Directors approved a two (2) year contract with Transpo Group for on-call Transportation Planning services.

The High Frequency Transit Corridors Study addresses a WTA 2040 strategy to support high frequency transit service in areas with sufficient land use density and the potential for one or more Bus Rapid Transit (BRT) lines. The Study is also aligned with a strategy to provide infrastructure improvements that improve bus speed and reliability.

The High Frequency Transit Corridors Study has been divided into two phases. The first phase will include an assessment of the feasibility of creating BRT service on one or more corridors, which have been identified as the Gold, Green and Blue Go-Lines. The study will examine land use and transportation conditions, compare and evaluate corridors, and determine if a BRT project would be eligible for FTA Small Starts Funding. The second phase will identify operating bottlenecks, develop a list of near-term transit priority improvements, and provide design concepts for five locations.

FISCAL IMPACT

The required budget for the task order has been included in the Planning Division expense budget for 2022.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Tim Wilder, Planning Director
Magan Waltari, Purchasing & Contracts Manager

DATE: May 19, 2022

SUBJECT: Consideration of Approval of a Task Order for Transpo Group for a Zero Emission Fleet Transition Plan

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Directors approve and authorize the General Manager to sign a task order for Transpo Group for a Zero Emission Fleet Transition Plan for \$185,500.

BACKGROUND

On March 16, 2022, the Board of Directors approved a two-year contract with Transpo Group for on-call Transportation Planning services.

WTA has made it a priority to reduce greenhouse gas (GHG) emissions from its daily operations. WTA 2040 contains a goal to “Serve as stewards of the environment”, supported by a strategy to “Pursue grant funding to support the transition to a zero-emission fleet by 2040.” The purpose of this task order is to document the state of zero emissions bus (ZEB) technologies and estimate GHG emissions, assess how these technologies would apply to existing WTA operations, and create a Zero Emissions Transition Plan with a short and long-term schedule and spending plan for the transition of the entire WTA fleet, including fixed-route, paratransit, vanpool, on-demand, and support vehicles.

FISCAL IMPACT

The required budget for the task order has been included in the Planning Division expense budget for 2022.

This task order will require a \$60,000 transfer from the Facilities Department expense budget due to additional design elements not previously budgeted. WTA may also receive \$50,000 from WSDOT for this project, but that money has not been committed yet.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Mike Bozzo, Director of Fleet and Facilities
Tim Wilder, Planning Director

DATE: May 19, 2022

SUBJECT: Consideration of Approval of the WTA 2022 Capital Improvement Plan

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended the Board of Directors approve WTA's 2022 six-year Capital Improvement Plan (CIP). This plan will be used in the development of the WTA 2023-2028 Transportation Improvement Program (TIP), the 2023 Capital Budget and for longer range planning purposes.

BACKGROUND

In 2017 WTA formed a committee to develop and implement a Capital Improvement Plan (CIP) that incorporated all capital projects with a cost over \$100,000 and within six years. This concept was a key finding in WTA's 2017 Strategic Plan.

Projects were submitted by assigned sponsors who completed a questionnaire. These submissions were then scored by the members of the CIP committee and reviewed by the executive staff. A preliminary schedule was also supplied to analyze workload and priorities.

Projects are ranked from highest to lowest by scoring from the CIP committee. Projects were evaluated on key factors including:

- Compliance - Correct an identified issue and/or enhance health and safety
- Renewal - Projects that address State of Good Repair of existing assets and/or reduce maintenance backlog
- Enhancement - Project's intent is to expand agency's geographic reach, enhance the value of current services and/or procure additional assets.
- WTA 2040 goals and strategies alignment

The CIP includes both projects required to maintain the agency in a state of good repair and projects that advance agency initiatives. This includes prospective grant opportunities WTA would not pursue with local funding alone. The projects on the CIP list will be reviewed during the development of the 2023 Capital Budget for inclusion.

The CIP also shows a list of unfunded WTA 2040 projects that are currently in the planning stage. As such, they are not ranked, cost estimates are an order of magnitude, and the timing is most likely subject to change as planning develops. The intent is just to reveal potential future budget items that do not yet show up on the funded list and to highlight potential future costs as we develop budgets and discuss competing spending priorities.

The CIP is a living document and will be updated and approved annually by the Board of Directors. Projects on the CIP that are regionally significant or eligible for grant funding will also be included in the WTA 2023-2028 Transportation Improvement Program (TIP) submitted to the Whatcom Council of Governments. The CIP is also a key component in WTA's Transit Asset Management (TAM) Program which is an FTA program requirement that is submitted to WSDOT and reviewed during the FTA Triennial Review.

FISCAL IMPACT

Projects that are included in the CIP may be incorporated into the 2023 budget for final determination and approval by the Board.

2022 PROPOSED CAPITAL IMPROVEMENT PLAN 5/12/2022										
NO.	PROJECT DESCRIPTION	BUDGET	ELECTRIC BUSES	CIP SCORE	6 YEAR CAPITAL					
					2023	2024	2025	2026	2027	2028
1	2022 REPLACEMENT OF 2 - 2007 DIESEL BUSES WITH ELECTRIC BUSES - STATE GREEN GRANT		\$2,495,625	77	\$2,495,625					
2	2022 REPLACEMENT OF 8 - 2011 FIXED ROUTE DIESEL BUSES	\$5,273,800		77	\$5,273,800					
3	2022 REPLACEMENT OF 8 - 2011 FIXED ROUTE DIESEL BUSES WITH ELECTRIC BUSES***		\$10,400,000	77	\$10,400,000					
4	2023 REPLACEMENT OF 4 - 2012 HYBRID, 6 - 2009 DIESEL BUSES	\$7,050,000	\$13,400,000	77		\$13,400,000				
5	2024 REPLACEMENT OF 8 FIXED ROUTE DIESEL BUSES (4 refurbished 2010 & 4 extended 2012)	\$5,816,000	\$11,040,000	77			\$11,040,000			
6	2028 REPLACEMENT OF 7 - 2016 FIXED ROUTE DIESEL BUSES (arrive 2029)	\$5,726,000	\$10,660,000	77						\$10,660,000
7	2021 REPLACEMENT OF 12 PARATRANSIT PROPANE BUSES (CARRY OVER?)	\$1,800,000	\$1,800,000	77	\$1,800,000					
8	2022 REPLACEMENT OF 12 PARATRANSIT PROPANE BUSES (CARRY OVER?)	\$2,480,000	\$2,480,000	77	\$2,480,000					
9	2023 REPLACEMENT OF 5 PARATRANSIT PROPANE BUSES	\$1,064,000	\$1,064,000	77		\$1,064,000				
10	2024 REPLACEMENT OF 6 PARATRANSIT PROPANE BUSES	\$1,315,500	\$1,315,500	77		\$1,315,500				
11	2026 REPLACEMENT OF 11 PARATRANSIT PROPANE BUSES - Hybrid/Electric	\$2,558,600	\$2,558,600	77				\$2,558,600		
12	2027 REPLACEMENT OF 12 PARATRANSIT PROPANE BUSES - Hybrid/Electric	\$2,875,200	\$2,875,200	77					\$2,875,200	
13	2028 REPLACEMENT OF 13 PARATRANSIT PROPANE BUSES - Hybrid/Electric	\$3,208,400	\$3,208,400	77						\$3,208,400
14	2024 REPLACEMENT (APPROX. 3) VANPOOL VANS - Hybrid/Electric	\$125,000	\$125,000	77		\$125,000				
15	2025 REPLACEMENT (APPROX. 3) VANPOOL VANS - Hybrid/Electric	\$128,000	\$128,000	77			\$128,000			
16	2026 REPLACEMENT (APPROX. 3) VANPOOL VANS - Hybrid/Electric	\$131,000	\$131,000	77				\$131,000		
17	2027 REPLACEMENT (APPROX. 3) VANPOOL VANS - Hybrid/Electric	\$135,000	\$135,000	77					\$135,000	
18	BUS STOP SHELTER REPLACEMENT	\$376,000	\$376,000	66	\$94,000	\$94,000	\$94,000	\$94,000		
19	BUS STOP IMPROVEMENTS (\$75k/yr From TBD)*	\$900,000	\$900,000	65	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
20	BAY 2 LIFT	\$416,800	\$416,800	61	\$416,800					
21	BTS NEW CONCOURSE***	\$4,887,600	\$4,887,600	58		\$387,600	\$4,500,000			
22	WASH BAY DETAILING BOOTH	\$500,000	\$500,000	57	\$500,000					
23	BTS BUILDING REMODEL	\$387,600	\$387,600	56			\$387,600			
24	MIDWAY LOT ELECTRIC BUS BACKUP GENERATOR**	\$821,000	\$821,000	54		\$821,000				
25	NORTH PROPERTY DEVELOPMENT - PHASE 1**	\$4,400,000	\$4,400,000	54	\$400,000	\$4,000,000				
26	MIDWAY LOT BUILDING	\$2,700,000	\$2,700,000	53				\$2,700,000		
27	MOAB FIRST FLOOR EXPANSION	\$2,600,000	\$2,600,000	52	\$500,000	\$2,100,000				
28	AUTOMATED PASSENGER COUNTING SYSTEM*****	\$800,000	\$800,000	46		\$800,000				
29	Ops Web SOFTWARE	\$150,000	\$150,000	38	\$150,000					
	TOTALS	\$58,625,500	\$82,755,325		\$19,386,425	\$24,257,100	\$16,299,600	\$5,633,600	\$3,160,200	\$14,018,400
NOT PART OF CIP	30	BTS ENHANCED EXPANSION*,**,****	\$5,000,000			\$362,400	\$4,637,600			
	31	CTS EXPANSION*,**,****	\$1,200,000							\$1,200,000
	32	SPEED AND RELIABILITY IMPROVEMENTS*,**,****	\$2,000,000			\$1,000,000		\$1,000,000		
	33	NEW BUS STOP SHELTERS****	\$400,000				\$100,000	\$100,000	\$100,000	\$100,000
	34	TRANSIT ORIENTED DEVELOPMENT (E.G., PARK AND RIDES)****								
	35	BUS RAPID TRANSIT - 1 NEW LINE*,**,****	\$28,000,000			\$250,000	\$500,000	\$500,000	\$500,000	\$26,250,000
	TOTALS WITH WTA 2040 PROJECTS	\$95,225,500	\$82,755,325		\$19,386,425	\$25,869,500	\$21,537,200	\$7,233,600	\$3,760,200	\$41,568,400

* Projects Proposed for Bellingham Transportation Levy

** Project Proposed for Future Grant

*** Projects Proposed for Grants (2022 No/Lo, Bus & Bus Facilities, Congressional Earmark, State Grant)

**** WTA 2040 projects. Not scored. Not fiscally constrained.

CONSENT AGENDA ITEM H.1

**WHATCOM TRANSPORTATION AUTHORITY
 RECORD OF PROCEEDINGS
 BOARD OF DIRECTORS REGULAR MEETING
 April 21, 2022**

A. CALL TO ORDER

Chairperson Michael Lilliquist called the remote meeting to order at 8:01 a.m. (Meeting was conducted virtually via Zoom.)

B. ROLL CALL

Board Members Present	Board Members Absent
Eric Davidson – Blaine City Council	Todd Donovan – County Council
Seth Fleetwood – Mayor of Bellingham	Dan Darwin – Non-Voting Labor Rep.
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	

Staff Present		Others Present
L. Reardanz	M. Waltari	Ralph Schwartz – Cascadia Daily
V. Esser	S. Davis	Mike (Last name unknown)
M. Bozzo	J. Fairbanks	
V. Bronsema	M. Zlotek	
E. Frazier	T. Coleman	
M. McCarthy	E. Knudson	
S. Shipman	D. Ma	
T. Wilder	J. Malley	
J. Benson	M. Anderson	
A. Stiles	B. Kelly	

C. EMPLOYEE RECOGNITION

C.1 20-Year Service Award – Mel L.

