



Whatcom Transportation Authority

WHATCOM TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
AGENDA
THURSDAY, JANUARY 17, 2019, 8:00 A.M.
Whatcom County Council Chambers
311 Grand Avenue, Bellingham

	<u>Pages</u>
A. <u>CALL TO ORDER</u>	
B. <u>ROLL CALL</u>	
C. <u>EMPLOYEE RECOGNITION</u>	
C.1 Twenty Year Service Award – Kim C.	
D. <u>BOARD REORGANIZATION</u>	
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H.3 No/Low Grant Report (verbal)

H.4 General Manager's 2018 Annual Report and 2019 Goals
(to be distributed at the meeting)

H.5 General Manager's Monthly Report (verbal)

I. EXECUTIVE SESSION (if necessary)

J. OTHER BUSINESS

K. ANNOUNCEMENTS

L. ADJOURN

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Pete Stark, General Manager
Vicki Esser, Executive Assistant / Clerk of the Board

DATE: January 17, 2019

SUBJECT: Seating of 2019 Board Members, Election of Officers, and Other Assignments

The WTA bylaws call for the Board election of the Chairperson and Vice-Chairperson to serve each year. We will be calling for nominations and elections at the January 17th regular meeting.

According to the bylaws, the Executive Committee will be comprised of seven voting members of the Board of Directors and the non-voting Labor Representative. The Executive Committee voting members will include all voting Board members except the Mayor of Bellingham and the County Executive.

The bylaws state that the Board Chairperson will also act as the Chairperson for the Executive Committee. The voting members of the Board need to vote to select a Vice-Chairperson for the Executive Committee.

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

For your reference, the 2018 Board officers and assignments are listed below:

2018 Board Officers and Assignments

Board Chairperson	Cathy Watson
Board Vice-Chairperson	Michael Lilliquist
Executive Committee Members:	
Committee Chairperson	Cathy Watson
Committee Vice-Chairperson	Michael Lilliquist
	Jim Ackerman
	April Barker
	Eric Davidson
	Scott Korhuis
	Satpal Sidhu
	A.J. Walcott
Non-voting Labor Representative	
Representative to the Whatcom Transportation Policy Board (WTPB)	Cathy Watson
Alternate Representative to the WTPB	Michael Lilliquist

CONSENT AGENDA ITEM F.1

**WHATCOM TRANSPORTATION AUTHORITY
RECORD OF PROCEEDINGS
BOARD OF DIRECTORS REGULAR MEETING
December 13, 2018**

A. CALL TO ORDER

Vice-Chairperson Michael Lilliquist called the meeting to order at 8:00 a.m. in the Whatcom County Council Chambers, 311 Grand Avenue, Bellingham, Washington.

B. ROLL CALL

Members Present: Ackerman, Barker, Davidson, Korthuis, Lilliquist, Louws, Sidhu, Walcott (Non-voting Labor Representative)

Members Absent: Linville, Watson

Staff/Counsel Present: P. Stark, V. Esser, M. Bozzo, E. Frazier, M. McCarthy, R. Nicholson, J. Nylander, A. Rowlson, S. Shipman, R. Mountain, C. Colburn, G. Beaumont, M. Anderson, M. Zlotek, M. Waltari, C. Fine, B. Kelly, T. Eastwood

Others Present: none

C. CITIZEN COMMUNICATIONS

None

D. BOARD ACTION - CONSENT AGENDA

D.1 Consideration of Approval of Minutes – November 15, 2018 Board Meetings

D.2 Consideration of Approval of November 1-30, 2018 Expenditures

MOTION BY ACKERMAN, SECONDED BY BARKER THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA WHICH INCLUDED APPROVAL OF THE MINUTES OF THE NOVEMBER 15, 2018 BOARD MEETING AND APPROVAL OF THE NOVEMBER 1-30, 2018 EXPENDITURES.

The motion passed 6 – 0.

E. BOARD ACTION

E.1 Consideration of Resolution #296-18 Establishing an Official Place of Business and a Regular Meeting Schedule for 2019

Recommendation: That the Board of Directors approve Resolution #296-18 establishing the official place of business and meeting schedule for the 2019 calendar year.

Vicki Esser, Clerk of the Board, gave an overview of the proposed 2019 meeting schedule.

MOTION BY LOUWS, SECONDED BY KORTHUIS THAT THE BOARD OF DIRECTORS APPROVE RESOLUTION #296-18 ESTABLISHING THE OFFICIAL PLACE OF BUSINESS AND MEETING SCHEDULE FOR THE 2019 CALENDAR YEAR.

The motion passed 6 – 0.

E.2 Consideration of Setting a Final Public Hearing for June 2019 Service Change

Rick Nicholson, Director of Service Development, modified the recommendation from what was included in the packet to adjust the Public Hearing time and to include the location that has been confirmed, and is near the affected area. The current recommendation is shown below.

Recommendation: That the Board Chair authorize a Public Hearing on January 8, 2019 from 6:30 p.m.–8:00 p.m. at Carl Cozier Elementary School, 1330 Lincoln Street, Bellingham to receive public comment on proposed changes to Route 533 as part of the June 2019 service changes.

Mr. Nicholson stated that the majority of comments WTA received for the previous Public Hearing had to do with the proposed elimination of service on a portion of Samish Way. He said staff is suggesting a modification to the original proposal to address the expressed concerns. He gave an overview of the proposed revision to Route 533 amending the service change proposal for June 2019. He stated this is a significant enough change that it requires another Public Hearing, therefore, we are asking the Board to set one.

MOTION BY LOUWS, SECONDED BY BARKER THAT THE BOARD OF DIRECTORS AUTHORIZE A PUBLIC HEARING ON JANUARY 8, 2019 FROM 6:30 P.M. – 8:00 P.M. AT CARL COZIER ELEMENTARY SCHOOL, 1330 LINCOLN STREET, BELLINGHAM TO RECEIVE PUBLIC COMMENT ON PROPOSED CHANGES TO ROUTE 533 AS PART OF THE JUNE 2019 SERVICE CHANGES.

The motion passed 7 – 0.

E.3 Consideration of Resolution #297-18 Approving the 2019 Budget

Recommendation: That the Board of Directors approves the 2019 Budget Resolution #297-18.

Shonda Shipman, Director of Finance, stated that the Board already approved the 2019 budget at the November Board meeting, but WTA's bylaws require the approval of a Resolution for the budget. She said the Resolution being brought forward today encompasses the items listed in the packet item on page 43 and will also fund the service increase.

