



Whatcom Transportation Authority

**BOARD OF DIRECTORS MEETING
AGENDA
THURSDAY, OCTOBER 13, 2022, 8:00 A.M.**

In Person Location:
4011 Bakerview Spur, Bellingham, WA
For virtual access instructions, visit:
<http://www.ridewta.com/meeting>

Pages

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. EMPLOYEE RECOGNITION**
 - C.1 Maureen M. – 20-Year Service Award**
 - C.2 Tom K. – 25-Year Service Award**
- D. CITIZEN COMMUNICATIONS**
- E. BOARD ACTION**
 - E.1 Consideration of Approval of Order for Twelve Paratransit Buses from Northwest Bus (Andy Bowler) 1 - 2**
 - E.2 Consideration of Setting a Public Hearing for November 17, 2022 for the Proposed Service Changes to Route 75 & Service Change Update (Becky Kelly) 3 - 4**
 - E.3 Consideration of Authorizing the General Manager to Lease Roof Access at MOAB for Microwave Radio Installation (Josh Nylander) 5**
- F. BOARD ACTION - CONSENT AGENDA**
 - F.1 Consideration of Approval of Minutes – September 8, 2022 Board Meeting 6 - 12**
 - F.2 Consideration of Approval of September 1–30, 2022 Expenditures 13 - 21**
- G. REPORTS TO BOARD**
 - G.1 Zero Fare Policy Study Discussion (Tim Wilder & Becky Kelly) 22 - 23**
 - G.2 Mission Statement Update (Josh Nylander)
Bullet Three: Providing leadership in creating innovative transportation solutions**

G.3 General Manager's Report (Les Reardanz)

H. OTHER BUSINESS

I. ANNOUNCEMENTS

J. ADJOURN

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Andy Bowler, Fleet & Facilities Director
John Bender, Fleet Maintenance Manager
Magan Waltari, Procurement and Contracts Manager

DATE: October 13, 2022

SUBJECT: Consideration of Approval for Purchase of Twelve (12) Standard High Floor Paratransit Minibuses from Northwest Bus Sales, Inc. of Federal Way, WA using State of Washington Contract #06719

RECOMMENDATION

That the Board of Directors approve the purchase order and 2023 capital budget commitment for twelve (12) standard high floor, lift-equipped gasoline powered minibuses for a total of \$2,225,878 including a 5% contingency under WA State Contract No. 06719 from Northwest Bus Sales, Inc.

In addition, staff requests an additional allowance for make ready labor, equipment installation and independent plant inspection and Buy America audit of \$174,000 for a total project authorization of \$2,399,878.

BACKGROUND

Federal guidelines require a minimum service life of four (4) years for paratransit minibuses. WTA has set a service life of six (6) years for this class of vehicle. This order of twelve (12) buses will replace six (6) 2015 Eldorado National and six (6) 2014 Arboc buses that will have achieved a minimum of six (6) years of revenue service and traveled an average of 150,000 miles.

In 2018 WTA committed to converting our gas-powered Paratransit vehicles to propane. Over the last several years, the agency has thoroughly reviewed performance metrics tied with this change. After significant review and deliberation, staff is recommending a return to gasoline for this order.

Overall maintenance costs for a propane system are higher than costs of gasoline powered vehicles. While propane reduces WTA's carbon footprint, gasoline is more fuel efficient and burns less gas than propane. With current supply chain disruptions, there are significant issues obtaining chassis that are built specifically for propane, so lead times are much longer. Using a propane fuel source also presents additional challenges in extreme temperatures that gasoline does not. Finally, because of the propane fuel

packaging, the cost of obtaining propane powered vehicles is \$35,000 higher than that of gasoline.

WTA remains committed to reducing its carbon footprint and the long term goal is to transition the fleet to another fuel source. The Zero Emission Bus Transition study is currently underway, which will provide significant data for staff to have more informed conversations with bus vendors and plan infrastructure more thoroughly.

FISCAL IMPACT

WTA budgets the capital budgeted expenditures in the year funds will be distributed. This purchase will be funded through an FTA 5307 grant. Anticipated FTA funding at 85% is \$2,039,896 with local match of 15% of \$359,982.

The financial impact of this procurement is \$1,927,255 which includes a 5% contingency and make-ready allowance of \$12,000 per bus for the installation of surveillance systems and make ready tasks.

This purchase will be 75% funded by the WSDOT Consolidated Grant that was awarded to WTA in May 2021 for \$1,440,000. The local share will be about \$487,255, depending on final costs.

Staff is investigating if all or part of the local cost can be funded using FTA 5307 grant funds.

Staff anticipates the disposal of 6 Eldorado National and 6 Arboc minibuses will generate a return of approximately \$60,000 from auction or approved resale per WTA procedures based on previous sales.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Tim Wilder, Planning Director
Becky Kelly, Transit Planner

DATE: October 13, 2022

SUBJECT: Discussion of Setting a Public Hearing for Proposed Service Changes to Route 75

RECOMMENDATION

That the Board of Directors approve setting a Public Hearing regarding proposed changes to Route 75 Birch Bay/Blaine for Thursday, November 17, 2022 at the Board meeting.

BACKGROUND

Route 75 Birch Bay/Blaine is one of three current “Flex” routes WTA offers. Routes that offer flex service serve bus stops on a regular schedule and can also “flex” off-route within a designated service area. There are no eligibility requirements; flex service is available to everyone and advance reservations are required.

On trips where the bus flexes off-route, Route 75 Birch Bay/Blaine experiences poor on-time performance. WTA staff regularly receives rider complaints about late buses on this route. In addition, Flex service does not work well for people who would otherwise be eligible for ADA paratransit service in this area. To mitigate these issues, WTA staff is proposing the following changes:

- Remove Flex Service
- Add Paratransit Service
- Extend routing to Birch Bay Village and C St in Blaine to serve the Blaine Food Bank.

These service changes were reviewed by the Community Transportation Advisory Group on October 4. Community meetings are scheduled to be held on October 19 and 20 in Blaine and Birch Bay respectively.

FISCAL IMPACT

The cost to add paratransit service to Route 75 will be approximately \$221,000 in 2023. The annual cost will be \$432,000 (not including adjustments for inflation).

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

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

DATE: October 13, 2022

SUBJECT: Authorizing the General Manager to Lease Roof Access at MOAB for Microwave Radio Installation

RECOMMENDATION

That the Board of Directors authorize the General Manager to lease a portion of the roof at WTA's main office (MOAB) to the Whatcom County Sheriff's Department (WCSD) for a microwave radio system as part of the joint radio system.