Eric Frazier, Operations Director, recognized Mel L. for 20 years of service as a Transit Operator. He stated Mel has also served as the ATU Vice-President for ten years and is known for kindness, professionalism, and a sense of humor. (Presentation copy available.)

D. CITIZEN COMMUNICATIONS

None

E. CLOSED SESSION

E.1 Collective Bargaining Update [Closed Session – RCW 42.30.140(4)(b)]

Chairman Lilliquist announced a Closed Session for a collective bargaining update. He stated the expected duration is 5-10 minutes.

The meeting was recessed by Chairman Lilliquist into Closed Session at 8:05 a.m. Chairman Lilliquist reconvened the meeting into Open Session at 8:10 a.m.

F. BOARD ACTION - CONSENT AGENDA

F.1 Consideration of Approval of Minutes – March 17, 2022 Board Meeting

F.2 Consideration of Approval of March 1 – 31, 2022 Expenditures

Recommendation: The Executive Committee met on April 14, 2022 and recommended that the Board of Directors approve the March 16-31, 2022 payable and payroll expenditures as follows:

F.3 Consideration of Reallocation / Increase of Designated Change Funds

Recommendation: The Executive Committee met on April 14, 2022 and recommended to the Board of Directors to reallocate and increase the designated change funds as follows due to the elimination of the cash drawer at the reception desk, along with the addition of two substitute CSR positions:

Petty Cash Fund	\$150
Reception Cash Drawer	0
Farebox Testing Cash Fund	50
CSR Cash Drawers (12 X \$150)	1,800
Bellingham Station Float Fund	725
BTS Change Machine	2,000
Total Approved Amounts as per the Board and the General Ledger	\$4,725

F.4 Consideration of Setting a Public Hearing for the Transportation Improvement Plan (TIP)

Recommendation: The Executive Committee met on April 14, 2022 and recommended that the Board of Directors set a Public Hearing at the May 19,

2022 Board Meeting to receive public comment on WTA's Transportation Improvement Program (TIP) for 2023-2028. This document must be submitted to the Whatcom Council of Governments (WCOG) no later than July 31, 2022.

F.5 Consideration of Setting a Public Hearing on Proposed Changes to Fare Rates and Rules

Recommendation: The Executive Committee met on April 14, 2022 and recommended that the Board of Directors approve setting a Public Hearing regarding proposed changes to WTA's Fare Rates and Rules for Thursday, May 19, 2022 at the regular Board meeting.

MOTION BY KORTHIUS, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING:

- APPROVAL OF THE MARCH 17, 2022 BOARD MEETING MINUTES
- APPROVAL OF THE MARCH 1-31, 2022 EXPENDITURES
- APPROVAL OF REALLOCATING AND INCREASING THE DESIGNATED CHANGE FUNDS AS PROPOSED
- APPROVAL OF SETTING A PUBLIC HEARING AT THE MAY 19, 2022 BOARD MEETING TO RECEIVE PUBLIC COMMENT ON WTA'S TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR 2023-2028
- APPROVAL OF SETTING A PUBLIC HEARING REGARDING PROPOSED CHANGES TO WTA'S FARE RATES AND RULES FOR THURSDAY, MAY 19, 2022 AT THE REGULAR BOARD MEETING

The motion was approved by unanimous consent.

G. BOARD ACTION

G.1 Consideration of Approval for a Contract for Federal Legislative Consulting Services

Recommendation: The Executive Committee met on April 14, 2022 and recommended that the Board of Directors approve and authorize the General Manager to enter into a three (3) year contract with VanNess Feldman LLP (VNF) for Federal Legislative Consulting Services and authorize the General Manager to extend the agreement under its renewal options without the need for further Board approval. The contract has options to extend for a total potential contract length of five (5) years.

Maureen McCarthy, Community and Government Relations Director, gave an overview of this item and answered Board member questions.

Les Reardanz, General Manager, stated that this is a Seattle-based firm with a DC presence, so they are well versed in local issues.

MOTION BY KORTHUIS, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE AND AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH VANNESS FELDMAN LLP (VNF) FOR FEDERAL LEGISLATIVE CONSULTING SERVICES AND AUTHORIZE THE GENERAL MANAGER TO EXTEND THE AGREEMENT UNDER ITS RENEWAL OPTIONS WITHOUT THE NEED FOR FURTHER BOARD APPROVAL.

The motion was approved by unanimous consent.

H. REPORTS TO BOARD

H.1 Preliminary Unaudited 2021 Year-End Financial Report

Erin Knudson, Accounting Manager, gave an overview of the 2021 Year-End Financial Report in the meeting packet.

H.2 2021 Performance Report

Becky Kelly, Transit Planner, gave a presentation on the 2021 Performance Report (presentation copy available). She stated that ridership was at about 50% of pre-pandemic levels for 2021 but has risen to 60% in the first quarter of 2022.

In answer to Board members questions about the Lynden Hop service, Ms. Kelly said it is going better than expected and staff are developing criteria to help determine if it should be continued. Tim Wilder, Planning Director, stated the evaluation method, at this point, is to compare to paratransit ridership, and it is approaching that level. The boundaries are at the maximum for two vans. We would have to add another van to expand the boundaries. We are evaluating if the software is efficiently combining rides. There is more demand than expected on Saturdays. Planning staff are evaluating if we can add another van on Saturdays. Ms. Kelly said staff are also evaluating wait times.

Eric Frazier, Operations Director, stated that we want to make sure our benchmarks for wait times are within a reasonable timeframe. He said this is a wonderful program, and if we want to consider duplicating it in other areas, we need to make sure it runs efficiently.

County Executive Sidhu referred to a service called Ride with VIA (something like a public Uber company) being used in the eastern US. He suggested we explore that further.

H.3 Mission Statement Update

Bullet 2: Offering Environmentally Sound Transportation Choices

Tim Wilder, Planning Director, reported on the second bullet of WTA's Mission Statement. He stated the best way to measure if transportation is environmentally sound is based on air pollution or greenhouse gas emissions.

Mr. Wilder used a tool provided by the Transit Cooperative Research Program to look at the tailpipe emissions from WTA's current fleet and how that compares with someone driving. He also looked at the emissions that WTA service displaces. The numbers specific to WTA Fixed Route service indicate a savings of 2.2 million kilograms of CO² compared to people driving. This does not include any zero-emissions fleet transition. This is based on 33% of riders who would otherwise be driving and average emissions.

Other community benefits of public transit include congestion relief and encouraging land use density.

Other WTA services vary. Paratransit service does not necessarily take cars off the road, but vanpool does have that direct benefit.

So, WTA does offer environmentally sound transportation choices. If zero-emission vehicles were introduced, it changes the whole equation.

Broader sustainability concept effort examples:

- Extending the life of WTA's Gillig buses
- Installing LED lights at Ferndale Station
- Industrial Stormwater Management Plan
- Developing a Sustainability Plan evaluating:
 - Energy usage and efficiency
 - Water usage
 - Stormwater issues
 - Other factors

H.4 Electric Bus Update

Les Reardanz, General Manager, reported that staff were not able to come up with any meaningful electric bus data for comparison or a trendline due to electric buses being out of service for extended periods of time. However, staff are working with Transpo consultants on a Zero-Emission Transition Plan. The hope is that we will have enough data by September so that the Board can decide in the Fall whether to switch all or a portion of the recent diesel bus order to electric. The submission of the bus order preserved the savings before the significant price increase. Mr. Reardanz stated we will also be talking soon about a financial framework so the Board can see how we strategically allocate

the resources that have come in as we try to align our resources with our purpose.

Mike Bozzo, Fleet and Facilities Director, stated that WTA has had multiple technicians on site from the electric bus vendors trying to work through and solve the issues, but it takes time.

Tim Wilder, reported that the scope of work for the Zero-Emission Bus Transition Plan being developed with Transpo consultants includes check ins with the Board as follows:

1. Technological Assessment and evaluation of carbon emissions from electricity production (probably in June)
2. Route Planning and Analysis (on route charging, range, etc.) – July
3. Master Plan Discussion – September
4. Finalizing Plan – October

Mr. Reardanz stated that part of the plan will include sequencing for both bus acquisition and infrastructure and integration into the fleet. He reminded the Board that there are two more electric buses on order, and WTA has the infrastructure for 12.

H.5 General Manager's Report

General Manager, Les Reardanz, reported that:

Ending of Federal Order for Masks on Public Transportation

Masks are now optional on the buses. WTA is still offering masks on the bus for those who want one. The Department of Justice is appealing the order because the CDC wants to continue with masks on public transit, so we will see where that goes.

Restroom Closure at Bellingham Station

Restrooms at Bellingham Station are still closed due to drug use and portable toilets are in use instead. The restrooms are being cleaned and staff are evaluating how best to reopen them safely.

Financial Framework Discussion Next Month

We will begin discussion next month on a plan for allocating WTA's resources and working to strategically align our resource allocation with our purpose.

I. OTHER BUSINESS

None

J. ANNOUNCEMENTS

None

K. ADJOURN

The meeting was adjourned by Chairman Lilliquist at 8:57 a.m.

**WHATCOM TRANSPORTATION AUTHORITY
WHATCOM COUNTY, WASHINGTON**

**MICHAEL LILLIQUIST
CHAIRPERSON**

**VICKI G. ESSER
CLERK OF THE BOARD**

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Shonda Shipman, Finance Director

DATE: May 19, 2022

SUBJECT: Consideration of April 1-15, 2022 Expenditure Report

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Directors approve the April 1-15, 2022 payable and payroll expenditures as follows:

Check numbers 088726 – 088827 in the amount of \$538,075.59

Total Accounts Payable **\$538,075.59**

Electronic Transfers

AFLAC	Insurance Benefits	\$ 258.01
ATU 843	Union Employee Dues	\$ 8,866.00
Colonial Insurance	Insurance Benefit	\$ 589.37
HSA Bank	Health Savings Account	\$ 602.00
Internal Revenue Service	Payroll Taxes	\$216,706.85
Dept. of Retirement Systems	PERS & Deferred Comp.	\$184,468.01
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,123.15
Office of Support Enforcement	Garnishment	\$ 891.90
US Bank	PCard Purchases-Mar. 2022	\$ 28,431.31
Wells Fargo Bank	PCard Purchases-Mar. 2022	\$ <u>20,551.35</u>

Total Electronic Transfers **\$463,552.82**

Payroll – April 8, 2022

Checks 4963 - 4972	\$ 7,861.33
Direct Deposits	\$ <u>615,419.15</u>

Total Payroll **\$ 623,280.48**

Grand Total **\$1,624,908.89**

TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, April 1 - 15, 2022
 DATE: April 18, 2022

