



Whatcom Transportation Authority

**WHATCOM TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING**

AGENDA

THURSDAY, MARCH 17, 2022, 8:00 A.M.

Virtual Meeting

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

Pages

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CITIZEN COMMUNICATIONS**
- D. CLOSED AND EXECUTIVE SESSIONS**
 - D.1 Collective Bargaining Update** (Closed Session - RCW 42.30.140(4)(b))
 - D.2 Update on Infrastructure & Security of Computer Networks**
(Executive Session - RCW 42.30.110(1)(a)(ii))
 - D.3 Litigation Update (with Attorney Mark Lee)** (Executive Session - RCW 42.30.110(1)(i))
- E. BOARD ACTION - CONSENT AGENDA**
 - E.1 Consideration of Approval of Minutes – February 17, 2022** **1 - 9**
Board Meeting
 - E.2 Consideration of Approval of February 1–28, 2022** **10 - 17**
Expenditures
- F. BOARD ACTION**
 - F.1 Consideration of Order for Eight Gillig Buses** (Ron Mountain) **18 - 20**
(Executive Committee)
 - F.2 Consideration of Approval of a Contract for On-Call** **21**
Transportation Planning with Transpo Group USA, Inc. (Les Reardanz)
(Executive Committee)
- G. REPORTS TO BOARD**
 - G.1 WTA Legislative Report – verbal** (Maureen McCarthy)
 - G.2 Annual Safety Report – to be presented at the meeting** (Jeff Benson)
 - G.3 Van Grant Program Update – to be presented at the meeting** (Michael Harpool)
 - G.4 Mission Statement Update – verbal** (Maureen McCarthy)
Bullet Four: Partnering with our Community to Improve Transportation Systems
 - G.5 General Manager’s Report – verbal** (Les Reardanz)

H. OTHER BUSINESS

I. ANNOUNCEMENTS

J. ADJOURN

CONSENT AGENDA ITEM E.1

**WHATCOM TRANSPORTATION AUTHORITY
RECORD OF PROCEEDINGS
BOARD OF DIRECTORS REGULAR MEETING
February 17, 2022**

A. CALL TO ORDER

Chairperson Michael Lilliquist called the remote meeting to order at 8:00 a.m. (Meeting was conducted virtually via Zoom.)

B. ROLL CALL

Board Members Present	Staff Present	
Eric Davidson – Blaine City Council	L. Reardanz	J. Fairbanks
Todd Donovan – County Council	M. Bozzo	S. Davis
Seth Fleetwood – Mayor of Bellingham	V. Bronsema	M. Waltari
Ali Hawkinson – Ferndale City Council	E. Frazier	M. Zlotek
Hollie Huthman – Bellingham City Council	J. Nylander	T. Coleman
Scott Korthuis – Mayor of Lynden	S. Shipman	C. Gray
Michael Lilliquist – Bellingham City Council	T. Wilder	L. Pederson
Satpal Sidhu – County Executive	J. Benson	J. Malley
Dan Darwin – Non-Voting Labor Rep.	A. Stiles	E. Knudson
	A. Curry	M. Anderson

Board Members Absent	Others Present
Jennifer Lautenbach – Everson City Council	Mark Lee – Legal Counsel
	Aaron Gooze – Fehr & Peers
	Ron Cubellis – WCOG

C. EMPLOYEE RECOGNITION

C.1 Michele Z. – 25 Year Service Award

Vanessa Bronsema, Human Resources Director, recognized Michele Z., Human Resources Manager, for 25 years of service at WTA.

C.2 Janet M. – 20 Year Service Award

Shelly Davis, Paratransit Manager, recognized Janet M., Mobility Coordinator, for 20 years of service at WTA.

D. CITIZEN COMMUNICATIONS

None

E. CLOSED AND EXECUTIVE SESSION

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

E.2 Infrastructure & Security of Computer Networks [Executive Session – RCW 42.30.110(1)(a)(ii)]

The meeting was recessed by Chairman Lilliquist into Closed Session at 8:13 a.m. to discuss collective bargaining issues with Attorney Mark Lee present. The Closed Session moved directly into an Executive Session to discuss the infrastructure and security of computer networks. Both sessions had an expected duration of fifteen minutes total with no action afterward. Chairman Lilliquist reconvened the meeting into Open Session at 8:28 a.m.

F. BOARD ACTION - CONSENT AGENDA

F.1 Consideration of Approval of Minutes – January 20, 2022 Board Meeting (Executive Committee)

F.2 Consideration of Approval of January 1 – 31, 2022 Expenditures (Executive Committee)

Recommendation: That the Board of Directors approve the January 20, 2022 Board meeting minutes and the January 1 – 31, 2022 payables and payroll expenditures.

MOTION BY KORTHIUS, SECONDED BY HUTHMAN THAT THE BOARD OF DIRECTORS APPROVE THE JANUARY BOARD MEETING MINUTES AND JANUARY 2022 ROUTINE EXPENDITURES.

The motion was approved by unanimous consent.

G. BOARD ACTION

G.1 Consideration of Adoption of WTA 2040 Plan

Recommendation: The Executive Committee met on February 10, 2022 and recommended that the Board of Directors approves the draft WTA 2040 Long Range Transit Plan with changes recommended by staff.

General Manager, Les Reardanz, explained that this concludes a long process with lots of good, public input, including from December 2021 through January 2022. He thanked the entire Planning Division. He stated that the foundations of equity, efficiency, and environment dovetail well with what State and Federal administrations are asking of transit agencies going forward, especially for grants and other funding requirements. It is also a solid policy foundation for proving value to the community and answering their expectations of WTA.

Tim Wilder, Planning Director, gave an overview of this item. He explained, that if the Board approves the Plan today, we will make final changes and put the final Plan on our website and make copies available. The WTA 2040 Plan establishes a 20-year framework for service which includes leading with equity, operating an efficient system, and advancing environmental progress. It identifies a 2040 service network, which begins with our 2023 service planning. An alternative plan called the Enhanced Service Model can be utilized if the environment warrants, or we have additional funding opportunities.

