



Whatcom Transportation Authority

**BOARD OF DIRECTORS MEETING
AGENDA
THURSDAY, MAY 16, 2024, 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. CITIZEN COMMUNICATIONS (Each speaker is allowed a maximum of three minutes.)	
D. <u>BOARD ACTION</u>	
D.1 Consideration of Contract Award for Automated Passenger Counters (Josh Nylander)	1-2
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I. ADJOURN	

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: R. Josh Nylander, IT Director
Tiffany Rich, IT Department Administrative Assistant
Miranda Laratta, Contracts & Procurement Manager

DATE: May 16, 2024

SUBJECT: Consideration of Contract Award for Automated Passenger Counters

RECOMMENDATION

That the Board of Directors authorize the General Manager to enter into a two (2) year agreement with Clever Devices LTD for the purchase, installation and validation of Automated Passenger Counters, for an amount not to exceed \$754,000, and to execute any extensions under the contract and approve any change orders within the General Manager’s approval authority without the need for further Board approval.

BACKGROUND

Currently WTA counts boardings (getting on) through our fare collection process. This boarding data is matched with our CAD system to determine how many riders boarded at which stop and on which trip. However, this system does not count alightings (getting off). Our federal 5307 capital grants require that we submit boarding and alighting data to the National Transit Database (NTD) monthly. In order to submit alighting data, WTA currently samples certain trips by hiring temps to ride the bus and count boardings and alightings. This sample data, combined with the fare collection boarding data is then submitted to NTD. Not only is this a costly ongoing expense but it only provides a sample of alighting data.

As we move forward with agency initiatives such as bus rapid transit, microtransit and service optimization, WTA needs a more complete understanding of our ridership. This will especially help with our bus stop improvements program as we can better target more heavily used stops.

Automated Passenger Counters (APCs) are devices installed above the bus doors that count riders as they board (get on) and alight (get off) the bus. This removes the fare collection system from being needed to count boardings and provides a more accurate and real-time understanding of ridership.

WTA has selected Clever Devices as a Sole Source for our Automatic Passenger Counters due to the need for integration with our existing Clever Devices CAD/AVL

system. Integrating with this system allows for WTA to tie data to specific stops, trips and routes. It also puts real time load data into public facing transit applications and existing Dispatch dashboards. It further integrates with existing reporting tools, providing a greater wealth of information.

FISCAL IMPACT

WTA received a State Buses and Bus Facilities grant from WSDOT for an 80% match up to \$640,000. Due to the timing of the grant and the timing of this project, we expect to recover \$550,000 from the grant. WTA is anticipating asking WSDOT to re-appropriate the remaining \$90,000 in the next biennium.

The anticipated total project cost includes consultant services, additional hardware needed, and shop time and is expected to be \$930,000.

WTA adopted a budget amount of \$534,000 in 2024 for project costs. This covers the anticipated contract costs in 2024. However, due to additional project costs, we anticipate needing to adjust this year's budget to add an additional \$130,000 in 2024 as costs we had anticipated in 2025 have shifted to 2024. We also intend to submit 2025 and 2026 budget requests for the remaining project costs.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: R. Josh Nylander, IT Director
Tiffany Rich, IT Department Administrative Assistant
Miranda Laratta, Contracts & Procurement Manager

DATE: May 16, 2024

SUBJECT: Consideration of Contract Award for new Mobile Data Terminals

RECOMMENDATION

That the Board of Directors authorize the General Manager to enter into a one (1) year agreement with Clever Devices LTD for purchase, installation and configuration of new Mobile Data Terminals for a cost not to exceed \$440,000, and to execute any extensions under the contract and approve any change orders within the General Manager's approval authority without the need for further Board approval.

BACKGROUND

WTA needs to replace aging, failing and end of life Mobile Data Terminals (MDTs) that provide manifests, navigation and tracking for our complementary ADA (paratransit) service.

Our current system was originally purchased from Clever Devices in 2018 and installed in 2019. The system, as a whole, is continuing to work well and meet agency requirements. The MDT hardware on board each vehicle is experiencing an increased failure rate and Clever Devices has determined these units to have reached their end of life. The current MDTs are part of our larger mixed service Clever Devices CAD/AVL system which integrates with other systems, including our ride scheduling and workforce management systems.

WTA has selected Clever Devices as a Sole Source for our Mobile Data Terminal replacement. They offer a newer model which will connect with existing onboard hardware systems, existing backend software systems, and will allow for a mixed fleet without significant systems integration work and staff retraining. Since we are only seeking to replace the MDTs and not the larger software suite, procuring from Clever Devices prevents a significant duplication of effort.

FISCAL IMPACT

WTA budgeted \$350,000 in the 2024 budget for this project and will be requesting additional funds to complete the project through the 2025 budget process.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Les Reardanz, General Manager
Miranda Laratta, Purchasing & Contracts Manager

DATE: May 16, 2024

SUBJECT: Request for Authorization to Enter into Ground Lease Negotiations for the Lynden Station Project

RECOMMENDATION

That the Board of Directors authorize the General Manager to enter ground lease negotiations with the recommended partner organization for the design, construction, and operation of a transit-friendly development at Lynden Station.

Staff is finalizing that recommendation at the time of Board packet publication and will make its recommendation to the Board of Directors at their meeting on May 16, 2024.

BACKGROUND

In February and after Board authorization, staff issued a Request for Qualifications (RFQ) for an experienced partner to design, develop, and operate an affordable, workforce housing development at Lynden Transit Station. The transit-friendly development will incorporate transit and housing along with other elements such as commercial, open space, and services.

Potential partner organizations were solicited through an advertisement with the American Public Transportation Association, the Bellingham Herald, Washington Apex Accelerator, Washington's Electronic Business Solution (WEBS), direct email, and an announcement on WTA's website.

Submissions were due no later than noon on April 2, 2024. Two (2) Statements of Qualification were received, both from outstanding, community focused organizations with significant relevant experience. WTA's Evaluation Committee interviewed both organizations on May 2, 2024. The Evaluation Committee included a variety of staff and outside experts. Staff will bring forward a recommended partner at the May 16, 2024 meeting.

NEXT STEPS

If the Board approves the recommended partner organization, staff will begin ground lease negotiations with that organization. Staff will update the Board periodically during the negotiations. Once negotiations have been finalized, staff will present the recommended ground lease to the Board of Directors for approval.

FISCAL IMPACT

None from this action. The full financial impact of the project, if any, will be determined through ground lease negotiations.

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Les Reardanz, General Manager
Tim Wilder, Planning Director

DATE: May 16, 2024

SUBJECT: Request for Authorization to Enter into Property Use Agreement with Bay Ridge Community Club

ATTACHMENT: (1) Property Use Agreement

RECOMMENDATION

That the Board of Directors authorize the General Manager to enter into the attached property use agreement with Bay Ridge Community Club (BRCC) substantially in the form presented.

BACKGROUND

Staff recommends entering into the attached agreement to reflect WTA’s historic and future operational use of a portion of the BRCC’s property to turn around one of WTA’s fixed routes. (BRCC owns Bay Ridge Drive which intersects with a public right of way, Birch Point Road.

Per the agreement, some of the material terms include:

- Authorization to use a portion of the BRCC’s road for a turnaround and bus stop (Section 1).
- The agreement is terminable at will by either party with six months’ written notice (Section 2).
- WTA agrees to contribute to repairing a section of the road that WTA has historically used, up to a designated amount (\$12,243.00) and to contribute \$1,500.00 per year for the continuing use of the road. Future maintenance will be done by BRCC. (Sections 3 and 4).

FISCAL IMPACT

A one-time contribution of up to \$12,243.00 to BRCC, to complete necessary repairs and an annual \$1,500 license fee to use the property.

WHATCOM TRANSPORTATION AUTHORITY PROPERTY USE AGREEMENT

This PROPERTY USE AGREEMENT (“Agreement”) is made by and between WHATCOM TRANSPORTATION AUTHORITY (“WTA”) and the BAY RIDGE COMMUNITY CLUB (“OWNER”) for the purpose of authorizing WTA to use a portion of the private roads owned by OWNER in association with a WTA bus route for public transportation. This Agreement is entered pursuant to the following agreed facts:

A. OWNER is the community association for the Bay Ridge Estates, which was created by and through the Bay Ridge Estates Plat, recorded under Whatcom County Auditor’s File No. 1241877 on or about February 8, 1977 (“Plat”).

B. Pursuant to the Restrictive Covenants for the Plat, recorded on or about February 8, 1977, under Whatcom County Auditor’s File No. 124876, OWNER was to be the owner of all private roads within the Plat, all of which is legally described in Exhibit A, which is attached hereto and incorporated by reference (“Property”).

C. One of the private roads within the Property is Bay Ridge Drive (“Road”), which intersects, inter alia, Birch Point Road.

D. WTA has used that portion of the Road where it intersects Birch Point Road over the years as a turnaround for one of its fixed routes. The general portion of the Road that has been used over the years is shown on Exhibit B, which is attached hereto and incorporated by Reference (“Road Section”).

E. OWNER maintains that WTA’s historical use of the Road Section has caused damage.

F. WTA desires to continue to use the Road Section as a bus turn around for its operations, and OWNER is willing to such continued use subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. Grant of License to Use Road

OWNER hereby grants WTA a non-exclusive license to use the Road Section for the purpose of WTA’s provision of public transportation, up to seven (7) days a week, except on designated holidays. WTA shall have the right to use the Road Section as a turnaround and bus stop.

2. Term of License

The Term of this Agreement and license shall be from the execution date of this Agreement and to continue year to year thereafter, subject to the right of either party to terminate by providing six (6) months' written notice to terminate.

3. Improvements and Maintenance

WTA may supply and install bus shelters and signage at its sole expense at designated bus stop(s) located within the Road Section. WTA is responsible for obtaining all necessary permits and for any installation of bus shelters and signage according to all applicable codes and regulations. Any bus shelter(s) and signage will be the property of WTA, and WTA is responsible for maintenance and upkeep. WTA has authority to enforce appropriate behavior in relationship to its use of the Property.

WTA shall reimburse OWNER up to a total maximum amount of Twelve Thousand Two Hundred Forty-Three and No/100 Dollars U.S. (\$12,243.00 U.S.) within ten (10) business days of receiving any invoice which OWNER has incurred for repair work to the Road Section. Any work subject to WTA's obligation shall be completed by OWNER within three (3) months of execution of this Agreement. WTA shall not be obligated to pay any further amounts or otherwise address any alleged current or future damage in or to the Road Section.

Hereinafter, OWNER shall be exclusively responsible for all repair and maintenance work to the Road Section, and WTA shall have no obligation or financial responsibility for such work, other than the payment set out in paragraph 4 herein.

