



Whatcom Transportation Authority

**BOARD OF DIRECTORS MEETING
AGENDA**

THURSDAY, JUNE 1, 2023, 8:00 A.M.

In-Person Location:

4011 Bakerview Spur, Bellingham, WA

For virtual access instructions, visit:

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

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A. CALL TO ORDER	
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D. BELLINGHAM STATION VISIONING PROJECT INFORMATION (Mary Anderson)	
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MEMORANDUM

TO: Chairperson and Members of the Board of Directors

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

DATE: June 1, 2023

SUBJECT: Consideration of Setting a Public Hearing to Approve the 2024-2029 WTA Transportation Improvement Program (TIP)

RECOMMENDATION

That the Board of Directors set a Public Hearing for the July 6, 2023 Board meeting to receive public comment on WTA's Transportation Improvement Program (TIP) for 2024-2029. This document must be submitted to the Whatcom Council of Governments (WCOG) no later than July 31, 2023.

BACKGROUND

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

FISCAL IMPACT

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

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

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

DATE: June 1, 2023

SUBJECT: Consideration of Trapeze Annual Maintenance Purchase

RECOMMENDATION

That the Board of Directors delegate authority to the General Manager to approve a purchase order with Trapeze Group for WTA's Trapeze Annual Licensing and Maintenance in an amount not to exceed \$230,000.

BACKGROUND

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

In June of 2019 WTA executed Amendment 11 which set an annual maintenance cost schedule for five (5) years. This purchase covers licensing and maintenance for the software beginning July 1, 2023 through June 30, 2024 and would be year five (5) of Amendment 11's agreed upon cost schedule.

FISCAL IMPACT

This expense is included in the 2023 operating budget and includes all Trapeze modules WTA currently uses, plus sales tax.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Shonda Shipman, Finance Director

DATE: June 1, 2023

SUBJECT: Consideration of May 1-15, 2023 Expenditure Report

RECOMMENDATION

That the Board of Directors approve the May 1-15, 2023 payable and payroll expenditures as follows:

Check numbers 091706 – 091807 in the amount of \$661,392.58

Total Accounts Payable **\$661,392.58**

Electronic Transfers

AFLAC	Insurance Benefits	\$ 189.27
ATU 843	Union Employee Dues	\$ 10,269.51
Colonial Insurance	Insurance Benefit	\$ 586.62
HSA Bank	Health Savings Account	\$ 1,088.83
Internal Revenue Service	Payroll Taxes	\$234,961.23
Dept. of Retirement Systems	PERS & Deferred Comp.	\$195,430.57
Trustmark Voluntary Benefit	Insurance Benefit	\$ 30.92
Vantagepoint Transfer Agents	Retirement Health Benefit	\$ 2,722.46
Office of Support Enforcement	Garnishment	\$ 445.47
Wells Fargo Bank, N.A.	PCard Purchases-April 2023	\$ 64,546.80
Dept. of Retirement Systems	PERS & Deferred Comp	\$ <u>25.00</u>

Total Electronic Transfers **\$510,296.68**

Payroll – May 8, 2023

Checks 5229 - 5261	\$ 14,114.32
Direct Deposits	<u>\$663,038.41</u>

Total Payroll **\$ 677,152.73**

Grand Total **\$1,848,841.99**

TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures, May 1 - 15, 2023
 DATE: May 16, 2023