BACKGROUND

WTA, WCSD, and City of Bellingham Public Works are working to establish a regional, jointly operated 800 Mhz digital radio system per a May 2021 Board approved joint resolution. As part of this effort, the agencies need to connect the various radio sites over a shared, secure, and reliable microwave network. Over the last few years WCSD has led efforts to expand the Washington State Patrol (WSP) microwave network to these jointly owned sites. Phase 3 of the expansion will connect WTA MOAB to King Mountain and Squalicum Mountain radio tower sites and ultimately to a larger, jointly operated microwave ring.

The microwave system will be purchased, installed, and maintained by Whatcom County Sheriff's Office. WTA will not charge for the lease of the roof but will gain access to the system as part of our operations efforts of the joint radio system.

FISCAL IMPACT

There is no fiscal impact.

CONSENT AGENDA ITEM F.1

**WHATCOM TRANSPORTATION AUTHORITY
 RECORD OF PROCEEDINGS
 BOARD OF DIRECTORS REGULAR MEETING
 September 8, 2022**

A. CALL TO ORDER

Chairperson Michael Lilliquist called the meeting to order at 8:00 a.m.
 In-person location: WTA, 4011 Bakerview Spur, Bellingham, WA.
 Remote attendance via Zoom.

B. ROLL CALL

Board Members Present	Board Members Absent
Eric Davidson – Blaine City Council	Seth Fleetwood–Mayor of Bellingham
Todd Donovan – County Council	Dan Darwin – Non-Voting Labor Rep.
Ali Hawkinson – Ferndale City Council	
Hollie Huthman – Bellingham City Council	
Scott Korthuis – Mayor of Lynden	
Jennifer Lautenbach – Everson City Council	
Michael Lilliquist – Bellingham City Council	
Saptal Sidhu, County Executive	

Staff Present		Others Present
L. Reardanz	K. Putich	Ralph Schwartz – Cascadia Daily
V. Esser	M. Zlotek	
A. Bowler	S. Davis	
V. Bronsema	T. Coleman	
E. Frazier	J. Fairbanks	
M. McCarthy	J. Benson	
J. Nylander	C. Myers	
S. Shipman	C. Gray	
T. Wilder	G. Carrillo	
A. Stiles	L. Pederson	
E. Knudson	M. Waltari	

C. CITIZEN COMMUNICATIONS

None

D. BOARD ACTION

D.1 Consideration of Employee Wellness Center Contract Award

Recommendation: That the Board of Directors authorize the General Manager to enter into a three (3) year contract, with an option to extend for one (1) additional five (5) year term with Atlas Ergonomics, LLC, DBA Atlas Injury Prevention Solutions, (Atlas) to provide services for an Injury Prevention, Wellness, and Health & Safety Program and authorize the General Manager to execute any potential change orders without the need for further Board approval, provided the change orders do not exceed the General Manager's approval authority of \$150,000 and are within budget.

Vanessa Bronsema, HR Director, gave an overview of this item and answered questions from Board members. She explained there are some cost savings, but this program also saves employee time off and travel time to services off-site. She said other savings are reductions in sick leave and less worker's compensation, but those are hard to quantify. She said initial metrics for success will be based on usage, but we can come up with others.

Board member Korthuis stated it would be good to get an update in a year or two so the Board can see if there are cost savings and analyze the success of the program.

MOTION BY KORTHUIS, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A THREE YEAR CONTRACT, WITH AN OPTION TO EXTEND FOR ONE ADDITIONAL FIVE-YEAR TERM WITH ATLAS ERGONOMICS, LLC, DBA ATLAS INJURY PREVENTION SOLUTIONS, (ATLAS) TO PROVIDE SERVICES FOR AN INJURY PREVENTION, WELLNESS, AND HEALTH & SAFETY PROGRAM AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE ANY POTENTIAL CHANGE ORDERS WITHOUT THE NEED FOR FURTHER BOARD APPROVAL, PROVIDED THE CHANGE ORDERS DO NOT EXCEED THE GENERAL MANAGER'S APPROVAL AUTHORITY OF \$150,000 AND ARE WITHIN BUDGET.

Board member Davidson suggested cost per visit as a metric.

Chairman Lilliquist stated there is a time savings and employees are more likely to get the services when they need them. He said it is hard to track the success metrics, but he thinks this will be a benefit.

Board member Korthuis agreed that cost per visit over a year would be a helpful metric. He encouraged staff to use that metric.

General Manager Reardanz stated this will also be a good recruiting tool since recruiting is currently difficult.

The motion passed by unanimous consent.

Mr. Reardanz stated that staff will review metrics with the Board annually for this program.

E. BOARD ACTION – CONSENT AGENDA

E.1 Consideration of Approval of Minutes – August 18, 2022 Board Meeting

E.2 Consideration of Approval of August 1 – 15, 2022 Expenditures

Recommendation: It is recommended that the Board of Directors approve the August 1-15, 2022 payable and payroll expenditures

MOTION BY HAWKINSON, SECONDED BY KORTHUIS THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING:

- APPROVAL OF THE AUGUST 18, 2022 BOARD MEETING MINUTES
- APPROVAL OF THE AUGUST 1-15, 2022 EXPENDITURES

The motion was approved by unanimous consent.

F. REPORTS TO BOARD

F.1 Mission Statement Update

Bullet One: Delivering safe, reliable, efficient, and friendly service

Eric Frazier, Operations Director, reported on the agency's efforts around Mission Statement bullet one as follows:

Safety

- So far in 2022, we are at 38% less preventable accidents and incidents from the previous year.
- Operator Mike W. received an award from the Washington State Transit Association for 20 years of consecutive safe driving. Also 49 other Operators received safe driving recognition in the first and second quarters and many more are on pace for recognition during the second half of the year.
- Heat operations plan is enacted when temperatures reach 80 degrees. Have had no significant heat-related events. Had to relieve a couple Operators to help them cool down.

- Have not yet had to enact our Wildfire Smoke Response Plan this summer.

Reliability

- The Lynden Hop continues to be a successful pilot program in regard to ridership. We have increased Saturday service and will be increasing Sunday service to meet demand.
- Mobility team works with passengers to improve access.