4. Consideration

WTA shall pay OWNER a total of One Thousand Five Hundred and No/100 Dollars (\$1,500.00) per year for the right to use the Road Section, which will be paid upon execution of this Agreement and the annual anniversary of the Agreement.

5. Indemnity, Duty to Defend and Indemnify, and Insurance

a. To the greatest extent allowed by law, WTA and its successors and assigns will defend, hold harmless, and indemnify OWNER and its authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the negligent acts or omissions of WTA, its agents, contractors, or employees and arising out of WTA's use of the Road. The obligations in this paragraph shall not include such claims, costs, damages, or expenses to the extent caused solely by the negligent acts of OWNER or its authorized agents or employees; PROVIDED, that if the claims or damages are caused by or result from the concurrent negligent acts of (i) OWNER, its agents, contractors, or employees; and (ii) WTA, its agents, contractors, or employees, or involves those actions covered by RCW Chapter 4.24.115, the indemnity

provision shall be valid and enforceable only to the extent of the negligent acts of WTA, or its agents, contractors, or employees.

b. To the greatest extent allowed by law, OWNER and its successors and assigns will defend, hold harmless, and indemnify WTA and its authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the negligent acts or omissions of OWNER its agents, contractors, or employees, and arising out of its use or ownership of the Property. The obligations in this paragraph shall not include such claims, costs, damages, or expenses to the extent caused solely by the negligent acts of WTA or its authorized agents or employees; PROVIDED, that if the claims or damages are caused by or result from the concurrent negligent acts of (i) WTA, its agents, contractors, or employees; and (ii) OWNER, its agents, contractors, or employees, or involves those actions covered by RCW Chapter 4.24.115, the indemnity provision shall be valid and enforceable only to the extent of the negligent acts of OWNER, or its agents, contractors, or employees.

c. At all times during the term of this Agreement, WTA shall maintain an insurance policy or coverage through the Washington State Transit Insurance Pool providing general liability coverage for defense and indemnity of property damage (including damage to the Road) and personal injury of not less than One Million and No/100 Dollars (\$1,000,000.00) combined single limit per occurrence, with a general aggregate amount of not less than Two Million and No/100 Dollars (\$2,000,000.00) per policy period and name OWNER as an additional insured as to WTA operations covered by this Agreement. WTA shall provide evidence reasonably acceptable to OWNER.

d. For purposes of their indemnity obligations set out herein only, WTA and OWNER expressly each waive, as respects the other only, all immunity and limitation on liability based upon an exclusivity provision under any industrial insurance act, including RCW Title 51, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

6. Governmental Charges

OWNER shall be responsible for any taxes, assessments, fees, charges, costs, or governmental charges of any kind which may be levied against the Road, or relate to the Road Section or for any utilities or other services associated with the Road, except those required for the installation of a bus shelter.

7. Termination

WTA will discontinue its use of the Road Section on termination of this Agreement by either party, will remove all signs and structures placed on the Road Section by WTA, will repair any damage to the Road caused by their removal, and will restore the Road Section to as good a condition as existed prior to the execution of this Agreement, normal wear and tear excepted, no later than thirty (30) days after termination of the Agreement.

8. Notices

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party shall be in writing addressed to the other party at the addresses as follows:

To OWNER:

ATTN: _____

To WTA:

Whatcom Transportation Authority
4011 Bakerview Spur
Bellingham, WA 98226

Or such address as may have been specified by notifying the other party of the change of address. Notice shall be deemed served on the date of actual delivery or the first attempted delivery as shown on the return receipt if mailed with the United States Postal Service by certified mail, return receipt requested.

9. Cooperation

The parties agree to make reasonable efforts and work together to resolve problems that may arise from time to time. The parties will make reasonable efforts to avoid unreasonably interfering with the other party's use of the Road. OWNER shall keep the area used by WTA on the Road Section vacant. Upon seven (7) days' advance notice to WTA, or such lesser time as may be acceptable to WTA, OWNER may secure the use of the Property on a limited number of dates to allow for construction on surrounding property or special events. In this event, OWNER will designate an alternate bus stop location.

10. Equal Opportunity

WTA agrees that in the conduct of activities on the Property, it will be an equal opportunity employer in accordance with Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000 et seq. and shall comply with all requirements of the Americans with Disabilities Act ("ADA").

11. Survival

All clauses of this Agreement which require performance beyond the termination date shall survive the termination date of this Agreement, including, but not limited to, the duty for the parties to defend, hold harmless, and indemnify the other.

12. Entire Agreement

This document contains the entire agreement between the parties and supersedes all other statements or understandings between the parties.

13. Governing Law, Venue, Attorneys' Fees, and Costs

This Agreement shall be construed under the laws of the state of Washington. Any action to interpret or enforce this Agreement shall be commenced in the Superior Court for the State of Washington, Whatcom County. In any action to interpret or enforce this Agreement, the prevailing party shall be entitled to an award of its attorneys' fees and costs from the non-prevailing party.

14. Liens

WTA shall keep the Road Section free from any liens in relationship to its use and shall promptly see that any obligation securing any lien shall be paid and the lien removed.

15. No Partnership or Agency Relationship

OWNER shall not in any way, shape, or form be an agent or partner with WTA and shall not have any right or authority to bind WTA in any way or to in any way act in its interest.

16. Amendments

This Agreement may only be modified or amended through mutual agreement of the parties and memorialized in a signed written document.

17. Release and Waiver of Claims

OWNER hereby waives and releases WTA from and against any claim, demand, or monetary relief that it may have arising out of WTA's use of the Road Section prior to the entry into this Agreement, including, but not limited to, for additional repairs or maintenance to the Road Section other than those agreed to by WTA in this Agreement.

This Agreement is dated this _____ day of _____, 20__.

**WHATCOM TRANSPORTATION
AUTHORITY**

BAY RIDGE COMMUNITY CLUB

Les Reardanz
General Manager

Name: _____
Title: _____

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Shonda Shipman, Finance Director

DATE: May 16, 2024

SUBJECT: Consideration of Approval of April 16-30, 2024 Expenditure Report

RECOMMENDATION

That the Board of Directors approve the April 16-30, 2024 payable and payroll expenditures as follows:

Check numbers 094713 – 094870 in the amount of \$475,086.84

Total Accounts Payable	\$475,086.84
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Electronic Transfers

VantagePoint Transfer Agents	Retirement Health Benefit	\$ 2,996.64
AFLAC	Insurance Benefits	\$ 189.27
ATU 843	Union Employee Dues	\$ 11,131.78
Colonial Insurance	Insurance Benefit	\$ 408.56
HSA Bank	Health Savings Account	\$ 2,542.92
Internal Revenue Service	Payroll Taxes	\$246,019.90
Dept. of Retirement Systems	PERS & Deferred Comp.	\$201,057.14
Trustmark Voluntary Benefit	Insurance Benefit	\$ 30.92
WA State Support	Garnishment	\$ 1,417.82
WA Dept. of Revenue	Mar. 2023 Use Tax Paid	<u>\$ 2,739.20</u>

Total Electronic Transfers	\$468,534.15
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Payroll – April 23, 2024

Checks 5227, 5428-5438	\$ 18,954.39
Direct Deposits	<u>\$703,910.44</u>

Total Payroll	<u>\$ 722,864.83</u>
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Grand Total	\$1,666,485.82
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TO: Les Reardanz, General Manager
 FROM: Shonda Shipman, Director of Finance
 SUBJECT: Expenditures - April 16 - 30, 2024
 DATE: May 1, 2024

Check No	Date	Vendor Name	Comment	Amount
094713	4/18/2024	AON CONSULTING, INC.	Mar/24 - Consulting	2,600.00
094714	4/18/2024	ARROW LOCK SERVICE LLC	Locks & Lock Repairs	432.48
094715	4/18/2024	AT&T MOBILITY II LLC	FirstNet Cell/MiFi Plans	3,881.82
094716	4/18/2024	BAY TROPHIES	(20) Names - Tags/Clips/Mags	158.54
094717	4/18/2024	WENDY BEEBOUT	TNLI Session 1 - Tacoma WA.	57.00
094718	4/18/2024	BELLINGHAM AUTO PARTS	Misc. Parts	688.95
094719	4/18/2024	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	419.96
094720	4/18/2024	BIO BUG	Preventative - LTC Ants	114.24
094721	4/18/2024	CDW GOVERNMENT	N/W Switch/Replace	11,865.00
094722	4/18/2024	CDW GOVERNMENT	Moab Switch Replace	2,421.89
094723	4/18/2024	CDW GOVERNMENT	M/S Azure Hosted	8,252.15
094724	4/18/2024	CINTAS CORPORATION	Laundry Service	780.02
094725	4/18/2024	KELLY S. SMITH JOHNSTON	March 2024 - Consulting	5,000.00
094726	4/18/2024	CITY OF BELLINGHAM	Water, Sewer, Storm Water (CTS)	948.01
094727	4/18/2024	COMMERCIAL FILTER SALES	Misc. Parts	1,351.95
094728	4/18/2024	COPY SOURCE	(400) May Bike Parade Posters	433.76
094729	4/18/2024	CUMMINS INC.	Misc. Parts	5,183.94
094730	4/18/2024	DALCO INC	Misc. Parts	174.07
094731	4/18/2024	DELERROK, INC.	Mar/24 UMO Transaction Fees	13,687.00
094732	4/18/2024	EMERALD SERVICES, INC	Washer Bin - Used Oil Recycle	425.00
094733	4/18/2024	EXPRESS EMPLOYMENT PROFESS.	Temporary Help	3,060.56
094734	4/18/2024	FASTENAL COMPANY	Misc. Supplies	258.63
094735	4/18/2024	FERRELLGAS, LP	Propane - Paratransit Vehicles	3,181.18
094736	4/18/2024	JAMES FURTADO	CDL Medical Certificate	151.00
094737	4/18/2024	GENFARE	Misc. Parts	523.51
094738	4/18/2024	GILLIG LLC	Misc. Parts	10,618.30
094739	4/18/2024	NICOLE GIVENS	FTA D&A - Atlanta GA.	500.09
094740	4/18/2024	GLOBAL INDUSTRIAL	Misc. Supplies	84.32
094741	4/18/2024	GRAINGER INC	Misc. Supplies	518.45
094742	4/18/2024	HALEY & ALDRICH, INC.	Mar/24 - Grant Consulting	410.50
094743	4/18/2024	ROCKY HAMILTON	Pre-Attack - Puyallup WA.	102.00
094744	4/18/2024	GEORGE HENDERSON	Pre-Attack - Puyallup WA.	102.00
094745	4/18/2024	REBECCA KELLY	Trapeze T/T - Tucson AZ.	318.00
094746	4/18/2024	SCOTT KORTHUIS	Q-1/2024 - BOD Meetings	625.00
094747	4/18/2024	CHRISTINE LEWIS	WAPELRA - Lacey WA.	18.00
094748	4/18/2024	LIFT U INC.	Misc. Parts	864.84
094749	4/18/2024	LUMINATOR TECH GRP.GLOBAL, LLC	Surveillance Cameras & Equipment	610.52
094750	4/18/2024	LUNAVI, INC.	Colocation & Internet	3,351.17
094751	4/18/2024	MB GREEN, INDOOR GREENERY INC.	April/24 - Plant Care	251.33
094752	4/18/2024	MINUTEMAN PRESS	(1) Double Sided Banner (136) Posters	559.45
094753	4/18/2024	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	239.70
094754	4/18/2024	NAVILENS PROJECTS CORP.	(31) SaaS License Fee	151.99
094755	4/18/2024	NEWEGG, INC.	Computer Parts & Components	466.63
094756	4/18/2024	NEW PIG	Misc. Supplies	932.62
094757	4/18/2024	GROVER-CORTES AUTO GROUP	Misc. Parts	276.97
094758	4/18/2024	OVERHEAD DOOR	Overhead Doors Repaired	46,131.20

