



Whatcom Transportation Authority

EXECUTIVE COMMITTEE MEETING AGENDA

THURSDAY, APRIL 14, 2022, 8:00 A.M.

Virtual Meeting

For access instructions, visit:

<http://www.ridewta.com/meeting>

	<u>Pages</u>
I. Discussion of Approval of March 1-31, 2022 Expenditures	1 - 9
II. Discussion of Reallocation / Increase of Designated Change Funds (Erin Knudson)	10 - 11
III. Discussion of Setting a Public Hearing for the 2023-2028 Transportation Improvement Program (TIP) (Shonda Shipman)	12
IV. Discussion of Setting a Public Hearing on Proposed Changes to Fare Rates and Rules (Tami Coleman)	13 - 14
V. Discussion of Approval for a Contract for Federal Legislative Consulting Services (Maureen McCarthy)	15 - 16
VI. Preliminary Unaudited 2021 Year-end Financial Report (Erin Knudson)	17 - 18
VII. 2021 Performance Report (Becky Kelly) – provided as a separate document	
VIII. Discussion of Vanpool Fare Policy (Michael Harpool) - to be presented at the meeting	
IX. Discussion of Executive Committee Meeting Purpose/Structure (Les Reardanz)	
X. Other Business	
XI. Adjourn	

MEMORANDUM

TO: Chairperson and Members of the Executive Committee
FROM: Shonda Shipman, Finance Director
DATE: April 14, 2022
SUBJECT: Discussion of March 1-15, 2022 Expenditure Report

RECOMMENDATION

That the Executive Committee recommend that the Board of Directors approve the March 1-15, 2022 payable and payroll expenditures as follows:

Check numbers 088478 – 088579 in the amount of \$671,771.32

Total Accounts Payable	\$671,771.32
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Electronic Transfers

AFLAC	Insurance Benefits	\$ 258.01
ATU 843	Union Employee Dues	\$ 8,836.18
Colonial Insurance	Insurance Benefit	\$ 589.37
HSA Bank	Health Savings Account	\$ 602.00
Internal Revenue Service	Payroll Taxes	\$169,751.66
Dept. of Retirement Systems	PERS & Deferred Comp.	\$156,763.76
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,167.15
Office of Support Enforcement	Garnishment	\$ 891.90
US Bank	PCard Purchases-Feb. 2022	\$ 90,121.91
Wells Fargo Bank	PCard Purchases-Feb. 2022	<u>\$ 14,207.25</u>

Total Electronic Transfers	\$444,254.06
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Payroll – March 8, 2022

Checks 4942 - 4952	\$ 7,564.88
Direct Deposits	<u>\$502,354.13</u>

Total Payroll	<u>\$ 509,919.01</u>
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Grand Total	<u>\$1,625,944.39</u>
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TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, March 1 -15, 2022
 DATE: March 17, 2022