Efficiency

- Fixed Route ridership is at about two-thirds of pre-pandemic numbers. Gearing up for college to come back into session. We expect higher numbers of student riders this year as all schools increase in-person classes.
- Preparing staff for a return to higher paratransit ridership with a more efficient shared ride model.
- Instituted a cart loaner program for Paratransit passengers to help them safely transport goods such as groceries. This has proven to be a very successful pilot program. Has resulted in fewer trips, and is a safer method to transport goods.

Friendly

- Hard to quantify, but we track comments. Have received 124 compliments so far this year. For all of last year we received 134. We do focus on providing friendly service.

Safety & Security

- Have had an increase in challenging passenger behavior including drug use on WTA property.
- The decrease in the ability of law enforcement to provide support has impacted WTA.
- Wrapping up cleaning process on Bellingham Station bathrooms. The Health Department is coming in to test them. We hope they will be cleared to reopen. During this time, we are working on mitigation

measures such as changes to access, more monitoring, better cameras, light timers, and smoke alarms. Hope to have all these measures in place in early Fall and reopen. The portables have not been a great solution. The Facilities team deserves huge credit for all their efforts on this project.

- When Bellingham Police contract ended, we brought on a private security company hoping that would meet the need. While there were some benefits, the value did not outweigh the cost. There were problems with approach, consistency in presence, and overall quality. We have chosen not to renew the contract with that security company at the end of the month. We are looking at an in-house solution using WTA staff, training, and oversight.
- Two weekends ago we had the State Transit Rodeo. We had two staff members compete exceptionally well. Our Paratransit Operator, Johnathan T. finished second in the State and is invited to compete in the National Rodeo for the second year. The competition will be in May in Oklahoma City. Johnathan finished 8th nationally last year.

F.2 General Manager's Report

Les Reardanz, General Manager, reported that:

Air-Conditioned Buses

We have a contract to retrofit enough buses with air-conditioning so that we will have a full launch of air-conditioned buses by next summer.

Security

Jeff Benson is analyzing the security incidents so we can target resources to the most needed areas.

Board member Davidson asked why the Bellingham Police contract ended. Mr. Frazier stated the Bellingham Police cancelled their contract with WTA primarily due to staffing shortages and police reform. They could no longer provide effective service for our needs.

Chairman Lilliquist stated that the Police Department has had staffing challenges, so they have prioritized patrol and investigation. He said private security on private property, in some ways, can be more effective with undesirable behavior because police officers can only enforce the law, not good manners or good behavior. He said the Bellingham City Council has always fully funded our Police Department but there are still many unfilled positions right now.

Mr. Reardanz said we have good relations with the police department but they are a long way from being fully staffed. He said he is optimistic for the future but that does not solve the shorter-term issue.

Washington State Public Transportation Conference

The conference took place last week. Johnathan T. represented WTA at the Rodeo in the Paratransit competition and Tom K. for Fixed Route. Being back in person was a good team-building experience for the staff who attended.

Conference Takeaways and Themes

- Changing expectations for public transportation. Historically, efficiency has been the main metric. We heard from the State and Federal government that equity and environment are also important metrics.
- The State is looking at vulnerable populations (people) and overburdened communities (locations) as metrics from both an environmental and equity perspective.
- Targeting investment to get the best community return on investment. Understanding the validated community need and deciding how to best allocate resources creatively and innovatively to meet that need.
- Being able to show your value to the community.
- The Federal Transit Administration (FTA) Administrator Nuria Fernandez addressed the group. She spoke about leveraging funding to do big things, not about the status quo but thinking differently to meet community needs. Being resilient, flexible, and adaptable. She said, “Buses are engines of equity and public transit is the great equalizer.”
- Cyber Security

Upcoming Issues that will come to the Board over the Remainder of the Year

- Zero Emission Fleet Transition Plan – October or November. Received a State Green Transportation Grant for \$100,000 to help us create a timely and strategic transition to a zero-emission fleet.
- Zero Fare Recovery Discussion - Will discuss the benefits and challenges.
- Sustainability Plan and how to implement it.
- 2023 Budget

State Bus Contract Amended

Fixed Route prices are up 11% and Paratransit up approximately 55% on orders going forward. We have received price adjustments on both fixed route and paratransit and will likely have to come back to the Board for approval. Vendors are citing supply chain and inflationary issues.

Electric Bus Order Pricing

We received the initial pricing on the electric bus purchase and will bring that to the Board for authorization.

Climate Action Week

Kick-off event Sept. 18th on Port property. Will have a bus there to show people how to ride and talk about Youth Ride Free. On Sept. 24th will hold a kid's art contest at Bellingham Farmer's Market.

Recruiting

Recruiting remains a challenge. We continue looking at how to remove barriers.

Board Meeting Recordings

Would like to move Board meeting recordings onto the YouTube channel. We are getting more requests for them. This would reduce public records requests and provide greater transparency. We plan to post meeting recordings back to the beginning of the year.

G. OTHER BUSINESS

None

H. ANNOUNCEMENTS

None

I. ADJOURN

The meeting was adjourned by Chairman Lilliquist at 8:51 a.m.

**WHATCOM TRANSPORTATION AUTHORITY
WHATCOM COUNTY, WASHINGTON**

**Michael Lilliquist
Chairperson**

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

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Shonda Shipman, Finance Director

DATE: October 13, 2022

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

RECOMMENDATION

That the Board of Directors approve the September 1-15, 2022 payable and payroll expenditures as follows:

Check numbers 089778 – 089938 in the amount of \$1,407,180.29

Total Accounts Payable	\$1,407,180.29
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Electronic Transfers

AFLAC	Insurance Benefits	\$ 237.73
ATU 843	Union Employee Dues	\$ 8,592.15
Colonial Insurance	Insurance Benefit	\$ 586.62
HSA Bank	Health Savings Account	\$ 652.00
Internal Revenue Service	Payroll Taxes	\$225,220.43
Dept. of Retirement Systems	PERS & Deferred Comp.	\$188,677.90
Trustmark Voluntary Benefit	Insurance Benefit	\$ 30.92
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,352.45
Office of Support Enforcement	Garnishment	\$ 445.47
Well Fargo Bank, N.A.	PCard Purchases-Aug. 2022	\$ 50,602.02

Total Electronic Transfers	\$477,397.69
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Payroll – September 8, 2022

Checks 5028 - 5044	\$ 21,187.63
Direct Deposits	<u>\$603,594.61</u>

Total Payroll	<u>\$ 624,782.24</u>
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Grand Total	<u><u>\$2,509,360.22</u></u>
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TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, September 1 -15, 2022
 DATE: September 16, 2022