094759	4/18/2024	OVERHEAD DOOR	Misc. Parts	146.10
094760	4/18/2024	PINNACLE INVESTIGATIONS CORP	Employee Background Checks	62.99
094761	4/18/2024	POMP'S TIRE SERVICE, INC.	Tires and Misc. Tire Repairs	3,016.66
094762	4/18/2024	PUGET SOUND ENERGY	Bakerview Lot	411.41
094763	4/18/2024	PUGET SOUND ENERGY	Bakerview Lot (2)	86.59
094764	4/18/2024	PUGET SOUND ENERGY	Ferndale Station	443.45
094765	4/18/2024	QUADIENT LEASING USA, INC.	Postage Meter - Qtrly Lease	563.52
094766	4/18/2024	REAL ASSET MANAGEMENT INC.	24/25 Real Asset - SaaS Fee	6,931.57
094767	4/18/2024	LES REARDANZ	APTA - Washington DC.	1,968.06
094768	4/18/2024	RECARO NORTH AMERICA INC	Seats & Parts - New Bus	7,201.88
094769	4/18/2024	ROMAINE ELECTRIC CORP	Misc. Parts	303.10
094770	4/18/2024	S & H AUTOPARTS, INC.	Misc. Parts	164.81
094771	4/18/2024	SCHINDLER ELEVATOR CORP.	(2) Elevator Inspection	1,833.58
094772	4/18/2024	SEATTLE AUTOMOTIVE DISTR INC	Misc. Parts	671.71
094773	4/18/2024	SHONDA L. SHIPMAN	WSCP/A -Dues/CPE	638.00
094774	4/18/2024	CRYSTAL SMITH	TNLI Session 1 - Tacoma WA.	140.68
094775	4/18/2024	JERRY SOWAH	Pre-Attack - Puyallup WA.	102.00
094776	4/18/2024	STERICYCLE, INC.	BIO Hazard Waste Disposal	20.72
094777	4/18/2024	THERMO FLUIDS, INC.	Oil/Fluid - Drum Replacement	147.42
094778	4/18/2024	THERMAL SUPPLY	Misc. Supplies	91.46
094779	4/18/2024	US OPCO T, INC.	Misc. Parts	73.88
094780	4/18/2024	TRANSPO GROUP USA, INC.	Micro Transit Study	10,237.89
094781	4/18/2024	TRANSPO GROUP USA, INC.	Service Planning Support	2,631.25
094782	4/18/2024	TRANSPO GROUP USA, INC.	Rapid Transit Phase 2	2,146.25
094783	4/18/2024	UNITED PARCEL SERVICE INC	Shipping Service	39.16
094784	4/18/2024	KEVIN J. VANDERHORST	Para Bus Build - Ottawa OH.	482.91
094785	4/18/2024	VERIZON CONNECT NWF INC.	Monthly Service - Mar/24	165.68
094786	4/18/2024	VERIZON WIRELESS, BELLEVUE	Management Cell/	94.44
094787	4/18/2024	ROBERT VISSER	CDL Medical Certificate	110.00
094788	4/18/2024	VAN NESS FELDMAN, LLP	Jan & Feb/24 - Federal Funding	10,000.00
094789	4/18/2024	WESTERN REFINERY SRVCS. INC	Moab Catch Basin Cleaning	6,567.37
094790	4/18/2024	DEAN WHITE	WSTA Maint - Kennewick WA.	71.00
094791	4/18/2024	DORI WILSON	Trapeze T/T - Tucson AZ.	89.00
094792	4/18/2024	WINDWOOD ENTERPRISES INC	(6) Locations - Landscape Mar/24	7,721.54
094793	4/23/2024	A.T.U. - C.O.P.E.	Employee Donations	74.35
094794	4/23/2024	UNITED WAY OF WHATCOM CO.	Employee Donations	501.67
094795	4/25/2024	EUROFINS TESTOIL, INC.	Oil Test Kits/Testing	1,080.00
094796	4/25/2024	ASSOCIATED PETROLEUM PROD.	Diesel & Regular Gasoline	68,489.07
094797	4/25/2024	AWC EMPLOYEE BENEFIT TRUST	Cobra - Waltari/May 2024	2,902.91
094798	4/25/2024	AT&T MOBILITY-CC	Cell/Fleet Routers	6,815.97
094799	4/25/2024	SECURETRANS, INC.	Cash Processing/Armored	850.41
094800	4/25/2024	BAE SYSTEMS CONTROLS INC	Misc. Parts	1,044.68
094801	4/25/2024	BAY CITY SUPPLY	Cleaning Supplies & Paper Goods	2,229.66
094802	4/25/2024	BAY TROPHIES	(2) Names/Mags	16.49
094803	4/25/2024	BELLINGHAM AUTO PARTS	Misc. Parts	869.74
094804	4/25/2024	BELLINGHAM FORD LINCOLN, INC.	Misc. Parts	1,858.82
094805	4/25/2024	BIO BUG	FTC Preventative	125.12
094806	4/25/2024	VANESSA BRONSEMA	WAPELRA - Lacey WA.	524.42
094807	4/25/2024	BULBS.COM, INC.	Misc. Supplies	163.80
094808	4/25/2024	GENEVIEVE CARRILLO	GSMC - Palm Springs CA.	1,138.37
094809	4/25/2024	CASCADE NATURAL GAS	Cordata Station	63.76
094810	4/25/2024	CDW GOVERNMENT	ADO Acrobat Pro	93.20
094811	4/25/2024	CINTAS CORPORATION	Laundry Service	3,336.69

094812	4/25/2024	SAR ENTERPRISES, INC.	Misc. Parts	71.20
094813	4/25/2024	COPIERS NORTHWEST, INC.	Copier Lease/Maintenance	2,228.49
094814	4/25/2024	COPY SOURCE	Historical Milestone Graph	35.96
094815	4/25/2024	CORDATA PLACE OWNERS ASSOC	CPOA Dues Jan-Dec/2024	4,022.88
094816	4/25/2024	CUMMINS INC.	Misc. Parts	6,789.14
094817	4/25/2024	D2 CREATIVE LLC	Meetings/Design Layout	2,365.25
094818	4/25/2024	DANIEL DARWIN	CDL Medical Certificate	151.00
094819	4/25/2024	DEL CITY	Misc. Parts	110.31
094820	4/25/2024	DOBBS HEAVY DUTY HOLD'S, LLC	Misc. Parts	109.00
094821	4/25/2024	EXACTHIRE	Access Fees - Recruitment Testing	1,320.00
094822	4/25/2024	FASTENAL COMPANY	Misc. Supplies	70.14
094823	4/25/2024	FERRELLGAS, LP	Propane - Paratransit Vehicles	5,816.19
094824	4/25/2024	FLEETPRIDE, INC.	Misc. Supplies	778.50
094825	4/25/2024	GENSCO INC	Misc. Parts	71.55
094826	4/25/2024	GILLIG LLC	Misc. Parts	11,404.63
094827	4/25/2024	GLOBAL INDUSTRIAL	Misc. Supplies	98.03
094828	4/25/2024	GRAINGER INC	Misc. Supplies	103.84
094829	4/25/2024	CHRIS GRAY	CTANW Summit - Ocean Shores WA.	182.00
094830	4/25/2024	HARDWARE SALES	Misc. Supplies	406.80
094831	4/25/2024	ALISSA HAWKINSON	Q1/2024 - BOD Meetings	1,000.00
094832	4/25/2024	HOME DEPOT CREDIT SERV.	WTA Credit Account	519.45
094833	4/25/2024	KPFF, INC.	W/O #2 - Mid Lot Generator/Electrical	3,205.47
094834	4/25/2024	KPFF, INC.	W/O #9 CTS Electric Charging	595.03
094835	4/25/2024	KPFF, INC.	W/O #5 Services Support	4,592.10
094836	4/25/2024	KPFF, INC.	W/O #20 - Diesel Assessment	28,332.17
094837	4/25/2024	KPFF, INC.	W/O #12 - ADA Bus Stops	824.93
094838	4/25/2024	JENNIFER K LAUTENBACH	Q1/2024 - BOD Meetings	625.00
094839	4/25/2024	JENNIFER K LAUTENBACH	APTA Conf - Washington DC.	1,756.97
094840	4/25/2024	MICHAEL LILLIQUIST	Q1/2024 - BOD Meetings	750.00
094841	4/25/2024	LOWE'S BUSINESS ACCOUNT	WTA Credit Account	344.78
094842	4/25/2024	MAUREEN MCCARTHY	APTA Conf - Washington DC.	1,894.51
094843	4/25/2024	MOHAWK MFG & SUPPLY CO	Misc. Supplies	312.00
094844	4/25/2024	MT. BAKER AUTO GLASS	Windshields & Misc. Glass Repairs	430.55
094845	4/25/2024	MUNCIE TRANSIT SUPPLY	Misc. Supplies	1,042.10
094846	4/25/2024	NATIONAL SAFETY, INC.	Safety Equipment & Supplies	300.47
094847	4/25/2024	NAVIA BENEFIT SOLUTIONS	Employee Contributions	6,373.35
094848	4/25/2024	NEL/SON DISTRIBUTING	Oil & Lubes	6,880.22
094849	4/25/2024	NEW PIG	Misc. Supplies	468.23
094850	4/25/2024	NORTHWEST SOLUTIONS, INC.	Misc. Supplies	579.98
094851	4/25/2024	O'REILLY AUTO PARTS	Misc. Parts	419.47
094852	4/25/2024	PAPE' MATERIAL HANDLING, INC.	Misc. Parts	38.21
094853	4/25/2024	PEAK INDUSTRIAL, INC.	Gillig Air Conditioning Service/Repair	2,121.20
094854	4/25/2024	PICKFORD FILM CENTER	OnScreen Ads - April/2024	500.00
094855	4/25/2024	SOUND INTERNET SOLUTIONS, INC.	Internet/Radio Zone	104.99
094856	4/25/2024	POMP'S TIRE SERVICE, INC.	Tires and Misc. Tire Repairs	6,444.99
094857	4/25/2024	PUGET SOUND ENERGY	Bellingham Station	2,240.68
094858	4/25/2024	SCHETKY NORTHWEST SALES INC	Misc. Parts	28.77
094859	4/25/2024	SEATTLE AUTOMOTIVE DISTR INC	Misc. Parts	598.40
094860	4/25/2024	SNAP-ON INDUSTRIAL	Tools & Misc. Tool Repairs	165.46
094861	4/25/2024	AUDRA STILES	CTANW Summit - Ocean Shores WA.	581.84
094862	4/25/2024	JANICE ST. PETER	Trapeze T/T - Tucson AZ.	208.00
094863	4/25/2024	JOHNATHAN TAYLOR	CTAA - West Palm Beach FL.	1,357.80
094864	4/25/2024	JASON TOBIN	CDL Fees - Reimbursement	136.00