Check No	Date	Vendor Name	Comment	Amount
088478	3/3/2022	ALL-PHASE ELECTRIC	Misc. Parts	36.56
088479	3/3/2022	EUROFINS ANA LABORATORIES LLC	Oil Testing Kits	1,380.00
088480	3/3/2022	AWC EMPLOYEE BENEFIT TRUST	March/22 - COBRA - M.B.	2,669.12
088481	3/3/2022	BELLINGHAM AUTO PARTS	Misc. Parts	1,765.84
088482	3/3/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	908.93
088483	3/3/2022	JEFF BENSON	Refreshments - Expediter Mtg.	65.00
088484	3/3/2022	CCP INDUSTRIES	Misc. Supplies	994.65
088485	3/3/2022	CENTRAL WELDING SUPPLY INC.	Gas & Welding Supplies	81.51
088486	3/3/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees (BTS)	934.57
088487	3/3/2022	COMMERCIAL FILTER SALES	Misc. Supplies	130.05
088488	3/3/2022	COMPREHENSIVE RISK MGT, INC.	Claims Management Services	468.84
088489	3/3/2022	COPY SOURCE	(6,000) Extra Coverage Requests	1,044.48
088490	3/3/2022	CUMMINS INC.	Misc. Parts	11,080.72
088491	3/3/2022	DALCO INC	Misc. Parts	61.62
088492	3/3/2022	DEL CITY	Misc. Parts	28.83
088493	3/3/2022	FERGUSON ENTERPRISES, INC.	Misc. Supplies	75.31
088494	3/3/2022	CITY OF FERNDALE	Water, Sewer, Storm Water Fees	1,605.08
088495	3/3/2022	FLEETPRIDE, INC.	Misc. Supplies	2,350.32
088496	3/3/2022	DANIEL GALLEGOS	CDL - Fees Reimbursement	187.00
088497	3/3/2022	GILLIG LLC	Misc. Parts	17,502.44
088498	3/3/2022	GRAINGER INC.	Misc. Supplies	557.29
088500	3/3/2022	HARDWARE SALES	Misc. Supplies	991.33
088501	3/3/2022	HYDRO ENGINEERING INC.	Hydro Blaster Repair	115.90
088502	3/3/2022	KIRK KEY INTERLOCK COMPANY	Lock Switch & Code	664.18
088503	3/3/2022	MOHAWK MFG & SUPPLY CO.	Misc. Supplies	1,194.10
088504	3/3/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	798.33
088505	3/3/2022	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	61.97
088506	3/3/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions/Participant Fee	5,987.90
088507	3/3/2022	THE AFTERMARKET PARTS CO.	Misc. Parts	53.48
088508	3/3/2022	PACIFIC MOBILE, INC.	Mar. 22-Mobile Rental-Wellness/IT	3,076.61
088509	3/3/2022	THE GREG PROTHMAN COMPANY	1/3 Fleet/Facilities Director Search	5,833.34
088510	3/3/2022	RDS, INC.	Feb/22 Disposal/Recycling Fees	183.49
088511	3/3/2022	ROMAINE ELECTRIC CORP	Misc. Parts	680.21
088512	3/3/2022	SEATTLE AUTOMOTIVE DISTR INC.	Misc. Parts	485.97
088513	3/3/2022	SPECIAL-T STRIPING & SIGN CO.	(32) Laminated Decals - Warning Signs	970.97
088514	3/3/2022	SUMMIT LAW GROUP PLLC	Consulting Fees - Labor Law	2,812.00
088515	3/3/2022	UNITED PARCEL SERVICE INC.	Shipping Services	126.78
088516	3/3/2022	KAMAN FLUID POWER, LLC	Misc. Supplies	171.60
088517	3/3/2022	WHATCOM ELECTRIC CO., INC.	Misc. Parts	1,546.93
088518	3/3/2022	CHS, INC.	Ethanol Free Gasoline	62.32
088519	3/3/2022	WIZTRONICS INC.	Monthly Digital Service	2,350.08
088520	3/8/2022	A.T.U. - C.O.P.E.	Employee Donations	95.85
088521	3/8/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
088522	3/8/2022	UNITED WAY OF WHATCOM COUNTY	Employee Donations	558.67
088523	3/10/2022	ADVANTAGE BUILDING SERVICES	Dec/2021 - Janitorial	14,426.92
088524	3/10/2022	ASSOCIATED PETROLEUM PRODUCTS	Diesel & Regular Gasoline	67,956.35
088525	3/10/2022	AWC EMPLOYEE BENEFIT TRUST	Mar/22-Medical/Dental/Vision/Insurance	447,193.74
088526	3/10/2022	SECURETRANS, INC.	Armored Car/Cash Services	846.17