Check No	Date	Vendor Name	Comment	Amount
091706	5/4/2023	ASSOCIATED PETROLEUM PRODUCTS	Diesel & Regular Fuel	47,696.80
091707	5/4/2023	AUTOZONE, INC.	Misc. Parts	9.78
091708	5/4/2023	BAY TROPHIES	(4) Names/Mags/Clips/Rodeo Awards	146.23
091709	5/4/2023	BELLINGHAM BASEBALL CLUB LP	2023 Sponsorship Pkg. Advertising	2,000.00
091710	5/4/2023	BELLINGHAM LOCK & SAFE	(3) KRed Keys	11.42
091711	5/4/2023	BERK'S TOWING	#806 - Laurel/Moab - #730 LTC/Moab	1,086.00
091712	5/4/2023	BRIDGEVIEW AUTO PARTS	Misc. Parts	141.66
091713	5/4/2023	CENTURYLINK	Toll Free Line	13.86
091714	5/4/2023	CENTURYLINK	Phone Line Circuit	426.73
091715	5/4/2023	CENTURYLINK	Regular Phone Line	288.06
091716	5/4/2023	CITY OF BELLINGHAM	Water, Sewer, Storm Water (BTS)	885.42
091717	5/4/2023	SAR ENTERPRISES, INC.	(3) Digital Radios	3,506.47
091718	5/4/2023	SAR ENTERPRISES, INC.	(2) Digital Radios	2,335.41
091719	5/4/2023	COMPREHENSIVE RISK MGT, INC.	Claims Management Service	468.84
091720	5/4/2023	CONTACT WIRELESS, LLC	May/23 Devils Mt. Site Lease	630.00
091721	5/4/2023	DALCO INC	Misc. Parts	13.30
091722	5/4/2023	DEL CITY	Misc. Parts	273.74
091723	5/4/2023	DENNIS DASHIELL	Leadership Team Trainings (Feb-Apr)	2,925.00
091724	5/4/2023	EMPIRE TELEPHONE, LLC	April/23 - Payphones	174.08
091725	5/4/2023	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	1,940.68
091726	5/4/2023	FASTENAL COMPANY	Misc. Supplies	719.32
091727	5/4/2023	CITY OF FERNDALE	Water, Sewer, Storm Water Fees	2,324.86
091728	5/4/2023	HANS JOHAN FRANKLIN	CDL Medical Certificate	151.00
091729	5/4/2023	GILLIG LLC	Misc. Parts	7,922.49
091730	5/4/2023	HARDWARE SALES	Misc. Supplies	489.73
091731	5/4/2023	HOME DEPOT CREDIT SERVICES	WTA Credit Account	791.03
091732	5/4/2023	HOTELENGINE, INC.	(5) Employee - Bus Build Site Visit	2,005.74
091733	5/4/2023	JNS FREIGHT SERVICE	Heads - Shipping	120.00
091734	5/4/2023	KPFF, INC.	CTS Charging Study - Svcs. Support	11,057.01
091735	5/4/2023	CHAD LARSEN	CDL Fees - Reimbursement	231.00
091736	5/4/2023	LUMINATOR TECH GROUP GLOBAL, LLC	Surveillance Cameras & Components	4,688.99
091737	5/4/2023	LUCY MOLENDIA	CDL Fees - Reimbursement	231.00
091738	5/4/2023	MOTOR TRUCKS INC.	Misc. Parts	222.03
091739	5/4/2023	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	671.09
091740	5/4/2023	NEWEGG, INC.	Computer Parts & Components	509.30
091741	5/4/2023	R. JOSH NYLANDER	Trapeze Conference-Nashville, TN	830.74
091742	5/4/2023	PACIFIC MOBILE, INC.	May/23 Rental - HR Office	6,698.59
091743	5/4/2023	PAPE' MATERIAL HANDLING, INC.	Misc. Parts & Service	6.91
091744	5/4/2023	PICKFORD FILM CENTER	Feb/23 - OnScreen Ads	500.00
091745	5/4/2023	POMP'S TIRE SERVICE, INC.	Tires & Misc. Tire Repairs	5,037.17
091746	5/4/2023	PUGET SOUND ENERGY	Bakerview Spur	11,670.51
091747	5/4/2023	RDS, INC.	Waste Disposal	38.47
091748	5/4/2023	S & H AUTOPARTS, INC.	Misc. Parts	268.50

