

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

Wednesday July 20, 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 11:06 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner (Chair)
Peter Browning, Skagit County Commissioner
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

Dave Thomas, Skagit County Assessor

Members Absent:

Ron Wesen, Skagit County Commissioner
Mark Hulst, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Executive Director
Chris Stamey, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Joe Macdonald, Safety & Training Manager
Jennifer Davidson, HR Manager
Aggie Juarez, Facilities Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board
Nicolas Bergman, IT Technician

Staff Present via Teleconference:

Members of Public Present

Patrick Donnelly

Members of the Public Present via Teleconference:

Joe Kunzler

Due to technical difficulties, the meeting agenda was altered and the Executive session took place prior to the public comment period.

1 Executive Session

Chair Janicki announced that the Board would adjourn for an Executive Session to discuss the recruitment of a new Executive Director. Ms. Janicki stated the estimated time for the session is 10 minutes and the Board will reconvene in open session at approximately 11:19 a.m.

At 11:09 a.m. the Executive Session began. Due to continued technical difficulties the meeting was paused. Ms. Janicki reconvened the meeting into open session at 11:23 a.m.

Ms. Janicki stated the Board has decided to add an additional consent and action item to vote on approval for the contract with Prothman recruitment agency as discussed in Executive Session.

Ms. Boudreau made a motion to add action item 6j to approve the contract with Prothman for the recruitment of a new Executive Director. Mr. Browning seconded the motion. The motion passed unanimously.

2 Public Comment:

Mr. Kunzler thanked staff and the Board for their work in providing access to the Board meeting. Mr. Kunzler noted his concerns regarding decline in taxi services to connect to buses in particular the 80X, 90X and connection from Sedro Woolley.

Mr. Donnelly thanked staff and the Board for their commitment to working together.

3 Consent / Action Items:

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

June Payroll Direct Deposit and Checks #16709 – 16715	\$868,288
June Direct Federal withholding transfer	\$187,889
June Claims Checks and ACH #42668 – 42834	\$927,618

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

4 Full Discussion/Action Items:

- a) Monthly Budget Update Report for June

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,376,152 in sales tax in the month of June. Skagit Transit also received \$966,419 in Federal Operating grants. Capital expenditures included the purchase of one 35 food Gillig Fixed Route bus, KBA Construction Management expenses and the Sedro Woolley Park and Ride Restroom project. Fuel is trending at \$220,875 over the budgeted amount, salaries and wages are trending at \$337,840 under budget and benefits are trending at \$84,493 under budget. The reserve account balance is \$18,960,703. Phase 1 of the MOA-2 project is 40% complete and construction is currently suspended.

Mr. Miller thanked Mr. Stamey for the inclusion of the Fare Revenues and stated it provides proper transparency and provides a good view of trends.

Mr. Miller moved to approve the June Monthly Budget Update as presented. Mr. Browning seconded the motion. The motion passed unanimously.

- b) Approve Resolution 2022-05 Appointing an Auditor/Treasurer for Skagit Transit System

Mr. O'Brien read the report as presented in the agenda packet. The current Finance and Administration Manager is retiring as of July 9, 2022 and Christopher Stamey has been selected as his replacement. This resolution will allow Mr. Stamey to perform the duties and responsibilities for Skagit Transit.

Mr. Browning moved to approve Resolution 2022-05 Appointing an Auditor/Treasurer for Skagit Transit. Ms. Boudreau seconded the motion. The motion passed unanimously.

Ms. Janicki welcomed Mr. Stamey to Skagit Transit and thanked him for his years of service with the County.

- c) Approve Resolution 2022-06 Appointing a Trustee for the 401(a) and 457 Plans

Mr. O'Brien read the report as presented in the agenda packet. This resolution will appoint Mr. Stamey, the Manager of Finance and Administration, as the Trustee and authorized signer to the plan to execute documents, distributions and perform other necessary administrative duties for the 401(a) and 457 plans. Ms. Davidson, the Manager of Human Resources will remain the Plan Administrator.