MOTION BY BARKER, SECONDED BY ACKERMAN THAT THE BOARD OF DIRECTORS APPROVE THE 2019 BUDGET RESOLUTION #297-18.

The motion passed 7 – 0.

E.4 Consideration of Granting Expenditure Authority to the General Manager for Specific Budgeted Items Greater than \$100,000 for Year 2019

Recommendation: That the Board of Directors grant expenditure authority to the General Manager for the list of 2019 recommended expenditures over \$100,000.

Magan Waltari, Purchasing and Contracts Coordinator, gave an overview of this item.

MOTION BY KORTHUIS, SECONDED BY ACKERMAN THAT THE BOARD OF DIRECTORS GRANT EXPENDITURE AUTHORITY TO THE GENERAL MANAGER FOR THE LIST OF 2019 RECOMMENDED EXPENDITURES OVER \$100,000.

The motion passed 7 – 0.

E.5 Consideration of Proposed WTA 2019 Legislative Agenda

Recommendation: Staff recommends that the Board of Directors consider the listed items for inclusion in a Board adopted 2019 legislative agenda for the agency.

Pete Stark, General Manager, stated the Board saw this last month in draft form. He said he has since been to the Whatcom Council of Governments who adopted the Regional Priority list included in the item. He said he also met with the Washington State Transit Association Board and they clarified their agenda to focus on a capital program for bus fleets and bus facilities as their top priority item, and also to work with the Governor and legislature so

that if there is a carbon measure of some kind, it includes a transit component. He said Representative Larsen is leading a national effort for bus and bus facility project funding.

MOTION BY ACKERMAN, SECONDED BY BARKER THAT THE BOARD OF DIRECTORS APPROVE THE RECOMMENDED 2019 LEGISLATIVE AGENDA FOR WTA.

The motion passed 7 – 0.

E.6 Consideration of Community Van Grant Award

Recommendation: It is recommended that the Board of Directors approve the award of one of WTA's three retired vans to the Guru Nanek Gursikh Temple.

Mr. Nicholson reminded the Board that in March they approved a surplus (retired) vanpool van program to make those vans available to community non-profit organizations. He said staff put together criteria and applications and sent that information out to over 100 non-profits and government agencies. He said WTA received eight applications for the three vans available, and the list, along with their scoring, is included in the packet item. He stated that 40% of the score had to do with being able to demonstrate a community benefit, 30% was based on the number of trips expected to be provided, 10% was based on the ability to fund and administer the use of the van, and the rest was based on the quality and clarity of the application.

Mr. Nicholson started that the three highest scores were NW Youth Services, Skookum Kids, and the Guru Nanek Gursikh Temple. He said the earlier Board authorization for the program gives staff the authority to award these vans. However, because WTA Board member Satpal Sidhu was a signer on the application for the Guru Nanek Gursikh Temple, staff consulted WTA's legal counsel to see how this should be properly handled. We are now following the recommendation of legal counsel which was that staff follow the procedures under the Code of Ethics for Municipal Officers, RCW 42.23.040 which requires the following:

- The approval for the van award to the Temple be brought to the Board to confirm
- The Board is advised of the Board member's affiliation with the benefitting non-profit
- The involved Board member not vote on the approval

MOTION BY LOUWS, SECONDED BY BARKER THAT THE BOARD OF DIRECTORS APPROVE AWARDING ONE OF WTA'S THREE RETIRED VANS TO THE GURU NANEK GURSIKH TEMPLE.

The motion passed 6 – 0, with one abstention by Board member Sidhu.

F. REPORTS TO BOARD

F.1 Fare Collection Project Report

Tami Eastwood, Revenue Manager reported that staff had a very productive conference call with our vendor and we are very close to signing a contract. She said we hope to have the contract signed and in place before Christmas, so that we can start moving on the project in January.

Ms. Eastwood said staff have been working on background tasks like getting the new modems, which the fare collection system will require, installed and ready to go in the buses. She said that task is finished. We hope to have in-house training for the Operators in February and Go Live fleet-wide by April.

F.2 Distribution of 2019 Free Day Passes

Mr. Nicholson stated that the item in the packet details the annual distribution of the 50,000 free day passes that WTA provides to non-profit agencies. He said 86 agencies applied and 11 of those did not apply last year. He said we received requests for just over 65,000 passes which is about a 10% increase over the previous year, and that entire increase came from one agency, the Whatcom County Library System. He stated the number of passes each agency has been awarded is based on the number they requested and what percentage of the ones they received last year have actually been used.

F.3 Tech Security Report

Josh Nylander, Director of IT, stated that according to WTA's insurance provider's best practices, our IT Security Officer, Jeremy Noone, prepared an annual report for the General Manager. He reported that overall the state of WTA's IT security is good. He said workplan efforts in 2018 focused on improving our system patching, user training, and hardening our user login process. He said WTA had one minor security incident in 2018.

Mr. Nylander reported that next year, IT staff will continue to expand security awareness training, complete our PCI compliance audit, make other system improvements, and conduct a formal review of our handling of personally identifiable information. WTA's primary risks continue to be phishing attacks. In 2017, WTA rolled out anti-phishing training to a group of users, and this year we expanded that to all email users, as we found it to be very effective.

F.4 General Manager's Monthly Report

Mr. Stark reported that:

Paratransit Fleet Propane Conversion

WTA has been in a months-long effort to convert our Paratransit fleet to propane power. We now have our propane fueling site installed and have 13 Paratransit vehicles converted. Five of those vehicles are already in service. We should see an increase in reliability of the engine over time and a decrease in fuel costs. The propane system that is now being used is quite safe and has very seamless installation.

Lincoln Creek Park & Ride – Grant Applications

WTA applied for a Regional Mobility Grant for the Lincoln Creek Park & Ride. We did not score above the funding line. We will be meeting with Western Washington University staff after the first of the year to re-evaluate a future direction for this project.

The City of Bellingham applied for a State grant for the sidewalks, traffic signals and other crossings on Lincoln Street. That request also scored below the funding line.

New Payroll System

WTA went live with Vista, our new payroll system, which was a fabulous accomplishment for Shonda Shipman, Erin Knudson, and Andy Rowison who spearheaded this effort. This new system has a significantly lower annual cost to operate. It is also simpler, the software costs are lower, and the timesheets are easier to use. We are very pleased.

Welcome to New Operations Supervisor

We have a new Operations Supervisor, Clair Fine, who was previously employed by the Alaska Marine Highway where she ran an operation to Ketchikan.

