



February 4, 2026

Cassie Franklin, Mayor
City of Everett
2930 Wetmore Avenue, Suite 10-A
Everett, WA 98201

Ric Ilgenfritz, CEO
Community Transit
2312 W. Casino Road
Everett, WA 98204

Brandon Banks
Managing Director, Customer Communications & Services
King County Metro Transit Department MS KSC-TR-0108
201 South Jackson Street
Seattle, WA 98104-3765

Subject: Agreement to Extend Everett Transit and Community Transit's Participation in the Subsidized Annual Pass Program through December 31, 2026

Via this letter, Sound Transit is pleased to invite Everett Transit and Community Transit to continue participation in the Subsidized Annual Pass Program from January 1, 2026 through December 31, 2026, as outlined in the "Agreement between King County Metro Transit and Sound Transit Regarding Sound Transit's Participation in the Subsidized Annual Pass Program" (GA 0191-20), as amended.

- **Program Eligibility:** Under the program, Metro provides a fully subsidized annual transit pass to people with incomes at or below 80% of the federal poverty level. Eligibility is currently limited to residents of King, Pierce, and Snohomish counties who receive services from the following state benefit programs that use the eighty percent federal poverty level income threshold: (i) Temporary Assistance for Needy Families (TANF); (ii) State Family Assistance (SFA); (iii) Refugee Cash Assistance (RCA); (iv) Aged, Blind, or Disabled Cash Assistance (ABO); (v) Pregnant Women Assistance (PWA); (vi) Supplemental Security Income (SSI); and (vii) Housing and Essential Needs (HEN) (collectively, the "Eligible State Benefit Programs"). Metro will provide at least 30 days advance written notice to Everett Transit and Community Transit regarding changes to eligibility requirements.
- **Program Administration:** Metro is responsible for implementing the program as an ORCA Business Choice program and loads a subsidized annual pass on ORCA LIFT cards for eligible customers that is valid for fare payment on services provided by Metro, Sound Transit, Everett Transit, and Community Transit.
- **Reporting:** Metro will provide monthly reports summarizing trips taken on Everett Transit and Community Transit by customers enrolled in this program.

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CHIEF EXECUTIVE OFFICER

Dow Constantine

- Program Communications and Outreach: As lead for this program, Metro manages communications and customer outreach for this program. If Everett Transit or Community Transit issues any partner or customer communications about the program, Metro must review and approve these items in advance. Metro will review, modify (if needed), and approve any materials within 10 business days.
- Everett Transit agrees to accept the subsidized annual pass on Everett Transit services via the ORCA system as a right-to-ride pass with no associated revenue and revenue reconciliation.
- Community Transit agrees to accept the subsidized annual pass on Community Transit services via the ORCA system as a right-to-ride pass with no associated revenue and revenue reconciliation.
- Term: Everett Transit and Community Transit agree to participate in the program, on a pilot basis, effective until December 31, 2026. Everett Transit may, at its sole discretion, withdraw from participation at any time by providing at least 30 days advance written notice to the other parties. Community Transit may, at its sole discretion, withdraw from participation at any time by providing at least 30 days advance written notice to the other parties.

Sound Transit is pleased to welcome Everett Transit's and Community Transit's continued participation in this effort to expand transit accessibility and address the mobility needs of people most in need. Please confirm Everett Transit's Community Transit's and King County Metro's understanding and acceptance of the terms described above by signing below.

Should you have any questions, please contact Chad Davis, Director-Fares, at chad.davis@soundtransit.org.

Sincerely,

Signed by:

Nadia Anderson

436EG6E9AGD546B...

Nadia Anderson
Chief Strategy Officer, Sound Transit

King County Metro Confirmation

DocuSigned by:

Brandon Banks

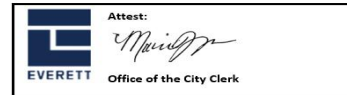
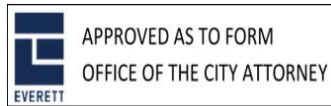
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Brandon Banks
Managing Director, Customer Communications & Services, King County Metro

Everett Transit Confirmation:

Cassie Franklin

Cassie Franklin
Mayor, City of Everett



Community Transit Confirmation:

Ric Ilgenfritz

Ric Ilgenfritz
CEO, Community Transit

Certificate Of Completion

Envelope Id: 0A646996-F44E-4A0B-AF2C-E527A84526C8

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Source Envelope:

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Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lindsey Berglund

AutoNav: Enabled

2312 W Casino Road

Envelopeld Stamping: Enabled

Everett, WA 98204

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

lindsey.berglund@commtrans.org

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3/19/2026 10:55:06 AM

lindsey.berglund@commtrans.org

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Sophie Luthin

sophie.luthin@commtrans.org

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Noah Tunick

Noah.tunick@commtrans.org

Director - Planning and Integration

Security Level: Email, Account Authentication
(None)

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ID: 859079da-1c86-4956-b7d4-576e3c857adb

Melissa Cauley

Melissa.cauley@commtrans.org

Chief Planning and Development Officer

Security Level: Email, Account Authentication
(None)

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Signature Adoption: Pre-selected Style

Using IP Address:

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Signed using mobile

Electronic Record and Signature Disclosure:

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ID: 5491f2a8-8871-4410-a8ec-c046621e4ccb

Ric Ilgenfritz

ric.ilgenfritz@commtrans.org

Chief Executive Officer

Community Transit

Security Level: Email, Account Authentication
(None)

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Everett Transit Subsidized Annual Pass Program Participation Agreement_3.26.26_SD

Final Audit Report

2026-03-30


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By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWcLZ9ze5jLhs078Ax7whXDVP8MzFTBHB

"Everett Transit Subsidized Annual Pass Program Participation Agreement_3.26.26_SD" History


-  Document created by Marista Jorve (mjorve@everettwa.gov)
2026-03-27 - 8:19:08 PM GMT
-  Document emailed to Brandon Hilby (BHilby@everettwa.gov) for approval
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-  Email viewed by Brandon Hilby (BHilby@everettwa.gov)
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-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval
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 Agreement completed.

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