088527	3/10/2022	JAIRO BATRES	CDL Medical Certificate	151.00
088528	3/10/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	1,516.78
088529	3/10/2022	WENDY BEEBOUT	Skagit Transit - Business Luncheon	20.08
088530	3/10/2022	BELLINGHAM LOCK & SAFE	(4) B1/OP Keys	38.08
088531	3/10/2022	GALLS, LLC	Employee Uniforms	2,283.99
088532	3/10/2022	CASCADE NATURAL GAS	Bakerview Lot	82.52
088533	3/10/2022	CASCADE NATURAL GAS	Bakerview Spur	5,766.76
088534	3/10/2022	CASCADE NATURAL GAS	Bakerview Spur (2)	888.32
088535	3/10/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water (Moab/Mid)	7,043.95
088536	3/10/2022	ZACHARY COOK	Skagit Transit - Business Luncheon	22.25
088537	3/10/2022	COPIERS NORTHWEST INC.	Copier Lease/Maintenance	1,461.59
088538	3/10/2022	DAY MANAGEMENT CORPORATION	Sumas Site Rent - Feb/22	1,010.00
088539	3/10/2022	EMERALD SERVICES, INC	Recycle - Used Oil	265.35
088540	3/10/2022	FASTENAL COMPANY	Misc. Supplies	96.08
088541	3/10/2022	CADMAN MATERIALS, INC.	Woburn & Sunset - Concrete	287.77
088542	3/10/2022	FERRELLGAS, LP	Propane - Paratransit Vehicles	9,667.78
088543	3/10/2022	FLEETPRIDE, INC.	Misc. Supplies	243.15
088544	3/10/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	198.16
088545	3/10/2022	GENSCO INC	Misc. Parts	860.89
088546	3/10/2022	GILLIG LLC	Misc. Parts	1,646.12
088547	3/10/2022	HARDWARE SALES	Misc. Supplies	45.02
088548	3/10/2022	HEALTH PROMOTION NETWORK	EAP - February/22	751.40
088549	3/10/2022	HINTON CHEVROLET	Misc. Parts	38.25
088550	3/10/2022	I/O CONTROLS CORPORATION	Misc. Parts	581.30
088551	3/10/2022	CITY OF LYNDEN	Water, Sewer, Storm Water Fees	313.27
088552	3/10/2022	MALLORY SAFETY AND SUPPLY LLC	Safety Equipment & Supplies	67.36
088553	3/10/2022	MOHAWK MFG & SUPPLY CO	Misc. Supplies	1,113.12
088554	3/10/2022	MOORE INDUSTRIAL HARDWARE, INC.	Misc. Supplies	197.07
088555	3/10/2022	MOTOR TRUCKS INC.	Misc. Parts	397.53
088556	3/10/2022	MT. BAKER AUTO GLASS	Windshields & Misc. Glass Repairs	375.36
088557	3/10/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	611.35
088558	3/10/2022	NAVIA BENEFIT SOLUTIONS	Sec.125 - Funding Deposit	13,328.80
088559	3/10/2022	THE AFTERMARKET PARTS COMPANY	Misc. Supplies	1,408.72
088560	3/10/2022	NEW PIG	Misc. Supplies	404.56
088561	3/10/2022	NOOKSACK VALLEY DISPOSAL	Dumpster Rental	182.58
088562	3/10/2022	NORTHWEST CLEAN AIR AGENCY	2022 - Registration Fee	166.00
088563	3/10/2022	NORTHSTAR STONE & LANDSCAPE	1/2 Yard Pea Gravel	21.18
088564	3/10/2022	PACIFIC POWER GROUP	Generator Maintenance Service	2,041.09
088565	3/10/2022	PICKFORD FILM CENTER	On-Screen Ads - Feb/22	500.00
088566	3/10/2022	PUGET SOUND ENERGY	Bellingham Station	2,053.75
088567	3/10/2022	PUGET SOUND ENERGY	Cordata Station	1,176.92
088568	3/10/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	3,662.63
088569	3/10/2022	SANITARY SERVICE	Solid Waste Disposal	2,539.10
088570	3/10/2022	SCHETKY NORTHWEST SALES INC.	Misc. Parts	156.28
088571	3/10/2022	SPECIAL-T STRIPING & SIGN CO.	Sehome H/S - Blue Line Fascia	121.54
088572	3/10/2022	STERICYCLE, INC.	BIO Waste Disposal	33.14
088573	3/10/2022	KARA TURNER	HR Services: Job Desc. Updates/Mtgs.	1,187.50
088574	3/10/2022	UNITED PAINT SPECIALTY	Paint & Auto Body Supplies	32.65
088575	3/10/2022	DEL WALKER	Uniform Clothing Reimbursement	133.66
088577	3/10/2022	BYRON WOOD	Bakerview Lot - Rental Refund	885.00
088578	3/10/2022	DANIEL WOOD	CDL - Reimbursement	119.00
088579	3/10/2022	CHERYL YOAKUM	Uniform Clothing Reimbursement	102.22
				671,771.32

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	258.01
AMALGAMATED TRANSIT UNION 843	Union Dues	8,836.18
COLONIAL INSURANCE COMPANY	Insurance Benefit	589.37
HSA BANK	Health Savings Account	602.00
INTERNAL REVENUE SERVICE	Payroll Taxes	169,751.66
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	156,763.76
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,167.15
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	891.90
US BANK	February 2022 - PCard Purchases	90,121.91
WELLS FARGO BANK	February 2022 - PCard Purchases	14,207.25
		<u>444,254.06</u>

PAYROLL - March 8, 2022

CHECKS	4942 - 4952	7,564.88
DIRECT DEPOSIT		<u>502,354.13</u>
		<u>509,919.01</u>
	REPORT TOTAL	<u>1,625,944.39</u>

MEMORANDUM

TO: Chairperson and Members of the Executive Committee
FROM: Shonda Shipman, Finance Director
DATE: April 14, 2022
SUBJECT: Discussion of March 16-31, 2022 Expenditure Report

RECOMMENDATION

That the Executive Committee recommend that the Board of Directors approve the March 16-31, 2022 payable and payroll expenditures as follows:

Check numbers 088580 – 088725 in the amount of \$284,737.47

Total Accounts Payable	\$284,737.47
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Electronic Transfers

AFLAC	Insurance Benefits	\$ 258.01
ATU 843	Union Employee Dues	\$ 8,836.18
Colonial Insurance	Insurance Benefit	\$ 589.37
HSA Bank	Health Savings Account	\$ 602.00
Internal Revenue Service	Payroll Taxes	\$209,480.79
Dept. of Retirement Systems	PERS & Deferred Comp.	\$175,493.38
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,144.30
Office of Support Enforcement	Garnishment	\$ 891.90
WA Dept. of Revenue	Use Tax Paid-Jan. 2022	<u>\$ 464.69</u>

Total Electronic Transfers	\$398,825.49
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Payroll – March 23, 2022