Check No	Date	Vendor Name	Comment	Amount
088726	4/8/2022	A.T.U. - C.O.P.E.	Employee Contributions	95.85
088727	4/8/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
088728	4/8/2022	UNITED WAY OF WHATCOM COUNTY	Employee Contributions	558.67
088766	4/7/2022	AWC EMPLOYEE BENEFIT TRUST	April/22-Med/Dent/Vision/Ins.	440,422.26
088767	4/7/2022	CHRISTINE AUSTIN	Uniform Clothing Reimbursement	104.45
088768	4/7/2022	BAKER SEPTIC TANK PUMPING INC.	(2) Extra Service - CTS	180.00
088769	4/7/2022	BAY TROPHIES	(5) Names (2) Mags - Andy/Jeff	58.92
088770	4/7/2022	BERK'S TOWING	(2) Flatbed Tow #474 & #416	285.08
088771	4/7/2022	BIO BUG	FTC Preventative	97.92
088772	4/7/2022	BROWNLIE WOLF & LEE, LLP	Web/Cyber Attack/Business Legal	2,851.00
088773	4/7/2022	CASCADE NATURAL GAS	Bakerview Lot	24.73
088774	4/7/2022	CASCADE NATURAL GAS	Bakerview Spur	3,439.83
088775	4/7/2022	CASCADE NATURAL GAS	Bakerview Spur (2)	712.76
088776	4/7/2022	CDW GOVERNMENT	MS Azure Overage/Rack Installation Kit	10,880.59
088777	4/7/2022	COPY SOURCE	(150) 6x4 Printed Post-It/App/Bus Poster	777.91
088778	4/7/2022	DEL CITY	Misc. Parts	68.97
088779	4/7/2022	DELERROK, INC.	March/22 UMO Monthly Fees	8,012.60
088780	4/7/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	290.00
088781	4/7/2022	FASTENAL COMPANY	Misc. Supplies	710.63
088782	4/7/2022	FERRELLGAS, LP	Propane for Paratransit Vehicles	10,187.24
088783	4/7/2022	GENFARE	Misc. Parts	255.93
088784	4/7/2022	GRAINGER INC	Misc. Supplies	219.43
088785	4/7/2022	HARDWARE SALES	Misc. Supplies	49.46
088786	4/7/2022	BRIAN JOHNSON	Trapeze Conf. - Ft. Worth, TX	157.00
088787	4/7/2022	LIFT U INC.	Misc. Parts	106.62
088788	4/7/2022	MINUTEMAN PRESS	Business Cards - Putich/Gorne	111.36
088789	4/7/2022	PACIFIC MOBILE, INC.	Mobile Rental - Wellness Ctr/IT Office	3,076.61
088790	4/7/2022	PICKFORD FILM CENTER	March 2022 - On-Screen Ads	500.00
088791	4/7/2022	THE GREG PROTHMAN COMPANY	F/F Director Search - 2/3	5,833.33
088792	4/7/2022	RDS, INC.	Recycling/Waste Disposal	121.14
088793	4/7/2022	SALLY RUSH	Uniform Clothing - Reimb.	35.90
088794	4/7/2022	SCHETKY NORTHWEST SALES INC.	Misc. Parts	349.83
088795	4/7/2022	SEATTLE AUTOMOTIVE DISTR INC.	Misc. Parts	1,605.45
088796	4/7/2022	SHERWIN WILLIAMS	Paint & Misc. Painting Supplies	211.42
088797	4/7/2022	SPORTSWORKS NORTHWEST, INC.	Bike Rack Parts & Components	389.73
088803	4/7/2022	KARA TURNER	HR Analyst - Ads/Screening	2,536.50
088804	4/7/2022	ULINE	Shipping & Misc. Supplies	402.24
088805	4/7/2022	UNITED PARCEL SERVICE INC.	Shipping Service	23.69
088806	4/7/2022	KAMAN FLUID POWER, LLC	Misc. Supplies	167.87
088807	4/14/2022	BELLINGHAM AUTO PARTS	Misc. Parts/Core Returns	262.57
088808	4/14/2022	GALLS, LLC	Employee Uniforms	5,021.54
088809	4/14/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water - MB/BAKR/MID	6,810.43
088810	4/14/2022	COMPROSE, INC.	Zavanta Renewal - Training	7,907.58
088811	4/14/2022	COMPREHENSIVE RISK MGT, INC.	Claims Management Services/Legal	3,228.83
088812	4/14/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	348.00
088813	4/14/2022	GILLIG LLC	Misc. Parts	5,165.91

088814	4/14/2022	CHRIS GRAY	Travel Charge - Reimbursement	1,027.52
088815	4/14/2022	ANDREW INGRAM-MONTEIRO	CDL Medical Certificate	151.00
088816	4/14/2022	CITY OF LYNDEN	Water, Sewer, Storm Water Fees	318.43
088817	4/14/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions	5,453.60
088818	4/14/2022	NOOKSACK VALLEY DISPOSAL	Dumpster Rental	225.06
088819	4/14/2022	NORTH COAST ELECTRIC COMPANY	(2) LED LMP/Misc. Parts	343.59
088820	4/14/2022	PERSONNEL DATA SYSTEMS, INC.	Professional Services	277.50
088821	4/14/2022	PUGET SOUND ENERGY	Cordata Station	1,124.01
088822	4/14/2022	PUGET SOUND ENERGY	Ferndale Station	402.77
088823	4/14/2022	PUGET SOUND ENERGY	Lynden Station	640.17
088825	4/14/2022	SANITARY SERVICE	Solid Waste Disposal	2,534.86
088826	4/14/2022	SHONDA L. SHIPMAN	Archbright Course/CPA - Reimbursement	577.00
088827	4/14/2022	ELIZABETH THIES	CDL Examiner Background Check	42.30
				538,075.59

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	258.01
AMALGAMATED TRANSIT UNION 843	Union Dues	8,866.00
COLONIAL INSURANCE COMPANY	Insurance Benefit	589.37
HSA BANK	Health Savings Account	602.00
INTERNAL REVENUE SERVICE	Payroll Taxes	216,706.85
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	184,468.01
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,123.15
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	891.90
US BANK	March 2022 - PCard Purchases	28,431.31
WELLS FARGO BANK, N.A.	March PCard Purchases	20,551.35
		463,552.82

PAYROLL - APRIL 8, 2022

CHECKS	4963 - 4972	7,861.33
DIRECT DEPOSIT		615,419.15
		623,280.48
REPORT TOTAL		1,624,908.89

MEMORANDUM

TO: Chairperson and Members of the Board of Directors
FROM: Shonda Shipman, Finance Director
DATE: May 19, 2022
SUBJECT: Consideration of April 16-30, 2022 Expenditure Report

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Directors approve the April 16-30, 2022 payable and payroll expenditures as follows:

Check numbers 088828 – 088962 in the amount of \$228,313.80

Total Accounts Payable	\$228,313.80
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Electronic Transfers

AFLAC	Insurance Benefits	\$ 258.01
ATU 843	Union Employee Dues	\$ 8,911.02
HSA Bank	Health Savings Account	\$ 602.00
Internal Revenue Service	Payroll Taxes	\$439,496.31
Dept. of Retirement Systems	PERS & Deferred Comp.	\$299,398.75
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 3,143.63
Office of Support Enforcement	Garnishment	\$ 891.90
WA Dept. of Revenue	Use Tax Paid-Mar. 2022	<u>\$ 657.42</u>

Total Electronic Transfers	\$753,423.91
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Payroll – April 23, 2022

Checks 4973 - 4980	\$ 12,489.31
Direct Deposits	<u>\$1,064,549.92</u>

Total Payroll	<u>\$1,077,039.23</u>
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Grand Total	<u>\$2,058,776.94</u>
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TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures - April 16 - 30, 2022
 DATE: April 30, 2022

Check No	Date	Vendor Name	Comment	Amount
088828	4/21/2022	ADVANTAGE BUILDING SERVICES	March 2022 - Janitorial	15,263.67
088829	4/21/2022	AON CONSULTING, INC.	Feb/22 - HR Consulting	2,500.00
088830	4/21/2022	APPLIED DIGITAL IMAGING	(400) 11x17/Graphics Print/Trimming	978.66
088831	4/21/2022	ARROW LOCK SERVICE LLC	Remote Fob Replacement	92.48
088832	4/21/2022	ASSOCIATED PETROLEUM PRODUCTS	Regular Gasoline - Vanpool Vans	1,452.73
088833	4/21/2022	AT&T MOBILITY-CC	Monthly Data Usage	6,603.43
088834	4/21/2022	AUTOZONE, INC.	Misc. Parts	48.74
088835	4/21/2022	BAKER SEPTIC TANK PUMPING INC	Extra Units/Service - (CTS/BTS)	270.00
088836	4/21/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	642.68
088837	4/21/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	1,227.41
088838	4/21/2022	DAVID BOLDEN	HP 4000 Printer Repairs/Parts	198.92
088839	4/21/2022	BELLINGHAM WHATCOM TOURISM	Advertising - BWCT/Visitor Center	300.00
088840	4/21/2022	BATTERY X-CHANGE & REPAIR, INC.	Misc. Parts	924.02
088841	4/21/2022	BLACKBURN OFFICE FURN. & DESIGN, LLC	(2) Synchro Mesh Chairs	1,670.52
088842	4/21/2022	BRIDGEVIEW AUTO PARTS	Misc. Parts	137.05
088843	4/21/2022	VANESSA BRONSEMA	Archbright Training Reimbursement	252.00
088844	4/21/2022	CASCADE NATURAL GAS	Cordata Station	64.38
088845	4/21/2022	CCP INDUSTRIES	Misc. Parts	789.40
088846	4/21/2022	CITY OF BELLINGHAM	Annual Fire Line Fee (3) Locations	375.00
088847	4/21/2022	COMPREHENSIVE RISK MGT, INC.	Claims Management/Legal/Medical Fees	798.84
088848	4/21/2022	ELTEC SYSTEMS	Moab/BTS - Elevator Inspection	1,771.56
088849	4/21/2022	EMERALD SERVICES, INC	Used Oil Recycling/Parts Washer Fluid	419.10
088850	4/21/2022	EXACT SCIENTIFIC SERVICES, INC.	Turbidity - Copper/Zinc Storm Water	338.00
088851	4/21/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	348.00
088852	4/21/2022	FERRELLGAS, LP	Propane Fuel - Paratransit Vehicles	2,170.50
088853	4/21/2022	FLEETPRIDE, INC.	Misc. Supplies	3,258.88
088854	4/21/2022	GATEWAY CONTROLS INC.	MOAB IT Space Door (20) Nedap Tags	2,155.25
088855	4/21/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	3,294.66
088856	4/21/2022	JULIE DeFOER	Graphic Design	2,874.98
088857	4/21/2022	GRAINGER INC	Misc. Supplies	162.49
088858	4/21/2022	HARDWARE SALES	Misc. Supplies	115.27
088859	4/21/2022	HEALTH PROMOTION NETWORK	EAP - March 2022	751.40
088860	4/21/2022	HOME DEPOT CREDIT SERVICES	WTA Credit Account	639.99
088861	4/21/2022	MB GREEN, INDOOR GREENERY, INC.	April 2022 - Plant Care	190.40
088862	4/21/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	870.74
088863	4/21/2022	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	840.25
088864	4/21/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions	5,453.60
088865	4/21/2022	THE AFTERMARKET PARTS CO.	Misc. Parts	869.84
088866	4/21/2022	NEWEGG, INC.	Computer Parts & Components	620.09
088867	4/21/2022	NEW PIG	Misc. Supplies	407.95
088868	4/21/2022	OVERHEAD DOOR	Misc. Door Switch/Parts	287.88
088869	4/21/2022	PAPE' MATERIAL HANDLING, INC.	Misc. Parts	72.72
088870	4/21/2022	REXEL USA, INC.	Misc. Parts	73.74
088871	4/21/2022	PROSCAPES, INC.	Monthly Maintenance (BTS/FTC)	3,959.88
088872	4/21/2022	PUGET SOUND ENERGY	Bakerview Lot	50.83
088873	4/21/2022	PUGET SOUND ENERGY	Bellingham Station	2,110.85
088874	4/21/2022	PUGET SOUND ENERGY	Bakerview Spur	10,029.15
088875	4/21/2022	PUGET SOUND ENERGY	Midway Lot	1,174.94

