

Burlington City Hall  
Council Chambers  
833 South Spruce Street  
Burlington, WA 98233

**Skagit Transit  
Board of Directors  
Agenda**

**Regular Meeting**  
June 15, 2022  
11:00 a.m.

<https://us02web.zoom.us/j/86092215677>

Or go to zoom.com and enter meeting  
ID: 860 9221 5677

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. PUBLIC COMMENT
5. CONSENT / ACTION ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- a) Approval of May Meeting Minutes..... Page 2-5
- b) Approval of Claims and Payroll  
    May Payroll Direct Deposit and Checks #16701 - 16708 ..... \$821,812  
    May Direct Federal withholding transfer ..... \$171,238  
    May Claims Checks and ACH #42519 - #42667 ..... \$625,100

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for May..... Page 6-7
- b) Approve Additional 90 Day Extension to Suspend the MOA-2 Construction Project.....  
..... Page 8
- c) Approve Resolution 2022-04 Authorizing Approval of Policy 080.05 Fare Policy Amendment  
..... Page 9-11

7. COMMUNITY ADVISORY COMMITTEE REPORT
8. EXECUTIVE DIRECTORS REPORT
9. EXECUTIVE SESSION
10. ADJOURNMENT

**RECORD OF THE PROCEEDINGS  
SKAGIT TRANSIT BOARD OF DIRECTORS**

Wednesday May 18, 2022

The Skagit Transit Board of Directors met in regular session in Burlington, WA and via teleconference. Chair Commissioner Janicki called the meeting to order at 11:03 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Jill Boudreau, City of Mount Vernon, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor  
Jose Reeves, Labor Representative (non-voting member)

**Members Present via Teleconference**

Lisa Janicki, Skagit County Commissioner (Chair)  
Dave Thomas, Skagit County Assessor  
Sandy Perkins, Skagit County Auditor  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Mark Hulst, City of Mount Vernon, Councilmember  
Rick DeGloria, City of Burlington, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Dale O'Brien, Executive Director  
Arden Flores, Manager of Finance & Administration  
Mark Kennedy, Operations Manager  
Joe Macdonald, Safety & Training Manager  
Brad Windler, Planning and Outreach Supervisor  
Whitney Davis, Clerk to the Board  
David Miller, Operations Supervisor  
Alan Brooks, Operations Supervisor  
Les O'Neill, Operations Supervisor  
Nicolas Bergman, IT Technician  
Marge Root, Coach Operator

**Staff Present via Teleconference:**

Jennifer Davidson, HR Manager  
Greg Latham, Maintenance Manager  
Aggie Juarez, Facilities Manager  
Abby Bissell

**Members of Public Present**

Tracey Christianson, WSTIP  
Todd Iddings, WSTIP  
Dan Root

**Members of the Public Present via Teleconference:**

Sharon Mataya, Skagit PUD  
Chris Jones, CAC Member  
Ed Johnson

**1 Public Comment:**

Mr. Ed Johnson introduced himself as a Paratransit client and shared his displeasure with a denied request for to make an additional, unplanned stop at the Post Office during a recent trip. Mr. Johnson was unhappy that he had to schedule an additional ride on an alternate day and was required to wait a minimum of 30 minutes at the Post Office before his return ride home. Staff attempted to explain that the American's with Disabilities Act (ADA) requires the 30-minute wait time. Ms. Jones requested her information be passed onto Mr. Johnson so that she could further explain and discuss the Paratransit service.

Mr. Jones introduced himself as a member of the Community Advisory Committee (CAC) as well as a Paratransit client and requested the Board look into options available to increase salaries for drivers and transit staff. Mr. Jones expressed his great appreciation for the Paratransit Service as well as the Driver's, staff and all the assistance he has received from Skagit Transit.