Check No	Date	Vendor Name	Comment	Amount
089778	9/1/2022	AON CONSULTING, INC.	HR Consulting - July/22	2,500.00
089779	9/1/2022	ASSOCIATED PETROLEUM PROD.	Regular Gasoline - Vanpool Vans	1,231.02
089780	9/1/2022	SECURETRANS, INC.	BTS/MOAB Armored Car	883.32
089781	9/1/2022	BALDI MT HOLDINGS LLC	Repeater Lease	600.00
089782	9/1/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	953.53
089783	9/1/2022	BELLINGHAM AUTO PARTS	Misc. Parts	472.82
089784	9/1/2022	GALLS, LLC	Employee Uniform Clothing	1,582.19
089785	9/1/2022	ROBERT BURGESS	CDL Medical Certificate	151.00
089786	9/1/2022	CASCADE NATURAL GAS	Cordata Station	13.83
089787	9/1/2022	CASCADE NATURAL GAS	Lynden Station	209.88
089788	9/1/2022	CCP INDUSTRIES	Misc. Supplies	413.62
089789	9/1/2022	CDW GOVERNMENT	MS Pro Dock/Dell Monitor	2,800.42
089790	9/1/2022	ANGELA CLIMER	CDL Medical Certificate	151.00
089791	9/1/2022	CITY OF BELLINGHAM	Water, Sewer, Stormwater (BTS)	676.65
089792	9/1/2022	TAMI COLEMAN	APTA Tech - Denver CO.	1,399.43
089793	9/1/2022	CONTACT WIRELESS, LLC	Tower Lease - Sept/22	600.00
089794	9/1/2022	CREATIVE BUS SALES, INC.	Misc. Supplies	401.12
089795	9/1/2022	CUMMINS INC.	Misc. Parts	12,391.73
089796	9/1/2022	TODD DONOVAN	Q1 & Q2 2022 - BOD Meetings	990.00
089797	9/1/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	2,900.00
089798	9/1/2022	FASTENAL COMPANY	Misc. Supplies	528.80
089799	9/1/2022	GATEWAY LANGUAGES LLC	Fair Shuttle - Rider Alert (1060)	60.00
089800	9/1/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	8,053.90
089801	9/1/2022	JAMES GEORGE	Clever Connect – Austin, TX	234.00
089802	9/1/2022	LINDA GETCHELL	CDL Renewal Reimbursement	102.00
089803	9/1/2022	GILLIG LLC	Misc. Parts	7,898.28
089804	9/1/2022	GRAINGER INC	Misc. Supplies	676.45
089805	9/1/2022	GEORGE GREIDER	CDL Renewal Reimbursement	136.00
089806	9/1/2022	ANDREW HERNDON	ATI Conference – Cleveland, OH	371.75
089807	9/1/2022	INTRADYN	TXT Msg./SMS - Setup	160.00
089808	9/1/2022	MATTHEW JAMES	CDL Fees - Reimbursement	170.00
089809	9/1/2022	ERIN KNUDSON	AICPA/CGMA Annual Renewal	699.00
089810	9/1/2022	LOOKOUT MT HOLDINGS LLC	Repeater Lease	1,600.00
089811	9/1/2022	LOWE'S BUSINESS ACCOUNT	WTA Credit Account	39.53
089812	9/1/2022	LYNDEN TRIBUNE	2022 Fair Magazine Ad	500.00
089813	9/1/2022	MAUL FOSTER & ALONGI, INC.	Workshop/SWOT (2021) Services	1,099.77
089814	9/1/2022	BRUCE MC KAY	Clever Connect – Austin, TX	234.00
089815	9/1/2022	MINUTEMAN PRESS	250 Business Cards - A. Bowler	56.57
089816	9/1/2022	ANDY MOSLEY	APTA Tech - Denver CO.	858.27
089817	9/1/2022	NAVIA BENEFIT SOLUTIONS	Employee Contributions #16	5,341.10
089818	9/1/2022	THE AFTERMARKET PARTS CO.	Misc. Parts	244.00
089819	9/1/2022	NW TEL, LLC	LTC CCTV Cat6 Installation	5,163.25
089820	9/1/2022	PACIFIC MOBILE, INC.	Sept/22 - Wellness/Office Space	3,076.61
089821	9/1/2022	PERSONNEL DATA SYSTEMS, INC.	SaaS - Vista Time/Professional Services	551.68
089822	9/1/2022	PINNACLE INVESTIGATIONS CORP	Employee Background Checks	15.00
089823	9/1/2022	PUGET SOUND ENERGY	Bakerview Lot	45.50