094865	4/25/2024	UNITED PARCEL SERVICE INC	Shipping Service	112.81
094866	4/25/2024	WHATCOM COUNCIL OF GOV'TS	Whatcom Smart Trips - Grant Split	65,628.46
094867	4/25/2024	EDWIN H WILLIAMS III	Q1/2024 - BOD Meetings	500.00
094868	4/25/2024	WIZTRONICS INC.	(1) Program Radio	38.08
094869	4/25/2024	WIZTRONICS INC.	Kentwood - OTAP Radio License	4,956.38
094870	4/25/2024	ZORO TOOLS, INC.	Tools & Misc. Tool Repairs	1,204.13
				<u>475,086.84</u>

ELECTRONIC TRANSFERS

VANTAGEPOINT TRANSFER AGENTS	Retirement Health Benefit	2,996.64
AFLAC	Insurance Benefit	189.27
AMALGAMATED TRANSIT UNION 843	Union Dues	11,131.78
COLONIAL INSURANCE COMPANY	Insurance Benefit	408.56
HSA BANK	Health Savings Account	2,542.92
INTERNAL REVENUE SERVICE	Payroll Taxes	246,019.90
DEPARTMENT OF RETIREMENT SYS	PERS & Deferred Comp	201,057.14
TRUSTMARK VOLUNTARY BENEFIT	Insurance Benefit	30.92
OFFICE OF SUPPORT ENFORCE.	Garnishment	1,417.82
WA. DEPT. OF REVENUE	March 2023 - Use Tax Paid	2,739.20
		<u>468,534.15</u>

PAYROLL - APRIL 23, 2024

CHECKS	5227, 5428 - 5438	18,954.39
DIRECT DEPOSIT		703,910.44
		<u>722,864.83</u>
REPORT TOTAL		<u>1,666,485.82</u>

AGENDA ITEM E.2



**WHATCOM TRANSPORTATION AUTHORITY
RECORD OF PROCEEDINGS
BOARD OF DIRECTORS REGULAR MEETING
April 18, 2024**

A. CALL TO ORDER

Chairperson Ali Hawkinson 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
Todd Donovan – County Council	Eric Davidson – Blaine City Council
Ali Hawkinson – Ferndale City Council	
Scott Korthuis – Mayor of Lynden	
Jennifer Lautenbach – Everson City Council	
Michael Lilliquist – Bellingham City Council	
Kim Lund – Mayor of Bellingham	
Satpal Sidhu – County Executive	
Skip Williams–Bellingham City Council	
Dan Darwin – Non-Voting Labor Rep.	

Staff Present		Others Present
L. Reardanz	Carrie	Mark Lee – Legal Counsel
V. Esser	D. deBoer	Ron Cubellis - WCOG
J. Benson	E. Knudson	Bob
A. Bowler	H. Richardson	
V. Bronsema	J. St. Peter	
E. Frazier	K. Goldberry	
M. McCarthy	K. Putich	
J. Nylander	M. Anderson	
S. Shipman	M. Laratta	
T. Wilder	N. Kincaid	
A. Curry	S. Korthuis	
B. Gamble	S. Davis	

C. CITIZEN COMMUNICATIONS

None

D. BOARD ACTION

D.1 Consideration of Modifications to the Interlocal Agreements with City of Bellingham for Construction of Infrastructure Upgrades at Cordata Station for Electrical Charging Hardware

Recommendation: That the Board of Directors authorize the General Manager to approve two interlocal agreement modifications with the City of Bellingham for the construction and installation of infrastructure at Cordata Station to support electric charging hardware for bus and public vehicles.

Devon deBoer, Construction Project Manager, gave an overview of this item.

MOTION BY LILLIQUIST, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO APPROVE TWO INTERLOCAL AGREEMENT MODIFICATIONS WITH THE CITY OF BELLINGHAM FOR THE CONSTRUCTION AND INSTALLATION OF INFRASTRUCTURE AT CORDATA STATION TO SUPPORT ELECTRIC CHARGING HARDWARE FOR BUS AND PUBLIC VEHICLES.

The motion passed unanimously.

E. CONSENT AGENDA

E.1 Consideration of Approval of March 1-31, 2024 Expenditures

E.2 Consideration of Approval of March 7, 2024 Board Meeting Minutes

E.3 Consideration of Approval of March 21, 2024 Board Meeting Minutes

MOTION BY KORTHUIS, SECONDED BY WILLIAMS THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING APPROVAL OF THE MARCH 1-31, 2024 EXPENDITURES AND THE MARCH 7, 2024 AND MARCH 21, 2024 BOARD MEETING MINUTES.

The motion passed unanimously.

F. REPORTS TO THE BOARD

F.1 Annual Safety Report

Jeff Benson, Safety and Risk Director, gave a presentation on the Annual Safety Report and answered Board member questions.

(Presentation copy available at): <http://www.ridewta.com/business/board-of-directors/board-meetings>

Summary numbers year over year:

- 16% increase in preventable accidents (All Modes)
- 27% decrease in employee injuries
- % of preventable accidents due to striking fixed objects
 - 68% (2023)
 - 73% (2022)
- 74% of preventable accidents involved operators with 0-5 years of driving experience. (2023)

Mr. Benson stated we do provide remedial training after a preventable accident. The Training Department is working to increase defensive driving training.

F.2 General Manager's Monthly Report

General Manager, Les Reardanz, reported that:

Transportation and Land Use Planner / Transit Access Fund

WTA has hired Transportation and Land Use Planner, Hayden Richardson, who gave a presentation on the Transit Access Fund.

(Presentation copy available at): <http://www.ridewta.com/business/board-of-directors/board-meetings>

APTA Legislative Conference

Recently, Mr. Reardanz, Maureen McCarthy, and Board Member Lautenbach attended the American Public Transportation Association (APTA) Legislative Conference in Washington D.C.

There is a new FTA Acting Administrator who addressed the conference. Some of her priorities are:

- Mixing transit with affordable workforce housing
- Concentrating more on transit in rural areas
- Increasing investment in Bus Rapid Transit types of service
- Safety

Some other panels talked about economic development and the relationship to transit. Rep. Larsen addressed the group and spoke about the value of transit and the lifeline that it brings. Other topics included the challenges caused by increasing costs.

After the conference, we met with Representative Larsen, and staff members of Senator Murray, Senator Cantwell, and Representative DelBene. We also spent some time at the Federal Transit Administration.

Board member Lautenbach reported that she heard speakers talk about:

- Advocacy through stories
- Transit is for everyone: The ADA benefits others including people with temporary injuries, parents with strollers, etc. This broadened her view on access to transit.
- AI in Transportation
- Emphasis on rural transit and what that could look like
- Engaging the public in connecting communities

Maureen McCarthy, Community and Government Relations Director, added that one of the things Mr. Reardanz stresses is making sure that our relationships are relational and not transactional. We were there without an ask this year but let them know what we are working on and what is in the pipeline and offering partnership. We could see the value of that over time. Having a Board member there is beneficial also.

State Audit

WTA's State audit will start next Monday, April 22nd.

Whatcom County Business and Commerce Committee

Mr. Reardanz an opportunity to have a conversation with the Whatcom County Business and Commerce Committee. Thank you to Board members who were there: Scott Korthuis, Michael Lilliquist, Satpal Sidhu, and Dan Darwin. It was a good discussion and opened doors to have some smaller group discussions on what WTA is doing.

Upcoming Events

Tuesday, May 7th – Safety Breakfast

Sunday, May 19th – Roadeo

Sunday, June 2nd – WTA at the Bellingham Bells Day

Executive Sidhu said his office has heard from a community member that he and a group would like to do some kind of referendum on the sales tax for WTA. Executive Sidhu suggests that two or three Board members have a conversation with the group and clarify some of the myths they have. He asked Mr. Reardanz to think about how we can organize that.

Mr. Reardanz said he has some ideas on how to move that forward.

Board member Lilliquist said he met with them. They are sincere, but they are skeptical of public transit.

Board member Korthuis has talked with them also. Their point is that there are many buses that are mostly empty. They are asking, "Can we do it better, more efficiently, and get more people on the bus?"

Executive Sidhu said they do not understand the connection of public transit with the FTA and other issues. We might be able to help them better understand the issues.

Board member Donovan asked if they are organizing a petition effort to put something on the ballot. If so, there are rules about what we can discuss in a meeting so we would want to talk with an attorney.

Executive Sidhu said they met with him to ask about the process. They did not say that they are doing it.

Board member Lilliquist said he thinks they are looking at WTA's ledger rather than our value proposition. He thinks the Whatcom County Business and Commerce committee is a good place to discuss this. It is a large group with an even larger following that is an important constituency. Their focus is on economic development.

Board member Korthuis stated that the cost per ride is one issue that comes up. He said if we become more efficient, we need to be able to talk about what we would do with the funds rather than just increase reserves.

Mr. Reardanz stated that they are asking legitimate questions. We should be able to show what our value is to the taxpayer, but it is a community return on investment, not the same as a business. This Board is pushing WTA to change our value with things such as affordable housing near transit, which will increase ridership, Bus Rapid Transit (BRT), how can we provide service at the waterfront so the service is there before travel habits get formed, etc. We are talking with many in the business community. They like our direction, but there is some skepticism. They want to see that we can do what we are planning. That is valid. There are some challenges but also great opportunities for WTA.