088876	4/21/2022	QUADIANT FINANCE USA, INC.	Postage Meter Replenishment	1,000.00
088877	4/21/2022	QUADIANT LEASING USA, INC.	Q-2/2022 Postage Meter Lease	519.37
088878	4/21/2022	REGENCY NW CONSTRUCTION, INC.	T/O #4 - MOAB Remodel Phase #2	22,160.38
088879	4/21/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	7,825.62
088880	4/21/2022	ROGERS MACHINERY COMPANY, INC.	Misc. Parts	293.69
088881	4/21/2022	ROMAINE ELECTRIC CORP.	Misc. Parts	395.10
088882	4/21/2022	SARATOGA COMM. REAL ESTATE, INC.	April - Property Management Fees	500.00
088883	4/21/2022	SECURITY SOLUTIONS NORTHWEST	BTS - Fire Alarm Monitoring	114.24
088884	4/21/2022	SHERWIN WILLIAMS	Paint & Misc. Painting Supplies	193.41
088885	4/21/2022	SNAP-ON INDUSTRIAL	Tools & Misc. Tool Repairs	8.23
088886	4/21/2022	JERRY SOWAH	CDL Medical Certificate	150.00
088887	4/21/2022	UNITED PARCEL SERVICE INC	Shipping Service	66.53
088888	4/21/2022	UNITED PAINT SPECIALTY	Paint & Auto Body Supplies	510.91
088889	4/21/2022	VERIZON CONNECT NWF INC.	Monthly Data - Mar/22	206.72
088890	4/21/2022	VOITH US INC. (VTI)	Misc. Parts	577.01
088891	4/21/2022	MAGAN WALTARI	WA DC/RFP 2022-001 Add 'l Parking	87.96
088892	4/21/2022	WESTERN REFINERY SERVICES INC	(5) Lots Sweeping/Disposal Fee	2,352.08
088893	4/21/2022	WHATCOM COMMUNITY COLLEGE	WCC Bookstore Bus Pass Refund	385.70
088894	4/21/2022	WHATCOM ELECTRIC CO., INC.	Misc. Parts	5,127.27
088895	4/21/2022	CHS, INC.	Ethanol Free Midgrade	30.57
088896	4/21/2022	WIZTRONICS INC.	Monthly Digital Service	2,197.76
088897	4/21/2022	ZORO TOOLS, INC.	Misc. Supplies	656.01
088898	4/25/2022	A.T.U. - C.O.P.E.	Employee Donations	93.35
088899	4/25/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
088900	4/25/2022	UNITED WAY OF WHATCOM COUNTY	Employee Donations	558.67
088901	4/28/2022	LEARNING TECHNOLOGIES GROUP, INC.	2020-2022 (CRC) 1/3	5,000.00
088902	4/28/2022	AMALGAMATED TRANSIT UNION 843	CBA Half Contract - Half Cost	435.20
088903	4/28/2022	ALBERT ARTH	CDL Fees - Reimbursement	136.00
088904	4/28/2022	AUTOMOTIVE PARTS WAREHOUSE	Misc. Parts	388.42
088905	4/28/2022	BALDI MT HOLDINGS LLC	(2) Repeater Lease	600.00
088906	4/28/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	939.05
088907	4/28/2022	BAY TROPHIES	(2) Names/Mags Gage/Perpetual	47.88
088908	4/28/2022	GEOFF BEAUMONT	WSTA TNLI - Parking	41.82
088909	4/28/2022	BELLINGHAM AUTO PARTS	Misc. Parts	1,983.96
088910	4/28/2022	BIO BUG	LTC - Ant Spray Preventative	103.36
088911	4/28/2022	BLACKBURN OFFICE FURN. & DESIGN, LLC	(2) Ergo Chairs - Len/Corey	945.91
088912	4/28/2022	BROWNLIE WOLF & LEE, LLP	Business/Procurement/IT Legal	3,105.50
088913	4/28/2022	CASH CORPORATION	50% Retainer (BTC) Repairs	4,882.95
088914	4/28/2022	CASCADE NATURAL GAS	Lynden Station	272.53
088915	4/28/2022	CINTAS CORPORATION	Laundry Services	1,364.03
088916	4/28/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water (Fees)	1,018.49
088917	4/28/2022	ZACHARY COOK	CDL Fees - Reimbursement	136.00
088918	4/28/2022	COPIERS NORTHWEST INC.	Copier Lease/Maintenance	2,032.52
088919	4/28/2022	DANIEL DARWIN	CDL Medical Certificate	150.00
088920	4/28/2022	EMPIRE TELEPHONE, LLC	Q-2/22 Payphones (4 Locs)	652.80
088921	4/28/2022	EXACTHIRE	HireCentric Access Fees	1,200.00
088922	4/28/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	889.43
088923	4/28/2022	FLEETPRIDE, INC.	Misc. Supplies	165.94
088924	4/28/2022	VAULT HEALTH	Alcohol/Drug Occupational Testing	3,280.70
088925	4/28/2022	GATEWAY CONTROLS INC.	AMAG Software Support 5/22-4/23	1,055.98
088926	4/28/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	6,124.52
088927	4/28/2022	GENFARE	Misc. Parts	767.60
088928	4/28/2022	GILLIG LLC	Misc. Parts	15,699.87
088929	4/28/2022	GRAINGER INC.	Misc. Supplies	113.58
088930	4/28/2022	HINTON CHEVROLET	Misc. Parts	26.42

088931	4/28/2022	KPFF, INC.	W/O #1&5 Moab Remodel/CTS Electrical	7,371.94
088932	4/28/2022	KULSHAN VOCATIONAL SERVICES	March 2022 - Vehicle Cleaning	12,024.52
088933	4/28/2022	MINUTEMAN PRESS	(53) Coil Bound 2040 Booklet	1,019.87
088934	4/28/2022	MOHAWK MFG & SUPPLY CO.	Misc. Supplies	1,645.58
088935	4/28/2022	RONALD MOUNTAIN	(2) Replacement Toolbox Keys	7.07
088936	4/28/2022	MT. BAKER AUTO GLASS	Windshields & Misc. Glass Repairs	1,057.54
088937	4/28/2022	MT CONSTITUTION SITES, INC.	April/22 - Repeater Lease	1,125.00
088938	4/28/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	2,027.72
088939	4/28/2022	THE AFTERMARKET PARTS CO.	Misc. Parts	2,525.95
088940	4/28/2022	NEW PIG	Misc. Supplies	519.17
088941	4/28/2022	NORTH COAST ELECTRIC COMPANY	(2) LED LMP	28.29
088942	4/28/2022	PACIFIC POWER BATTERIES	Misc. Parts	567.49
088943	4/28/2022	PERSONNEL DATA SYSTEMS, INC.	Vista Time Saas	279.07
088944	4/28/2022	PICKFORD FILM CENTER	April/22 - On-Screen Ads	500.00
088945	4/28/2022	KIM PUTICH	WSTA - Tacoma WA.	31.00
088946	4/28/2022	PYE-BARKER FIRE & SAFETY, LLC	Fire Extinguisher Testing & Recharging	380.80
088947	4/28/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	3,414.58
088948	4/28/2022	BRIAN RICHESON	WSTA TNLI - Parking Mileage	164.67
088949	4/28/2022	ROMAINE ELECTRIC CORP	Misc. Parts	735.20
088950	4/28/2022	S & H AUTOPARTS, INC.	Misc. Parts	236.16
088951	4/28/2022	SCHETKY NORTHWEST SALES INC.	Misc. Parts	195.78
088952	4/28/2022	SEATTLE AUTOMOTIVE DISTR INC.	Misc. Parts	804.79
088953	4/28/2022	SUMMIT LAW GROUP PLLC	Business Legal Consulting Fees	5,313.60
088954	4/28/2022	SURE MARINE	Misc. Parts	34.51
088955	4/28/2022	B'HAM AUTO MANAGEMENT, INC.	Misc. Parts	31.77
088956	4/28/2022	UNITED PARCEL SERVICE INC.	Shipping Services	10.77
088957	4/28/2022	UNITED PAINT SPECIALTY	Paint & Auto Body Supplies	360.08
088958	4/28/2022	WEST COAST PAPER	Bulk Paper Supply	260.98
088959	4/28/2022	CHS, INC.	Ethanol Free Gasoline	28.89
088960	4/28/2022	WA STATE AUDITOR	WTA Audit #55000 - MCAG #0538	580.00
088961	4/28/2022	WA STATE TRANSIT ASSOC.	Leadership Beaumont/Richeson	3,750.00
088962	4/28/2022	ZORO TOOLS, INC.	Misc. Supplies	1,507.10
				228,313.80

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	258.01
AMALGAMATED TRANSIT UNION 843	Union Dues	8,911.02
HSA BANK	Health Savings Account	602.00
INTERNAL REVENUE SERVICE	Payroll Taxes	439,496.31
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	299,398.75
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	3,143.63
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	891.90
WA STATE DEPT. OF REVENUE	Use Tax Paid - March/2022	657.42
		753,423.91

PAYROLL - APRIL 23, 2022

CHECKS	4973 - 4980	12,489.31
DIRECT DEPOSIT		1,064,549.92
		1,077,039.23

REPORT TOTAL

2,058,776.94

MEMORANDUM

TO: Chairman and Members of the Board of Directors

FROM: R. Josh Nylander, IT Director
Magan Waltari, Procurement and Contracts Manager

DATE: May 19, 2022

SUBJECT: Consideration of Pictometry Interlocal with Whatcom County

RECOMMENDATION

The Executive Committee met on May 12th and recommended that the Board of Directors enter into the attached interlocal agreement with Whatcom County to establish a cost sharing partnership for licensed Pictometry imagery and software.

BACKGROUND

Whatcom County has led efforts to establish partnerships with WTA and other regional partners to share the costs of acquiring high quality aerial imagery of the county. This imagery, flown and captured at the partnership's direction, and the accompanying software is only cost effectively acquired through this partnership. WTA is then able to use this shared imagery and software to aid in planning efforts.

FISCAL IMPACT

Cost is \$2,223 split into two payments, a year apart and includes three years of software subscription. Year one costs are included in the 2022 budget.