091749	5/4/2023	SHERWIN WILLIAMS	Paint & Misc. Painting Supplies	413.78
091750	5/4/2023	CRYSTAL SMITH	Safety Dinner - Reimbursement	63.17
091751	5/4/2023	SPECIAL-T STRIPING & SIGN CO.	(7) Supervisor Lettering	122.16
091752	5/4/2023	SUMMIT LAW GROUP PLLC	Labor Law Consulting	328.00
091753	5/4/2023	ULINE	Shipping Supplies	3,163.20
091754	5/4/2023	UNITED PARCEL SERVICE INC.	Shipping Service	25.06
091755	5/4/2023	WASHINGTON STATE TRANSIT ASSOC.	Marketing Committee-Genevieve C.	125.00
091756	5/4/2023	ZERVAS GROUP ARCHITECTS INC	(4) Design Develop. Services	400.00
091757	5/8/2023	A.T.U. - C.O.P.E.	Employee Donations	100.85
091758	5/8/2023	UNITED WAY OF WHATCOM CO.	Employee Donations	371.67
091759	5/9/2023	AWC EMPLOYEE BENEFIT TRUST	May/23-Med/Dent/Vision/Insurance	476,000.17
091760	5/11/2023	AMAZON WEB SERVICES, INC.	Monthly AWS Hosted Services	555.32
091761	5/11/2023	MARY ANDERSON	SUMC – Chicago, IL	681.00
091762	5/11/2023	AT&T MOBILITY-CC	Cell Bill - Fleet Routers	6,612.85
091763	5/11/2023	CHRISTINE AUSTIN	CDL Medical Certificate	151.00
091764	5/11/2023	BAY TROPHIES	(3) Name Clips/Badges	73.33
091765	5/11/2023	CINDY L. CAMPEN	CDL Medical Certificate	151.00
091766	5/11/2023	SHANNON CARLTON	CDL Medical Certificate	151.00
091767	5/11/2023	CASCADE NATURAL GAS	Bakerview Lot	168.98
091768	5/11/2023	CASCADE NATURAL GAS	Bakerview Spur	4,953.34
091769	5/11/2023	CASCADE NATURAL GAS	Bakerview Spur (2)	804.30
091770	5/11/2023	CENTURYLINK	Long Distance Line	84.36
091771	5/11/2023	CITY OF BELLINGHAM	Water, Sewer, Storm Water-MOAB	5,508.61
091772	5/11/2023	CUMMINS INC.	Misc. Parts	1,953.73
091773	5/11/2023	EMERALD SERVICES, INC.	Used Oil/Solvent Recycling	292.80
091774	5/11/2023	ENVIRONMENTAL PEST CONTROL	MB - Exterior Spray Preventative	84.86
091775	5/11/2023	VICKI ESSER	WSTA Clerks Mtg.-Chelan, WA	351.28
091776	5/11/2023	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	1,755.66
091777	5/11/2023	FERGUSON ENTERPRISES, INC.	Misc. Supplies	32.85
091778	5/11/2023	FERRELLGAS, LP	Propane for Paratransit Vehicles	8,670.24
091779	5/11/2023	FLEETPRIDE, INC.	Misc. Supplies	53.83
091780	5/11/2023	ERIC FRAZIER	Labor Relations Conference – Yakima, WA	164.31
091781	5/11/2023	PHILLIP HADFIELD	CDL Medical Certificate	151.00
091782	5/11/2023	K ENGINEERS, INC.	CTS Charging Study	799.00
091783	5/11/2023	LIFT U INC.	Misc. Parts	52.43
091784	5/11/2023	CITY OF LYNDEN	Water, Sewer, Storm Water Fees	320.50
091785	5/11/2023	MUNCIE TRANSIT SUPPLY	Misc. Supplies	278.53
091786	5/11/2023	NAVIA BENEFIT SOLUTIONS	Employee Contributions #7	5,217.31
091787	5/11/2023	NOOKSACK VALLEY DISPOSAL	Dumpster Rental	195.63
091788	5/11/2023	NW SAFETY SIGN INC.	9"x2" Lettered Name Tag	20.13
091789	5/11/2023	JON DALGARN	B'ham Bike Parade Entertainment	300.00
091790	5/11/2023	PICKFORD FILM CENTER	March & April 2023 - OnScreen Ads	1,000.00
091791	5/11/2023	PUGET SOUND ENERGY	Cordata Station	640.23
091792	5/11/2023	PUGET SOUND ENERGY	Lynden Station	707.00
091793	5/11/2023	REISNER DISTRIBUTOR, INC.	Oil & Lubes	1,425.07
091794	5/11/2023	ROBB PRECISION TOOL SVCS INC.	Recalibrate Torque Wrench	953.43
091795	5/11/2023	SAFETY-KLEEN SYSTEMS, INC.	Parts Washer Fluid	1,210.81
091796	5/11/2023	SANITARY SERVICE	Solid Waste Disposal (7) Locations	3,253.58
091797	5/11/2023	SECURITY SOLUTIONS N/WEST	CTS - Fire Alarm Testing	284.62
091798	5/11/2023	SNAP-ON INDUSTRIAL	Tools & Misc. Tool Repairs	55.41