The Plan includes a chapter on funding implementation. The service network does not require an increase in our sales tax base, but does assume an increase in our existing sales tax receipts over time. It captures additional potential funding through the State and Federal government.

There are several capital projects in the Plan which include:

- a high frequency speed and reliability study in partnership with COB,
- expansion of downtown station, and
- a sustainability/zero emission and fleet transition study.

These projects have been budgeted and approved. Next month the Board will see a proposal to hire an on-call consultant to help with these projects.

We will be strongly poised for effective applications. The Plan provides a great foundation for service planning and performance monitoring. Mr. Wilder informed that we will be updating regularly, as this is a living document.

Mr. Wilder stated that Plan items noted as “change”, are recommended items that will be included in the final draft. He acknowledged that the Plan was conceived in the context of COVID, and that the public engagement process was challenging in a pandemic environment. An overall framework was created rather than absolute decisions; this reflects the uncertainty of our current condition. Mr. Reardanz stated that even working from home has made its’ way into our plan.

Executive Satpal Sidhu discussed how quickly technology is changing. He stated that modernization is more than electrification – which is just a change of fuel. Modernization is grasping a newer technology, which is uncertain or unknown. He continued that the rate of change is much faster than we imagined even 10-12 years ago. Our plan should mention that we will adjust as modernization evolves, especially on-demand. He stated that the fixed route model is unsustainable, and that change in 20 years will be much bigger than we can imagine today.

Mr. Aaron Gooze, a consultant from Fehr & Peers, gave an outside perspective and stated that, compared to other organizations, we have made a good plan by not getting too detailed. WTA conveyed our agency role in the future by

hitting the right balance point and considering the overall approach. He affirmed we are well-aligned with State and Federal priorities. Long range plans need to be adaptable – less like service plans and more like an adaptable model as a framework.

The WTA 2040 Plan is located under “Business” and “Plan” at www.ridewta.com. Chairperson Lilliquist requested that the Plan be more easily discoverable on the website by the public. Mr. Wilder stated that the separate website will be integrated into the main www.ridewta.com account. He thanked the Planning team, Executive staff, Fehr & Peers, the Board, and the public who engaged very well.

MOTION BY FLEETWOOD, SECONDED BY DONOVAN THAT THE BOARD OF DIRECTORS APPROVES THE DRAFT WTA 2040 LONG RANGE TRANSIT PLAN WITH CHANGES RECOMMENDED BY STAFF.

The motion was approved by unanimous consent.

G.2 Consideration of Entering into an Interlocal Agreement with the City of Bellingham for Use of Fiber Network

Recommendation: That the Board of Directors enter into a new interlocal agreement with the City of Bellingham (COB) for usage of their fiber optics network. This is a ten (10) year agreement with an associated usage fee of \$2,500 annually.

Josh Nylander, IT Director, gave an overview of this item. He stated that this is a renewal of an agreement we have had with the City over the last 10 years to use their extensive fiber optic network. This allows us to connect our main base on Bakerview with our Cordata Station, Bellingham Station, and our co-location data centers on the waterfront. It has been a great partnership as we share other infrastructure. Last time, we utilized a service contract; this time, an interlocal agreement. He stated that we pay a flat fee of \$2500 annually to the City for their maintenance and upkeep of that system and for our ability to share and utilize their network. The interlocal is with the City of Bellingham now for their final review, thus a draft today. We do not expect any significant changes. The current agreement expires March 2022, and neither party wishes to terminate the agreement. Mr. Reardanz asked that the motion be amended to include “in substantially the form as presented”.

Mr. Nylander stated that we are not the only user of the system. We are one of many paying into the pool to maintain this network. Mayor Fleetwood added that details about the price can be answered by Eric Johnston, City of Bellingham Public Works Director. Chairperson Lilliquist stated that the City may approve this on their Consent Agenda.

MOTION BY FLEETWOOD, SECONDED BY DONOVAN THAT THE BOARD OF DIRECTORS APPROVES ENTERING INTO A NEW INTERLOCAL AGREEMENT WITH THE CITY OF BELLINGHAM FOR USAGE OF THEIR FIBER OPTICS NETWORK IN SUBSTANTIALLY THE FORM AS PRESENTED.

The motion was approved by unanimous consent.

H. REPORTS TO BOARD

H.1 WTA Legislative Report

Mr. Reardanz presented for Maureen McCarthy, Marketing and Communications Manager. He stated that the State Transportation package is the main update. Essentially, Move Ahead Washington's main emphasis is focusing on transportation and climate accessible transit. It includes \$16B over 16 years. On the transit side, there is \$3B including:

- support grants which help agencies across Washington State,
- a capital aspect (which would be \$5M to renovate Bellingham Station),
- an increase in special needs grants,
- three new bus & bus facility grants (which mirror a federal grant of the same name),
- a green transit grant, and
- a tribal transit grant.

Legislation is moving forward to codify programs, but dollars are in the supplemental budget. Formulistic things will be in the bi-annual budget. Procedurally, the Senate voted it out. There is a House Transportation Committee meeting this afternoon. Mr. Reardanz stated that he is participating via a WSTA panel. This is on the WSTA Legislative priorities of preserving and maintaining investment by incentivizing zero emission vehicles and enhancing effective/efficient transit service. In that transportation package, over 25% is multi-modal (transit, bike, ped, etc).

Next steps are the House Transportation hearing this afternoon. Then supplemental budget aspects for financing. If it passes, then to the Governor for signature. The Legislative Session will wrap up in March.

Chairperson Lilliquist asked if this is a bipartisan effort. Mr. Reardanz answered that it is mainly a Democrat package. Republicans issued a letter in response. There are significant capital investments. However, it was a joint effort between the House and Senate, which is different from the approach last year.

H.2 Mission Statement Update:

Bullet One: Delivering Safe, Reliable, Efficient and Friendly Service

Mr. Reardanz stated that he is hoping to stimulate understanding from the public by tying what we do every day in our Workplan, to the Mission. We will review this process in a few months as we go through one bullet point of the Mission each month.

Eric Frazier, Operations Director, reported on this item. He stated that this is where most of our dollars go – to delivering safe, reliable, efficient, and friendly service.