Checks 4953 - 4962	\$ 8,468.06
Direct Deposits	<u>\$594,013.45</u>

Total Payroll	\$ <u>602,481.51</u>
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Grand Total	<u>\$1,286,044.47</u>
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TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, March 16 - 31, 2022
 DATE: March 31, 2022

Check No	Date	Vendor Name	Comment	Amount
088580	3/18/2022	VOIDED	Voided due to Printer Malfunction	0.00
088581	3/18/2022	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Fuel	32,638.97
088582	3/18/2022	AT&T MOBILITY-CC	Monthly Data Service	6,616.84
088583	3/18/2022	GALLS, LLC	Employee Uniforms	5,175.88
088584	3/18/2022	CCP INDUSTRIES	Misc. Parts	393.03
088585	3/18/2022	CINTAS CORPORATION	Laundry Services	729.97
088586	3/18/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees (COR)	1,043.37
088587	3/18/2022	COMMERCIAL FILTER SALES	Misc. Parts	534.70
088588	3/18/2022	EMPIRE TELEPHONE, LLC	Q-1/22 Payphones (4) Locations	342.72
088589	3/18/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	644.96
088590	3/18/2022	GILLIG LLC	Misc. Parts	2,004.01
088591	3/18/2022	GRAINGER INC	Misc. Supplies	539.50
088592	3/18/2022	HOME DEPOT CREDIT SERVICES	WTA - Credit Account	1,028.49
088593	3/18/2022	MT CONSTITUTION SITES, INC.	March/22 - Lease	1,125.00
088594	3/18/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	55.10
088595	3/18/2022	PERSONNEL DATA SYSTEMS, INC.	Vista Consulting	277.50
088596	3/18/2022	PUGET SOUND ENERGY	Ferndale Station	538.16
088597	3/18/2022	PUGET SOUND ENERGY	Lynden Station	633.51
088598	3/18/2022	REGENCY NW CONSTRUCTION, INC.	MOAB 2nd floor - Remodel	20,706.82
088599	3/18/2022	SARATOGA COM.REAL ESTATE, INC.	March/22 - Management Fees	500.00
088600	3/18/2022	SEATTLE AUTOMOTIVE DISTR INC.	Misc. Parts	453.72
088601	3/18/2022	UNITED PARCEL SERVICE INC.	Shipping Service	95.25
088602	3/18/2022	WHATCOM COUNTY TREASURER	Property Tax (Bakerview Lot)	19.00
088603	3/18/2022	WIZTRONICS INC.	Monthly Digital Service	2,317.76
088604	3/23/2022	A.T.U. - C.O.P.E.	Employee Donations	95.85
088605	3/23/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
088606	3/23/2022	UNITED WAY OF WHATCOM CO.	Employee Donations	558.67
088607	3/24/2022	DANI ADSITT	CDL Renewal Reimbursement	136.00
088608	3/24/2022	ADVANTAGE BUILDING SERVICES	February 2022 - Janitorial Services	16,100.42
088609	3/24/2022	ALL-PHASE ELECTRIC	Misc. Parts	89.76
088610	3/24/2022	APPLIED DIGITAL IMAGING	(300) Graphic Printed Mugs	349.25
088611	3/24/2022	ARXCIS, INC.	Inspect/Certify Liftmoor Crane	751.30
088612	3/24/2022	BAKER SEPTIC TANK PUMPING INC.	Portable Toilets - BTS/CTS	445.00
088613	3/24/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	1,326.84
088614	3/24/2022	BAY ENGRAVING	EOY & GWA Nameplates (4) / Misc.	50.81
088615	3/24/2022	BELLINGHAM AUTO PARTS	Misc. Parts	475.27
088616	3/24/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	627.26
088617	3/24/2022	THE MCCLATCHY COMPANY, LLC	Procurement Ads. - A/C Retrofit	172.50
088618	3/24/2022	BRAKE AND CLUTCH SUPPLY	(4) Brake Drums	1,842.77
088619	3/24/2022	BRIDGEVIEW AUTO PARTS	Misc. Parts	245.19
088620	3/24/2022	CASCADE NATURAL GAS	Cordata Station	102.14
088621	3/24/2022	CENTRAL WELDING SUPPLY INC.	Gas & Welding Supplies	87.75
088622	3/24/2022	CINTAS CORPORATION	Laundry Services	633.78
088623	3/24/2022	COMMERCIAL FILTER SALES	Misc. Parts	1,099.39
088624	3/24/2022	COMPREHENSIVE RISK MGT, INC.	Legal Invoice - #1695 Peterson	55.00
088625	3/24/2022	COPIERS NORTHWEST INC.	Copier Lease / Maintenance	526.70
088626	3/24/2022	CUMMINS INC.	Misc. Parts	3,112.28