**2 Consent / Action Items:**

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll

April Payroll Direct Deposit and Checks #16692 - 16699.....	\$961,357
April Direct Federal withholding transfer.....	\$175,977
April Claims Checks and ACH #42379 - 42518.....	\$613,996

Mr. Miller moved to approve all Consent / Action items. Ms. Boudreau seconded the motion. The motion passed unanimously.

### 3 Full Discussion/Action Items:

a) Monthly Budget Update Report for April

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,155,719 in sales tax in the month of April. Skagit Transit also received \$1,239,439 in Federal grants. Capital expenditures included MOA2 construction management costs, The Sedro Woolley Park and Ride Restroom Project, and Service Vehicle Replacement. Fuel is trending at 27% over budget, roughly \$85,224 and salaries and wages are trending at 9% under budget, roughly \$243,501. The reserve account balance is \$18,943,964. Mr. Flores also included an update on the MOA-2 project noting 40% of Phase 1 construction is complete and noted construction is currently suspended.

Mr. Miller requested farebox revenues be included in the future reports so the Board may determine impacts of fare changes such as the upcoming discussion of free ridership for Youth. Ms. Boudreau thanked staff for the update on the fuel expenses. Mr. Sexton echoed Ms. Boudreau and noted his appreciation for the information regarding the offset of salary expense savings with the increase of fuel expenses. Mr. Sexton also thanked staff for including the MOA-2 construction update and inquired if spending was on track for the project noting not all expenses are equal. Mr. O'Brien confirmed that the project was at 40% completion and added that staff was meeting later in the day with TCF Architecture to discuss options for the roof which was not included in the original estimates.

**Ms. Boudreau moved to approve the April Monthly Budget Update as presented. Mr. Miller seconded the motion. The motion passed unanimously.**

b) Commitment of Local Match to Federal Transit Administration FY22 Buses and Bus Facilities Grant Program

Mr. O'Brien read the report as presented in the agenda packet. Applications consist of funding requests to complete Phase 3 construction of the Maintenance Operations and Administration (MOA) facility project. These grants require a match of local funds and a letter of commitment for the local match to be included with the application. This would require Skagit Transit to commit \$6,000,000 toward the project with \$16,000,000 grant funded.

Ms. Boudreau inquired when staff would know that status regarding this grant funding. Mr. O'Brien stated staff will be notified if they were successful in receiving the grant in November.

Mr. Miller inquired about the projected capital reserve account balance at the time of this award. Mr. Flores explained that staff is currently building the reserve account balance in anticipation of the completion of the MOA-2 project.

**Ms. Boudreau moved to approve the Commitment of Local Match to Federal Transit Administration FY22 Buses and Bus Facilities Grant Program. Mr. Miller seconded the motion. The motion passed unanimously.**

c) Approve Amendment to Increase the Contract Amount for Task 3 of the Architecture and Engineering Services Agreement for the Maintenance Operations and Administration Facility (MOA-2)

Mr. Flores read the report as presented in the agenda packet. Staff is requesting Board approval to increase the total contract amount for Task 3 of the MOA-2 project with TCF Architecture from \$372,241 to \$579,072 due to several delays.

Ms. Janicki clarified the increase staff is requesting is approximately \$207,000 increase. Ms. Janicki also clarified that TCF agreed to reimburse approximately \$41,000 due to design issues found that needed to be corrected. Mr. Flores noted that the \$579,072 will be the final expense and cover completion of the project.

Mr. Sexton noted his surprise that the estimate is double the initial estimate and noted his appreciate for the reimbursement due to issues encountered and additional expenses incurred. Mr. Sexton expressed his desire for safeguards to eliminate risk of addition issues and further unanticipated expenses. Mr. O'Brien stated this is the final increase.

Ms. Boudreau clarified all expenses are up to this amount. Mr. Flores stated the estimates are very detailed accounts.