He explained that over the course of the pandemic, WTA did not have to reduce staff, but we did reduce service in fixed route and paratransit due to low ridership and staffing availability. We are now fully staffed. This is fortunate as 90% of agencies had to reduce service and staff during the pandemic.

Full fixed route service resumed on February 6, as it had been reduced since March of 2020. Most of our service resumed last June 2021, but now includes Western Washington University shuttles since classes are no longer remote. The Lynden Hop pilot service is operating seven days a week and is going well. The infusion of federal funds has been instrumental in maintaining and stabilizing ridership.

Our new position of Safety and Risk Manager will begin March 1. As we operate under a COVID environment, we still have mask requirements for all passengers and staff per a federal mandate. Enhanced cleaning efforts are ongoing. Mr. Frazier stated that we will have a full agency safety plan report at a later meeting, but gave some details. He stated that WTA had 33 preventable accidents in 2021. This was twice the amount in 2020, but lower than our pre-pandemic number in 2019. Most accidents were minor contact with fixed objects, which are generally injury free. However, WTA had seven major accidents (up from three in 2020).

Mr. Frazier stated that we have seen a significant increase in drug use and vandalism in our facilities. Staff are working on a long-term solution for restricted access, which requires contact with staff for restroom access. He stated that we will be closing the station restrooms soon and installing portable toilets in the next week at Bellingham and Cordata Stations. He continued that we are adapting to losing our Bellingham Police Department contract and continue to evaluate our current security contract.

He stated that our reliability remains strong. Overall, we have 94% on-time performance in fixed route, and over 95% in paratransit. Our preventative maintenance schedule for fleet is on-time, even with low staffing. Fleet has refurbished six 40' Gilligs and completed "make ready" for eight new Gilligs. He

stated that you may see these buses in the community with a new, different paint scheme. Our two electric buses are out and running, though Fleet is working with the vendor to increase performance and mileage.

Efficiency – WTA averages 10K fixed route boardings per weekday. Mr. Frazier stated that this is 50% of our usual ridership, but twice what we had for the first 17 months of the pandemic. The future of ridership numbers is uncertain. We saw no significant change once WWU returned to full class loads on campus. We will continue to evaluate these levels.

Paratransit ridership continues to hover around 450 passengers per day. This is 60% of our pre-pandemic ridership. Mr. Frazier stated that obviously our efficiency is lower. We offer the same hours and area, but have lower ridership. However, nationally and locally we are seeing some signs of recovery.

Key factors which will affect ridership going forward are overall safety and security. Locally, riders are moving from core Bellingham neighborhoods into the County, which is harder to service. More people are riding bikes and driving. In addition, there is a decrease in demand for commute trips due to teleworking.

Friendly service is more difficult to quantify. However, Mr. Frazier gave a few highlights. In the fall of 2021, we provided auxiliary service to support flood response. WTA made it through the recent holiday snowstorms with no accidents and little reduction of service. One exception was reducing Zone and Flex service to the County where we came up with creative solutions to outlying areas.

Our travel training program is transitioning with a new transit operator filling the role of our initial Travel Trainer, Kevin Peterson (who created and brought up the program). In 2021, we worked with 45 new and returning clients helping them transition from paratransit to fixed route service or to give them more skills to ride transit. Beginning Monday, we will deliver our All Employee Meeting video where we celebrate our Employee of the Year and Goodwill Ambassador. On the lighter side, we also celebrate our annual Turkey Awards. Mr. Frazier stated that we do this to build community and connection with our staff.

H.3 Q4 Performance Report

Tim Wilder, Planning Director, lightly reviewed this data as it was presented to the Executive Committee last week. He stated that there was a slight increase in fixed route performance in the last quarter of 2021. There was also an increase from 2020 in paratransit ridership, while vanpool ridership remained flat.

H.4 General Manager's Report

General Manager, Les Reardanz, presented the WTA 2022 Workplan with a mission-based approach. This document will be distributed to Board members. He stated that most of the items are Agency-wide efforts. He stated that if everything is a priority, then nothing is a priority. Executive Staff had an off-site meeting to prioritize items from the Workplan into Tiers 1-3. The priorities look at what brings risk to the Agency if not completed. It also preserves bandwidth to complete daily, necessary tasks and unknowns that arise.

Tier 1 – High importance / high agency risk

Tier 2 – Significant importance / medium agency risk

Tier 3 – Important and worthy / lower agency risk

Mr. Reardanz highlighted a few other efforts. He stated that the COVID side is not just a response, but endemic transition. This means looking at things from a risk assessment framework. Jeff Benson will focus full-time on this starting March 1 as Safety and Risk Manager. We will look at what the risk is, the risk that can be mitigated and then what remains to see if we are willing to accept that risk. We are taking measures now with that assessment. For example, we have looked at travel for WTA vaccinated employees, and morale events like the WTA Rodeo in June. We are waiting for updates on the federal mask mandate which expires March 18. We are also looking to buy rapid tests to mitigate risk. There will be more to come on these efforts.

Mr. Reardanz shared that Fleet & Facilities Director, Mike Bozzo, has decided to retire this summer. He will be greatly missed! Prothman is helping us with recruiting efforts. The plan is to hire with a meaningful turnover period.

It is Random Acts of Kindness Week. Be kind to one another.

Mr. Reardanz expressed our condolences to Ali Hawkinson for her family loss.

I. OTHER BUSINESS

J. ANNOUNCEMENTS

None

K. ADJOURN

The meeting was adjourned by Chairman Lilliquist at 9:20 a.m.