Chairperson Hawkinson stated that getting more riders on the bus is their main point and we are continuing to work on that.

G. OTHER BUSINESS

Board member Lautenbach commented that she interacts with many WTA paratransit drivers in her work at the Senior Center. She said the drivers and support staff are fantastic and the service is amazing! Thank you to all of them.

Mayor Lund stated that she found the previous conversation to be very meaningful and she would love for WTA's agenda to hold more space for this type of thoughtful governance conversation.

H. ANNOUNCEMENTS

None

I. ADJOURN

The meeting was adjourned by Chairperson Hawkinson at 9:03 a.m.

**WHATCOM TRANSPORTATION AUTHORITY
WHATCOM COUNTY, WASHINGTON**

**Ali Hawkinson
Chairperson**

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

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

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

DATE: May 16, 2024

SUBJECT: Summary of 4th Quarter 2023 Financial Information and Ratios

DISCUSSION

WTA ended 2023 in a strong financial position with sales tax revenue at \$1.8 million thousand over budget, and 4.5% above 2022 actuals.

Investment income and operating grant revenues together were \$4.6 million or 109% over 2022. This is primarily due to the receipt of the Move Ahead Washington and continued high interest rates. Fare revenue was \$117 thousand or 7.6% higher than 2022.

Operating expenses were \$318 thousand or .7% below 2022 under budget primarily due to position vacancies during the year and increases in employee benefits and consulting services.

Capital grant revenues were \$1.2 million or 34.9% below 2022 due to continuing bus order delays.

Capital expenses were greater than 2022 by \$1.0 million or \$18.1% as WTA received two (2) electric fixed route buses during the year.

Cash and cash equivalents ended the year \$19.6 less than 2022. This is primarily due to increasing Fleet Reserves by \$13.2 million in 2023. WTA has a heavy capital program budgeted for 2024 which plans to spend \$14.8 million in local dollars to achieve.

I. Financial Health Assessment Ratios

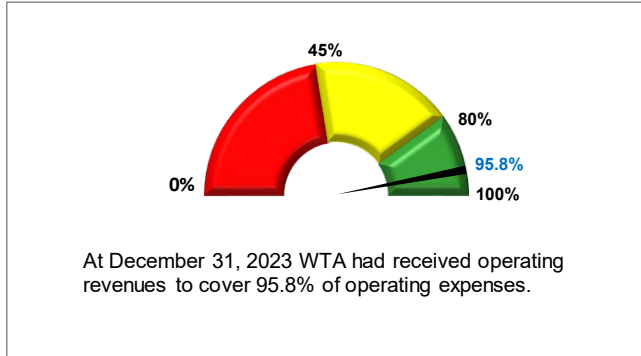
The two ratios presented are utilized by the State Auditor's office to assess agency financial stability and are calculated annually by the auditors based on data submitted by WTA.

The calculations provide valuable information to:

- Assess our financial health proactively; and,
- Provide actionable information to Board of Directors; and,
- Provide trend analysis and future forecasting of revenues and expenses.

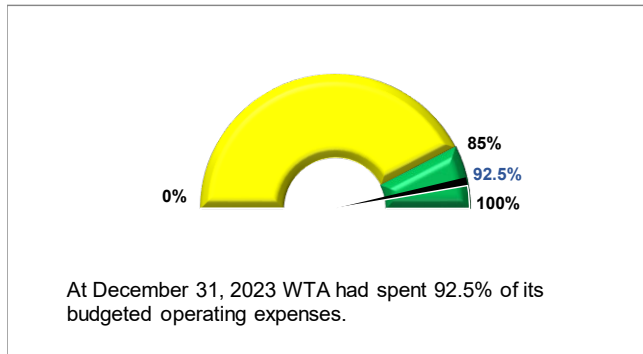
Also included are charts, graphs, and **unaudited** financial statements as of December 31, 2023.

Operating Revenues to Operating Expenses	Status	Target in Percent	Snapshot
Fare + sales tax revenue to operating expenses	Met	Should Exceed: 80%	12/31/2023 95.8%
		Lower Limit: 45%	12/31/2022 97.5%
			12/31/2021 122.5%



Fare revenue saw a 7.6% increase compared to 2022. Sales tax revenue increased by 4.5%.

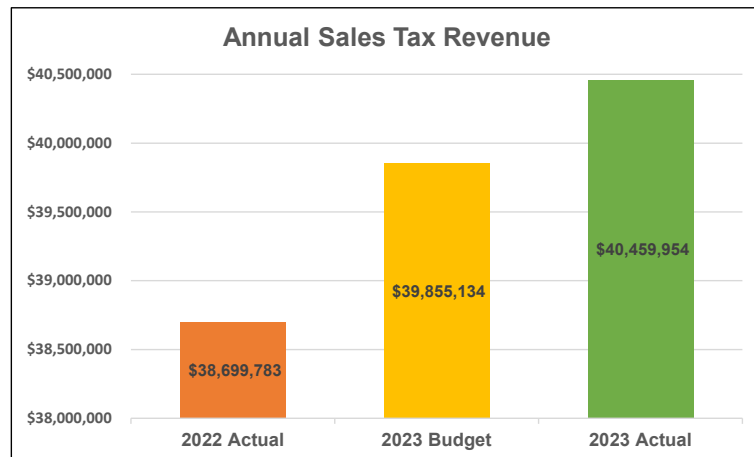
Actual Expenses compared to Budgeted Expenses	Status	Target in Percent	Snapshot
Actual Operating Expense to Budgeted Expense	Met	Not to exceed: 100%	12/31/2023 92.5%
		Lower Limit: 85%	12/31/2022 88.6%
			12/31/2021 78.3%



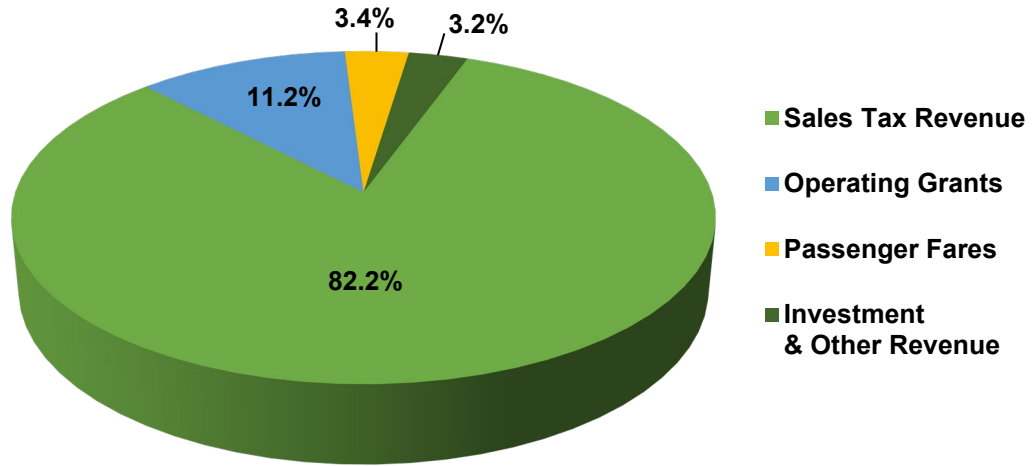
WTA came in 3.5 million under budget for actual expense vs. budgeted.

Revenues and Expenses

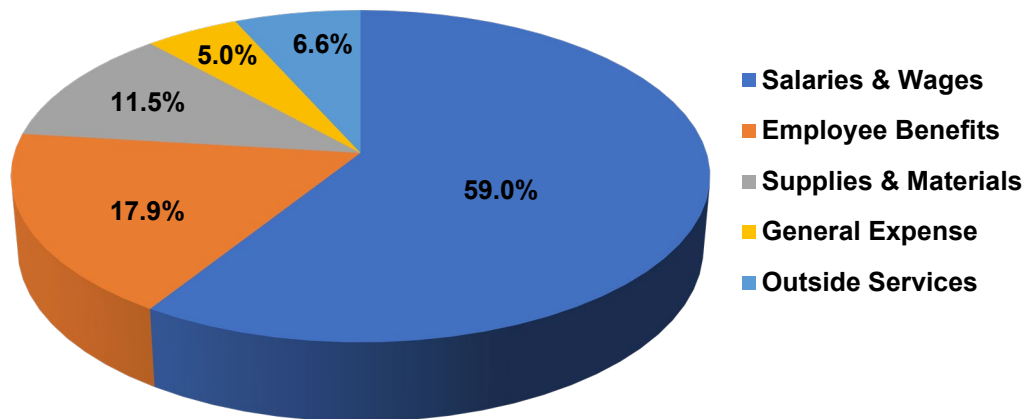
The increase in sales tax revenue for 2023 compared to 2022 is 4.5%.



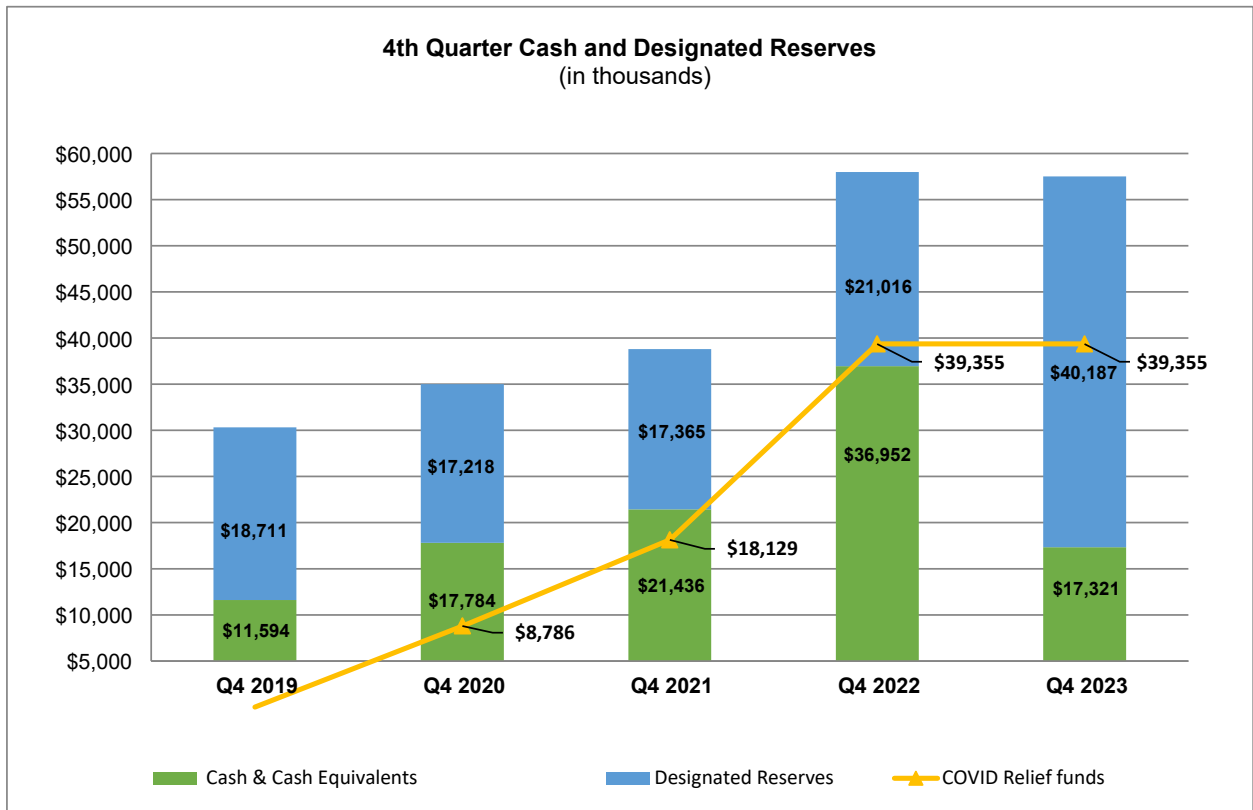
2023 Annual Revenues



2023 Annual Expenses



II. Cash and Designated Investments



This graph displays the balances in WTA cash and cash reserve accounts as of the 4th quarter of 2019 – 2023, including the total COVID-19 relief funds.