088627	3/24/2022	DEL CITY	Misc. Supplies	167.50
088628	3/24/2022	DELERROK, INC.	UMO Monthly Transactions - Feb/22	6,825.40
088629	3/24/2022	ELTEC SYSTEMS	Elevator Inspection (2) Locations	1,771.56
088630	3/24/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	410.93
088631	3/24/2022	JAMIE FAIRBANKS	Prizes - Employee Bingo Event	60.84
088632	3/24/2022	FERRELLGAS, LP	Propane - Paratransit Vehicles	3,536.22
088633	3/24/2022	FSSOLUTIONS	Drug/Alcohol Screening	3,131.10
088634	3/24/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	5,355.35
088635	3/24/2022	GENFARE	Misc. Parts	76.68
088636	3/24/2022	GILLIG LLC	Misc. Parts	6,672.28
088637	3/24/2022	JULIE DeFOER	Graphic Design Comp/Updates	2,388.75
088638	3/24/2022	GRAINGER INC	Misc. Supplies	699.14
088639	3/24/2022	GROWSOURCE, INC.	1 Yard Gravel	37.81
088640	3/24/2022	GUARDIAN SECURITY SYSTEMS INC	Backflow Test - Moab	256.61
088641	3/24/2022	HARDWARE SALES	Misc. Supplies	270.99
088642	3/24/2022	INDUSTRIAL SUPPLY	Misc. Supplies	26.84
088643	3/24/2022	JONAS SOFTWARE USA LLC	BugetPak 2022 Subscription Renewal	22,021.12
088644	3/24/2022	KELLER SUPPLY COMPANY	Misc. Supplies	14.28
088645	3/24/2022	KPFF, INC.	W/O #1,3,5,9 - Remodel/F&F/CTS	12,358.07
088646	3/24/2022	KULSHAN VOCATIONAL SERVICES	February/22 - Vehicle Cleaning	11,507.26
088647	3/24/2022	LUCID CONSULTING, LLC	PCard - VI Import Issue	300.00
088648	3/24/2022	LUMINATOR TECH. GROUP, INC.	Surveillance Cameras & Components	579.92
088649	3/24/2022	LYNDEN TRIBUNE	(500) Paratransit Brochures	235.39
088650	3/24/2022	MB GREEN, INDOOR GREENERY, INC.	March/22 Plant Care	190.40
088651	3/24/2022	MAUREEN MCCARTHY	APTA/RFP 2022-01 Interviews DC	275.91
088652	3/24/2022	MOHAWK MFG & SUPPLY CO	Misc. Supplies	67.06
088653	3/24/2022	MSC INDUSTRIAL SUPPLY CO.	Misc. Supplies	108.32
088654	3/24/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	822.05
088655	3/24/2022	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	148.25
088656	3/24/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions	5,553.60
088657	3/24/2022	NORTH COAST ELECTRIC CO.	24/29 Lighting Pole Adapter	3,657.42
088658	3/24/2022	O'REILLY AUTO PARTS	Misc. Parts	17.36
088659	3/24/2022	PERSONNEL DATA SYSTEMS, INC.	Vista Time SAAS Feb/22	274.18
088660	3/24/2022	REXEL USA, INC.	Misc. Parts	14.81
088661	3/24/2022	PROSCAPES, INC.	LTC/FTC Snow Removal / Ice Melt / Maint.	4,166.62
088662	3/24/2022	PUGET SOUND ENERGY	Bakerview Lot	55.77
088663	3/24/2022	PUGET SOUND ENERGY	Bellingham Station	2,136.38
088664	3/24/2022	PUGET SOUND ENERGY	Bakerview Spur	10,569.07
088665	3/24/2022	PUGET SOUND ENERGY	Midway Lot	1,360.46
088666	3/24/2022	PYE-BARKER FIRE & SAFETY, LLC	Fire Extinguisher Testing & Recharging	677.93
088667	3/24/2022	REFRIGERATION SUPPLIES DISTR	Misc. Parts	21.93
088668	3/24/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	4,369.63
088669	3/24/2022	ROMAINE ELECTRIC CORP.	Misc. Parts	704.30
088670	3/24/2022	SAFETY BRAKE SET	Misc. Parts	759.09
088671	3/24/2022	SEATTLE AUTOMOTIVE DISTR INC.	Misc. Parts	1,110.91
088672	3/24/2022	SHONDA L. SHIPMAN	Employee Appreciation - Refreshments	110.27
088673	3/24/2022	SIX ROBBLEES INC.	Misc. Supplies	135.90
088674	3/24/2022	STERICYCLE, INC.	BIO Hazard Waste Disposal	2.28
088675	3/24/2022	JANICE ST. PETER	CDL Medical Certificate	150.00
088676	3/24/2022	SUMMIT LAW GROUP PLLC	Labor Law Consulting	2,591.20
088677	3/24/2022	UNITED PAINT SPECIALTY	Paint & Misc. Auto Body Supplies	373.66
088678	3/24/2022	VERIZON CONNECT NWF INC.	Monthly Data Service Fee	206.72
088679	3/24/2022	VIBRANT SENIOR OPTIONS, LLC	1/2 Page Ads - 2022	795.00
088680	3/24/2022	MAGAN WALTARI	RFP 2022-01 Interviews - DC.	384.00