089824	9/1/2022	PUGET SOUND ENERGY	Bakerview Spur	10,514.44
089825	9/1/2022	PUGET SOUND ENERGY	Midway Lot	1,106.13
089826	9/1/2022	ROMAINE ELECTRIC CORP	Misc. Parts	549.92
089827	9/1/2022	DARYL SALTERS	APTA Tech – Denver, CO	945.27
089828	9/1/2022	SEATTLE AUTOMOTIVE DISTR INC	Misc. Parts	302.25
089829	9/1/2022	SHONDA L. SHIPMAN	WSTA FOLC - AICPA CGMA	884.56
089830	9/1/2022	SIGNS PLUS	Banner	160.73
089831	9/1/2022	SPECIAL-T STRIPING & SIGN CO.	Office Hours Decals (2)	271.04
089832	9/1/2022	SPORTWORKS GLOBAL LLC	Bike Rack Parts & Repairs	121.26
089833	9/1/2022	SQUALICUM MT HOLDINGS LLC	Repeater Lease	1,600.00
089834	9/1/2022	JONATHAN TATTUM	CDL Fees - Reimbursement	187.00
089835	9/1/2022	JOHNATHAN TAYLOR	WSTA Roadeo – Spokane, WA	645.25
089836	9/1/2022	TRI-COUNTY OFFICE INTERIORS	Tech Ergo Task Chair	542.91
089837	9/1/2022	UNITED PARCEL SERVICE INC	Shipping Service	87.58
089838	9/1/2022	UNITED PAINT SPECIALTY	Paint & Auto Body Supplies	108.27
089839	9/1/2022	UNLIMITED SERVICE INC	Automotive Air Conditioning Repairs	19.58
089840	9/1/2022	VERIZON CONNECT NWF INC.	Monthly Data - July/22	206.72
089841	9/1/2022	MAGAN WALTARI	NIGP Annual - Boston MA.	476.00
089842	9/1/2022	WEST COAST PAPER	Bulk Paper Supply	548.54
089843	9/1/2022	BEKKI WESTON	WSTA Roadeo – Spokane, WA	645.25
089844	9/1/2022	WHISTLE WORKWEAR OF B'HAM	Uniform Clothing - Lacey T.	134.13
089845	9/1/2022	EDWIN H WILLIAMS III	Q1 & Q2 2022 - BOD Meetings	450.00
089847	9/8/2022	A.T.U. - C.O.P.E.	Employee Donations	95.85
089848	9/8/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
089849	9/8/2022	UNITED WAY OF WHATCOM COUNTY	Employee Donations	553.67
089850	9/8/2022	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Gasoline (April-June)	608,580.27
089851	9/8/2022	AWC EMPLOYEE BENEFIT TRUST	Sep/22-Medical/DentAl/Vision/Insurance	438,879.04
089852	9/8/2022	BAY TROPHIES	(11) Name Badges/Clips/Mags	81.84
089853	9/8/2022	BLACKBURN OFFICE FURN. & DESIGN	Ergo Hybrid Office Chair - Dept/13	735.07
089854	9/8/2022	ANDY BOWLER	WSTA Conference – Spokane, WA	1,038.56
089855	9/8/2022	BROWNLIE WOLF & LEE, LLP	General Business/Procurement Consult.	2,561.50
089856	9/8/2022	CASCADE NATURAL GAS	Bakerview Lot	23.93
089857	9/8/2022	CASCADE NATURAL GAS	Bakerview Spur	255.06
089858	9/8/2022	CASCADE NATURAL GAS	Bakerview Spur (2)	36.02
089859	9/8/2022	CDW GOVERNMENT	AXIS Wall Mount/Telescoping W/M	1,019.12
089860	9/8/2022	CDW GOVERNMENT	Cradlepoint - 3 Yr. Renewal	77,177.28
089861	9/8/2022	COPIERS NORTHWEST INC.	Copier Lease/Maintenance	1,067.33
089862	9/8/2022	SHELLY DAVIS	WSTA Conference – Spokane, WA	237.00
089863	9/8/2022	DAY MANAGEMENT CORPORATION	Sumas Site Rent	1,010.00
089864	9/8/2022	DELERROK, INC.	July/22 & August/22 - UMO Fees	13,702.80
089865	9/8/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	6,107.00
089866	9/8/2022	FERRELLGAS, LP	Propane - Paratransit Vehicles	12,387.40
089867	9/8/2022	CITY OF FERNDALE	Water, Sewer, Stormwater Fees	3,038.47
089868	9/8/2022	CHRIS GRAY	WSTA Conference – Spokane, WA	327.00
089869	9/8/2022	HARDWARE SALES	Drain Auger Rental #179467	1,201.09
089870	9/8/2022	HOME DEPOT CREDIT SERVICES	WTA Credit Account	1,314.79
089871	9/8/2022	TOM KINSMAN	WSTA Roadeo - Spokane WA.	645.25
089872	9/8/2022	KULSHAN VOCATIONAL SERVICES	July 2022 - Vehicle Cleaning	13,483.55
089873	9/8/2022	LUMINATOR TECHNOLOGY GRP, INC.	Surveillance Cameras & Repairs	992.14
089874	9/8/2022	CITY OF LYNDEN	Water, Sewer, Storm Water Fees	868.41
089875	9/8/2022	MSC INDUSTRIAL SUPPLY COMPANY	Misc. Supplies	67.80
089876	9/8/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	747.46
089877	9/8/2022	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	146.44

089878	9/8/2022	NAVIA BENEFIT SOLUTIONS	Employee Contrib.#17/Participant Fee	5,946.83
089879	9/8/2022	R. JOSH NYLANDER	WSTA Conference – Spokane, WA	245.00
089880	9/8/2022	JANET OTT	Exec. Coaching	500.00
089881	9/8/2022	PICKFORD FILM CENTER	August 2022 - On-Screen Ads	500.00
089882	9/8/2022	PROSCAPES, INC.	BTC/FTC June/22 Maintenance	948.36
089883	9/8/2022	PUGET SOUND ENERGY	Cordata Station	467.96
089884	9/8/2022	RDS, INC.	August/22 - Waste Disposal	45.89
089885	9/15/2022	ADVANTAGE BUILDING SERVICES	Aug/22 - Janitorial	15,263.67
089886	9/15/2022	ALL-PHASE ELECTRIC	Misc. Parts	70.15
089887	9/15/2022	ARROW LOCK SERVICE LLC	#617 Van Key	43.52
089888	9/15/2022	ASSOCIATED PETROLEUM PROD.	Regular Gasoline - Vanpool Vans	1,019.40
089889	9/15/2022	AUTOZONE, INC.	Misc. Parts	143.48
089890	9/15/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	867.53
089891	9/15/2022	BAY TROPHIES	(9) Names/Mags/Perpetual Update	80.56
089892	9/15/2022	WENDY BEEBOUT	WSTA Conference – Spokane, WA	237.00
089893	9/15/2022	BELLINGHAM AUTO PARTS	Misc. Parts	120.67
089894	9/15/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	2,105.99
089895	9/15/2022	THE MCCLATCHY COMPANY, LLC	Legal Ads	248.00
089896	9/15/2022	BERK'S TOWING	#743 #857 #617 MOAB - Towing	1,821.13
089897	9/15/2022	CINTAS CORPORATION	Laundry Services	2,088.38
089898	9/15/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water (MB/Bkr/BTS)	5,915.37
089899	9/15/2022	COMMERCIAL FILTER SALES	Misc. Parts	408.40
089900	9/15/2022	CUMMINS INC.	Misc. Parts	15,226.02
089901	9/15/2022	EMERALD SERVICES, INC.	Parts Washer Fluid/Recycled Oil	216.60
089902	9/15/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	1,516.00
089903	9/15/2022	FASTENAL COMPANY	Misc. Supplies	88.05
089904	9/15/2022	KAREN FOX	CDL Medical Certificate	151.00
089905	9/15/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	4,711.13
089906	9/15/2022	GENFARE	Misc. Parts	182.00
089907	9/15/2022	GENSCO INC.	Misc. Parts	2,065.06
089908	9/15/2022	GILLIG LLC	Misc. Parts	5,360.78
089909	9/15/2022	GRAINGER INC	Misc. Supplies	743.27
089910	9/15/2022	HEALTH PROMOTION NETWORK	EAP -September/22	751.40
089911	9/15/2022	KAEKA GROUP, INC.	August/22 - Security BTS	6,274.09
089912	9/15/2022	LES SCHWAB TIRE CENTER	Tires & Misc. Tire Repairs	138.25
089913	9/15/2022	MICHAEL LILLIQUIST	Q1 & Q2/2022 - BOD Meetings	1,890.00
089914	9/15/2022	JAY LUCAS	CDL Medical Certificate	151.00
089915	9/15/2022	BRUCE MC KAY	CDL Medical Certificate	151.00
089916	9/15/2022	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	4.79
089917	9/15/2022	NATIONAL TESTING NETWORK, INC.	August/22 - Testing Voucher	630.00
089918	9/15/2022	NEWARK ELEMENT14	Misc. Parts	68.56
089919	9/15/2022	NEWEGG, INC.	Computer Parts & Components	958.57
089920	9/15/2022	NOOKSACK VALLEY DISPOSAL	Dumpster Rental	225.06
089921	9/15/2022	PAPE KENWORTH	Misc. Parts	46.79
089922	9/15/2022	PINNACLE INVESTIGATIONS CORP	Employee Background Checks	272.25
089923	9/15/2022	PROSCAPES, INC.	August Maintenance BTS/FTC	4,276.00
089924	9/15/2022	PUGET SOUND ENERGY	Ferndale Station	284.25
089925	9/15/2022	PUGET SOUND ENERGY	Lynden Station	659.67
089926	9/15/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	1,580.74
089927	9/15/2022	BRIAN RICHESON	WSTA Conference – Spokane, WA	387.00
089928	9/15/2022	SAFETY-KLEEN SYSTEMS, INC.	Oil Recycling/Parts Washer Fluid	492.79
089929	9/15/2022	SANITARY SERVICE	Solid Waste Disposal	2,575.70
089930	9/15/2022	SARATOGA COMMER. REAL EST. INC.	Sept/22 - Management Fees	500.00