Relief Act	Date	Allocated	Received
CARES	3/27/2020	\$ 8,786,277	\$ 8,786,277
CRRSA	12/27/2020	\$ 9,342,245	\$ 9,342,245
ARP	12/31/2022	\$ 21,226,320	\$ 21,226,320

COVID-19 relief funds were distributed on a reimbursement basis, meaning WTA spent local dollars first, then requested reimbursement from the FTA. All federal relief funds have been received and spent on salaries, wages, and benefits. While entitled “Undesignated Cash & Cash Equivalents,” these dollars are planned to be used on future capital projects as identified in the Capital Improvement Program as well as the potential transformational initiatives from WTA 2040 such as zero emission fleet transition, transit-oriented development, on demand, and rapid transit. Costs for these programs will exceed the “undesignated” reserves.

III. Financial Statements - UNAUDITED

Whatcom Transportation Authority
Revenue and Expenditures
Year to Date at December 31, 2023

	2023 Actuals	2023 Budget	Actual vs. Budget	2022 Actuals	Variance 2023 vs 2022
Revenues:					
Passenger Fares	\$ 1,663,498	\$ 1,470,310	\$ 193,188	\$ 1,546,622	\$ 116,876
COVID Relief	-	-	-	21,226,320	(21,226,320)
Operating Grant Revenue	5,516,454	4,248,798	1,267,656	1,852,025	3,664,429
Total Operating Revenues	7,179,952	5,719,108	1,460,844	24,624,967	(17,445,015)
Sales Tax Revenue	40,459,954	39,855,134	604,820	38,699,783	1,760,171
Investment Income	1,506,566	275,000	1,231,566	569,239	937,327
Other Revenue	46,779	659,244	(612,465)	(380)	47,159
Total Revenues	49,193,251	46,508,486	2,684,765	63,893,609	(14,700,358)
Expenses:					
Salaries & Wages	24,153,249	25,000,265	(847,016)	25,391,001	(1,237,752)
Employee Benefits	10,346,709	10,992,963	(646,254)	10,006,101	340,608
Outside Services	2,577,924	3,343,537	(765,613)	1,794,784	783,140
General Expense	377,458	325,720	51,738	376,147	1,311
Supplies & Materials	2,451,259	3,096,967	(645,708)	2,353,960	97,299
Repairs & Maintenance	243,534	144,900	98,634	40,389	203,145
Professional Fees	167,459	154,662	12,797	150,852	16,607
Fuel	1,990,837	2,463,790	(472,953)	2,055,120	(64,283)
Utilities	544,009	614,228	(70,219)	499,955	44,054
Insurance and Claims	770,817	821,889	(51,072)	727,969	42,848
Education, Meetings & Travel	338,065	541,320	(203,255)	247,262	90,803
Total Operating Expense	43,961,320	47,500,241	(3,538,921)	43,643,540	317,780
Net Income from Operations	5,231,931	(991,755)	6,223,686	20,250,069	(15,018,138)
Depreciation & Amortization	5,757,819	6,366,276	(608,457)	5,420,771	337,048
Net Income	\$ (525,888)	\$ (7,358,031)	\$ 6,832,143	\$ 14,829,298	\$ (15,355,186)
Capital Expense	6,640,218	15,371,632	(8,731,414)	5,623,351	1,016,867
Capital Grants	2,253,906	7,141,245	(4,887,339)	3,461,688	(1,207,782)
Net Capital Expense	\$ 4,386,312	\$ 8,230,387	\$ (3,844,075)	\$ 2,161,663	\$ 2,224,649

Whatcom Transportation Authority
Comparative Balance Sheet
December 31, 2023

ASSETS	Dec 31, 2023	Dec 31, 2022	2023 vs. 2022
CURRENT ASSETS			
Cash & Equivalents	\$ 17,321,392	\$ 36,952,451	\$ (19,631,059)
Sales Tax Receivable	6,420,042	6,624,857	(204,815)
Other Receivables	4,527,646	2,157,716	2,369,930
Inventories	1,513,917	1,315,116	198,801
Prepaid Expense	336,118	358,525	(22,407)
Total Current Assets	30,119,115	47,408,665	(17,289,550)
DESIGNATED ASSETS			
Capital Reserves	7,354,082	1,249,624	6,104,458
Fleet Reserves	21,157,026	7,996,760	13,160,266
Operating Reserve	11,675,977	11,769,129	(93,152)
Total Restricted Assets	40,187,085	21,015,513	19,171,572
CAPITAL ASSETS			
Property and Equipment	104,922,641	101,392,200	3,530,441
Less Accumulated Depreciation	(56,322,667)	(52,726,261)	(3,596,406)
Total Capital Assets	48,599,974	48,665,939	(65,965)
OTHER NON-CURRENT ASSETS			
Net Pension Asset	7,204,214	6,159,358	1,044,856
Deferred Outflows Related to Pensions	5,703,277	6,288,124	(584,847)
Lease Receivable	545,739	-	545,739
Total Non-current Assets	13,453,230	12,447,482	1,005,748
TOTAL ASSETS	\$ 132,359,404	\$ 129,537,599	\$ 2,821,805
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	\$ 828,149	\$ 965,135	\$ (136,986)
Salaries & Wages Payable	831,940	1,738,354	(906,414)
Employee Benefits Payable	2,442,650	2,476,876	(34,226)
Other Current Liabilities	502,673	438,782	63,891
Total Current Liabilities	4,605,412	5,619,147	(1,013,735)
LONG TERM LIABILITIES			
Employee Benefits Payable	259,120	234,134	24,986
Net Pension Liability & Deferrals	3,135,036	3,578,134	(443,098)
Other Long Term Liabilities	2,615,290	1,577,358	1,037,932
Total Long Term Liabilities	6,009,446	5,389,626	619,820
TOTAL LIABILITIES	10,614,858	11,008,773	(393,915)
DEFERRED INFLOWS			
Deferred Inflows Related to Pensions	4,256,730	6,395,284	(2,138,554)
Deferred Inflows Related to Leases	535,576	-	535,576
Total Deferred Inflows	4,792,306	6,395,284	(1,602,978)
EQUITY			
Contributed Capital (net)	18,797,465	19,135,407	(337,942)
Restricted Retained Earnings	14,348,860	14,348,860	-
Unrestricted Retained Earnings	62,123,926	57,238,313	4,885,613
Accumulated Retirement of Contributions	21,681,989	21,410,962	271,027
TOTAL EQUITY	\$ 116,952,240	\$ 112,133,542	\$ 4,818,698
TOTAL LIABILITIES & EQUITY	\$ 132,359,404	\$ 129,537,599	\$ 2,821,805

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

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

DATE: May 16, 2024

SUBJECT: Summary of 1st Quarter 2024 Financial Performance and Ratios

DISCUSSION

2024 started off well with fares, operating grant revenues, interest income and sales tax all above 2023 quarter 1 results. Overall revenues are \$2.0 million or 18.7% above 2023.

Operating expenses are \$1.3 million or 13.8% higher than quarter 1 in 2023 primarily due to wages and benefits as WTA continues to promote and hire new employees.

Net capital grants and expenses are slightly under 2023 amounts.

Cash and cash equivalents increased \$7.9 million or 29.3% over 2023 as amounts due to WTA grew over 2023 and a smaller amount was transferred to the reserve accounts. Overall liabilities changed slightly from 2023 and unrestricted retained earnings grew by \$5.7 million or 10.1%.

I. Financial Health Assessment Ratios

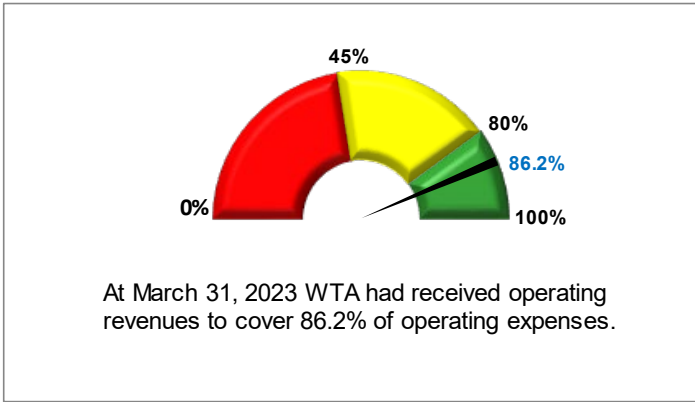
The two ratios presented are utilized by the State Auditor's office to assess financial stability and are calculated annually by the auditors based on data submitted by WTA.

The calculation of the following measures on a regular basis provides valuable information to:

- Assess our financial health proactively; and,
- Provide actionable information to Board of Directors, and,
- Provide trend analysis and future forecasting of revenues and expenses.

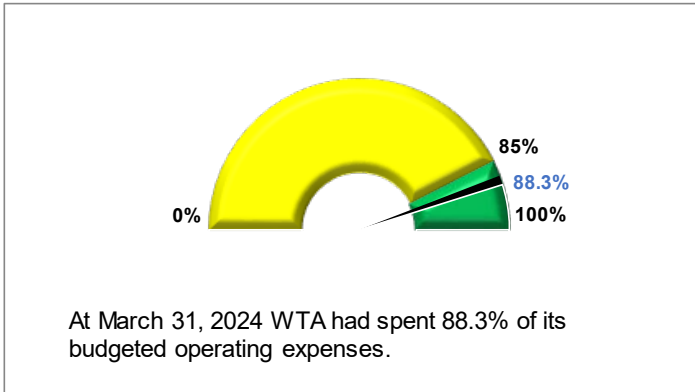
Also included are graphs and unaudited financial statements as of March 31, 2024.