088681	3/24/2022	WEST COAST PAPER	Bulk Paper Supply	498.93
088682	3/24/2022	KAMAN FLUID POWER, LLC	Misc. Supplies	519.85
088683	3/24/2022	WESTERN REFINERY SERVICES INC	Lot Sweeping (5) Locations	3,966.52
088684	3/24/2022	WHATCOM ELECTRIC CO., INC.	Misc. Parts	4,064.77
088685	3/31/2022	ALL-PHASE ELECTRIC	Misc. Parts	326.40
088686	3/31/2022	SECURETRANS, INC.	Armored Car Service	851.47
088687	3/31/2022	BAKER SEPTIC TANK PUMPING INC.	BTS/CTS - Portable Toilets	445.00
088688	3/31/2022	BALDI MT HOLDINGS LLC	(2) Repeater Lease	600.00
088689	3/31/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	1,997.57
088690	3/31/2022	JONATHAN BROUWER	Tuition - NEC/WAC Codes/Updates	165.00
088691	3/31/2022	TREY BROWN	Trapeze - Ft. Worth, TX	157.00
088692	3/31/2022	CASCADE NATURAL GAS	Lynden Station	432.09
088693	3/31/2022	CINTAS CORPORATION	Laundry Services	2,213.29
088694	3/31/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees (BTS)	894.89
088695	3/31/2022	COPIERS NORTHWEST INC.	Copier Lease / Maintenance	1,095.32
088696	3/31/2022	CUMMINS INC.	Misc. Parts	10,279.35
088697	3/31/2022	DAY MANAGEMENT CORPORATION	Sumas Site Rent	1,010.00
088698	3/31/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	174.00
088699	3/31/2022	FERGUSON ENTERPRISES, INC.	Misc. Parts	308.10
088700	3/31/2022	CADMAN MATERIALS, INC.	Concrete - James & Alabama	399.05
088701	3/31/2022	FLEETPRIDE, INC.	Misc. Supplies	1,282.52
088702	3/31/2022	JENNIFER FRANKS	Trapeze - Ft. Worth, TX	157.00
088703	3/31/2022	ERIC FRAZIER	Trapeze - Ft. Worth, TX	207.00
088704	3/31/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	2,266.47
088705	3/31/2022	GENSCO INC	Misc. Parts	3,276.65
088706	3/31/2022	GILLIG LLC	Misc. Parts	7,842.26
088707	3/31/2022	CHRIS GRAY	Trapeze - Ft. Worth, TX	157.00
088708	3/31/2022	HARDWARE SALES	Misc. Supplies	378.10
088709	3/31/2022	RYAN KENNEDY	Trapeze - Ft. Worth, TX	157.00
088710	3/31/2022	LUCID CONSULTING, LLC	Create Sage VI - Wells Fargo PCard	100.00
088711	3/31/2022	JANET MAYR	Trapeze - Ft. Worth, TX	157.00
088712	3/31/2022	MCMaster-CARR SUPPLY CO.	Misc. Supplies	383.49
088713	3/31/2022	MOHAWK MFG & SUPPLY CO.	Misc. Supplies	268.62
088714	3/31/2022	THE AFTERMARKET PARTS CO.	Misc. Parts	1,443.89
088715	3/31/2022	NORTH COAST ELECTRIC CO.	(3) Lighting Pole Adapter	471.84
088716	3/31/2022	THE GREG PROTHMAN COMPANY	Travel & Lodging /Job Listings	3,781.30
088717	3/31/2022	S & H AUTOPARTS, INC.	Misc. Parts	23.20
088718	3/31/2022	SPECIAL-T STRIPING & SIGN CO.	(2) Auth Personnel Only - Decals	54.40
088719	3/31/2022	STAR RENTALS	Genie Manlift - Rental/Inspection	1,464.68
088720	3/31/2022	ANDREW THOMPSON	Trapeze - Ft. Worth, TX	157.00
088721	3/31/2022	UNITED PARCEL SERVICE INC.	Shipping Service	33.79
088722	3/31/2022	ALBERT WALCOTT JR.	CDL Medical Certificate	151.00
088723	3/31/2022	KAMAN FLUID POWER, LLC	Misc. Supplies	108.29
088724	3/31/2022	WESTERN REFINERY SVCS. INC.	Storm Water Maintenance - (LTC)	1,823.66
088725	3/31/2022	WICKED WILLIES INC.	Cordata - Utilities Locate	80.00
				284,737.47