**WHATCOM TRANSPORTATION AUTHORITY
WHATCOM COUNTY, WASHINGTON**

**MICHAEL LILLQUIST
CHAIRPERSON**

**AUDRA STILES for VICKI G. ESSER
CLERK OF THE BOARD**

MEMORANDUM

TO: Chairperson and Members of the Board of Directors
FROM: Shonda Shipman, Finance Director
DATE: March 17, 2022
SUBJECT: Consideration of February 1-15, 2022 Expenditure Report

RECOMMENDATION

It is recommended that the Board of Directors approve the February 1-15, 2022 payable and payroll expenditures as follows:

Check numbers 088268 – 088362 in the amount of \$678,691.24

Total Accounts Payable **\$678,691.24**

Electronic Transfers

AFLAC	Insurance Benefits	\$ 289.41
ATU 843	Union Employee Dues	\$ 9,155.29
Colonial Insurance	Insurance Benefit	\$ 589.37
HSA Bank	Health Savings Account	\$ 602.00
Internal Revenue Service	Payroll Taxes	\$213,849.20
Dept. of Retirement Systems	PERS & Deferred Comp.	\$179,807.92
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,221.23
Office of Support Enforcement	Garnishment	\$ 513.97
US Bank	PCard Purchases-Dec. 2021	<u>\$ 35,214.35</u>

Total Electronic Transfers **\$442,307.61**

Payroll – February 8, 2022

Checks 4923 - 4929	\$ 9,142.57
Direct Deposits	<u>\$606,379.92</u>

Total Payroll **\$ 615,522.49**

Grand Total **\$1,736,521.34**

TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures - February 1 -15, 2022
 DATE: February 17, 2022

Check No	Date	Vendor Name	Comment	Amount
088268	2/3/2022	AON CONSULTING, INC.	HR Consulting Fees – Dec. 2021	2,500.00
088269	2/3/2022	APPLIED DIGITAL IMAGING	CTAA Custom Poster	133.82
088270	2/3/2022	AWC EMPLOYEE BENEFIT TRUST	Feb. '22 COBRA - MB	2,669.12
088271	2/3/2022	BELLINGHAM AUTO PARTS	Misc. Parts	519.98
088272	2/3/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	1,157.60
088273	2/3/2022	THE MCCLATCHY COMPANY, LLC	Legal Ad Notices	272.00
088274	2/3/2022	BIO BUG	FTC - Ants - Preventative	228.48
088275	2/3/2022	BATTERY X-CHANGE & REPAIR, INC.	Misc. Parts	918.58
088276	2/3/2022	GALLS, LLC	Employee Uniforms	1,001.50
088277	2/3/2022	CASCADE NATURAL GAS	Bakerview Lot	53.07
088278	2/3/2022	CASCADE NATURAL GAS	Lynden Station	517.91
088279	2/3/2022	CASCADE NATURAL GAS	Bakerview Spur	5,484.33
088280	2/3/2022	CASCADE NATURAL GAS	Bakerview Spur (2)	1,368.09
088281	2/3/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees (BTS)	1,861.59
088282	2/3/2022	COMMERCIAL FILTER SALES	Misc. Parts	742.07
088283	2/3/2022	COMPREHENSIVE RISK MGT, INC.	Legal Services - T. Peterson - Attorney	3,467.25
088284	2/3/2022	CUMMINS INC.	Misc. Parts	3,738.40
088285	2/3/2022	FASTENAL COMPANY	Misc. Supplies	51.64
088286	2/3/2022	FEHR & PEERS	WTA - Long Range Plan	2,927.60
088287	2/3/2022	FLEETPRIDE, INC.	Bus/Truck Chains (74) - Misc. Supplies	17,806.41
088288	2/3/2022	LYNDA FOX	1,099 Envelopes - Reimbursement	36.97
088289	2/3/2022	MICHAEL GEIST	CDL Permit - Reimbursement	112.00
088290	2/3/2022	GILLIG LLC	Misc. Parts	5,440.76
088291	2/3/2022	JULIE DeFOER	Graphic Designs-Signage	797.49
088292	2/3/2022	GRAINGER INC.	Misc. Supplies	223.81
088293	2/3/2022	HEALTH PROMOTION NETWORK	EAP - January/22	751.40
088294	2/3/2022	INDUSTRIAL SUPPLY	Misc. Supplies	48.31
088295	2/3/2022	KPFF, INC.	Construction Task Order #1 & #3	10,938.90
088296	2/3/2022	LES SCHWAB TIRE CENTER	Tires & Misc. Tire Repairs	488.27
088297	2/3/2022	MALLORY SAFETY AND SUPPLY LLC	Safety Rain Jacket	96.43
088298	2/3/2022	MEDICOPY SERVICES, INC.	Medical Records (COMRIS) Request	245.49
088299	2/3/2022	MOHAWK MFG & SUPPLY CO.	Misc. Supplies	732.45
088300	2/3/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	391.97
088301	2/3/2022	SARAH MURPHY-KANGAS	December/21 Meeting	175.00
088302	2/3/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions	5,553.60
088303	2/3/2022	NORTHSTAR STONE & LANDSCAPE	1/2 Yard. 5/8 Crushed/Fines	20.63
088304	2/3/2022	NW SAFETY SIGN INC	(12) Custom Signs - Restroom	140.35
088305	2/3/2022	PACIFIC MOBILE, INC.	Feb/22 Rental - Wellness/IT Office Space	3,076.61
088306	2/3/2022	PICKFORD FILM CENTER	On-Screen Ads - Jan/22	500.00
088307	2/3/2022	PUGET SOUND ENERGY	Bellingham Station	5,014.34
088308	2/3/2022	PUGET SOUND ENERGY	Bakerview Spur	13,250.13
088309	2/3/2022	RDS, INC.	Waste Disposal & Yard waste Recycling	32.15
088310	2/3/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	2,687.95
088311	2/3/2022	ROMAINE ELECTRIC CORP.	Misc. Parts	581.48
088312	2/3/2022	ROSS & WHITE COMPANY	Misc. Parts	243.18
088313	2/3/2022	SARATOGA COMMERCIAL REAL EST.	Annual Postage Fees	24.70
088314	2/3/2022	SCHETKY NORTHWEST SALES INC.	Misc. Parts	289.61