Operating Revenues to Operating Expenses	Status	Target in Percent	Snapshot
Fare + sales tax revenue to operating expenses	Met	Should Exceed: 80%	3/31/2024 86.2%
		Lower Limit: 45%	3/31/2023 94.0%
			3/31/2022 76.4%



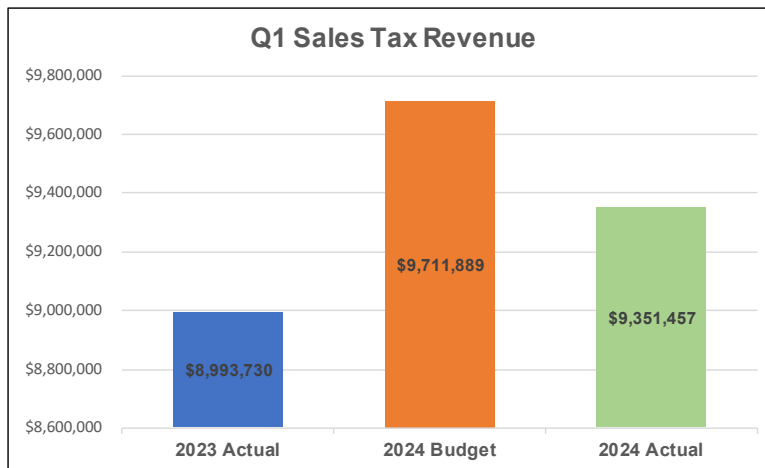
Sales tax and fare revenues combined were 7.2% more than 2023.

Actual Expenses compared to Budgeted Expenses	Status	Target in Percent	Snapshot
Actual Operating Expense to Budgeted Expense	Met	Not to exceed: 100%	3/31/2024 88.3%
		Lower Limit: 85%	3/31/2023 89.4%
			3/31/2022 85.0%



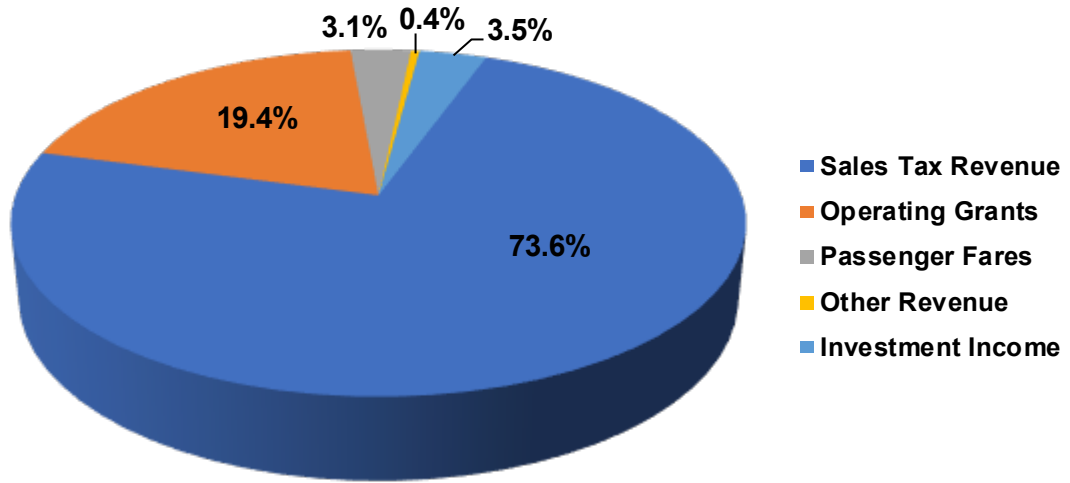
Actual operating expense was \$1.5 million less than budgeted in Q1.

II. Revenues and Expenses

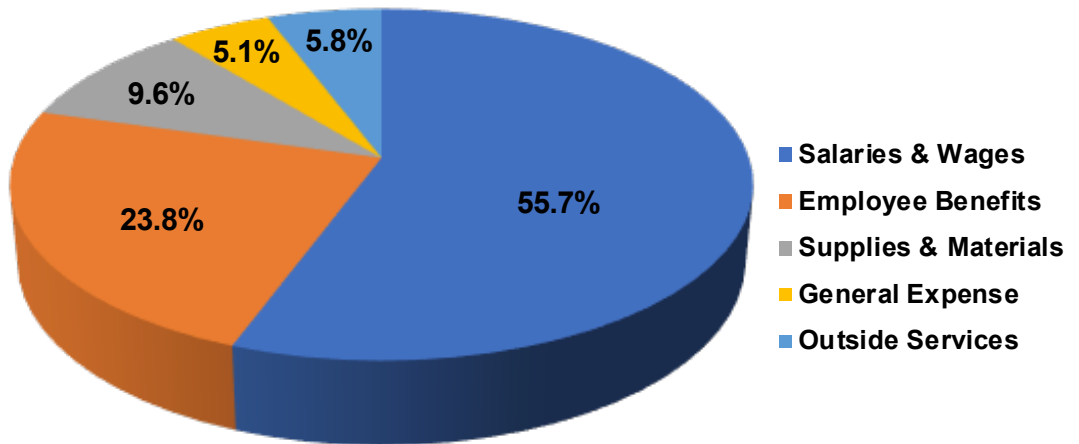


The sales tax increase for Q1 2024 compared to 2023 is 4.0%.

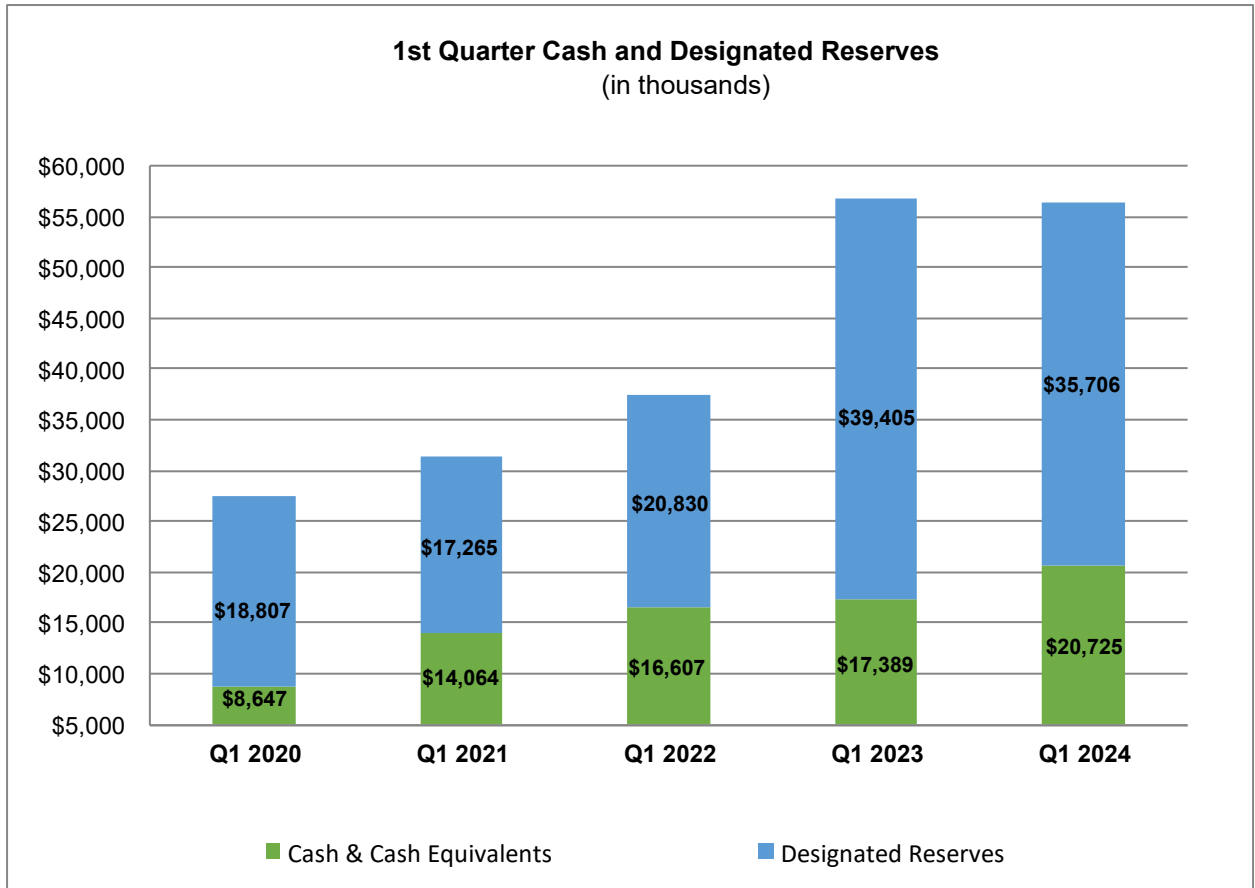
2024 Q1 Revenues



2024 Q1 Expenses



III. Cash and Designated Investments



This graph displays the balances in WTA cash and cash reserve accounts as of the 1st quarter of 2020 – 2024.