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	258.01
AMALGAMATED TRANSIT UNION 843	Union Dues	8,836.18
COLONIAL INSURANCE COMPANY	Insurance Benefit	589.37
HSA BANK	Health Savings Account	602.00

INTERNAL REVENUE SERVICE	Payroll Taxes	209,480.79
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	175,493.38
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,144.30
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	891.90
WA DEPT. OF REVENUE	February 2022 - Use Tax Paid	464.69
		<u>398,825.49</u>

PAYROLL - March 23, 2022

CHECKS	4953 - 4962	8,468.06
DIRECT DEPOSIT		594,013.45
		<u>602,481.51</u>
	REPORT TOTAL	<u>1,286,044.47</u>

MEMORANDUM

TO: Chairperson and Members of the Executive Committee

FROM: Erin Knudson, Accounting Manager
Shonda Shipman, Finance Director

DATE: April 14, 2022

SUBJECT: Discussion of Reallocation / Increase of Designated Change Funds

RECOMMENDATION

That the Executive Committee recommend 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

Staff respectfully requests this item be added to the Board’s consent agenda.

BACKGROUND

The current distribution of change funds as follows:

Petty Cash Fund	\$150
Reception Cash Drawer	75
Farebox Testing Cash Fund	50
CSR Cash Drawers (10 X \$150)	1,500
Bellingham Station Float Fund	725
BTS Change Machine	2,000
Total Approved Amounts as per the Board and the General Ledger	\$4,500

In person pass sales are no longer transacted at MOAB, so there is no need to maintain a cash drawer at the reception desk.

The need to add two additional substitute CSR positions has created the necessity for two additional cash drawers. This proposed change will increase the Cash Drawers from 10 to 12.

FISCAL IMPACT

The \$75.00 from the Reception Cash Drawer will be reallocated, and \$225.00 will be transferred from WTA's Peoples Bank account to cover the overall increase in change funds.

MEMORANDUM

TO: Chairperson and Members of the Executive Committee

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

DATE: April 14, 2022

SUBJECT: Discussion of Setting a Public Hearing to Approve the 2023-2028 WTA Transportation Improvement Program (TIP)

RECOMMENDATION

That the Executive Committee recommend 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.

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.

In compliance with WTA bylaws, the 2023 – 2028 TIP will be made available on WTA's website with the May Executive Committee Meeting Packet at least ten (10) 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 Executive Committee

FROM: Tim Wilder, Planning Director
Tami Coleman, Revenue Manager

DATE: April 14, 2022

SUBJECT: Discussion of Setting a Public Hearing on Proposed Changes to Fare Rates and Rules

RECOMMENDATION

That the Executive Committee recommend 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.

BACKGROUND

In July 2021 WTA resumed collecting fares after more than 15 months of being fare free as a result of the COVID-19 pandemic. Since that time, with Board approval, staff has implemented a modest increase to pass prices, a Youth Ride Free program and a coordinated electronic fare collection system with Skagit Transit, to make traveling between counties easier.

The recently signed *Move Ahead Washington* legislation provides Transit Support Grants for all transit agencies that provide free fares to youth 18 and under. Since WTA currently allows riders 17 and under and high schoolers to ride for free, a small change to the youth fare policy is needed to enable access to this new source of funds.

WTA is also working on strategic improvements to its vanpool program. One proposed strategy would entail simplification of the vanpool fare policy to help attract and retain vanpool participants, while ensuring beneficiaries pay their appropriate share for the service and that fares are adjusted regularly to reflect actual expenses.

CHANGES PROPOSED

In the normal course of business, staff periodically conducts a review of the Fare Rates and Rules to ensure transparency around fares and fare rules. A review is generally triggered by a change to fares or for rewording or clarification of a rule.

Staff proposes making the following changes to the Fare Rates and Rules:

- 1) Simplifying and consolidating Vanpool Fares.
- 2) Redefining “Youth” as 18 years or younger, to meet free fare for youth requirement in *Move Ahead Washington* legislation.
- 3) Updating language to reflect re-branding of TouchPass system to Umo Mobility.

FISCAL IMPACT

The fiscal impact in Vanpool revenues resulting from streamlining fares is unlikely to be more than a few hundred dollars per year for WTA.

The fiscal impact of meeting the Youth age requirement is substantial because it qualifies WTA to receive an additional \$2.8 million in grant funds from Washington State. The cost to implement the change is very low as we currently allow 17 and under to ride free.

The revenue received from the state will be somewhat offset by the decrease in income received from the contracts with Whatcom Community College and Western Washington University. These contracts cover younger students who would now ride free under the expanded WTA program. It isn't known at this point how significant this impact will be.

There is no fiscal impact from the language update to Umo Mobility.

MEMORANDUM

TO: Chairperson and Members of the Executive Committee

FROM: Maureen McCarthy, Director of Community and Government Relations
Magan Waltari, Purchasing and Contracts Manager

DATE: April 14, 2022

SUBJECT: Discussion of Approval for a Contract for Federal Legislative Consulting Services

RECOMMENDATION

That the Executive Committee recommend 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.