088315	2/3/2022	STERICYCLE, INC.	BIOhazard Waste Disposal	31.62
088316	2/3/2022	SUMMIT LAW GROUP PLLC	Labor Law Consulting	1,827.00
088317	2/3/2022	SUSTAINABLE CONNECTIONS	2022 - WHA Sponsorship	5,000.00
088318	2/3/2022	UNITED PARCEL SERVICE INC.	Shipping Service	11.20
088319	2/3/2022	UNITED PAINT SPECIALTY	Paint & Body Shop Supplies	371.47
088320	2/3/2022	LANCE WANNAMAHER	CDL Medical Certificate	92.00
088321	2/3/2022	WEST COAST PAPER	Bulk Paper & Supplies	442.79
088322	2/3/2022	CHS, INC.	Ethanol Free Gasoline	63.17
088323	2/3/2022	EMPLOYMENT SECURITY DEPT.	E/I Benefits - Q4/2021	24.50
088324	2/8/2022	A.T.U. - C.O.P.E.	Employee Donations	96.85
088325	2/8/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
088326	2/8/2022	UNITED WAY OF WHATCOM COUNTY	Employee Donations	558.67
088327	2/10/2022	SPENCER ALBIN	CDL Medical Certificate	150.00
088328	2/10/2022	ASSOCIATED PETROLEUM PRODUCTS	Diesel & Regular Fuel	71,028.86
088329	2/10/2022	AWC EMPLOYEE BENEFIT TRUST	Feb.22/Medical/Dental/Vision/Insurance	435,982.27
088330	2/10/2022	SECURETRANS, INC.	Armored Car - MB/BTS	845.10
088331	2/10/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	2,240.38
088332	2/10/2022	BROWNLIE WOLF & LEE, LLP	Procurement/Business Legal	1,592.00
088333	2/10/2022	CINTAS CORPORATION	Laundry Service	1,232.80
088334	2/10/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water-MB/BKR/MID	11,720.83
088335	2/10/2022	CUMMINS INC.	Misc. Parts	1,831.76
088336	2/10/2022	DELERROK, INC.	Jan/22 - UMO Monthly Fees	6,508.65
088337	2/10/2022	FERGUSON ENTERPRISES, INC.	Misc. Parts	907.40
088338	2/10/2022	CADMAN MATERIALS, INC.	Concrete - James St.	295.05
088339	2/10/2022	GILLIG LLC	Misc. Parts	9,057.40
088340	2/10/2022	HARDWARE SALES	Misc. Supplies	678.95
088341	2/10/2022	HOME DEPOT CREDIT SERVICES	WTA - Credit Account	541.30
088342	2/10/2022	JOHNSON CONTROLS FIRE PROTECTION	BTS - Backflow Service	285.00
088343	2/10/2022	LUMINATOR TECHNOLOGY GROUP, INC	Cameras & Surveillance Equipment	3,762.88
088344	2/10/2022	CITY OF LYNDEN	Water, Sewer, Storm Water Fees	318.43
088345	2/10/2022	JANET MALLEY	Refreshments - ADA Training	53.28
088346	2/10/2022	MOHAWK MFG & SUPPLY CO.	Misc. Supplies	845.10
088347	2/10/2022	RONALD MOUNTAIN	Computer Power Supply	136.23
088348	2/10/2022	MT. BAKER AUTO GLASS	Windshields & Misc. Glass Repairs	1,819.14
088349	2/10/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions/Sec.125 Fee	5,996.50
088350	2/10/2022	THE AFTERMARKET PARTS CO.	Misc. Parts	3,100.70
088351	2/10/2022	NOOKSACK VALLEY DISPOSAL	Dumpster Rental	182.58
088352	2/10/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	3,527.53
088353	2/10/2022	SAFETY-KLEEN SYSTEMS, INC.	Crushed Filters/Oil Recycling	371.78
088354	2/10/2022	SANITARY SERVICE	Solid Waste Disposal (5) Locations	2,534.86
088355	2/10/2022	SEATTLE AUTOMOTIVE DISTR	Misc. Parts	721.34
088356	2/10/2022	SECURITY SOLUTIONS NW	Alarm Monitoring - CTS/Bakerview Spur	228.48
088357	2/10/2022	SPECIAL-T STRIPING & SIGN CO.	(10) Training Signs	316.50
088358	2/10/2022	STERICYCLE, INC.	BIO Hazard Waste Disposal	63.24
088359	2/10/2022	KAY VANDIEST	CDL Medical Certificate	151.00
088360	2/10/2022	VOITH US INC. (VTI)	Misc. Parts	289.92
088361	2/10/2022	KAMAN FLUID POWER, LLC	Misc. Supplies	168.58
088362	2/10/2022	WHATCOM ELECTRIC CO., INC.	Misc. Parts	1,072.73
				<u>678,691.24</u>

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	289.41
AMALGAMATED TRANSIT UNION 843	Union Dues	9,155.29
COLONIAL INSURANCE COMPANY	Insurance Benefit	589.37
HSA BANK	Health Savings Account	602.00
INTERNAL REVENUE SERVICE	Payroll Taxes	213,849.20
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	179,807.92
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,221.23
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	513.97
US BANK	January 2022 - PCard Purchases	35,214.35
		<u>442,307.61</u>

PAYROLL - FEBRUARY 8, 2022

CHECKS	4923 - 4929	9,142.57
DIRECT DEPOSIT		<u>606,379.92</u>
		<u>615,522.49</u>
	REPORT TOTAL	<u>1,736,521.34</u>

MEMORANDUM

TO: Chairperson and Members of the Board of Directors
FROM: Shonda Shipman, Finance Director
DATE: March 17, 2022
SUBJECT: Consideration of February 16-28, 2022 Expenditure Report

RECOMMENDATION

It is recommended that the Board of Directors approve the February 16-28, 2022 payable and payroll expenditures as follows:

Check numbers 088363 – 088477 in the amount of \$484,943.69

Total Accounts Payable **\$484,943.69**

Electronic Transfers

AFLAC	Insurance Benefits	\$ 258.01
ATU 843	Union Employee Dues	\$ 9,072.41
Colonial Insurance	Insurance Benefit	\$ 589.37
HSA Bank	Health Savings Account	\$ 602.00
Internal Revenue Service	Payroll Taxes	\$202,656.33
Dept. of Retirement Systems	PERS & Deferred Comp.	\$173,342.26
Trustmark Voluntary Benefit	Insurance Benefit	\$ 64.87
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,282.16
Office of Support Enforcement	Garnishment	\$ 513.97
WA Dept. of Revenue	Use Tax Paid-Jan. 2022	<u>\$ 3,603.51</u>