**Ms. Boudreau moved to approve the Commitment of Local Match to Federal Transit Administration FY22 Buses and Bus Facilities Grant Program. Mr. Miller seconded the motion. The motion passed with Mr. Sexton opposed.**

d) Resolution 2022-04 Authorizing Approval of Policy 080.05 Fare Policy Amendment

Mr. Windler read the report as presented in the agenda packet. Mr. Windler explained the Washington State Legislature passed legislation to compensate transit agencies for providing free service for youth riders ages 18 and under. Mr. Windler explained Skagit Transit collected \$10,000 - \$12,000 annually from youth fares and will receive approximately \$650,000 annually from this funding. Mr. Windler informed the Board that staff received an updated report from WSDOT that indicates Skagit Transit will in fact receive \$1.3 million annually through this funding.

Mr. Miller inquired about mechanisms for tracking Youth ridership. Mr. Windler explained this funding is not issued as a reimbursement and is not dependent actual ridership. Mr. Miller inquired about a minimum age. Mr. Windler explained Skagit Transit has had a long-standing policy requiring children under 8 be accompanied by an adult.

Ms. Johnson inquired if the funding received would still be used to increase and improve routes and service in Sedro Woolley. Mr. Windler explained that is still staff's intentions, however Skagit Transit is experiencing staffing issues and is still determining what growth will be possible.

Ms. Janicki request promotion of this program should include information regarding the requirement of adult companions riding with young children.

Mr. Sexton inquired what the dollar commitment from WSDOT is statewide. Mr. Windler stated the annual distributions through this program statewide are \$90,625,000.

Ms. Boudreau inquired what age verification process was in place currently. Ms. Davis stated age verification is done when Umo accounts are established. Ms. Boudreau requested staff only allow free fare for registered accounts that have had age their verified. Mr. Kennedy explained that staff does not deny service, but if someone is riding without a Umo account, the driver will remind them they need to have a Umo account to ride free. Ms. Janicki suggested a soft launch and enforcement of the policy can be increased further into the program. Mr. Miller stated on the record that he was supportive of age verification requirement for this program.

**Ms. Boudreau made a motion this item be tabled until the June meeting so that staff can prepare an updated resolution to include age verification plans to the policy. Ms. Janicki also requested an implementation date be included in the resolution. Mr. Miller seconded the motion to table Resolution 2022-04 Authorizing Approval of Policy 080.05 Fare Policy Amendment.**

**4 Community Advisory Committee Report**

Ms. Jones read the CAC Report as included with the agenda packet. Items of note include a presentation given by Mark Hamilton with Skagit Council of Governments (SCOG) on the findings of the 2021 household

survey on transit and travel. The committee discussed free youth ridership, the delay of fall service changes due to staffing issues, Skagit Transit's involvement in the Berry Dairy Days festival. Lastly, Ms. Jones invited the Board to attend future meetings and noted the next meeting is June 14<sup>th</sup>.

Ms. Jones stated she is a blind parent without the ability to drive and noted the Youth program that was available to her kids Pierce Transit was invaluable in getting them to jobs, summer school or other activities. Ms. Jones expressed her support and enthusiasm for this program.

## **5 Information Items**

Tracey Christianson and Todd Iddings with Washington State Transit Insurance Pool presented Marge Root with an Above and Beyond Service award for her and dedication to her passengers when performing lifesaving CPR to a passenger on her bus.

The Board and staff congratulated Marge on her heroism, bravery, character and integrity.

Mr. O'Brien presented information regarding a compensation study for staff and requested Board approval to move forward with requests for bids. Ms. Boudreau shared that City of Mount Vernon recently completed a survey and expressed her support. Mr. Sexton stated City of Burlington is also getting ready to complete a compensation study and added it has been built into a schedule to do every three years and recommended staff consider adding a schedule as well. Ms. Janicki stated the County is also gearing up to do a compensation study and plans to work collaboratively with Whatcom County. Ms. Janicki suggested working with fellow transit agencies that are doing compensation studies to help streamline the process.