089931	9/15/2022	SCHETKY NORTHWEST SALES INC.	Misc. Parts	1,885.61
089932	9/15/2022	CAROL SMITH	CDL Medical Certificate	151.00
089933	9/15/2022	STERICYCLE, INC.	BIO Hazard Waste Disposal	32.48
089934	9/15/2022	SUMMIT LAW GROUP PLLC	General Labor Law Consulting	1,037.60
089935	9/15/2022	TRANSCO GROUP USA, INC.	Zero Emissions Plan/H/F Corridor/Contract	33,378.40
089936	9/15/2022	UNITED PARCEL SERVICE INC.	Shipping Service	85.32
089937	9/15/2022	KAMAN FLUID POWER, LLC	Misc. Supplies	68.23
089938	9/15/2022	ZORO TOOLS, INC.	Tool Supply & Repairs	451.55
				<u>1,407,180.29</u>

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	237.73
AMALGAMATED TRANSIT UNION 843	Union Dues	8,592.15
COLONIAL INSURANCE COMPANY	Insurance Benefit	586.62
HSA BANK	Health Savings Account	652.00
INTERNAL REVENUE SERVICE	Payroll Taxes	225,220.43
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	188,677.90
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	30.92
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,352.45
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	445.47
WELLS FARGO BANK, N.A.	August 2022 - PCard Purchases	50,602.02
		<u>477,397.69</u>

PAYROLL - September 8, 2022

CHECKS	5028 - 5044	21,187.63
DIRECT DEPOSIT		603,594.61
		<u>624,782.24</u>
REPORT TOTAL		<u>2,509,360.22</u>

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Shonda Shipman, Finance Director

DATE: October 13, 2022

SUBJECT: Consideration of September 16-30, 2022 Expenditure Report

RECOMMENDATION

That the Board of Directors approve the September 16-30, 2022 payable and payroll expenditures as follows:

Check numbers 089939 – 090054 in the amount of \$334,466.08

Total Accounts Payable	\$334,466.08
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Electronic Transfers

AFLAC	Insurance Benefits	\$ 237.73
ATU 843	Union Employee Dues	\$ 8,667.97
Colonial Insurance	Insurance Benefit	\$ 586.62
HSA Bank	Health Savings Account	\$ 652.00
Internal Revenue Service	Payroll Taxes	\$213,586.59
Dept. of Retirement Systems	PERS & Deferred Comp.	\$182,427.59
Trustmark Voluntary Benefit	Insurance Benefit	\$ 30.92
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,289.48
Office of Support Enforcement	Garnishment	\$ 445.47
WA Dept. of Revenue	August 2022–Use Tax Paid	\$ 3,312.75

Total Electronic Transfers	\$412,237.12
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Payroll – September 23, 2022

Checks 5069 - 5078	\$ 11,755.17
Direct Deposits	<u>\$609,174.75</u>

Total Payroll	<u>\$ 620,929.92</u>
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Grand Total	<u>\$1,367,633.12</u>
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TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, September 16 - 30, 2022
 DATE: September 30, 2022