Total Electronic Transfers **\$392,984.89**

Payroll – February 23, 2022

Checks 4930 - 4940	\$ 13,318.80
Direct Deposits	<u>\$578,583.59</u>

Total Payroll **\$ 591,902.39**

Grand Total **\$1,469,830.97**

TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, February 16 - 28, 2022
 DATE: March 1, 2022

Check No	Date	Vendor Name	Comment	Amount
088363	2/17/2022	AMERICAN PUBLIC TRANS. ASSN.	WTA - Membership Dues	14,792.00
088364	2/17/2022	AT&T MOBILITY-CC	Jan. 2022 - Data Usage	6,757.79
088365	2/17/2022	BAE SYSTEMS CONTROLS INC.	Misc. Parts	34.45
088366	2/17/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	345.31
088367	2/17/2022	GALLS, LLC	Employee Uniforms	3,281.73
088368	2/17/2022	BRIDGEVIEW AUTO PARTS	Misc. Parts	114.73
088369	2/17/2022	CDW GOVERNMENT	HNI/HPE - WTA	22,247.42
088370	2/17/2022	CDW GOVERNMENT	M/S Azure Overage	12,034.50
088371	2/17/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water-Cordata Station	879.13
088372	2/17/2022	COPIERS NORTHWEST INC.	Copier Lease/Maintenance	1,757.76
088373	2/17/2022	DAY MANAGEMENT CORP.	Sumas Site Rent – Feb. '22	1,010.00
088374	2/17/2022	ELECTRICAL HUB	Misc. Parts	75.70
088375	2/17/2022	EMERALD SERVICES, INC.	Used Oil - Recycling	272.85
088376	2/17/2022	NAZAR FANDALYUK	CDL Renewal Reimbursement	102.00
088377	2/17/2022	FERRELLGAS, LP	Propane - Paratransit Vehicles	9,300.92
088378	2/17/2022	FERROTEK	Snowplow Hydraulic Oil	53.87
088379	2/17/2022	FIRST LINE COMMUNICATIONS	(8) UCC Standard User	2,698.24
088380	2/17/2022	FIRST LINE COMMUNICATIONS	Mitel Tele. Software 22-23	16,711.42
088381	2/17/2022	FLEETPRIDE, INC.	Misc. Parts	1,707.57
088382	2/17/2022	FSSOLUTIONS	Drug/Alcohol Testing	4,766.20
088383	2/17/2022	KEVIN GOLDSBERRY	CDL Renewal Reimbursement	136.00
088384	2/17/2022	KELLER SUPPLY COMPANY	Misc. Supplies	5,842.23
088385	2/17/2022	MASCOTT EQUIPMENT COMPANY	Misc. Parts	136.37
088386	2/17/2022	MCMMASTER-CARR SUPPLY CO.	Misc. Supplies	149.32
088387	2/17/2022	MT. BAKER AUTO GLASS	Windshields & Misc. Glass Repairs	347.34
088388	2/17/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	89.35
088389	2/17/2022	JOSHUA MUSSER	CDL Fee - Reimbursement	102.00
088390	2/17/2022	NEWEGG, INC.	Computer Parts & Components	262.62
088391	2/17/2022	PERSONNEL DATA SYSTEMS, INC.	ACA Reporting - Support Services	323.75
088392	2/17/2022	PINNACLE INVESTIGATIONS CORP.	Employee Background Checks	181.50
088393	2/17/2022	REXEL USA, INC.	Misc. Parts	337.75
088394	2/17/2022	PROSCAPES, INC.	Irrigation Repairs (FTC)	380.80
088395	2/17/2022	PUGET SOUND ENERGY	Bakerview Lot	55.77
088396	2/17/2022	PUGET SOUND ENERGY	Cordata Station	1,195.74
088397	2/17/2022	PUGET SOUND ENERGY	Ferndale Station	554.31
088398	2/17/2022	PUGET SOUND ENERGY	Lynden Station	611.57
088399	2/17/2022	PUGET SOUND ENERGY	Bakerview Spur	11,303.57
088400	2/17/2022	PYE-BARKER FIRE & SAFETY, LLC	Fire Extinguisher/Hydrostatic Testing/Cert.	2,264.70
088401	2/17/2022	QUADIENT FINANCE USA, INC.	Postage Meter Replenishment	1,000.00
088402	2/17/2022	ANDREW ROYAL	CDL Medical Certificate	151.00
088403	2/17/2022	SARATOGA COMMERCIAL REAL EST. INC.	Feb. 2022 - Management Fees	500.00
088404	2/17/2022	SCHETKY NORTHWEST SALES	Misc. Parts	1,887.37
088405	2/17/2022	SEATTLE AUTOMOTIVE DISTR INC	Misc. Parts	524.68
088406	2/17/2022	SHONDA L. SHIPMAN	Office Supplies - Reimbursement	40.74
088407	2/17/2022	SIGNS PLUS	Signs - Now Hiring/Masks Required	182.45
088408	2/17/2022	SMTA	2022 SMTA - Membership Dues	6,869.00
088409	2/17/2022	SNAP-ON INDUSTRIAL	Tools & Misc. Tool Repairs	33.37