Project Santa Claus

WTA participated in Project Santa Claus last weekend. We had seven Transit Operators assisting that effort by taking families to the shopping site and providing their return trip.

North Sound Transportation Alliance (formerly "Farmhouse Gang")

The North Sound Transportation Alliance meeting is tomorrow at Everett Station from 9 a.m. to 12 noon. This is their annual meeting prior to the legislative session. WTA's primary cause there is to work with our partners at Skagit and Island Transits toward regional transit funding for the 80X and regional service to Everett. The other issue we are working on that will take longer is transportation for health needs across county lines.

G. CLOSED SESSION

G.1 Labor Negotiations Update

A closed session was announced by Pete Stark, General Manager, to give an update on labor negotiations to the Board. Mr. Stark stated the expected length of the session will be five to ten minutes. He said no action is expected following the session.

Vice-Chairperson Lilliquist recessed the meeting into Closed Session at 8:25 a.m. He reconvened the meeting into Open Session at 8:30 a.m.

H. OTHER BUSINESS

None

I. ANNOUNCEMENTS

None

J. ADJOURN

The meeting was adjourned by Vice-Chairperson Lilliquist at 8:30 a.m.

**WHATCOM TRANSPORTATION AUTHORITY
WHATCOM COUNTY, WASHINGTON**

**C. E. Watson
Chairperson**

Date approved

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

MEMORANDUM

TO: Chairperson and Members of the Board of Directors
FROM: Shonda Shipman, Director of Finance
DATE: January 17, 2019
SUBJECT: Consideration of December 1-15, 2018 Expenditure Report

RECOMMENDATION

That the Board of Directors approve the December 1-15, 2018 payable and payroll expenditures as follows:

Check numbers 080125 – 080240 in the amount of \$646,177.77

Total Accounts Payable **\$ 646,177.77**

Electronic Transfers

AFLAC	Insurance Benefits	\$ 732.10
ATU 843	Union Dues	\$ 7,842.54
Colonial Insurance	Insurance Benefit	\$ 974.60
Internal Revenue Service	Payroll Taxes	\$162,911.75
Dept. of Retirement Systems	PERS/Deferred Comp.	\$164,621.25
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 3,693.63
Office of Support Enforcement	Garnishment	\$ 403.65
US Bank	PCard Purchases-Nov. 2018	\$ <u>35,821.59</u>

Total Electronic Transfers **\$ 377,065.98**

Payroll – December 10, 2018

Checks 4000 – 4010	\$ 19,139.44
Direct Deposit	\$ <u>468,038.99</u>

Total Payroll **\$ 487,178.43**

Grand Total **\$1,510,422.18**

TO: Peter Stark, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, December 1-15, 2018
 DATE: December 17, 2018

Check No	Date	Vendor Name	Comment	Amount
080125	12/6/2018	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Fuel	27,088.86
080126	12/6/2018	ASSOC. OF WASHINGTON CITIES	Dec 2018/Medical/Dental/Vision/Insurance	341,122.35
080127	12/6/2018	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	1,474.79
080128	12/6/2018	GEOFF BEAUMONT	WSDOT Innovations – Tacoma, WA	50.00
080129	12/6/2018	BELLINGHAM AUTO PARTS	Misc. Parts	727.15
080130	12/6/2018	BELLINGHAM SCHOOL DIST #501	WMS-Bellingham Public Meeting	90.00
080131	12/6/2018	BEN FRANKLIN TRANSIT	2/2 NDSU Training - E. Frazier	295.00
080132	12/6/2018	GALLS, LLC	Employee Uniforms	7,363.08
080133	12/6/2018	BRIDGEVIEW AUTO PARTS	Misc. Parts	254.54
080134	12/6/2018	CASCADE NATURAL GAS	Bakerview Spur	1,163.86
080135	12/6/2018	CASCADE NATURAL GAS	Bakerview Spur (2)	60.96
080136	12/6/2018	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees	1,709.68
080137	12/6/2018	LORIE COLE	CDL Reimbursement	102.00
080138	12/6/2018	COMPREHENSIVE RISK MGT, INC.	Claims Management Service	604.17
080139	12/6/2018	COPIERS NORTHWEST INC.	Copier Lease/Maintenance	36.54
080140	12/6/2018	CORDATA PLACE OWNERS ASSOC	WTA Association Dues - Dec.18	267.36
080141	12/6/2018	CUMMINS INC.	Misc. Parts	3,813.30
080142	12/6/2018	DIEHL FORD, INC.	Misc. Parts	285.57
080143	12/6/2018	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	951.03
080144	12/6/2018	FASTENAL COMPANY	Misc. Supplies	285.92
080145	12/6/2018	GENFARE	Misc. Parts	261.96
080146	12/6/2018	GILLIG LLC	Misc. Parts	6,546.59
080147	12/6/2018	GRAINGER INC	Misc. Supplies	302.53
080148	12/6/2018	GREAT FLOORS, LLC	Carpet Tiles / Installation Supplies	1,975.43
080149	12/6/2018	HARDWARE SALES	Misc. Supplies	193.98
080150	12/6/2018	HINTON CHEVROLET	Misc. Parts	45.81
080151	12/6/2018	INJURYFREE, INC.	EMC - Therapy & Equipment	8,447.80
080152	12/6/2018	MASCOTT EQUIPMENT COMPANY INC.	Propane Installation	3,320.92
080153	12/6/2018	MCMaster-CARR SUPPLY CO.	Misc. Supplies	127.63
080154	12/6/2018	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	115.73
080155	12/6/2018	NAVIA BENEFIT SOLUTIONS	Employee Contributions	4,119.95
080156	12/6/2018	NEOFUNDS	Postage Machine - Maintenance	1,496.46
080157	12/6/2018	OFFICE DEPOT INC.	Office Supplies	97.05
080158	12/6/2018	PERSONNEL DATA SYSTEMS, INC.	Vista Implementation	2,497.50
080159	12/6/2018	PINNACLE INVESTIGATIONS CORP.	Employee Background Checks	47.50
080160	12/6/2018	REXEL USA, INC.	Misc. Parts	85.06
080161	12/6/2018	REISNER DISTRIBUTOR, INC.	Oil & Lubes	282.08
080162	12/6/2018	MICHELLE RHONE	Uniform Shoe Reimbursement	100.00
080163	12/6/2018	RICOH USA INC.	Copier Lease/Maintenance	188.97
080164	12/6/2018	SAFETY-KLEEN CORPORATION	Parts Washer Solvent	1,683.58
080165	12/6/2018	SCHETKY NORTHWEST SALES INC.	Misc. Parts	188.00
080166	12/6/2018	THE SEATTLE TIMES	Subscription Renewal	618.80
080167	12/6/2018	SECURITY SOLUTIONS	Duplicate Key - Red Section	43.91
080168	12/6/2018	SNAP-ON INDUSTRIAL	Tools & Misc. Tool Repairs	1,054.23
080169	12/6/2018	JERRY SOWAH	Uniform Shoe Reimbursement	45.72
080170	12/6/2018	RUPERT STONEHART	Crane Rigging Training - Seattle, WA	22.92