**WHATCOM COUNTY
CONTRACT NO.**

202204022

**INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
WHATCOM COUNTY AND WHATCOM TRANSPORTATION AUTHORITY
TO ESTABLISH A COST SHARING PARTNERSHIP
FOR LICENSED PICTOMETRY IMAGERY AND SOFTWARE**

WHEREAS, Whatcom County and the Whatcom Transportation Authority are authorized to provide cooperative information services under the Interlocal Cooperative Act RCW Chapter 39.34; and

WHEREAS, Whatcom County has entered into Contract #202111037 with Pictometry International Corporation (hereinafter referred to as "Pictometry") for a flight planned for Spring 2022 for certain licensed Pictometry products, encompassing, among others, specified aerial images of Whatcom County and selected adjacent jurisdictions; and

WHEREAS, the Whatcom Transportation Authority has evaluated the Pictometry products and determined that those products would be beneficial to its operations; and

WHEREAS, Whatcom County, the Whatcom Transportation Authority and other regional partners identified on Page 17, paragraph 5 of Whatcom County Contract #202111037 are interested in working cooperatively with each other in order to reduce project costs and eliminate duplication of services; and

WHEREAS, Whatcom County has identified the Whatcom Transportation Authority to be recognized by Pictometry as an Authorized Subdivision of Whatcom County and as such employees of the Whatcom Transportation Authority are Authorized Users and will have access to the Pictometry imagery and software products; and

WHEREAS, the Whatcom Transportation Authority, recognized by Pictometry as an Authorized Subdivision of Whatcom County, shall have a perpetual license of Pictometry imagery per Page 10 paragraph 4 of Whatcom County Contract #202111037; and

WHEREAS, the public will benefit from both the products received and the cost savings of such relationships; and

WHEREAS, Whatcom County, the Whatcom Transportation Authority and other regional parties (Exhibit A) benefit from a promotional discount as referenced on page 17, Non-Appropriation of Funds (Section C of Whatcom County Contract #202111037), but are not obligated to participate in additional flights if funds are not appropriated; and

NOW, THEREFORE, Whatcom County hereinafter "Provider" and the Whatcom Transportation Authority, hereinafter "Customer" agrees as follows:

1.0 **RESPONSIBILITIES**

- 1.1. **Provider Responsibilities:** Upon completion of the imagery acquisition, signed Interlocal Cooperative Agreement with the Customer, and signed Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery (Exhibit C) by Customer, the Provider agrees to furnish the Customer the following products and services:
- 1.1.1. Delivery of a portable USB hard drive containing all the licensed Pictometry products which shall include the image library.
 - 1.1.2. Provide annual billing for the Customer's share for the use of licensed Pictometry products. This also includes oversight of the financial accounting between the Provider and the Customer(s).
 - 1.1.3. Will provide online Pictometry Connect suborganization account(s) for three years for any Customers that has elected to participate as more fully defined in Exhibit D.
 - 1.1.4. Will notify and coordinate with Customer 180 days prior to a second flight to allow enough time for customer to determine if funding is available to participate in a second flight tentatively planned for Spring of 2025.
- 1.2 **Customer Responsibilities:** Upon completion of the imagery acquisition, signed Interlocal Cooperative Agreement with the Provider, and signed Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery (Exhibit C) by Customer, the Customer agrees to the following:
- 1.2.1. To comply with this Interlocal Cooperative Agreement and the License Agreement between Whatcom County and Pictometry per the Authorized Subdivision / Authorized Users License Agreement for Pictometry Imagery (Exhibit C).
 - 1.2.2. Designate one employee as a liaison between the Provider and the Customer as a single point of contact for disseminating information to the Customer's end users. The designated Liaison and his/her contact information shall be reported to the Provider.
 - 1.2.3. The Liaison or his/her designee shall distribute the Pictometry products to the Customer's employees in accordance with both this Interlocal Cooperative Agreement and the Pictometry Software License Agreement contained within the agreement between Whatcom County and Pictometry (Whatcom County Contract #202111037).
 - 1.2.4. Provide training and technical support to its employees on the use of the Pictometry software and imagery.

1.2.5. The Customer will notify Provider in writing 120-days prior to a second flight if funding is or is not available to participate in a second flight tentatively planned for Spring of 2025.

2.0 **SERVICE CONDITIONS AND DATA LIMITATIONS**

2.1 **Acceptance of Completed Work**: The Provider's contract with Pictometry to acquire imagery is scheduled for the Spring of 2022 with the understanding that the imagery shall be captured with less than 30% leaf cover. Imagery acquisition is contingent on favorable weather conditions and aircraft availability. When the image acquisition and processing is complete, Provider, with input from the Whatcom Region GIS Imagery Partnership, will evaluate the overall dataset for acceptance with Pictometry. Once the Provider has received and approved the Pictometry products, a copy of the accepted Pictometry products shall be created on a portable USB hard drive and delivered to the Customer. The Customer has 30 calendar days to inspect the USB hard drive and notify provider of any product errors, omissions, flaws, or incomplete work. Provider will review the original accepted dataset for any problems identified by the Customer and provide a new copy of the original accepted dataset if differences are identified. If no errors are brought to the attention of the Provider within 30 calendar days, the product delivery to Customer shall be considered complete.

2.2 **Product Archival and Retention**: Provider is not responsible for the backup, retention, or archive of products provided to the Customer. In the event that the Customer requests from the Provider another copy of the Pictometry products, the Provider shall be financially compensated for its actual costs to create and deliver an additional copy of the Pictometry products.

2.3 **Confidential and Proprietary Information**: The Customer acknowledges that it is a public agency and as such is required to allow members of the public access to certain materials within the Customer's control or possession, pursuant to the Washington State Public Records Act, RCW Chapter 42.56. In the event the Customer receives a public records request for information or intellectual property belonging to Pictometry, within five days of receiving such request and prior to providing any materials to the Requestor, the Customer will notify both the Provider and Pictometry of such request for information and will make attempts to provide Pictometry with adequate time to seek a protective order under applicable law. Customer shall clearly mark all confidential or proprietary documents. Notwithstanding the above, Customer shall release any documents that may contain information or intellectual property belonging to Pictometry that is not otherwise subject to an exemption applicable to Customer, unless otherwise prohibited by protective order obtained by Pictometry.

2.4 **Data Limitations**: The Provider makes no warranty, expressed or implied, concerning the Pictometry products content, accuracy, currency or completeness, or concerning the results to be obtained from queries or use of the data. All Pictometry products are expressly provided as is and with all faults. The Provider

makes no warranty of fitness for a particular purpose, and no representation as to the quality of any Pictometry products. No employee or agent of the Provider or the Customer is authorized nor may waive or modify this paragraph. Customer shall be entitled to any warranty that may extend from Pictometry to Customer.

- 2.5 Spatial Accuracy:** Electronic spatial data can be printed or represented at various scales other than the original source of the data. Customer is responsible for adhering to industry standard mapping practices, which specify that data utilized in a map or analysis, separately or in combination with other data, will be produced at the largest scale common to all data sets.

3.0 DATA LIABILITY AND INDEMNIFICATION

- 3.1 Liability:** Provider, its elected or appointed officers, employees or agents shall not be liable to Customer (or transferees or vendees of Customer) for damages of any kind, including lost profits, lost savings or any other incidental or consequential damages relating to the providing of the data or the use of it. Customer shall have no remedy at law or equity against the Provider in case the data provided is inaccurate, incomplete or otherwise defective in any way. Customer's only remedies are those specified in this agreement.
- 3.2 Indemnification:** Customer agrees to defend, indemnify and hold harmless Provider, its elected or appointed officers, employees or agents from any and all claims, judgments, settlements, attorney's fees or any costs by reason of any and all claims and demands made against Provider, its elected or appointed officials, or employees, for all damages or loss sustained by any person or persons including third parties, arising out of Customer's use of any Pictometry product, unless such loss or damage is due to the sole negligence of Provider, its elected or appointed officers, employees or agents, or its breach of the Agreement. It is further provided that no liability shall attach to the County by reason of entering into this Agreement, except as expressly provided herein.
- 3.3 No Joint Venture or Partnership:** It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.
- 3.4. Non-Conforming Service Remedy:** For any services which fail to conform to the specification of this Agreement, and such failure is caused solely by the negligence of Provider, no charge will be invoiced. If both parties are negligent, they agree to apportion cost between them to the damage attributable to the actions of each.
- 3.5. Equipment Damage:** For any equipment damaged as the result of negligence by either party, that party will be obligated to pay for repair or replacement of that equipment. If both parties are negligent, the parties agree to apportion between them the damage attributable to the actions of each.

4.0 **TREATMENT OF ASSETS**

- 4.1 **Property Title:** The Pictometry products are licensed through Pictometry International Corporation and are subject to the provisions of the Pictometry Delivered Content Terms and Conditions of Use in Contract #202111037 between Pictometry and the Provider.
- 4.2 **Use of Property:** Any property furnished by Provider to Customer shall, unless otherwise provided in this Agreement, or approved by the owner, be used for the performance of this Agreement.
- 4.3 **Notification:** If any Provider property is lost or stolen the Customer shall immediately notify both Pictometry and the Provider and shall take all reasonable steps to protect the property.
- 4.4 **No Real Property:** It is understood and agreed that no real property will be purchased under this Interlocal Cooperative Agreement.

5.0 **SERVICE CHARGES AND PAYMENT PROVISIONS**

- 5.1 **Pictometry Product Fees:** The Provider is making Pictometry products available to Authorized Subdivisions / Authorized Users identified in Page 17 paragraph 5 of Whatcom County Contract #202111037. The Customer is identified as an Authorized Subdivision / Authorized User and therefore is eligible to cost share Pictometry products with the Provider (subject to the requirements outlined in Paragraph 2.1, Acceptance of Completed Work, of this agreement). A tiered fee structure has been established to provide a simple and equitable cost plan for the cost sharing of Pictometry products for the Whatcom Region GIS Imagery Partnership. The Customer shall pay a total of \$2,223.00 to use Pictometry software, imagery and Pictometry Connect online subscription, if applicable. The cost of future software updates and technical support is not covered by this Agreement.
- 5.2 **Pictometry Connect Subscription Fees:** Pictometry provides multiple methods to access the aerial image library. This includes EFS software as well as Pictometry Connect web access. EFS is included with the Pictometry Product Fees in Paragraph 5.1. The Customer has selected a three-year subscription of Pictometry Connect online as described in Exhibit D "Pictometry Connect Online Subscription" for a cost of \$143.00, which is included in the Pictometry Product Fees in Paragraph 5.1.
- 5.3 **Pictometry Payment Dates:** The first payment of \$1,111.50 is due one month after the Customer has received the Pictometry imagery. The second payment of \$1,111.50 is due no later than one year after the first payment due date.

- 5.4 **Lower Project Costs:** The primary intention of this Agreement is to work cooperatively with other agencies in order to reduce project costs and eliminate duplication of services. In the event that the project costs are lower than expected, an equitable proportioned credit will be applied to the Customer's second year payment.
- 5.5 **Refunds Due to Uncaptured Areas:** Pictometry shall use commercially reasonable efforts to capture imagery of the areas designated on the Sector Map in Whatcom County Contract #202111037. In the event that Pictometry is unsuccessful in capturing certain sectors within the flight area, Provider will receive a credit from Pictometry and an equitable proportioned credit will be applied to the impacted Customer's second year payment.
- 5.6 **Annual Support and Maintenance:** Pictometry will provide desktop software and imagery maintenance and support for a period of two years from the initial date of shipment. At the end of the two years, an additional annual fee might be required for continued technical support and software updates. Provisions for these costs are beyond the scope of this Agreement.

6.0 **AGREEMENT TERM AND TERMINATION**

- 6.1 **Agreement Term:** This Agreement commences upon execution by signature of both parties and shall terminate three years after the date of product acceptance between Provider and Pictometry.
- 6.2 **Termination for Public Convenience:** Either party may terminate this Agreement in whole or in part upon 30 days written notice to the other whenever Provider or Customer determines, in its sole discretion that such termination is in its best interests. In the event this Agreement is terminated in accordance with this paragraph, the Provider shall be entitled to full payment for both years of the Pictometry Products.