IV. Financial Statements

Whatcom Transportation Authority
Revenue and Expenditures
Year to Date at March 31, 2024

	2024 Actuals	2024 Budget	Actual vs. Budget	2023 Actuals	Variance 2024 vs 2023
Revenues:					
Passenger Fares	\$ 392,517	\$ 424,988	\$ (32,471)	\$ 380,274	\$ 12,243
Operating Grant Revenue	2,457,675	1,615,702	841,973	1,000,008	1,457,667
Total Operating Revenues	2,850,192	2,040,690	809,502	1,380,282	1,469,910
Sales Tax Revenue	9,351,457	9,711,889	(360,432)	8,993,730	357,727
Investment Income	438,954	501,563	(62,609)	235,717	203,237
Other Revenue	55,408	62,893	(7,485)	85,933	(30,525)
Total Revenues	12,696,011	12,317,035	378,976	10,695,662	2,000,349
Expenses:					
Salaries & Wages	6,289,411	6,627,819	(338,408)	5,277,312	1,012,099
Employee Benefits	2,686,316	2,757,922	(71,606)	2,465,127	221,189
Outside Services	580,695	1,368,318	(787,623)	462,618	118,077
General Expense	81,876	58,318	23,558	83,869	(1,993)
Supplies & Materials	635,361	845,406	(210,045)	695,039	(59,678)
Repairs & Maintenance	28,100	98,449	(70,349)	28,018	82
Professional Fees	43,336	37,500	5,836	31,652	11,684
Fuel	453,036	468,971	(15,935)	477,154	(24,118)
Utilities & Leases	163,785	170,492	(6,707)	122,744	41,041
Insurance and Claims	235,821	235,424	397	205,472	30,349
Education, Meetings & Travel	102,260	134,826	(32,566)	123,746	(21,486)
Total Operating Expense	11,299,997	12,803,445	(1,503,448)	9,972,751	1,327,246
Net Income from Operations	1,396,014	(486,410)	1,882,424	722,911	673,103
Depreciation & Amortization	1,746,288	1,746,288	-	1,591,569	154,719
Net Income	\$ (350,274)	\$ (2,232,698)	\$ 1,882,424	\$ (868,658)	\$ 518,384
Capital Expense	2,065,946	1,898,136	167,810	2,723,374	(657,428)
Capital Grants	283,718	12,196,950	(11,913,232)	4,014	279,704
Net Capital Expense	\$ 1,782,228	\$ (10,298,814)	\$ 12,081,042	\$ 2,719,360	\$ (937,132)

Whatcom Transportation Authority
Comparative Balance Sheet
March 31, 2024

ASSETS	March 31, 2024	March 31, 2023	2024 vs. 2023
CURRENT ASSETS			
Cash & Equivalents	\$ 20,725,041	\$ 17,388,922	\$ 3,336,119
Sales Tax Receivable	6,591,004	6,083,109	507,895
Other Receivables	5,292,423	1,391,924	3,900,499
Inventories	1,614,637	1,476,456	138,181
Prepaid Expense	1,080,370	968,039	112,331
Total Current Assets	35,303,475	27,308,450	7,995,025
DESIGNATED ASSETS			
Capital Reserves	6,880,842	7,210,859	(330,017)
Fleet Reserves	15,478,267	20,745,353	(5,267,086)
Operating Reserve	13,346,400	11,448,612	1,897,788
Total Restricted Assets	35,705,509	39,404,824	(3,699,315)
CAPITAL ASSETS			
Property and Equipment	105,605,960	102,166,798	3,439,162
Less Accumulated Depreciation	(58,068,956)	(54,317,830)	(3,751,126)
Total Capital Assets	47,537,004	47,848,968	(311,964)
OTHER NON-CURRENT ASSETS			
Net Pension Asset	7,204,215	6,159,358	1,044,857
Deferred Outflows Related to Pensions	5,703,277	6,288,124	(584,847)
Lease Receivable	545,739	-	545,739
Total Non-current Assets	13,453,231	12,447,482	1,005,749
TOTAL ASSETS	\$ 131,999,219	\$ 127,009,724	\$ 4,989,495
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	\$ 411,722	\$ 398,883	\$ 12,839
Salaries & Wages Payable	859,178	778,726	80,452
Employee Benefits Payable	2,443,429	2,199,982	243,447
Other Current Liabilities	597,456	578,327	19,130
Total Current Liabilities	4,311,785	3,955,917	355,867
LONG TERM LIABILITIES			
Employee Benefits Payable	259,121	234,134	24,987
Net Pension Liability & Deferrals	3,135,036	3,578,134	(443,098)
Other Long Term Liabilities	2,615,289	1,577,357	1,037,932
Total Long Term Liabilities	6,009,446	5,389,625	619,821
TOTAL LIABILITIES	10,321,231	9,345,542	975,688
DEFERRED INFLOWS			
Deferred Inflows Related to Pensions	4,256,730	6,395,284	(2,138,554)
Deferred Inflows Related to Leases	535,576	-	535,576
Total Deferred Inflows	4,792,306	6,395,284	(1,602,978)
EQUITY			
Contributed Capital (net)	18,797,465	19,135,408	(337,943)
Restricted Retained Earnings	14,348,860	14,348,860	-
Unrestricted Retained Earnings	62,057,368	56,373,668	5,683,700
Accumulated Retirement of Contributions	21,681,989	21,410,962	271,027
TOTAL EQUITY	\$ 116,885,682	\$ 111,268,898	\$ 5,616,784
TOTAL LIABILITIES & EQUITY	\$ 131,999,219	\$ 127,009,724	\$ 4,989,494

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Les Reardanz, General Manager
Eric Frazier, Operations Director
Tim Wilder, Planning Director
Vanessa Bronsema, Human Resources Director
Andy Bowler, Fleet and Facilities Director
Shonda Shipman, Finance Director
Josh Nylander, IT Director
Maureen McCarthy, Community and Government Relations Director
Jeff Benson, Safety and Risk Manager

DATE: May 16, 2024

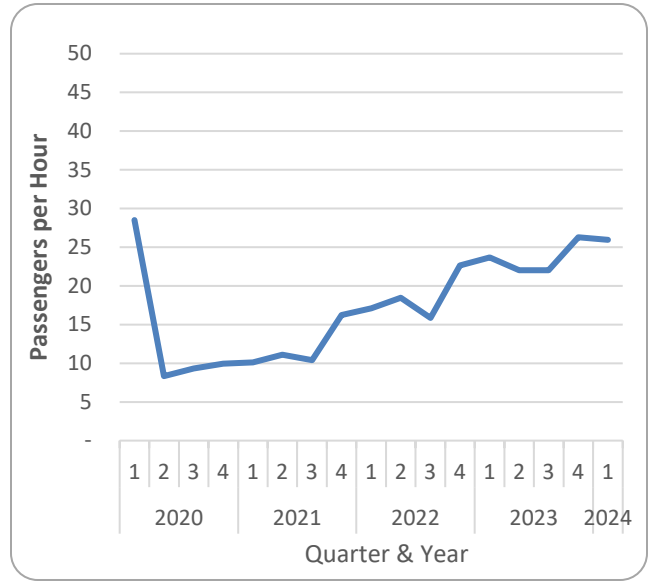
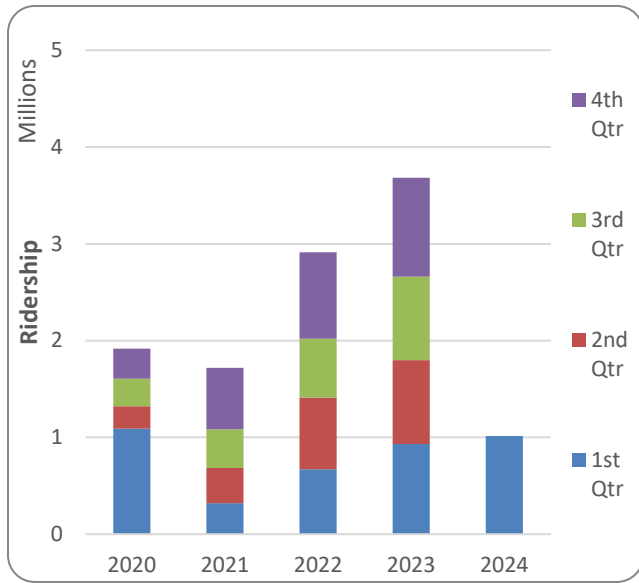
SUBJECT: First Quarter 2024 Performance Report

Agency Accomplishments – First Quarter 2024

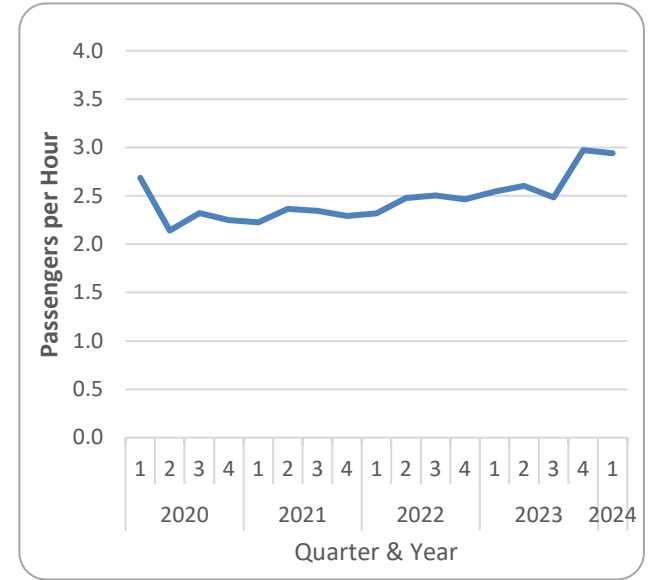
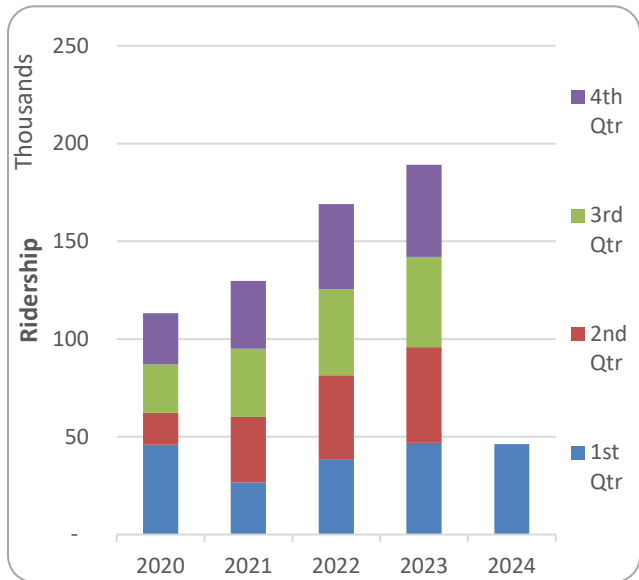
- Partnered with Whatcom Housing Alliance to host the Housing and Transportation Forum
- Partnered with Whatcom County Library Systems to permanently display over 20 works of teen art, through their WHATCOMICS program
- Partnered with Whatcom Smart Trips to provide how-to-ride education to 1,200 7th graders throughout Whatcom County
- Installed first universal wayfinding sign for sight impaired community at Gate 5 at BTS in mid-February
- Hired Hayden Richardson, WTA’s new Transportation and Land Use Planner
- Finalized the first edition of WTA’s Fixed Route Evaluation Guidelines
- Winter weather response
 - Partnered with City of Bellingham and Road to Home to provide approximately 250 rides to and from the severe weather shelter at Civic Field during January - March.
 - WTA safely navigated through a midday service closure due to winter weather on Wednesday, January 17th
- WTA hosted the WSTA Operations Committee meeting March 6-8
- Hosted Ferndale High School’s Introduction to Trades class on March 22nd and March 28th
- New Transit Operator Trainee class of eight began in January and were released for service in March.

PERFORMANCE DATA

Fixed Route



Paratransit



Rideshare