080171	12/6/2018	SCOTT TARLETON	Vanpool Gas Reimbursement	10.00
080172	12/6/2018	WEST COAST PAPER	Bulk Paper Products	400.29
080173	12/6/2018	KAMAN FLUID POWER, LLC	Misc. Supplies	119.26
080174	12/6/2018	WESCO GROUP	Auto Body Supplies	7.49
080175	12/6/2018	WA STATE DEPT. OF ECOLOGY	WTA Midway Lane Storage	468.75
080176	12/10/2018	KYLE MOORE	Direct Deposit Error-Replacement Check	2,004.04
080177	12/10/2018	A.T.U. - C.O.P.E.	Employee Donations	149.85
080178	12/10/2018	CHAPTER 13 TRUSTEE	Garnishment	415.00
080179	12/10/2018	LUMMI NATION CHILD	Garnishment	132.00
080180	12/10/2018	UNITED WAY OF WHATCOM COUNTY	Employee Donations	1,297.21
080181	12/13/2018	KERRI KRIETZER	Direct Deposit Error-Replacement Check	101.00
080182	12/13/2018	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Fuel	27,375.80
080183	12/13/2018	BELLINGHAM AUTO PARTS	Misc. Parts	536.59
080184	12/13/2018	PACIFIC NORTHWEST PUBLISHING	Legal Advertising - Public Hearing	180.00
080185	12/13/2018	PACIFIC NORTHWEST PUBLISHING	HR Advertising - Recruitment	715.00
080186	12/13/2018	BELLINGHAM SCHOOL DIST #501	Permit - WMS Commons	90.00
080187	12/13/2018	CDW GOVERNMENT	Cradlepoint Routers	90,531.89
080188	12/13/2018	CITY CAB INC.	November 2018 - ERH	24.61
080189	12/13/2018	BELLINGHAM POLICE DEPT.	BTS Security - Nov.2018	5,388.23
080190	12/13/2018	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees	8,220.04
080191	12/13/2018	COMMERCIAL FILTER SALES	Misc. Parts	396.08
080192	12/13/2018	COPIERS NORTHWEST INC.	Lease/Maintenance #303845	523.98
080193	12/13/2018	CREATIVE BUS SALES, INC.	Misc. Parts	496.15
080194	12/13/2018	CUMMINS INC.	Misc. Parts	1,429.66
080195	12/13/2018	DEL CITY	Misc. Parts	178.75
080196	12/13/2018	DIEHL FORD, INC.	Misc. Parts	978.64
080197	12/13/2018	JOSH DOLAN	Uniform Shoe Reimbursement	100.00
080198	12/13/2018	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	526.77
080199	12/13/2018	FASTENAL COMPANY	Misc. Supplies	348.56
080200	12/13/2018	FERRELLGAS, LP	Propane for Vehicles	3,439.92
080201	12/13/2018	FSSOLUTIONS	Drug/Alcohol Screening	2,785.55
080202	12/13/2018	GENFARE	Monthly Digital Service	61.02
080203	12/13/2018	GILLIG LLC	Misc. Parts	37,432.30
080204	12/13/2018	JULIE DeFOER	Graphic Designs	1,377.50
080205	12/13/2018	GRAINGER INC	Misc. Supplies	69.88
080206	12/13/2018	HARDWARE SALES	Misc. Supplies	302.75
080207	12/13/2018	HEALTH PROMOTION NETWORK	November 2018 - EAP	557.44
080208	12/13/2018	HINTON CHEVROLET	Misc. Parts	3,027.06
080209	12/13/2018	HOME DEPOT CREDIT SERVICES	WTA Credit Account	535.34
080210	12/13/2018	INDUSTRIAL SUPPLY	Misc. Supplies	175.53
080211	12/13/2018	KINTRONICS INC	AXIS Camera/License	12,313.00
080212	12/13/2018	LITHTEX NW	Paratransit Newsletter Jan/19	1,051.68
080213	12/13/2018	CITY OF LYNDEN	Water, Sewer, Storm Water Fees	308.39
080214	12/13/2018	MB GREEN, INDOOR GREENERY, INC.	Plant Care Dec/18	114.14
080215	12/13/2018	MOBILE ARMORED	November 2018 - Services	978.98
080216	12/13/2018	NEWEGG, INC.	Computer Parts & Components	130.21
080217	12/13/2018	NOOKSACK VALLEY DISPOSAL	Dumpster Rental	171.29
080218	12/13/2018	NORTHSTAR STONE & LANDSCAPE	1/2 Yard 5/8 Crushed Gavel	17.90
080219	12/13/2018	PACIFIC POWER BATTERIES	Misc. Parts	76.09
080220	12/13/2018	PUGET SOUND ENERGY	Cordata Station	735.00
080221	12/13/2018	PUGET SOUND ENERGY	Ferndale Station	712.83
080222	12/13/2018	PUGET SOUND ENERGY	Lynden Station	551.04
080223	12/13/2018	RDS, INC.	Yard Waste Recycling	8.24