088410	2/17/2022	TRAVIS TERPSMA	CDL Renewal Reimbursement	136.00
088411	2/17/2022	TRAPEZE SOFTWARE GROUP INC	Trapeze PASS-WEB 3/22-6/22	3,909.16
088412	2/17/2022	TRAPEZE SOFTWARE GROUP INC	Trapeze - PASS-Apps 3/22-6/22	2,988.37
088413	2/17/2022	TRAPEZE SOFTWARE GROUP INC	TripSpark Trapeze -Voice/SMS Msg.	796.48
088414	2/17/2022	UNITED PAINT SPECIALTY	Paint & Auto Body Supplies	715.29
088415	2/17/2022	VERIZON CONNECT NWF INC.	Jan/22 - Monthly Service	206.72
088416	2/17/2022	WESTERN REFINERY SERVICES	Lot Sweeping (5) Locations	2,481.14
088417	2/17/2022	WIZTRONICS INC.	Radio Parts/Repairs	159.94
088418	2/17/2022	WA STATE TRANSIT ASSOC.	2022 - WSTA Membership Dues	22,000.00
088419	2/23/2022	A.T.U. - C.O.P.E.	Employee Donations	95.85
088420	2/23/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
088421	2/23/2022	UNITED WAY OF WHATCOM CO.	Employee Donations	558.67
088422	2/24/2022	ADVANTAGE BUILDING SERVICES	Jan/22 - Janitorial	14,426.92
088423	2/24/2022	AON CONSULTING, INC.	Jan 2022 - HR Consulting	2,500.00
088424	2/24/2022	ASSOCIATED PETROLEUM PRODUCTS	Diesel & Regular Gasoline	69,041.71
088425	2/24/2022	BALDI MT HOLDINGS LLC	(2) Repeaters - Lease Feb/22	600.00
088426	2/24/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	760.37
088427	2/24/2022	BAY TROPHIES	Engraving: 2 perpetual plates, 16 name tags, 11 mags	156.89
088428	2/24/2022	BELLINGHAM AUTO PARTS	Misc. Parts	353.92
088429	2/24/2022	THE MCCLATCHY COMPANY, LLC	Recruitment/Legal Ads	1,387.85
088430	2/24/2022	BIRCH EQUIPMENT	Excavator Rental	290.44
088431	2/24/2022	GALLS, LLC	Employee Uniforms	3,319.66
088432	2/24/2022	BRIDGEVIEW AUTO PARTS	Misc. Parts	180.38
088433	2/24/2022	BROWNLIE WOLF & LEE, LLP	Business/Procurement/IT Legal Consulting	3,493.00
088434	2/24/2022	CASCADE NATURAL GAS	Cordata Station	93.43
088435	2/24/2022	CASCADE NATURAL GAS	Lynden Station	349.50
088436	2/24/2022	CENTRAL WELDING SUPPLY INC.	Welding Supplies & Gas	403.62
088437	2/24/2022	CINTAS CORPORATION	Laundry Services	2,425.78
088438	2/24/2022	WA DEPT OF CORRECTIONS	Desk & Office Furniture	2,629.30
088439	2/24/2022	CUMMINS INC.	Misc. Parts	7,346.60
088440	2/24/2022	DEL CITY	Misc. Parts	198.78
088441	2/24/2022	TODD ANDREW DONOVAN	Q3 & Q4/2021 - Meeting Compensation	810.00
088442	2/24/2022	WA STATE DCYF	(45) Returned Bus Passes	1,125.00
088443	2/24/2022	FEHR & PEERS	WTA - Long Range Plan	568.20
088444	2/24/2022	FERGUSON ENTERPRISES, INC.	Misc. Supplies	2,494.17
088445	2/24/2022	FERRELLGAS, LP	Propane - Paratransit Vehicles	3,509.45
088446	2/24/2022	GATEWAY CONTROLS INC.	(40) Long Range Tags	2,562.87
088447	2/24/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	5,064.13
088448	2/24/2022	GILLIG LLC	Misc. Parts	3,437.04
088449	2/24/2022	GRAINGER INC.	Misc. Supplies	350.65
088450	2/24/2022	GRAVITEC SYSTEMS INC.	Rigid - Inspection & Recertification	5,422.50
088451	2/24/2022	GROWSOURCE, INC.	(5) Yards Gravel/Crushed	212.69
088452	2/24/2022	HARDWARE SALES	Misc. Supplies	329.99
088453	2/24/2022	INDUSTRIAL SUPPLY	Misc. Supplies	48.53
088454	2/24/2022	JOHN McCOLLOCH DBA	(13) Vector Color Illustrations	2,475.00
088455	2/24/2022	ERIN KNUDSON	CPA License Renewal Fee	230.00
088456	2/24/2022	KPFF, INC.	Consult Services for Task Orders 9, 5, 2, 1	5,424.75
088457	2/24/2022	KULSHAN VOCATIONAL SERVICES	Jan. 2022 Vehicle Cleaning	11,875.00
088458	2/24/2022	LOWE'S BUSINESS ACCOUNT	WTA - Credit Account	163.29
088459	2/24/2022	SANDRA LYONS	CDL Medical Certificate	150.00
088460	2/24/2022	MB GREEN, INDOOR GREENERY	Feb. 2022 - Plant Care	190.40
088461	2/24/2022	MOTOR TRUCKS INC.	Misc. Parts	55.42
088462	2/24/2022	MT CONSTITUTION SITES, INC.	Feb. 2022 - Lease	1,125.00

088463	2/24/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions	5,553.60
088464	2/24/2022	NEWEGG, INC.	Computer Parts & Components	979.11
088465	2/24/2022	PERSONNEL DATA SYSTEMS, INC.	Vista Time SAAS	264.38
088466	2/24/2022	PROSCAPES, INC.	LTC/FTC Snow Removal/Maint. - Jan/22	5,423.25
088467	2/24/2022	PUGET SOUND ENERGY	Midway Lot	1,707.78
088468	2/24/2022	RAIRDON'S	Misc. Parts	414.19
088469	2/24/2022	REGENCY NW CONSTRUCTION	Progress Payment #2 Moab Remodel	141,875.20
088470	2/24/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	990.08
088471	2/24/2022	COLTEN RIDGELY	CDL Medical Certificate	150.00
088472	2/24/2022	ULINE	Misc. Supplies	344.88
088473	2/24/2022	UNITED PARCEL SERVICE INC.	Shipping Services	88.29
088474	2/24/2022	WEST COAST PAPER	Bulk Paper & Supplies	442.79
088475	2/24/2022	CHERYL YOAKUM	CDL Medical Certificate	150.00
088476	2/24/2022	MICHELE ZLOTEK	Recertification/SHRM-CP	100.00
088477	2/24/2022	ZORO TOOLS, INC.	Misc. Tools	123.40
				484,943.69