091799	5/11/2023	SPORTWORKS GLOBAL LLC	Bike Racks - Parts & Repairs	4,713.73
091800	5/11/2023	STERICYCLE, INC.	BIOHAZARD Waste Disposal	20.72
091801	5/11/2023	SUNSET CAR WASH, INC.	Jan-Apr/23 - Washes	77.02
091802	5/11/2023	UNITED PARCEL SERVICE INC.	Shipping Service	73.59
091803	5/11/2023	KAMAN FLUID POWER, LLC	Misc. Supplies	123.51
091804	5/11/2023	WHISTLE WORKWEAR OF B'HAM	Hi-Vis Uniform Jacket - Dave F.	58.74
091805	5/11/2023	WIZTRONICS INC.	Monthly Digital Service	2,273.92
091806	5/11/2023	WA SOCIETY OF CPAS	E. Knudson Annual Renewal	330.00
091807	5/11/2023	WA SOCIETY OF CPAS	S. Shipman Annual Renewal	330.00
				<u>661,392.58</u>

ELECTRONIC TRANSFERS

AFLAC	Insurance Benefit	189.27
AMALGAMATED TRANSIT UNION 843	Union Dues	10,269.51
COLONIAL INSURANCE COMPANY	Insurance Benefit	586.62
HSA BANK	Health Savings Account	1,088.83
INTERNAL REVENUE SERVICE	Payroll Taxes	234,961.23
DEPARTMENT OF RETIREMENT SYS.	PERS & Deferred Comp	195,430.57
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	30.92
VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,722.46
OFFICE OF SUPPORT ENFORCEMENT	Garnishment	445.47
WELLS FARGO BANK, N.A.	April 2023 - PCard Purchases	64,546.80
DEPARTMENT OF RETIREMENT SYS.	PERS & Deferred Comp	25.00
		<u>510,296.68</u>

PAYROLL - MAY 8, 2023

CHECKS	5229 - 5261	14,114.32
DIIRECT DEPOSIT		663,038.41
		<u>677,152.73</u>
REPORT TOTAL		<u>1,848,841.99</u>

CONSENT AGENDA ITEM G.2

WHATCOM TRANSPORTATION AUTHORITY
RECORD OF PROCEEDINGS
BOARD OF DIRECTORS REGULAR MEETING
May 4, 2023

A. CALL TO ORDER

Chairperson Michael Lilliquist called the meeting to order at 8:01 a.m.
In-person location: WTA, 4011 Bakerview Spur, Bellingham, WA.
Remote attendance via Zoom.

B. ROLL CALL

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

Staff Present		Others Present
L. Reardanz	C. Gray	Mark Lee – Legal Counsel
A. Bowler	D. deBoer	Ron Cubellis - WCOG
J. Benson	E. Knudson	
V. Bronsema	G. Carillo	
V. Esser	G. Beaumont	
E. Frazier	J. Malley	
J. Nylander	J. Mulvaney	
S. Shipman	Laura L.	
T. Wilder	M. Laratta	
A. Curry	M. Waltari	
A. Stiles	S. Davis	
A. Royal	T. Coleman	
B. Johnson		

C. CITIZEN COMMUNICATIONS

None

D. EXECUTIVE SESSION

D.1 Meeting on a Matter with Legal Counsel [RCW 42.30.110(1)(i)]

Chairman Lilliquist announced an Executive Session to discuss a matter with legal counsel according to RCW 42.30.110(1)(i). He stated the session was estimated to last for ten minutes. He recessed the meeting into Executive Session at 8:04 a.m.

At 8:14 a.m. a five-minute extension was announced.

Chairman Lilliquist reconvened the meeting into Open Session at 8:19 a.m.

E. BOARD ACTION

E.1 Consideration of Tabling Discussion on Zero-Fare for Approximately Two Years

Recommendation: That the Board of Directors authorize staff to table WTA's possible transition to zero-fare for approximately two years.

Staff would return to the Board in summer 2025 (no later than September 2025) to assess whether the issue should be brought back for further discussion.

Les Reardanz, General Manager, gave an overview of this item.

The stated reasons for the recommendation were:

- Workload prioritization
- Change management
- Assess other programs
- Financial impacts

After discussion, there was consensus among Board members to proceed as recommended. There were no dissenting opinions expressed. No formal vote was taken.

E.2 Consideration of a Governing Framework for Service Changes

Recommendation: That the Board of Directors approve the proposed governing framework approach for service changes as outlined in the packet.

Staff believes the proposed framework provides an approach that balances governance and policy decisions with the daily operational delivery of services while providing the Board oversight into significant and substantial changes.