080224	12/13/2018	REISNER DISTRIBUTOR, INC.	Oil & Lubes	2,084.90
080225	12/13/2018	ROMAINE ELECTRIC CORP.	Misc. Parts	914.62
080226	12/13/2018	S & H AUTOPARTS, INC.	Misc. Parts	133.32
080227	12/13/2018	SANITARY SERVICE	Solid Waste Disposal	2,006.75
080228	12/13/2018	SPECIAL-T STRIPING & SIGN CO.	Safe Working Load Decals (2)	165.22
080229	12/13/2018	STERICYCLE, INC.	BIO Hazard Disposal	32.38
080230	12/13/2018	SUNSET CAR WASH, INC.	November 2018 - Washes	61.00
080231	12/13/2018	JASON TOBIN	CDL Medical Certificate	100.00
080232	12/13/2018	UNIFIRST CORPORATION	Laundry Service	1,006.60
080233	12/13/2018	UNITED PARCEL SERVICE INC.	Shipping Service	28.24
080234	12/13/2018	UNITED PAINT SPECIALTY	Paint & Auto Body Supplies	189.28
080235	12/13/2018	WEST COAST PAPER	Bulk Paper Products	281.12
080236	12/13/2018	KAMAN FLUID POWER, LLC	Misc. Supplies	74.77
080237	12/13/2018	WHATCOM ELECTRIC CO., INC.	Misc. Parts	577.22
080238	12/13/2018	CHS, INC.	10 x 10 Tamper Tool	44.56
080239	12/13/2018	WIZTRONICS INC.	Monthly Digital Service	6,364.39
080240	12/13/2018	YRC INC.	Shipping Service	378.41
				646,177.77

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	732.10
AMALGAMATED TRANSIT UNION 843	Union Dues	7,842.54
COLONIAL INSURANCE COMPANY	Insurance Benefit	974.60
INTERNAL REVENUE SERVICE	Payroll Taxes	162,911.75
DEPT OF RETIREMENT SYSTEMS	PERS & Deferred Comp	164,621.25
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	3,693.63
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	403.65
US BANK	November 2018 PCard Purchases	35,821.59
		377,065.98

PAYROLL - December 10, 2018

CHECKS	4000 - 4010	19,139.44
DIRECT DEPOSIT		468,038.99
		487,178.43
REPORT TOTAL		1,510,422.18

MEMORANDUM

TO: Chairperson and Members of the Board of Directors
FROM: Shonda Shipman, Director of Finance
DATE: January 17, 2019
SUBJECT: Consideration of December 16-31, 2018 Expenditure Report

RECOMMENDATION

That the Board of Directors approve the December 16-31, 2018 payable and payroll expenditures as follows:

Check numbers 080281 – 080354 in the amount of \$178,873.37

Total Accounts Payable **\$ 178,873.37**

Electronic Transfers

AFLAC	Insurance Benefits	\$ 732.10
ATU 843	Union Employee Dues	\$ 7,803.30
Colonial Insurance	Insurance Benefit	\$ 927.10
Internal Revenue Service	Payroll Taxes	\$163,213.65
Dept. of Retirement Systems	PERS & Deferred Comp.	\$163,260.14
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 3,686.60
Office of Support Enforcement	Garnishment	\$ 403.65
WA Dept. of Revenue	Use Tax Paid	<u>\$ 2,198.66</u>

Total Electronic Transfers **\$ 342,290.07**

Payroll – December 24, 2018

Checks 4011-4026	\$ 25,189.94
Direct Deposits	<u>\$456,956.49</u>

Total Payroll **\$ 482,146.43**

Grand Total **\$1,003,309.87**

TO: Peter Stark, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, December 16-31, 2018
 DATE: January 4, 2019

Check No	Date	Vendor Name	Comment	Amount
080281	12/20/2018	ALPINE FIRE & SAFETY INC	Recharging & Testing	309.80
080282	12/20/2018	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Fuel	47,022.63
080283	12/20/2018	BAE SYSTEMS CONTROLS INC	Misc. Parts	4,231.41
080284	12/20/2018	MANINDER BAHGA	Uniform Shoe Reimbursement	100.00
080285	12/20/2018	BARRETT TRANSMISSION SPECIALTI	Repair #743/Warranty	565.24
080286	12/20/2018	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	493.50
080287	12/20/2018	BAY TROPHIES	Name Tags/Mags/Misc.	122.72
080288	12/20/2018	BELLINGHAM AUTO PARTS	Misc. Parts	346.38
080289	12/20/2018	BRIDGEVIEW AUTO PARTS	Misc. Parts	161.21
080290	12/20/2018	THE BUS COALITION, INC.	2019 Membership Dues	3,000.00
080291	12/20/2018	CANON FINANCIAL SERVICES	Copier Lease / Maintenance	41.14
080292	12/20/2018	CASCADE NATURAL GAS	Cordata Station	131.85
080293	12/20/2018	COPY SOURCE	6,000 Leave Forms	480.24
080294	12/20/2018	CUMMINS INC.	Misc. Parts	6,130.51
080295	12/20/2018	DeWILDE NURSERIES	(2) Buckets of Sand	5.43
080296	12/20/2018	EDENRED COMMUTER BENEFITS	German Medina - Vanpool Refund	110.00
080297	12/20/2018	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	854.42
080298	12/20/2018	FERRELLGAS, LP	Propane Fuel - Paratransit Vehicles	708.10
080299	12/20/2018	GATEWAY LANGUAGES LLC	Rider Alert Spanish Translation	65.00
080300	12/20/2018	GILLIG LLC	Misc. Parts	6,924.54
080301	12/20/2018	RACHEL HARDMAN	Uniform Clothing Reimbursement	42.59
080302	12/20/2018	HARDWARE SALES	Misc. Supplies	145.69
080303	12/20/2018	GEORGE HENDERSON	CDL Medical Certificate	126.00
080304	12/20/2018	HINTON CHEVROLET	Misc. Parts	387.56
080305	12/20/2018	INJURYFREE, INC.	EMC/Equipment Rental	5,022.55
080306	12/20/2018	KINTRONICS INC	AXIS - Cameras	9,814.00
080307	12/20/2018	KULSHAN VOCATIONAL SERVICES	Vehicle Cleaning - November 18	10,059.70
080308	12/20/2018	LIFT U INC.	Misc. Parts	582.02
080309	12/20/2018	MUNCIE TRANSIT SUPPLY	Misc. Supplies	529.44
080310	12/20/2018	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	163.76
080311	12/20/2018	NAVIA BENEFIT SOLUTIONS	Employee Contributions	3,746.45
080312	12/20/2018	NEOFUNDS	Postage Meter Fees	61.95
080313	12/20/2018	THE AFTERMARKET PARTS CO, LLC	Misc. Parts	302.31
080314	12/20/2018	NEWEGG, INC.	Computer Parts & Components	246.73
080315	12/20/2018	NORTHSTAR STONE & LANDSCAPE	1/2 Yard 5/8 Crushed	17.90
080316	12/20/2018	OVERHEAD DOOR	Misc. Parts	39.13
080317	12/20/2018	DANIEL PHILLIPS	CDL Medical Certificate	126.00
080318	12/20/2018	PUGET SOUND ENERGY	Bellingham Station	1,915.02
080319	12/20/2018	PUGET SOUND ENERGY	Bakerview Spur	9,286.42
080320	12/20/2018	REISNER DISTRIBUTOR, INC.	Oil & Lubes	708.38
080321	12/20/2018	ANDY ROWLSON	(2) Luncheons - Negotiation Team	136.61
080322	12/20/2018	SAFETY-KLEEN CORPORATION	Used Automotive Crankcase Oil	338.15
080323	12/20/2018	SCHETKY NORTHWEST SALES INC	Misc. Parts	85.36
080324	12/20/2018	SEATTLE AUTOMOTIVE DISTR INC	Misc. Parts	351.33
080325	12/20/2018	SUMMIT LAW GROUP PLLC	Labor Law Consulting - Negotiations	11,211.06