7.0 **MISCELLANEOUS AGREEMENT PROVISIONS**

- 7.1 **Invoices and Late Payment:** Provider will invoice Customer when products are delivered and accepted per the payment provisions in Paragraph 5.0 et. seq. above. Payment is due upon receipt of invoice by Customer and shall be paid 30 days thereafter. A late payment charge may be applied to any remaining balance 60 days after invoice. Late payment charges, if any, will be imposed on the unpaid balance at the rate of 1% per month. Agreements with balances more than 90 days past due may be terminated and services discontinued. Amounts disputed by Customer are not subject to late payment charges.
- 7.2 **Disputes:** Customer will promptly notify Provider of disputes regarding invoices, or of services which Customer believes do not conform to the agreed upon terms of this Agreement or Work Order.

- 7.3 Venue and Choice of Law:** This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed to by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit in equity or judicial proceedings for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in the courts of competent jurisdiction in Whatcom County, Bellingham, Washington.
- 7.4 Assignment:** This Agreement may not be assigned by either party to a third party without the prior written consent of both Provider and Customer.
- 7.5 Waiver:** If a breach of a provision of this Agreement is waived for a particular transaction or occurrence, waiver for a similar breach in a subsequent similar transaction or occurrence may not be implied.
- 7.6 Severability:** If any term or condition of this Agreement or application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application.
- 7.7 Party Representatives:** Listed below are the parties' representatives for purposes of carrying out this Agreement. All notices and communications which may be required by this Agreement shall be in writing and may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid.

Customer Name: Whatcom Transportation Authority
 Customer Address:
 Customer City, State, ZIP:
 Contact Name:
 Contact Title:
 Contact Telephone:
 Contact E-Mail:

Provider Name: Whatcom County
 Administrative Services Department
 Division of Information Technology
 Provider Address: 311 Grand Ave, Suite 305
 Provider City, State, ZIP: Bellingham, WA 98225
 Contact Name: Mike Pelela
 Contact Title: GIS Supervisor
 Contact Telephone: 360-778-5244
 Contact E-Mail: mpelela@co.whatcom.wa.us

8.0: Acceptance:

Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and to bind the party thereto.

Customer hereby acknowledges and accepts the terms and conditions of this Agreement this _____ day of _____, 2022.

**WHATCOM COUNTY (Provider):
Recommended for Approval:**

Perry Rice 4/6/2022
Perry Rice, Information Technology Manager Date

Approved as to form:

[Signature] 4/7/2022
Prosecuting Attorney Date

**Approved:
Accepted for Whatcom County:**

By: Satpal Sidhu 4/8/22
Satpal Sidhu, Whatcom County Executive Date

WHATCOM TRANSPORTATION AUTHORITY (Customer):

Approved:

By: _____

Name Title Date

EXHIBIT A
Whatcom Region GIS Imagery Partnership

Organization
Birch Bay Water & Sewer District
City of Bellingham
City of Blaine
City of Everson
City of Ferndale
City of Lynden
City of Nooksack
City of Sumas
Lake Whatcom Water & Sewer District
Lummi Indian Business Council
Nooksack Indian Tribe
Port of Bellingham
Public Utility District #1
Whatcom Conservation District
Whatcom County
Whatcom Council of Governments
Whatcom Transportation Authority

EXHIBIT B

THIS EXHIBIT PURPOSELY KEPT BLANK.

EXHIBIT C

**Authorized Subdivision / Authorized Users License Agreement
for
Pictometry Imagery**

The installation and use of Pictometry imagery products and software is governed by a license agreement between Pictometry and Whatcom County ("Licensee"). To use this software and the Pictometry Image Library you agree that your organization is an "Authorized Subdivision" and that you understand and will abide by the terms of the aforementioned license terms contained within Whatcom County Contract #202111037.

Authorized Users shall mean such persons in the employment of the Customer. Customer has agreed: (a) that it will not allow any persons other than designated employees to use or operate, or to have any other access to, any of the Licensed Products, and (b) that it will cause all designated employees to comply with all of the terms, conditions, and limitations applicable to the Licensee under this Agreement, and (c) ortho images may be used in a public-facing website so long as any download feature is disabled and the Pictometry measurement tools are not exposed. Further, you agree that you will use the software and Pictometry Image Library in the conduct of your operations to use and execute the Licensed Products for internal use in pursuit of its or their public responsibilities and no others.

Customer shall remain obligated to the terms of the License Agreement for as long as they continue to use the product, regardless of the continued existence of this Interlocal Cooperative Agreement

I Agree:

Effective Date: _____

AUTHORIZED SUBDIVISION / AUTHORIZED USERS: Whatcom Transportation Authority

By: _____

Printed Name: _____

Title: _____

Address: _____

Phone: _____

EXHIBIT D

Pictometry Connect Online Subscription

The Whatcom Region GIS Imagery Partnership partners have elected to participate in the Pictometry Connect Online subscription as described below:

Partner	Three Year Subscription Cost Pictometry Connect Online	# of Accounts
Nooksack Indian Tribe	\$143.00	1
Whatcom Conservation District	\$143.00	1
Whatcom Transportation Authority	\$143.00	1
Lake Whatcom Water & Sewer District	\$143.00	1
City of Nooksack	\$143.00	1
City of Everson	\$287.00	2
City of Sumas	\$287.00	2
City of Blaine	\$574.00	4
City of Ferndale	\$574.00	4
City of Lynden	\$574.00	4
Port of Bellingham	\$574.00	4
Public Utilities District #1	\$143.00	1
Birch Bay Water & Sewer District	\$574.00	4
Whatcom Council of Governments	\$143.00	1
Lummi Indian Business Council	Not Participating	0
City of Bellingham	Not Participating	0
Whatcom County	\$2,735.80	19
TOTAL	\$7,180.80	50

MEMORANDUM

TO: Chairman and Members of the Board of Directors

FROM: R. Josh Nylander, IT Director
Magan Waltari, Procurement and Contracts Manager

DATE: May 19, 2022

SUBJECT: Consideration of Microsoft Enterprise Agreement Renewal

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Director authorize the General Manager to enter into a new three (3) year agreement with Microsoft and CDW-G for Microsoft software maintenance and hosted services not to exceed \$750,000.

BACKGROUND

WTA utilizes a suite of Microsoft software and hosting partners for its daily operations. Because of the total cost of a three-year agreement, staff utilizes a competitively sourced contract established between one of Microsoft’s Value-Added Resellers (VAR) and the State of Washington. Using an established contract provides cost savings and staff efficiencies.

The agreement will provide:

1. Maintenance and licenses for server software
2. Office 365 subscriptions
3. Azure hosting for the public website, offsite back-up, and other services

The contract cost is partially based on the number of employees served and how quickly and to what extent WTA transitions to Microsoft hosted cloud computing. At the end of each year, there is a “true up” where additions or subtractions to the licenses are adjusted. The growth year to year in expected contract amount accommodates this growth in usage.

FISCAL IMPACT

Approximately \$240,000 year one, \$250,000 year two, and \$260,000 year three for a total not to exceed of \$750,000. Year one expenses are included in the 2022 budget. Staff will include years two and three in those respective expense budgets.

MEMORANDUM

TO: Chairman and Members of the Board of Directors

FROM: R. Josh Nylander, IT Director
Magan Waltari, Procurement and Contracts Manager

DATE: May 19, 2022

SUBJECT: Consideration of Trapeze Annual Maintenance Purchase

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Directors authorize the General Manager to enter into a purchase order with Trapeze Group for WTA's Trapeze Annual Licensing and Maintenance in an amount not to exceed \$234,000.

BACKGROUND

WTA utilizes an extensive suite of software provided by Trapeze Software Group to manage our service. This includes defining our routes, scheduling drivers, managing time, and scheduling paratransit, zone, Lynden Hop and flex trips.

In June of 2019 WTA executed Amendment 11 which set an annual maintenance cost schedule for five years. This purchase covers licensing and maintenance for the software beginning July 1, 2022 through June 30, 2023 and would be year four (4) of Amendment 11's agreed upon cost schedule.

FISCAL IMPACT

This expense is included in the 2022 operating budget and includes all Trapeze modules WTA currently uses, including those purchased since 2019, plus sales tax.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Erin Knudson, Accounting Manager
Shonda L. Shipman, Finance Director
Les Reardanz, General Manager

DATE: May 19, 2022

SUBJECT: Consideration of Rescheduling the Public Hearing to Approve the 2023-2028 WTA Transportation Improvement Program (TIP)

RECOMMENDATION

The Executive Committee met on May 12, 2022 and recommended that the Board of Directors reschedule the Public Hearing to receive public comment on WTA's Transportation Improvement Program (TIP) for 2023-2028 originally scheduled for the May 19, 2022 Board meeting to the June 16, 2022 Board meeting.

BACKGROUND

The Federal Transportation Administration (FTA) and the Washington State Department of Transportation (WSDOT) require WTA to develop and submit a Six-Year Transportation Improvement Program as a condition to authorize federal funds for transportation projects. Capital projects of regional significance and/or seeking federal funding must be included in this document. Once approved by WTA's Board of Directors, this document moves to our Metropolitan Planning Office, the WCOG, for inclusion with other county agencies in the Washington State Transportation Improvement Program.

Staff had originally planned on making this information available with the May Executive Committee meeting packet but requests an extension of one month to better align with the Capital Improvement Plan (CIP) approval process. In compliance with WTA bylaws, the 2023 – 2028 TIP will be made available on WTA's website with the June Executive Committee meeting packet at least ten business days prior to the hearing.

FISCAL IMPACT

This item has no fiscal impact. Submission of the TIP does not commit WTA to implement a project. Decisions to initiate projects require Board action and should be considered as elements of the annual capital budget.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Shonda L. Shipman, Finance Director
Les Reardanz, General Manager

DATE: May 19, 2022

SUBJECT: Presentation of the 1st Quarter 2022 Financial Information and Ratios

DISCUSSION

The following ratios are utilized by the State Auditor’s office to assess financial stability and are calculated annually by the auditors based on data submitted by WTA.

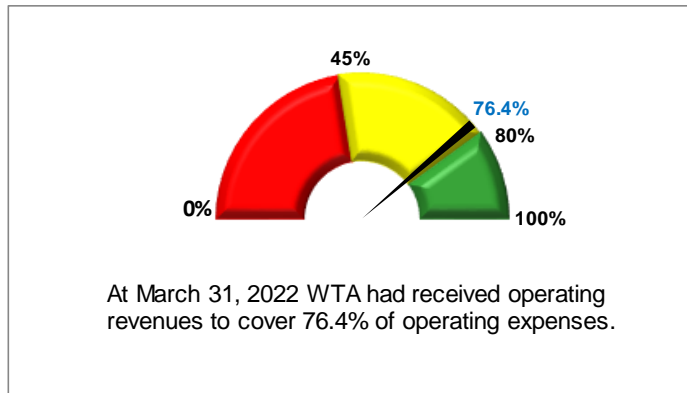
The calculation of the following measures on a regular basis provides valuable information to:

- Assess our financial health proactively
- Provide actionable information to Board of Directors
- Provide trend analysis and future forecasting

Also included are graphs and financial statements as of March 31, 2022.