## **6 Executive Directors Report**

Mr. O'Brien informed the Board the Arden Flores, Skagit Transit's Finance and Administration Manager is retiring in June. The Board congratulated Mr. Flores on his retirement and thanked him for his service.

Mr. O'Brien asked Mr. Kennedy presented information on savings that Skagit Transit is experiencing with Paratransit client's utilizing Fixed Route service for free. Mr. Kennedy stated in April there were 678 Paratransit trips on the Fixed Route service which equates to approximately \$50,000 in savings. There has been a great amount of positive feedback regarding the independence that this creates for Paratransit clients.

Mr. O'Brien added an update notifying the Board that Amtrak is also having staffing issues and the train will not resume service to Skagit Station until the end of 2022 at the earliest.

Ms. Janicki thanked Mr. Sexton for the use of the Burlington City Council Chambers for the meeting.

**Commissioner Janicki adjourned the meeting at 12:05 p.m.**

Attest:

\_\_\_\_\_  
Commissioner Lisa Janicki, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
Whitney Davis, Clerk of Skagit Transit Board

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Arden Flores, Manager of Finance and Administration  
**SUBJECT:** Budget Update for May 2022

**INFORMATION:** The monthly budget reports are presented for your review. Items of interest are:

Revenues:

Skagit Transit received \$1,464,843 in sales tax revenues for the month of May 2022. This is 6.6% higher than the \$1,373,603 received in May 2021, and 69% higher than the \$866,789 received in May 2020. Fiscal Year 2022 totals so far are 11% higher than 2021 and 32.1% higher than 2020.

	2022	2021	2020
May	1,464,843	1,373,603	866,789
Jan-May	6,446,158	5,803,977	4,880,245

We also received \$1,215,563 in Federal Grants, including \$902,478 from the American Rescue Plan Act of 2021 (ARPA) and \$73,470 from the FY2020 CARES Act Funds.

Expenses:

- ◆ Capital
  - SW P&R Restroom Project - \$144,888
  - Automated Passenger Counters - \$29,453
- ◆ Fuel - Trending at \$174,560 over the budgeted amount
- ◆ Salaries/Wages - Trending at \$289,918 under budget
- ◆ All other expenses were as expected

Ending Cash:

May 2022	May 2021	May 2020
6,389,995	5,462,764	9,149,196

Reserves:

	<b>May 2022</b>	<b>May 2021</b>	<b>May 2020</b>
Operating	5,024,425	5,018,062	1,910,179
Facilities	8,400,000	400,000	0
Capital Replacement	4,019,372	4,008,908	4,414
Non-Designated	1,505,724	1,503,827	2,022
<b>TOTAL</b>	<b>18,949,521</b>	<b>10,930,797</b>	<b>1,916,615</b>

MOA2 Phase 1 Construction Finances Update:

**Construction Contractor: HB Hansen Construction Inc.**

Original Contract Amount: \$2,885,000 + Tax

Total Approved Change Orders: \$68,775

Total payment to Contractor: \$1,511,082

Project % of completion: 40% - Project is currently suspended

**RECOMMENDATION:** Staff recommends the Board approve the monthly budget report.

# SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Dale O'Brien, Executive Director

**SUBJECT:** Approve Additional 90 Day Extension to Suspend the MOA2 Construction Project.

## **INFORMATION:**

During the March 2022 Board meeting, the Board approved suspending the MOA2 Construction Project by 90 days. This is so that Proposal Request #02 can be reviewed and approved. This would result in decreased costs as it would eliminate the need to have contractors on site even in the absence of work.

The initial 90 day suspension was supposed to expire on June 15, 2022. However due to additional time needed for the contractor to put together PR#02, as well as staff and consultants time to review the proposal, it has been deemed necessary to extend the suspension period.

## **Recommendation:**

Staff recommends the Board approve the additional 90 days extension to suspend the MOA2 Construction Project.