080326	12/20/2018	SURE MARINE	Misc. Parts	633.18
080327	12/20/2018	TRAVIS TERPSMA	CDL Medical Certificate	100.00
080328	12/20/2018	UNIFIRST CORPORATION	Laundry Service	468.89
080329	12/20/2018	WHATCOM ELECTRIC CO., INC.	Misc. Parts	933.92
080330	12/20/2018	MICHAEL YOUNG	Uniform Shoe Reimbursement	48.92
080331	12/20/2018	ZERVAS GROUP ARCHITECTS INC	3 Schematic Design	80.00
080332	12/24/2018	CHAPTER 13 TRUSTEE	Garnishment	415.00
080333	12/24/2018	LUMMI NATION CHILD	Garnishment	132.00
080334	12/24/2018	UNITED WAY OF WHATCOM COUNTY	Employee Donations	1,297.21
080335	12/24/2018	A.T.U. - C.O.P.E.	Employee Donations	149.85
080336	12/27/2018	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Fuel	23,010.53
080337	12/27/2018	GALLS, LLC	Employee Uniforms	4,880.64
080338	12/27/2018	JIM BOYD	Uniform Shoe Reimbursement	100.00
080339	12/27/2018	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees	405.41
080340	12/27/2018	COPY SOURCE	3000 Rider Alerts	332.19
080341	12/27/2018	BRUCE DUIM	Uniform Shoe Reimbursement	45.66
080342	12/27/2018	RON EGGERT	Uniform Shoe Reimbursement	88.03
080343	12/27/2018	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	1,226.42
080344	12/27/2018	FLEETPRIDE, INC.	Misc. Supplies	10.82
080345	12/27/2018	LOWE'S BUSINESS ACCOUNT	WTA - Credit Account	7.07
080346	12/27/2018	BRUCE MONTEGANI	Uniform Shoe Reimbursement	100.00
080347	12/27/2018	ADAM MOORE	Uniform Shoe Reimbursement	100.00
080348	12/27/2018	PERSONNEL DATA SYSTEMS, INC.	Vista Consulting Fees	7,243.33
080349	12/27/2018	PETTY CASH FUND/LYNDA FOX	Change Machine - Shortage	11.00
080350	12/27/2018	RAIRDON'S	Misc. Parts	70.73
080351	12/27/2018	SEHOME CLASSIC CAR WASH	November 2018 - Washes	24.00
080352	12/27/2018	JULIE SHONKWILER	Uniform Shoe Reimbursement	56.53
080353	12/27/2018	UNLIMITED SERVICE INC.	Propane Conversions Para Buses	2,336.41
080354	12/27/2018	KLDW ENTERPRISES LLC	November 2018 - Cab Rides	7,315.40
				178,873.37

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	732.10
AMALGAMATED TRANSIT UNION 843	Union Dues	7,803.30
COLONIAL INSURANCE COMPANY	Insurance Benefit	927.10
INTERNAL REVENUE SERVICE	Payroll Taxes	163,213.65
DEPT OF RETIREMENT SYSTEMS	PERS & Deferred Comp	163,260.14
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefits	3,686.60
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	403.65
WA.STATE DEPT. OF REVENUE	Use Tax Paid	2,198.66
		342,290.07

PAYROLL - DECEMBER 24, 2018

CHECKS	4011 - 4026	25,189.94
DIRECT DEPOSIT		456,956.49
		482,146.43
REPORT TOTAL		1,003,309.87

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Rick Nicholson, Director of Service Development
Mary Anderson, Transit Planner

DATE: January 17, 2019

SUBJECT: Consideration of Approval of June 2019 Service Changes

RECOMMENDATION

That the Board of Directors approve the June 2019 service changes as presented in December 2018. Handouts of all the proposed changes will be presented as a walk-in item at the Board meeting.

BACKGROUND

As part of WTA's two-year short term service planning cycle the Board authorized staff to plan for a service increase in June 2019 of up to 5,000 fixed route revenue service hours.

A draft plan was presented to the Board in September 2018 which focused on addressing "food desert" issues in Bellingham and East County, along with improving on-time performance issues with the primary route serving Western Washington University (WWU).

Three public meetings were held in late October (at WWU, Whatcom Middle School and in Kendall).

Two Public Hearings were also held, one on November 27, 2018 and one on January 8, 2019. The most recent Public Hearing dealt with a new staff proposal for serving the Samish Way / Yew St. area (Route 533) which would maintain service on Samish Way. Staff are still supportive of this new Route 533 proposal given feedback before and during the Public Hearing. (Minutes from the January 8th Hearing are included on the next page.)

If approved, implementation of the new services would be June 16, 2019.

FISCAL IMPACT

The 5,000 hours of new fixed route service would cost approximately \$500,000 annually. This cost is already included in the 2019 adopted budget.



**WHATCOM TRANSPORTATION AUTHORITY
PUBLIC HEARING**

Minutes

Tuesday, January 8, 2019, 6:30 p.m.

Carl Cozier Elementary School

1330 Lincoln Street

Bellingham, WA

Public Comment Regarding Proposed Changes on Route 533 and Lakeway Drive

Staff Present:

Rick Nicholson, Director of Service Development

Mary Anderson, Transit Planner

Amber Curry, Department Assistant – Service Development

Vicki Esser, Executive Assistant / Clerk of the Board

There were 12 members of the public in attendance (see sign-in sheet).

At 6:35 p.m., Mary Anderson, Transit Planner, opened the Public Hearing. She introduced the staff members present.