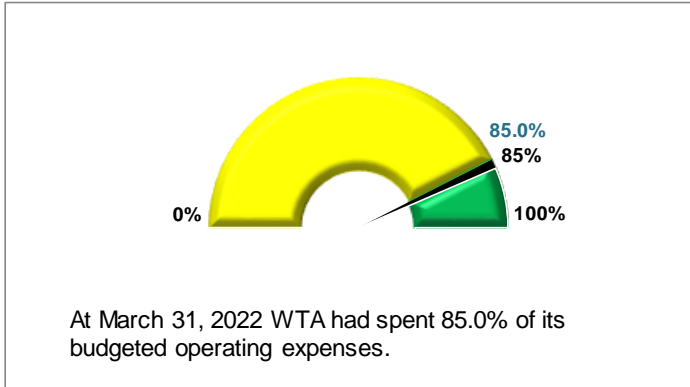
I. Financial Health Assessment Ratios

A Operating Revenues to Operating Expenses	Status	Target in Percent		Snapshots	
Fare + sales tax revenue to operating expenses	Not Met	Should Exceed:	80%	3/31/2022	76.4%
		Lower Limit:	45%	3/31/2021	82.1%
				3/31/2020	95.1%



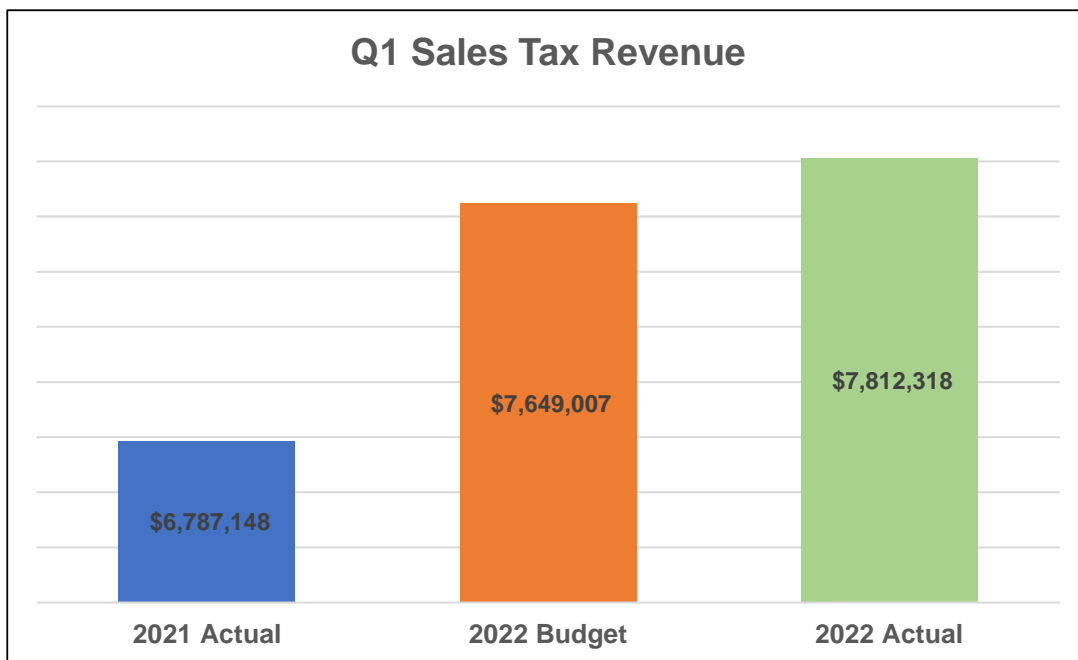
Fuel costs contributed to an increase in overall operating expenses when compared to Q1 2021.

B Actual Expenses compared to Budgeted Expenses	Status	Target in Percent	Snapshot
Actual Operating Expense to Budgeted Expense	Met	Not to exceed: 100%	3/31/2022 85.0%
		Lower Limit: 85%	3/31/2021 97.6%
			3/31/2020 90.2%



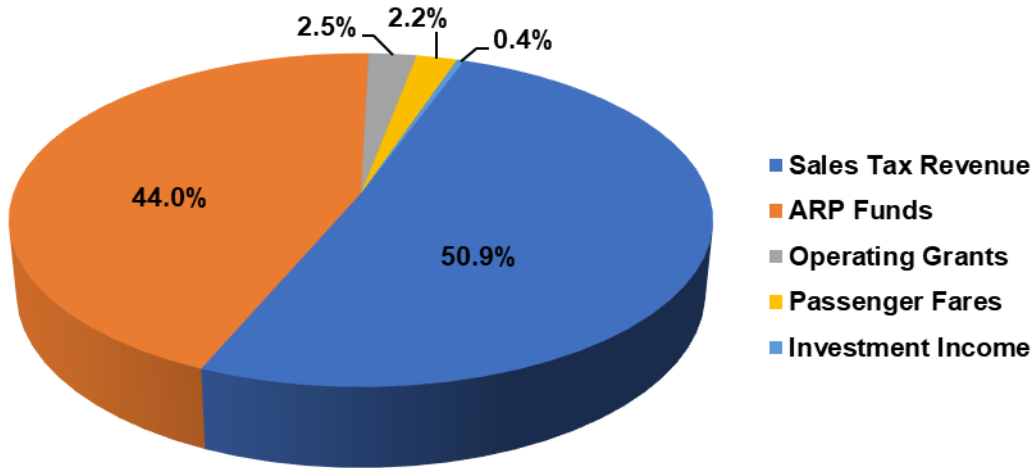
Wages and benefits combined were 37% less than budgeted. COVID relief pay scheduled for Q1 was paid in April.

II. Revenue and Expense

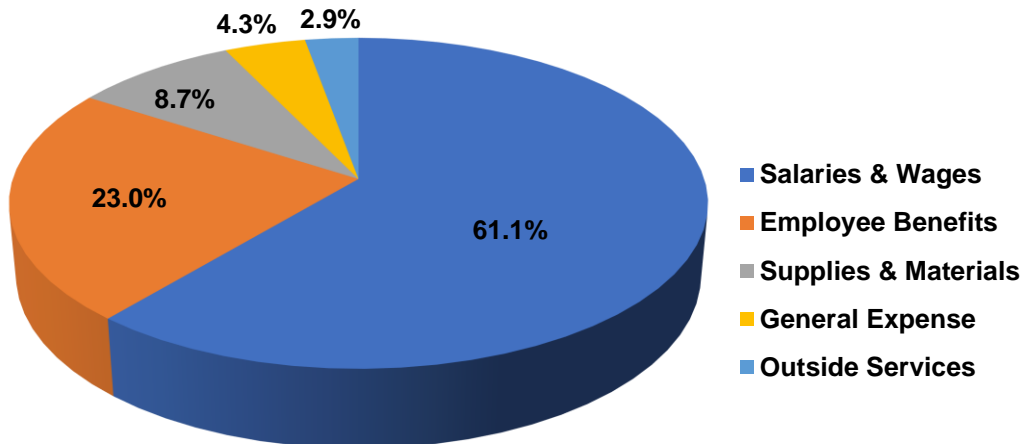


The increase for Q1 2022 compared to Q1 2021 is 15.1%.

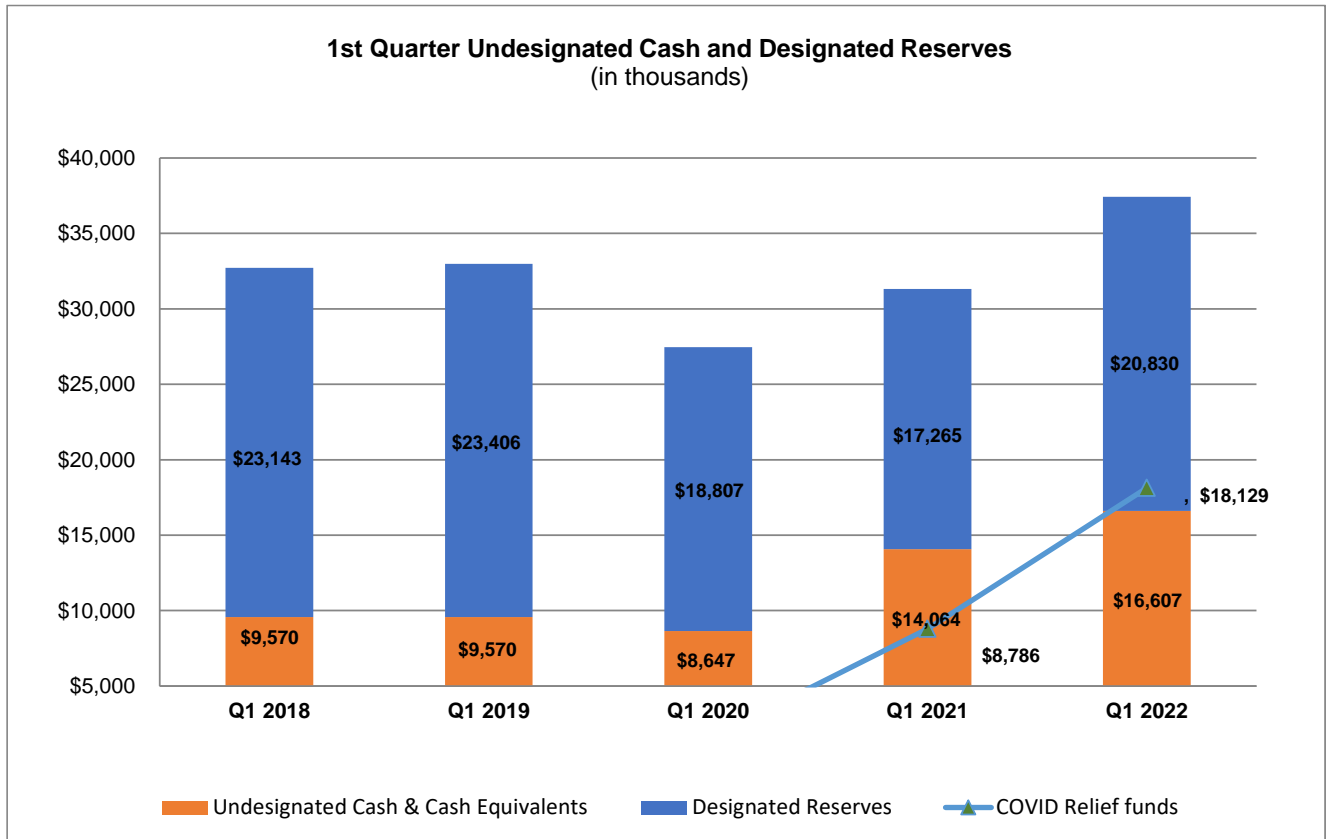
2022 YTD Revenues



2022 YTD Expenses



III. Undesignated Cash and Designated Investments



This graph displays the balances in WTA undesignated cash and cash reserve accounts as of the 1st quarter of 2018 – 2022, including the total COVID-19 relief funds.

COVID-19 relief funds are distributed on a reimbursement basis, meaning WTA spends local dollars first on salaries, wages, and benefits, then requests reimbursement from the FTA.