CheckNo	Date	Vendor Name	Comment	Amount
089939	9/22/2022	AT&T MOBILITY-CC	Monthly Data Service	6,519.63
089940	9/22/2022	BALDI MT HOLDINGS LLC	(2) Repeater Lease	600.00
089941	9/22/2022	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	606.95
089942	9/22/2022	GEOFF BEAUMONT	WSTA Annual - Spokane WA.	501.72
089943	9/22/2022	BELLINGHAM AUTO PARTS	Misc. Parts	436.06
089944	9/22/2022	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	901.80
089945	9/22/2022	BELLINGHAM LOCK & SAFE	(3) KBLU Keys	28.56
089946	9/22/2022	BLACKBURN OFFICE FURN., LLC	Exec.Series Ergo Desk Chair	837.22
089947	9/22/2022	GALLS, LLC	Employee Uniforms	2,839.86
089948	9/22/2022	ANDY BOWLER	F/F Safety/Info Meeting	68.06
089949	9/22/2022	BRIDGEVIEW AUTO PARTS	Misc. Parts	317.70
089950	9/22/2022	BROWNLIE WOLF & LEE, LLP	Business/Procurement Legal	3,555.50
089951	9/22/2022	GENEVIEVE CARRILLO	WSTA Conference - Spokane WA.	115.00
089952	9/22/2022	CASCADE NATURAL GAS	Cordata Station	13.82
089953	9/22/2022	CITY OF BELLINGHAM	Water, Sewer, Storm Water Fees (COR)	1,004.01
089954	9/22/2022	COPIERS NORTHWEST INC.	Copier - Lease/Maintenance	1,651.64
089955	9/22/2022	COPY SOURCE	(1000) Comment Cards	186.05
089956	9/22/2022	WA DEPT OF CORRECTIONS	Under Desk Office Furniture	718.08
089957	9/22/2022	CUMMINS INC.	Misc. Parts	16,551.60
089958	9/22/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	870.00
089959	9/22/2022	FLEETPRIDE, INC.	Misc. Supplies	2,189.26
089960	9/22/2022	VAULT HEALTH	DOT Drug/Alcohol Screen	5,604.35
089961	9/22/2022	GCR TIRES & SERVICE	Tires & Misc. Tire Repairs	6,018.84
089962	9/22/2022	JAMES GEORGE	Clever Connect - Austin TX.	1,331.76
089963	9/22/2022	GILLIG LLC	Misc. Parts	3,869.90
089964	9/22/2022	GRAINGER INC	Misc. Supplies	1,280.56
089965	9/22/2022	HARDWARE SALES	Misc. Supplies	847.25
089966	9/22/2022	ANDREW HERNDON	WSTA Conference - Spokane WA.	177.00
089967	9/22/2022	INDUSTRIAL SUPPLY	Misc. Supplies	29.04
089968	9/22/2022	ERIN KNUDSON	WFOA Annual - Tacoma WA.	83.00
089969	9/22/2022	LIFT U INC.	Misc. Parts	926.84
089970	9/22/2022	LITHTEX NW	(44) Schedule Flats	132.73
089971	9/22/2022	JANET MALLEY	ADA Overview - Refreshments	321.27
089972	9/22/2022	MB GREEN, INDOOR GREEN., INC.	Sept/22 - Plant Care	195.84
089973	9/22/2022	BRUCE MC KAY	Clever Connect - Austin TX.	60.00
089974	9/22/2022	MCMaster-CARR SUPPLY CO	Misc. Supplies	296.76
089975	9/22/2022	MOHAWK MFG & SUPPLY CO	Misc. Supplies	431.60
089976	9/22/2022	ANDY MOSLEY	Clever Connect - Austin TX.	146.69
089977	9/22/2022	MOTOR TRUCKS INC.	Misc. Parts	23.14
089978	9/22/2022	MT CONSTITUTION SITES, INC.	Sept/22 - Site Lease Charges	1,125.00
089979	9/22/2022	MYERS TIRE SUPPLY DIST., INC.	Tires & Misc. Tire Repairs	244.43
089980	9/22/2022	NEW PIG	Misc. Supplies	408.48
089981	9/22/2022	NW SAFETY SIGN INC	Name Tags - Genevieve C./Shannon S.	40.26
089982	9/22/2022	PACIFIC POWER BATTERIES	Misc. Parts	77.25
089983	9/22/2022	PERSONNEL DATA SYSTEMS, INC.	Vista Time - Saas Aug/22	283.97
089984	9/22/2022	PERSONNEL DATA SYSTEMS, INC.	Vista Maintenance - 2022-23	15,165.23
089985	9/22/2022	PUGET SOUND ENERGY	Bakerview Lot	50.01

089986	9/22/2022	PUGET SOUND ENERGY	Bellingham Station	1,485.43
089987	9/22/2022	PUGET SOUND ENERGY	Bakerview Spur	10,623.30
089988	9/22/2022	PUGET SOUND ENERGY	Midway Lot	1,010.15
089989	9/22/2022	PYE-BARKER FIRE & SAFETY, LLC	Fire Safety Alarm Monitoring	335.11
089990	9/22/2022	QUADIENT FINANCE USA, INC.	Postage Meter Replenishment	1,000.00
089991	9/22/2022	REISNER DISTRIBUTOR, INC.	Oil & Lubes	4,807.65
089992	9/22/2022	ROMAINE ELECTRIC CORP	Misc. Parts	5,883.73
089993	9/22/2022	S & H AUTOPARTS, INC.	Misc. Parts	124.94
089994	9/22/2022	SCHETKY NORTHWEST SALES INC	Misc. Parts	126.73
089995	9/22/2022	SEATTLE AUTOMOTIVE DISTR INC	Misc. Parts	376.03
089996	9/22/2022	KIMBERLI SEBASTIAN	Uniform Clothing Reimbursement	10.54
089997	9/22/2022	SECURITY SOLUTIONS NORTHWEST	Fire Alarm Monitoring - (CTS)	114.24
089998	9/22/2022	SHERWIN WILLIAMS	Paint & Misc. Painting Supplies	151.25
089999	9/22/2022	SHONDA L. SHIPMAN	WSCPA - CPE/CPA License	213.00
090000	9/22/2022	IAN SIEMENS	Clever Connect - Austin TX.	207.14
090001	9/22/2022	SIGNS PLUS	EOQ - Lam.Sign/12 Kiosk Decals	176.45
090002	9/22/2022	SNAP-ON INDUSTRIAL	Tools & Misc. Tool Repairs	16.12
090003	9/22/2022	SQUALICUM MT HOLDINGS LLC	Repeater Lease	1,600.00
090004	9/22/2022	SUMMIT LAW GROUP PLLC	Labor Law Consulting	1,279.20
090005	9/22/2022	BELLINGHAM AUTO MGMNT., INC.	Misc. Parts	114.89
090006	9/22/2022	UNITED PARCEL SERVICE INC	Shipping Service	88.58
090007	9/22/2022	UNITED PAINT SPECIALTY	Paint & Misc. Auto Body Supplies	487.41
090008	9/22/2022	UNLIMITED SERVICE INC	2008 Truck #365 A/C Service	243.20
090009	9/22/2022	VERIZON CONNECT NWF INC.	Monthly Data Fees - Aug/22	206.72
090010	9/22/2022	MAGAN WALTARI	WFOA Annual - Tacoma WA.	166.93
090011	9/22/2022	KIRT WENTZ	CDL Medical Certificate	151.00
090012	9/22/2022	WESTERN FACILITIES SUPPLY	Misc. Supplies	416.05
090013	9/22/2022	WHATCOM ELECTRIC CO., INC.	Misc. Parts	571.16
090014	9/22/2022	WIZTRONICS INC.	Radio Parts & Repairs	617.98
090015	9/22/2022	A.T.U. - C.O.P.E.	Employee Donations	95.85
090016	9/22/2022	CHAPTER 13 TRUSTEE	Garnishment	300.00
090017	9/22/2022	UNITED WAY OF WHATCOM CO.	Employee Donations	553.67
090018	9/29/2022	ALL-PHASE ELECTRIC	Misc. Parts	3,633.92
090019	9/29/2022	EUROFINS TESTOIL, INC.	Oil Testing - DEF Oil Kits	938.00
090020	9/29/2022	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Fuel	120,960.68
090021	9/29/2022	SECURETRANS, INC.	Armored Car Service	871.65
090022	9/29/2022	BELLINGHAM LOCK & SAFE	(3) KRed Keys	11.42
090023	9/29/2022	BLACKBURN OFFICE FURN., LLC	(4) Fabric Seat Cushions-Replacements	417.79
090024	9/29/2022	GALLS, LLC	Employee Uniforms	1,396.92
090025	9/29/2022	VANESSA BRONSEMA	WAPERLA Leavenworth WA. /Bargaining	1,765.24
090026	9/29/2022	CASCADE NATURAL GAS	Lynden Station	183.67
090027	9/29/2022	CDW GOVERNMENT	MS Azure OVG	10,675.64
090028	9/29/2022	COMMERCIAL FILTER SALES	Misc. Parts	305.55
090029	9/29/2022	CUMMINS INC.	Misc. Parts	617.48
090030	9/29/2022	JASON CURRY	CDL Medical Certificate	151.00
090031	9/29/2022	DESAUTEL HEGE	Youth Ride Free Campaign	20,487.60
090032	9/29/2022	JOSH DOLAN	CDL Medical Certificate	151.00
090033	9/29/2022	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	2,728.80
090034	9/29/2022	FASTENAL COMPANY	Misc. Supplies	339.00
090035	9/29/2022	FLANNEL MEDIA, LLC	Video Production/Editing	5,038.15
090036	9/29/2022	GRAINGER INC	Misc. Supplies	485.34