Ms. Anderson gave an overview of the revised proposal for changes to Route 533 and the Plum Line on Lakeway Drive (copy on file). She then gave instructions for public comments requesting that speakers limit their comments to three minutes. She stated that staff would not be responding to the comments during the Public Hearing, but staff will review all comments and provide them to WTA's Board members. She said staff will make a final recommendation to the Board at their meeting on January 17th. Any approved changes would take effect June 16, 2019.

Ms. Anderson opened the Public Hearing for comments at 6:45 p.m.

Beginning of Public Comment

Tom Read, 1901 38th St., Bellingham

Mr. Read thanked staff for listening to the public at the November Public Hearing. He said any service along Samish Way is better than none at all, so we are grateful. However, he said he and his wife would prefer that if the service is to be a loop in one direction, that it be clockwise, for several reasons. He said if a rider goes downtown, it is usually for an appointment or meeting, therefore, it is helpful if that is the speediest direction. He said riders generally don't mind a longer trip on the way home. He said he believes southeast Bellingham is a food desert. The closest grocery stores are Fairhaven, Fred Meyer, or the Haggen's in Sehome Village, but they are all difficult to

get to. With the proposed direction of Route 533, the bus stop to Fred Meyer is by the school, so you have to cross Lakeway. Mr. Read said he wishes WTA would reconsider the idea that the Plum Line is everything and everybody else gets the scraps. He said WTA should reconsider their responsibility to serve the entire city. He said the highest ridership routes should get the most service, but others should still be served.

Timothy Gatlin, High Street, Bellingham

Mr. Gatlin said he believes this proposal would decimate part of the Plum Line. He said it is his understanding that 533 was considered for cutting due to low ridership. This revised proposal would add back service to a low ridership area and take some away from a Go Line, which is putting a low ridership area as a higher priority over a high ridership route. He said one way loops are traditionally not good for ridership. He said he thinks there should be some sort of timed transfer at Lincoln Creek Park and Ride that would continue on to downtown. He said if that is not ideal, he thinks this is just a Band-Aid on a larger problem of not having more direct service, but this is not something that can be addressed in the short term with just 5,000 service hours.

Daniel Heppner, 121 20th Street, Bellingham

Mr. Heppner believes it is very important that we maintain the Go Line. He said it is important to the future of the City of Bellingham that we maintain high frequency corridors to help reduce sprawl. He would like to see WTA not make any changes to Routes 525 or 533 in this round of service changes. Although these routes are low ridership, for coverage reasons, he does not believe that should cause these routes to be considered failing. There should be some type of timed transfer either at Lincoln Creek or come up with some way of extending the 533 to do the turnaround that the 190 does right now so that passengers going downtown can either get to Fred Meyer or transfer to the Plum Line for a more direct trip downtown. He said he believes this would improve the usefulness of Route 533 for people who live on Samish Way.

Rosemary Read, 1901 38th St., Bellingham

Mrs. Reed expressed a desire to reinforce what her husband said. She said if there is only going to be one bus, she would prefer it in the morning going into town. She said she feels very strongly, as a longtime resident of Samish Way, that to cut the service from that area would deny her right to use the bus service as a resident of Bellingham. She said she does not drive and never has driven into town. She believes that generally it is more convenient to have the bus going down Samish Way, past Sehome Village, past Fred Meyer, and into the town where she could take other buses. She also thanked the Board for listening last November.

Tom Read (second comment)

Mr. Read said the difference between four buses an hour changing to three or one bus an hour changing to none is huge. He said he does not think this is a terrible effect on the Plum Line. He said he hopes WTA will consider, in the longer term, improving service in those parts of the City that are not well served now.

Ms. Truong, 1512 Hellyn Pl., Bellingham

Ms. Truong said she and her family would like to thank WTA for the new changes to Route 540. She said the timing of the route works perfectly for her as a student travelling to and from Squalicum High School. She said she is concerned that proposed changes to Routes 533 and 525 might affect the timing of Route 540, and her family would like to keep the 540 timing the same.

Ms. Anderson stated that although the Route 525 and 533 timing would change, the timing of Route 540 would remain the same.

The Public Hearing was closed for formal comments at 6:59 p.m.

Rick Nicholson and Mary Anderson took some informal questions and provided answers.

Next Steps

Mr. Nicholson stated that staff will review all comments and will meet on Thursday to decide if the proposal should be changed again. The final proposal will be brought to the Board on Jan. 17th at 8:00 a.m. at the County Courthouse. He explained that we cannot push the Board approval farther back without moving the June implementation date back as well, which we do not want to do. He stated that all WTA Executive Committee and Board meetings are open to the public and all are welcome to attend. He stated there is a Citizen Communications period at the beginning of each Board meeting.

Mr. Nicholson closed the Public Hearing at 7:35 p.m.

Additional Comments for Public Hearing
January 8, 2019 6:30 p.m.
Received via Email, Phone, and Facebook

Route 26

Arlene in Lynden, She is opposed to cutting service on Vinup Road. She would like to see Line Rd and Vinup Rd service alternate hours.

Route 71X

Amanda Price, Facebook, Need more bus for Sumas

Route 533

Timothy Gatlin, 1/7/19 11:43 a.m., The 533 is a low-ridership route, which is why it was considered for a cutback. Riders complained of trips to college that take too long, which this plan does not solve. The change to a one-way loop is likely to reduce ridership on the line even further, because one-way loops tend to be reserved for coverage services rather than ridership services. They make trips take longer and make them more circuitous.

This wouldn't be quite as big of a deal if it didn't also cut a large portion of the Plum Line. It would spend resources on a line that has very low ridership at the expense of hurting a line that is designed for high ridership. If WTA wishes to increase ridership on the 533, a timed transfer should be implemented at the Lincoln Creek Park and Ride instead, which would allow slightly more efficient service. However, this is only a band-aid solution. The longer term solution would be to reexamine the current service structure to allow for more direct service on Samish Way. I know this is a difficult problem to solve and this isn't the right answer yet.

Route 540

Jane and Gerrit Van Voorst, 1452 Lahti Dr., 12/30/18 4:41 p.m., We live on the corner of Lahti and D'Linda and ride the bus from town to home fairly regularly.

We are unable to attend the meeting to discuss evening and Sunday routes on the 8th, but wanted to take a moment to provide feedback.

We would ride the bus more regularly if Sundays were an option and the route was later than 6 on a regular basis. Whenever there is a show downtown, we would prefer being able to ride the bus both ways rather than taking our car.

Please let me know if you have any questions.