Les Reardanz, General Manager, gave an overview of this item as reflected in the agenda coversheet.

Board member Darwin said he disagrees with the determination that the Paratransit change in will calls is not “substantial”. He considers it substantial and believes it should have a public hearing.

Chairman Lilliquist said this framework does not solve a judgement call but the Board would have the opportunity to move a “significant” item to a “substantial service change” with a public hearing if they choose.

Mr. Reardanz said it would be like the Consent Agenda so that the Board could pull an item and move it to a “substantial service change” if they choose.

Chairman Lilliquist stated he thinks changes that are either “significant” or “substantial” should be brought through to the Board as a staff recommendation, but with a question as to whether the Board agrees with the determination for “significant” or “substantial”.

Mr. Reardanz asked if this means staff would bring “significant” and “substantial” service changes to the Board as an action item and a vote each time on whether they are considered to be “substantial service changes” requiring a public hearing or merely “significant” changes justifying reporting to the Board. He said this would be a change to the historical practice.

Chairman Lilliquist said yes, and this would give staff genuine authorization and staff would not be “out on a limb”.

There was further discussion about Paratransit will calls.

Chairman Lilliquist said the issue before the Board is not the will calls, but he thinks there is something missing from the framework. He thinks a part of the determination about whether a service change is “substantial” should include whether it affects the riders’ experience significantly. Public outreach is a part of making changes and including the riders’ experience will be part of the determination.

Mr. Reardanz stated that the Paratransit will call changes were set to go into effect June 11th with the Board-approved service expansion to Route 75 and there would be some negative consequences to work through if it does not move forward. The Board confirmed these changes. See below for additional discussion.

Mr. Reardanz restated his understanding that he is hearing the Board would like the analysis of whether a service change is considered “significant” or “substantial” to be brought to the Board as an action item, and rider experience should be added as part of the criteria for analysis.

Chairman Lilliquist agreed and said he will make a motion for clarity.

MOTION BY LILLIQUIST, SECONDED BY SIDHU THAT THE BOARD OF DIRECTORS SUPPORT THE ADOPTION OF THE THREE-PART GOVERNING FRAMEWORK WITH THE UNDERSTANDING THAT THE FRAMEWORK BE REVISED TO HIGHLIGHT THE SIGNIFICANCE OF THE RIDER EXPERIENCE IN MAKING THE DETERMINATION.

The motion passed with one dissenting vote from Board member Lautenbach.

Board member Darwin said he still believes the change in will calls should have a public hearing because it is changing the rider experience.

Board member Lautenbach said she agrees that this is a substantial change for riders and does think a public hearing would be good. She said we at least need to make sure the riders are well informed before the change and not after.

Mr. Reardanz and staff said a plan is in place for public outreach prior to the change.

Chairman Lilliquist stated there are lessons learned on this topic going forward. Mr. Reardanz agreed and indicated this governing framework incorporates those lessons.

F. CONSENT AGENDA

F.1 Consideration of Approval of April 1-15, 2023 Expenditures

F.2 Consideration of Approval of Minutes – April 6, 2023 Board Meeting

MOTION BY SIDHU, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING APPROVAL OF THE APRIL 1-15, 2023 EXPENDITURES AND THE APRIL 6, 2023 BOARD MEETING MINUTES.

The motion passed unanimously.

G. REPORTS TO BOARD

G.1 Preliminary 2022 Q4 Financial Report

Shonda Shipman, Finance Director, gave an overview of the Preliminary 2022 Fourth Quarter Financial Report.

She stated the 2022 sales tax receipts were \$3.6 million over budget and 12% above 2021 actuals.

She reported that the annual State audit is underway now.

G.2 General Manager's Report

Les Reardanz, General Manager reported:

WTA Rodeo

The WTA Rodeo will be held on Sunday, May 7th beginning at 9:00 a.m. He offered thanks to Bekki, Audra, Jeff and the whole staff team.

He stated he will reserve the rest of his report for the next meeting due to time constraints and there was nothing urgent.

H. OTHER BUSINESS

None

I. ANNOUNCEMENTS

None

J. ADJOURN

Chairman Lilliquist adjourned the meeting at 9:01 a.m.

**WHATCOM TRANSPORTATION AUTHORITY
WHATCOM COUNTY, WASHINGTON**

**Michael Lilliquist
Chairperson**

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