090037	9/29/2022	HOTELENGINE, INC.	Gillig Visit - Reardanz/Bozzo/Bowler	515.86
090038	9/29/2022	KPFF, INC.	2nd Floor Remodel/Support Services	1,043.52
090039	9/29/2022	LOWE'S BUSINESS ACCOUNT	WTA - Credit Account	103.83
090040	9/29/2022	MUNCIE TRANSIT SUPPLY	Misc. Supplies	444.97
090041	9/29/2022	R. JOSH NYLANDER	Clever Connect - Austin TX.	112.00
090042	9/29/2022	OVERTON SAFETY TRAINING, INC.	(3) Fall Protection Training	1,400.00
090043	9/29/2022	BRIAN RICHESON	TNLI Session - Wenatchee WA.	61.69
090044	9/29/2022	RON TURLEY ASSOCIATES INC	Dean/Ty/Daryl - RTA Connect	2,385.00
090045	9/29/2022	DARYL SALTERS	Clever Connect - Austin TX.	172.00
090046	9/29/2022	SPORTWORKS GLOBAL LLC	(8) Bike Racks	18,801.87
090047	9/29/2022	ANDREW THOMPSON	Clever Connect - Austin TX.	326.12
090048	9/29/2022	UNITED PARCEL SERVICE INC	Shipping Service	23.54
090049	9/29/2022	UNITED RENTALS NORTHWEST INC	Scissor Lift Renal Week	642.73
090050	9/29/2022	US POSTMASTER	Annual BRM Permit Fee 2022	275.00
090051	9/29/2022	VIBRANT SENIOR OPTIONS, LLC	2/2 Half Page - Fall/Winter Ads	795.00
090052	9/29/2022	MAGAN WALTARI	WSTA/FOLC/WSTIP - Wenatchee WA.	352.75
090053	9/29/2022	ZERVAS GROUP ARCHITECTS INC	Schematic/Engineer Design	22,349.18
090054	9/29/2022	MICHELE ZLOTEK	WAPERLA - Leavenworth WA.	264.00
				334,466.08

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	237.73
AMALGAMATED TRANSIT UNION 843	Union Dues	8,667.97
COLONIAL INSURANCE COMPANY	Insurance Benefit	586.62
HSA BANK	Health Savings Account	652.00
INTERNAL REVENUE SERVICE	Payroll Taxes	213,586.59
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	182,427.59
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	30.92
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,289.48
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	445.47
WA.DEPT. OF REVENUE	August 2022 - Use Tax Paid	3,312.75
		412,237.12

PAYROLL - SEPTEMBER 23, 2022

CHECKS	5069 - 5078	11,755.17
DIRECT DEPOSIT		609,174.75
		620,929.92
REPORT TOTAL		1,367,633.12

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Tim Wilder, Planning Director
Becky Kelly, Service Planner

DATE: October 13, 2022

SUBJECT: Zero Fare Policy Study Discussion

BACKGROUND

WTA Staff has prepared an overview of considerations around how a Zero Fare system would affect WTA. Staff does not have a formal recommendation on this topic.

In 2019, the last full year of fare collection, WTA collected just under \$2.5 million in fare revenue which accounted for 6.7% of WTA's total revenue.

WTA's fare revenue for January through August 2022 was \$932,142 which was 2.3% of total revenue. WTA's estimated cost for collecting that was \$512,320. WTA spent 55% of the revenue brought in by fares on the work and fees involved in collecting it. Removing staff time from this equation, the cost of collecting fares is 19% of the total revenue generated.

Studies have shown fixed route ridership increases from 15-35% when Zero Fare is implemented. It is not anticipated that implementing Zero Fares would result in overcrowding on any existing service. Implementing Zero Fares would also result in less time each bus would spend waiting for a rider to pay. This improves efficiency and creates a more reliable service.

Paratransit ridership increased 20% to 30% for other agencies that implemented zero fares. To account for the potential increase in paratransit ridership, it is likely that WTA would need to hire additional operators and purchase additional vehicles.

Moving to a zero fare system would eliminate conflicts over fare payment but may result in an increase of "destination-less" riders. Some operators have concerns about how to enforce rules for behavior. A successful zero fare program would need to be accompanied by an educational campaign of expectations around behaviors.

ACTION AND NEXT STEPS

WTA staff is not seeking formal Board action on this item. However, staff still needs direction on how to proceed, and is asking for Board members to indicate their preference on an option for moving forward:

1. WTA should continue as a fare collection agency. Under this option, staff would not continue work on a Zero Fare policy at this time. Instead, staff would reinitiate Phase 2 of the Fare Policy Study.

OR

2. Staff should prepare a Zero Fare Implementation Plan for the Board's consideration and action. The Implementation Plan would detail a timeline, provide for community and internal engagement, and include steps for implementing a zero fare policy.