## **Budget Impact:**

\$300 per day x 90 days = \$27,000



## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Brad Windler, Planning and Outreach Supervisor

**SUBJECT:** Resolution 2022-04 Authorizing Approval of Policy 080.05 Fare Policy Amendment

### **INFORMATION:**

During the 2022 legislative session, the Washington State Legislature passed legislation to compensate transit agencies for providing fare free service for Youths ages 18 and under. Governor Jay Inslee has signed this legislation into law. Skagit Transit would have to meet the following conditions:

- Youth aged 18 and under would have to be fare free on all modes of service no later than October 1<sup>st</sup> 2022
- Skagit Transit would not be allowed to lower its current sales tax rate
- Skagit Transit has to report to WSDOT on the number of riders participating in this program

To participate in this program, staff is recommending that Skagit Transit enact a policy of providing fare free service to youth aged 18 and under. We recommend the following:

- Soft launch starting Monday June 20<sup>th</sup>
- Verification methods would be enforced starting August 1<sup>st</sup> 2022
- Youth aged 15 to 18 would be required to use the Umo system

### **RECOMMENDATION:**

Approve Resolution 2022-04 revising Fare Policy 080.05 as presented at the June Board of Directors meeting.

### **BUDGET IMPACT:**

Pre-COVID, Skagit Transit collected \$10,000 to \$12,000 annually in youth fares. The legislation providing over \$1.3 million annually in new revenue would more than cover the cost of allow youth to ride fare free.

Fixed Route Fare Structure

	REGULAR	REDUCED/R EDUCIDO
Standard Fare Boleto estandar	\$1.00	\$0.50
One Day Pass (local routes including 40X) Pasa de un dia (local y 40X)	\$3.00	\$1.50
31-Day Pass (local routes including 40X) Pasa de 31 dias (local y 40X)	\$30.00	\$15.00
Quarterly Pass for adult students at Skagit Valley College	\$30.00	
Youth aged 18 and under are Fare Free		

County Connector Fare Structure:

	REGULAR	REDUCED/ REDUCIDO
Standard Fare 80X and 90X Boleto estandar 80X y 90X	\$2.00	\$1.00
Skagit-Whatcom One Day Pass (80X and all Skagit Transit & WTA routes) Pase por un dia Skagit-Whatcom (local Skagit Transit y WTA riytas 80X)	\$6.00	\$3.00
County Connector 31-Day Pass (80X, 90X and all Skagit Transit & WTA routes) Pase conector de 31 dias del condado (80X, 90X, y local Skagit Transit y WTA rutas)	\$50.00	\$25.00
Youth aged 18 and under are Fare Free		

Paratransit Fare Structure

	REGULAR
Standard Fare Boleto estandar	\$2.00
31-Day Pass Pasa de 31 dias	\$60.00
Youth aged 18 and under are Fare Free	

**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS  
AUTHORIZING APPROVAL OF POLICY 080.05 FARE POLICY AMENDMENT**

**WHEREAS**, Skagit Transit began charging fares on May 1, 2001; and

**WHEREAS**, it is the best practice for an agency to have updated policies in place, and as Skagit Transit has created policies since its inception in 1993; and

**WHEREAS**, the Washington State Legislature has enacted legislation to fund transit agencies providing fare free transportation for those 18 and under, to be effective no later than 1 October 2022;

**WHEREAS**, the Skagit Transit Board of Directors authorizes a soft-launch implementation date of June 20, 2022, prior to the State required implementation of October 2022, with age verifications required by August 2022;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Board of Directors of Skagit Transit hereby approves the amendment to policy 080.05 Fare Policy.

**PASSED** in open public meeting this 15<sup>th</sup> day of June 2022.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Lisa Janicki, Chair Skagit Transit Board of Directors

By \_\_\_\_\_  
Dale O'Brien, Executive Director

**ATTEST TO FORM:**

\_\_\_\_\_  
Whitney Davis, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dannon C. Traxler, Counsel to Skagit Transit