BACKGROUND

WTA's long-range transit plan, *WTA 2040*, identifies significant capital investments, for example Bus Rapid Transit, new on-demand service, and the transition from diesel to zero emission buses. In addition, several identified strategies depend on our ability to advance transit oriented and transit supportive development and to partner with others to improve the equity and efficiency of our services.

In support of these efforts, WTA is developing an ongoing federal legislative program. As part of this program, staff would work with a Federal Legislative Consult to cultivate strong working relationships with our federal congressional delegation and the Federal Transit Administration, identify and secure federal funding sources, and develop strategies to address emerging federal policies.

WTA issued an RFP in January for Federal Legislative Consultant services. The RFP was advertised on WTA's website, in the Bellingham Herald, sent to respondents of the WTA 2040 plan RFP, posted on WTA's website as well as websites for Washington State Procurement Technical Assistance Center (PTAC) and Washington State Office of Women and Minority Business Enterprise (OWMBE), and uploaded to Washington State's Electronic Bid Solution (WEBS). Ads were placed with the Bellingham Herald and on Transit Talent. Of the 25 known plan holders, there were five (5) respondents. Staff interviewed four (4) candidates in March and selected VNF as the top firm.

VNF has extensive experience representing public agencies, primarily in the fields of energy, the environment, natural resources and transportation. Their collaborative, bipartisan approach has helped clients secure federal funding, develop creative solutions to problems, and promote policy and program goals.

FISCAL IMPACT

WTA recommends a three (3) year contract with a total fiscal impact of \$180,000. Should WTA utilize all renewal options, the total contract spend would be \$300,000.

MEMORANDUM

TO: Chairperson and Members of the Executive Committee

FROM: Erin Knudson, Accounting Manager
Shonda Shipman, Finance Director

DATE: April 14, 2021

SUBJECT: 2021 Unaudited Financial Highlights

WTA's 2021 Unaudited Annual Report was submitted to the Office of the Washington State Auditor on April 1, 2022, with audit work commencing on April 4, 2022. In advance of the final audited statements, the following highlights are presented below.

Note: For comparative, operational review purposes, the amounts below exclude Depreciation and Pension related adjustments required by the Governmental Accounting Standards Board (GASB) Statement 68. Those amounts will be presented and discussed with the final audited statements as soon as they are available.

2021 Budget to Actual (excluding Depreciation and GASB 68 Adjustment)

Revenues

- Overall revenues: \$11.4 million over budget (↑ 27.9%)
 - Grant revenue: \$6.6 million over budget (↑ 64.2%)
 - WTA received \$9.3 million in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds.
 - Sales tax revenue: \$5.0 million over budget (↑ 16.7%)
 - Significant growth was seen in local construction and travel and hospitality once COVID-19 related restrictions began to ease.
 - Fare revenue: \$73 thousand under budget (↓ 9.7%)
 - Fare collection did not resume until July 1, 2021.

Expenses

- Overall operating expenses: \$2.0 million under budget (↓ 5.5%)
 - Salaries & benefits: \$870 thousand under budget (↓ 3.0%)
 - PERS Employer Contribution rates decreased on July 1, 2021.
 - Supplies & Materials: \$621 thousand under budget (↓ 24.1%)
 - Fuel: \$259 thousand over budget (↑ 28.3%)
 - The average cost per gallon of both unleaded and diesel increased significantly in 2021.

2021 Actual to 2020 Actual (excluding Depreciation and GASB 68 Adjustment)

Revenues

- Overall revenues increased \$9.8 million (↑ 22.9%)
 - Sales tax revenue increased \$5.5 million (↑ 18.7%)
 - Grant revenue increased \$4.5 million (↑ 36.3%)
 - Fare revenue decreased \$62 thousand (↓ 8.3%)

Expenses

- Overall operating expenses increased \$1.3 million (↑ 4.0%)
 - Salaries & benefits increased \$1.1 million (↑ 4.0%)
 - Full service resumed June 13, 2021.
 - Fuel increased \$509 thousand (↑ 76.3%)

Assets and Liabilities

- Total assets increased \$11.2 million
 - Cash and reserves increased \$3.8 million
 - \$9.3 million in CRRSA funds were received in September 2021 to help cover payroll salaries and wages, along with related payroll tax and employee benefit expenses.
 - Receivables increased \$556 thousand
 - Higher sales tax receivable at year end and a larger accounts receivable balance due to resumed bus pass sales.
 - Capital assets increased \$6.9 million
 - Received two (2) electric fixed route buses, eight (8) diesel fixed route buses, nine (9) paratransit vehicles, and completed the purchase of the North Lot property.
- Total liabilities decreased \$920 thousand
 - There were no outstanding bus invoices at year-end.