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	258.01
AMALGAMATED TRANSIT UNION 843	Union Dues	9,072.41
COLONIAL INSURANCE COMPANY	Insurance Benefit	589.37
HSA BANK	Health Savings Account	602.00
INTERNAL REVENUE SERVICE	Payroll Taxes	202,656.33
DEPT. OF RETIREMENT SYSTEMS	PERS & Deferred Compensation	173,342.26
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	64.87
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,282.16
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	513.97
WA DEPT. OF REVENUE	January 2022 - Use Tax Paid	3,603.51
		392,984.89

PAYROLL - FEBRUARY 23, 2022

CHECKS	4930 - 4940	13,318.80
DIRECT DEPOSIT		578,583.59
		591,902.39
REPORT TOTAL		1,469,830.97

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Mike Bozzo, Director of Fleet and Facilities
Ron Mountain, Fleet Manager
Magan Waltari, Procurement and Contracts Manager

DATE: March 17, 2022

SUBJECT: Consideration of Approval for the Purchase of eight 40-foot Diesel Transit Buses from Gillig, LLC using Washington State Contract 06719-01

ATTACHMENT: Attachment "A", 2022 Gillig Bus Order

RECOMMENDATION

The Executive Committee met on March 10, 2022 and recommended that the Board of Directors approve the purchase order and 2023 capital budget commitment for eight (8) each 40-foot Diesel Transit Buses from Gillig, LLC for a total of \$4,828,398 including spare parts, 5% contingency and sales tax. This order will use Washington State Contract 06719.

Staff also requests an additional FTA/WSDOT funded make ready, equipment installation and independent plant inspection allowance of \$99,000 and a non-FTA funded parts and equipment allowance of \$50,000 be established for a total project authorization of \$4,977,398 to be budgeted in 2023.

BACKGROUND

Eight (8) 2011 model year Gillig transit buses will reach their 12-year minimum useful life according to FTA guidelines in 2023. Staff is requesting replacing these buses with new 40 ft. diesel buses.

Gillig has indicated that orders placed now will take approximately 18 months for delivery.

Ordering these buses prior to April 1, 2022 will avoid a reported up to 8% price increase to the contract.

FISCAL IMPACT

WTA capital budgeted expenditures in the year funds will be distributed. This order will be received in 2023 and this approval will commit the total authorization for the 2023 budget.

The total financial impact of this procurement is \$4,977,398 which includes the estimated in-house make ready cost of \$99,000 and \$50,000 non-grant funded equipment allowance. The 80% FTA Section 5307 formula grant reimbursement is estimated to be \$3,941,919 with the 20% local match and non-FTA funded cost of \$1,035,480.

Staff anticipates the surplus of the eight (8) retired Gillig buses to generate a return of approximately \$3,000 each from auction or approved resale based on previous sale revenues.

ATTACHMENT A - 2022 GILLIG BUS ORDER

DESCRIPTION DIESEL BUS - 8 EACH	COST
BASE BUS PRICE	517,348
SPARE PARTS/TOOLS BUDGET & IDS	10,000
SUBTOTAL	527,348
TAX	47,461
TOTAL FOR EACH 40 FT BUS	574,809
TOTAL FOR 8 - 40FT BUSES	\$4,598,475
5% GILLIG CONTINGENCY	229,924
TOTAL GILLIG CONTRACT PRICE	\$4,828,398

MAKE READY COST	
MAKE READY LABOR	10,000
5% CONTINGENCY FOR MAKE READY	500
TOTAL MAKE READY FOR EACH BUS	10,500
MAKE READY FOR 8 BUSES	\$84,000
INDEPENDENT INSPECTION	15,000
TOTAL FTA MAKE READY FOR 9 BUSES	\$99,000

TOTAL FTA FUNDED PROJECT PROJECT	\$4,927,398
---	--------------------

NON-FTA FUNDED MAKE READY PARTS COSTS	\$50,000
--	-----------------

TOTAL PROJECT COST	\$4,977,398
---------------------------	--------------------

80% FTA FUNDING	\$3,941,919
------------------------	--------------------

20% WTA LOCAL MATCH & NON-FTA FUNDED COST	\$1,035,480
--	--------------------

PROJECT TOTAL	
TOTAL GILLIG CONTRACT PRICE	\$4,828,398
TOTAL MAKE READY	\$99,000
TOTAL GRANT FUNDED PROJECT	\$4,927,398
NON-GRANT FUNDED MAKE READY PARTS COSTS	\$50,000
TOTAL PROJECT COST	\$4,977,398
80% GRANT FUNDING	\$3,941,919
20% LOCAL MATCH & NON GRANT FUNDED COST	\$1,035,480

MEMORANDUM

TO: Chairman and Members of the Board of Directors
FROM: Tim Wilder, Planning Director
Magan Waltari, Purchasing & Contracts Manager
DATE: March 17, 2022
SUBJECT: Consideration of Approval of a Contract for On-Call Transportation Planning with Transpo Group USA, Inc.

RECOMMENDATION

The Executive Committee met on March 10, 2022 and recommended that the Board of Directors approve and authorize the General Manager to enter into a two (2) year on-call contract with Transpo Group USA, Inc. of Kirkland, WA for transportation planning and authorize the General Manager to extend the agreement under its renewal options without the need for further Board approval.

BACKGROUND

Staff issued a Request for Proposals (RFP) for on-call transportation planning services on December 14, 2021. The RFP was advertised on WTA’s website, in the Bellingham Herald, sent to respondents of the WTA 2040 plan RFP, posted on 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).

Of the 25 known plan holders, there were two respondents: Transpo Group USA and Fehr & Peers.

Proposals were evaluated by WTA, City of Bellingham, and Whatcom Council of Government staff on their ability to meet the scope of work requirements, experience with transit and the Federal Transportation Administration, the understanding and approach to the project, staff resource commitment, and the clarity of their response. Staff also interviewed both proposers.

The contract is for an initial two (2) year term with options to extend the Contract for three (3) additional one (1) year increments.

FISCAL IMPACT

The required budget for the intended projects will be included in the Planning Department’s annual expense Budget. For the initial term of two years, WTA estimates an average annual spend of \$230,000 and all expected projects are included in the 2022 Budget. Any single task order over \$150,000 will be presented to the Board for approval.