Gordon and Cathy Pollock, 12/31/8 3:56 p.m., My wife and I live on Magrath and the 540 goes right by our house. We have used this bus before and would use it much more if it only ran later. We enjoy going out to dinner at some of our local restaurants. Having a glass or two of wine with dinner is not possible since we have to drive home. Having the 540 available would be a lifesaver (literally). I'm unable to make it to the comment session that you offer, so please include these comments for me.

Ryan Elsbree, 1/8/19 10:01 p.m., I wanted to reach out to you as a resident of tweed twenty living on Lahti Dr., speaking to the service that route 540 could provide.

Route 540's timetable doesn't adequately service the neighborhoods nor the businesses it serves. Its timetable should be extended later into the evening and should include Sundays in order to alleviate traffic, better serve the community and facilitate more patronage of businesses in both Downtown

Bellingham and Barkley Village. Extending service would have a significant positive impact on ridership and quality of life in the areas route 540 serves.

My wife and I live on Lahti Drive near Britton, and though the 540 route stops very near our house and has a very convenient route to/from downtown Bellingham as well as to shopping, restaurants and movies at Barkley Village, we ride it very rarely. We would ride significantly more to go out downtown or to Barkley Village, but it unfortunately stops running at 6pm, which is far too early for us to be able to use it. It also does not run on Sundays, which further limits us from using it (we definitely would if we could).

Lakeway Drive

Kelly Pettus, Facebook, Need to put back bus shelters on Lakeway and Kenner all the way down on both sides of the street so we can sit down some people can't stand for a long time and so some people don't have to sit down on the side walk. I have talked about this matter before. It's would be nice if they can put lighting inside the bus shelters so you can be seen when it dark at 4pm. for our safety.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Tami Eastwood, Revenue Manager

DATE: January 17, 2019

SUBJECT: Consideration of Setting a Public Hearing for Proposed Changes to Fare Rates and Rules

RECOMMENDATION

That the Board of Directors set a Public Hearing for Thursday, February 21st at 8:00 a.m., to discuss proposed changes to Fare Rates and Rules, previously approved by the Board in August 2017.

BACKGROUND

In July and August 2017, staff made the difficult determination to discontinue efforts to offer a smart card product to the general public. This followed many months of frustration caused by the inability of the vendor to deliver a working smart card solution. To avoid confusion for riders, staff asked the Board to approve changes to the Fare Rates and Rules which would remove those fare products that related specifically to smart cards.

In December of 2018, WTA entered into a contract for a new account based, smart card solution with Delerrok, Inc. of Vista, California. In anticipation of a late 1st Quarter 2019 rollout, the Fare Rates and Rules Committee and the Fare Collection System Replacement Project Team would like to ask the Board to set a Public Hearing to discuss returning the previously removed items to the Fare Rates and Rules document.

FOR PUBLIC COMMENT

WTA would like to add the following to the Fare Rates and Rules:

- Descriptions and rules for smart cards and mobile ticketing.
- “11 for 10” Pass – this product would provide 11 Rides for \$10.00. Rides could be taken at any time and would not expire. (Staff views this product as a way to provide a “fare purse” type of option.)
- Smart Cards - \$2.00: This provides the option to charge for the smart cards themselves. The fee will likely be waived at the outset of the smart card program.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Rick Nicholson, Director of Service Development
Kim Cederstrom, Vanpool and Rideshare Coordinator

DATE: January 17, 2019

SUBJECT: Report to the Board Regarding the Vanpool Program

BACKGROUND

WTA's vanpool program has been in place since 1995. At its peak in 2013 there were 34 vans in service. In recent years, the program has declined significantly, as it has throughout the region.

In the fall of 2017, WTA staff proposed the discontinuation of the vanpool program. The Board of Directors asked staff to first survey current and past riders to determine why ridership has fallen. The survey revealed that a lack of satisfaction with van comfort or logistical issues (van no longer fit their schedule, changed jobs, etc.) were the main factors for leaving.

As a result, staff implemented a targeted outreach campaign. During the campaign WTA offered cash incentives to new riders and "recruiters," reached out to large employers with personalized tools for promoting vanpools, attended networking events throughout the county, and advertised vanpools (and the incentive) through bus advertising, print media and social media. This targeted outreach campaign was not successful in adding vans or significant numbers of new riders.

In addition, about half of WTA's vanpools are carrying fewer than five riders per trip, which is considered by WSDOT and by RCW as the minimum to warrant maintaining a vanpool. Earlier this year staff notified these groups that we would need to withdraw their van if the group could not meet this standard by year end. We are now in the process of recalling these vans.

Since many of the vanpools commute into or out of the County, staff approached Skagit Transit to see if they could absorb WTA's vans into their program. Initially Skagit expressed interest. They subsequently determined that they do not have the resources to support a larger program.

Vanpools are by far the most cost effective way of providing longer distance commute trips and have the greatest ability to reduce CO2 emissions. Therefore, WTA proposes to keep the program, though it will be only for the higher ridership vans (currently there are 10). Given the smaller scale of the program, it no longer warrants the .7 FTE

currently allocated to it. We are expecting that a .2 FTE is adequate at this time. WTA would continue to encourage the formation of new vanpool groups.

We will reassess our fleet needs going forward and will need to continue to invest in the program, though at a smaller scale than was previously programmed.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors
FROM: Tami Eastwood, Revenue Manager
DATE: January 17, 2019
SUBJECT: Fare Collection System Project Report

BACKGROUND

In the summer of 2018, staff released an RFP for an account based fare collection system, that would support smart cards, mobile ticketing and would provide accurate real time data. Delerrok, Inc. of Vista, California was selected as the vendor and, following negotiations, a contract for the TouchPass system was signed in December 2018.

CURRENTLY

The new system is different than WTA's previous, equipment focused, pass based fare collection system in several significant ways. It is:

- Account based – no data is written to the card itself. Similar to a debit or credit card, a smart card provides access to information and products stored on the backend.
- Cloud based – all of the program software and information are accessed through a user portal.
- Flexible – allowing several channels for fare purchase, including mobile phone, online web portal, or in person.
- Convenient – Riders pay fare with a smart card or a mobile app by tapping it on the TouchPass reader.

The implementation time frame for the TouchPass system is fairly short, since the only equipment to install is a modem and a small reader. Most of the work is in setting up system configuration, evaluating business processes, and communicating with internal and external audiences.

Staff plans to have readers installed by mid to late February and begin testing with a small group of riders before a staged rollout to the general public.

PROJECT BUDGET

The total project budget is \$743,000. \$92,341 (12.4%) has been spent as of December 31, 2018, leaving \$650,659.