Relief Act	Date	Allocated	Received
CARES	3/27/2020	\$ 8,786,277	\$ 8,786,277
CRRSA	12/27/2020	\$ 9,342,245	\$ 9,342,245
ARP	3/11/2021	\$ 21,226,320	\$ -

IV. Financial Statements

Whatcom Transportation Authority
Revenue and Expenditures
Year to Date at March 31, 2022

	2022 Actuals	2022 Budget	Actual vs. Budget	2021 Actuals	Variance 2022 vs 2021
Revenues:					
Passenger Fares	\$ 336,429	\$ 296,187	\$ 40,242	\$ 15,391	\$ 321,038
American Rescue Plan Funds	6,760,435	7,075,440	\$ (315,005)	-	-
Operating Grant Revenue	393,417	417,765	(24,348)	254,384	139,033
Total Operating Revenues	7,490,281	7,789,392	(299,111)	269,775	460,071
Sales Tax Revenue	7,812,318	7,649,007	163,311	6,787,148	1,025,170
Investment Income	59,812	66,000	(6,188)	86,145	(26,333)
Other Revenue	51,364	44,939	6,425	43,498	7,866
Total Revenues	15,413,775	15,549,338	(135,563)	7,186,566	1,466,774
Expenses:					
Salaries & Wages	6,516,615	7,608,550	(1,091,935)	3,732,112	2,784,503
Employee Benefits	2,450,812	2,947,078	(496,266)	2,226,071	224,741
Outside Services	280,992	538,238	(257,246)	352,764	(71,772)
General Expense	97,111	117,501	(20,390)	69,643	27,468
Supplies & Materials	478,238	676,713	(198,475)	565,778	(87,540)
Repairs & Maintenance	8,636	20,849	(12,213)	5,468	3,168
Professional Fees	13,339	27,500	(14,161)	8,417	4,922
Fuel	450,950	239,659	211,291	211,813	239,137
Utilities	118,266	135,922	(17,656)	97,852	20,414
Insurance and Claims	187,261	187,264	(3)	145,710	41,551
Education, Meetings & Travel	59,545	48,375	11,170	13,852	45,693
Total Operating Expense	10,661,765	12,547,649	(1,885,884)	8,288,678	2,373,087
Net Income from Operations	4,752,010	3,001,689	1,750,321	(1,102,112)	(906,313)
Depreciation	1,586,448	1,586,448	-	1,377,336	209,112
Net Income	\$ 3,165,562	\$ 1,415,241	\$ 1,750,321	\$ (2,479,448)	\$ (1,115,425)
Capital Expense	505,020	1,067,998	(562,978)	4,911,761	(4,406,741)
Capital Grants	-	-	-	-	-
Net Capital Expense	\$ 505,020	\$ 1,067,998	\$ (562,978)	\$ 4,911,761	\$ (4,406,741)

Whatcom Transportation Authority
Comparative Balance Sheet
March 31, 2022

ASSETS	March 31, 2022	March 31, 2021	2022 vs. 2021
CURRENT ASSETS			
Cash & Equivalents	\$ 16,606,559	\$ 14,064,347	\$ 2,542,212
Sales Tax Receivable	5,245,033	4,424,690	820,343
Other Receivables	7,593,831	1,828,695	5,765,136
Inventories	1,318,303	1,250,998	67,305
Prepaid Expense	854,980	766,267	88,713
Total Current Assets	31,618,706	22,334,997	9,283,709
DESIGNATED ASSETS			
Capital Reserves	1,238,085	4,617,271	(3,379,186)
Fleet Reserves	7,926,236	3,414,285	4,511,951
Operating Reserve	11,665,907	9,233,796	2,432,111
Total Restricted Assets	20,830,228	17,265,352	3,564,876
CAPITAL ASSETS			
Property and Equipment	97,263,126	87,846,772	9,416,354
Less Accumulated Depreciation	(51,201,819)	(46,962,992)	(4,238,827)
Total Capital Assets	46,061,307	40,883,780	5,177,527
OTHER NON-CURRENT ASSETS			
Net Pension Asset	15,253,813	-	15,253,813
Deferred Outflows Related to Pensions	2,036,733	2,266,436	(229,703)
Total Non-current Assets	17,290,546	2,266,436	15,024,110
TOTAL ASSETS	\$ 115,800,787	\$ 82,750,565	\$ 33,050,222
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	\$ 311,990	\$ 301,690	\$ 10,300
Salaries & Wages Payable	753,327	681,288	72,039
Employee Benefits Payable	2,145,456	1,916,402	229,054
Other Current Liabilities	537,118	650,079	(112,961)
Total Current Liabilities	3,747,891	3,549,459	198,432
LONG TERM LIABILITIES			
Employee Benefits Payable	219,120	192,367	26,753
Net Pension Liability & Deferrals	1,469,231	6,350,706	(4,881,475)
Other Long Term Liabilities	9,176	9,561	(385)
Total Long Term Liabilities	1,697,527	6,552,634	(4,855,107)
TOTAL LIABILITIES	5,445,418	10,102,093	(4,656,675)
DEFERRED INFLOWS			
Deferred Inflows Related to Pensions	15,728,359	1,760,354	13,968,005
Total Deferred Inflows	15,728,359	1,760,354	13,968,005
EQUITY			
Contributed Capital (net)	19,962,562	14,956,970	5,005,592
Restricted Retained Earnings	14,348,860	14,348,860	-
Unrestricted Retained Earnings	39,170,411	20,543,514	18,626,897
Accumulated Retirement of Contributions	21,145,177	21,038,774	106,403
TOTAL EQUITY	\$ 94,627,010	\$ 70,888,118	\$ 23,738,892
TOTAL LIABILITIES & EQUITY	\$ 115,800,787	\$ 82,750,565	\$ 33,050,222

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Les Reardanz, General Manager
Eric Frazier, Operations Director
Tim Wilder, Planning Director
Vanessa Bronsema, Human Resources Director
Mike Bozzo, Fleet and Facilities Director
Shonda Shipman, Finance Director
Josh Nylander, IT Director
Maureen McCarthy, Community and Government Relations
Jeff Benson, Safety and Risk Manager

DATE: May 19, 2022

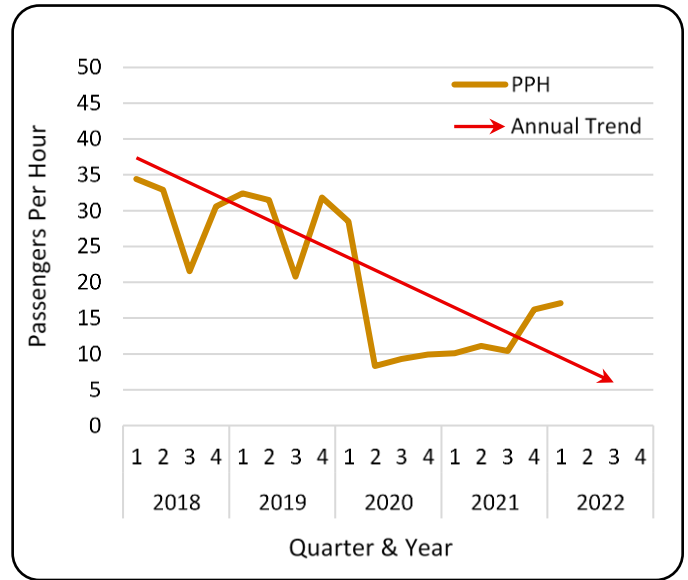
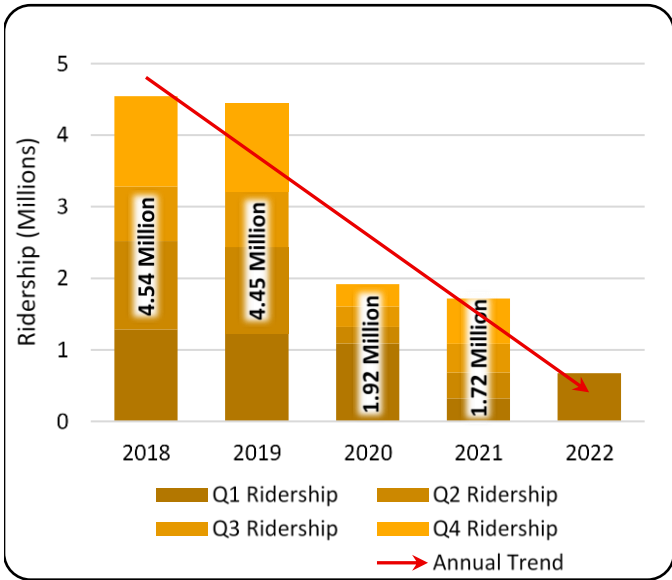
SUBJECT: First Quarter 2022 Performance Report

Agency Accomplishments – First Quarter 2022

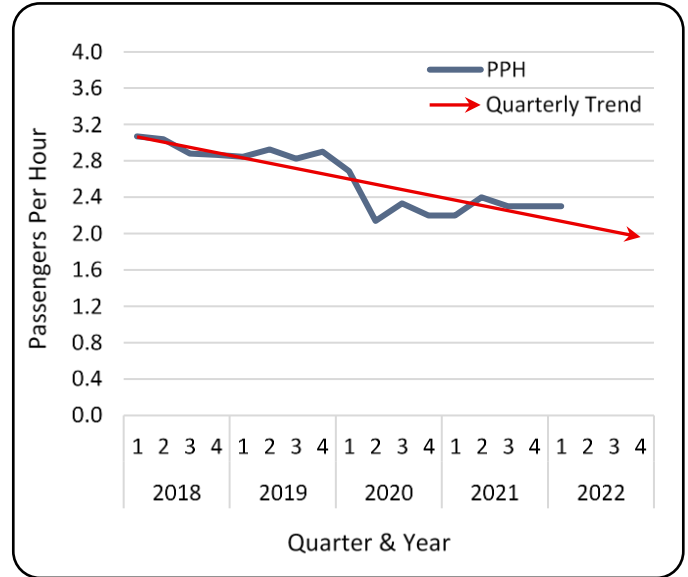
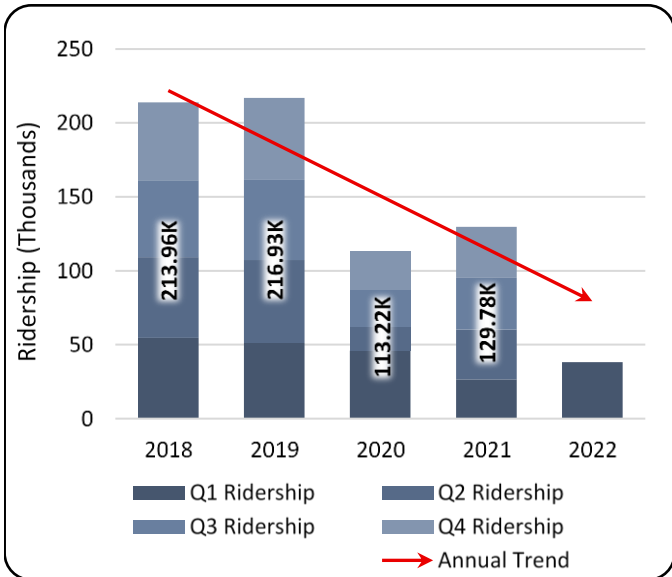
- Completed long-range transit plan, *WTA 2040*
- Operated safely in (yet another) snowstorm in January (included Rt. 72 auxiliary service)
- Provided flood response week of January 10
- Partnered with Whatcom Smart Trips and Whatcom County Schools to teach more than 1,000 7th graders how to ride the bus
- Hosted celebration for Transit Employee Appreciation Day
- Received the 2022 Well City Award from the Association of Washington Cities (AWC)
- Hired four Transit Operators and a Storekeeper, and promoted four employees to the roles of Customer Service Representative, Mobility Coordinator, Travel Trainer and Safety and Risk Manager
- Attended the following training and development opportunities: American Public Transportation Association’s Legislative Conference, WAPELRA (Labor Relations and HR) Regional Roundtable, and AWC Wellness Summit.
- Provided training for employees
 - Mental Health to all WTA
 - Ongoing CPR training
 - Ongoing Substitute training for Expeditors, Dispatchers, and CSRs
- Held All Employee Meetings in February
- Re-started Collective Bargaining Agreement negotiations with the ATU
- Closed the BTS and CTS restrooms due to illicit use. Brought in portable toilets while performing deep cleaning and working on a long-term restricted access solution.
- Two Operations Supervisors were accepted into WSTA’s Transit’s Next Leader Institute Program

PERFORMANCE DATA

Fixed Route



Paratransit



Vanpool