Mr. Browning moved to approve Resolution 2022-06 Appointing a Trustee for the 401(a) and 457 plans. Ms. Boudreau seconded the motion. The motion passed unanimously.

- d) Approve Resolution 2022-07 Appointing the Current Manager of Finance and Administration as the Equal Employment Opportunity (EEO) Program and Title VI Program Officer for Skagit Transit

Mr. O'Brien read the report as presented in the agenda packet. The responsibility for the implementation and compliance with the requirements of the Equal Employment Opportunity (EEO) and Title VI programs

were assigned to the former Manager of Finance and Administration. This resolution will transfer the duties associated with these responsibilities to the new Manager.

Mr. Browning moved to approve Resolution 2022-07 Appointing the Current Manager of Finance and Administration as the Equal Employment Opportunity (EEO) Program and the Title VI Program Office for Skagit Transit. Ms. Boudreau seconded the motion. The motion passed unanimously.

e) Approve Amendment to Increase Total Contract Amount for Construction Management and Inspection Services

Mr. O'Brien read the report as presented in the agenda packet. Due to project delays it is necessary to extend the contract duration and amount for Phase 1 construction of the MOA-2 facility. The new completion estimate is May 2023 with an updated total cost of \$450,062.

Mr. Sexton clarified the reasons for delays were due to issues with the designs provided by TCF Architecture and confirmed the expense of the delays was Skagit Transit's responsibility. Mr. O'Brien stated Skagit Transit will bargain with TCF to determine improper billing. Once Phase 1 of construction is complete Skagit Transit has no obligation to continue future construction phases with TCF.

Ms. Janicki stated she has met with KBA Construction on site at MOA-2 and stated Skagit Transit is fortunate to have their expertise and noted the great relationship with HB Hansen Construction. Ms. Janicki noted Mr. Sexton has identified the source of issues with the project. Mr. O'Brien informed the Board that even though construction is suspended, Skagit is taking delivery of siding and work will be ready to start at the end of the suspension in September.

Mr. Sexton moved to approve the Amendment to Increase the Total Contract Amount for Construction Management and Inspection Services. Mr. Browning seconded the motion. The motion passed unanimously.

f) Approve PR 09 for MOA-2 Roof Assembly

Mr. O'Brien read the report as presented in the agenda packet. Contractor's have determined that the original plans regarding the roof insulation were not sufficient. PR 09 was created to determine the best options to ensure structural integrity of the roof and adequate insulation. The plans for a new roof include a 20-year warranty with an estimated cost of \$1,485,000 which includes a contingency amount of 25% to account for cost escalations due to current market volatility. The project will be funded with local funds.

Ms. Boudreau clarified that this will be a change order with TCF Architecture based on the contractor's recommendation. Mr. O'Brien stated staff requested the estimate and will determine if funds can be recouped from the expense of the original design.

Ms. Boudreau inquired about a permitting required for the new roof. Mr. O'Brien stated staff was told the original plan of taping would meet code requirements. The contractors had a different opinion and created a mock-up which determined the plan to be inadequate. Mr. O'Brien stated Commissioner Janicki went on a walk through with staff and the contractors and it was determined to be a poor solution that would result in additional expenses. Ms. Boudreau shared her curiosity regarding the original plans passing the permitting phase as information to consider when attempting to recoup funds from the original designs.

Mr. Sexton confirmed Skagit Transit received grant funding for phase 1 of construction and inquired if there would have been potential to receive additional grant funding if the cost of replacing the roof was included in the application. Mr. Sexton also inquired if staff would have requested additional grant funding had the expense of a new roof been considered from the start. Mr. O'Brien stated Skagit Transit received the requested amount and confirmed there was potential to apply for more had the expense been anticipated.

Ms. Janicki asked if the change order would include changes to both contracts with TCF and HB Hansen Construction and inquired if the change would be so large that it would create a bidding process. Mr. O'Brien stated it will all be incorporated in the change order and HB Hansen could proceed with the updated plans. Mr. O'Brien confirmed once material is received construction can get started in September with the conclusion of suspension of phase 1 construction. Ms. Janicki confirmed that staff was already in process of the permitting for the roof.

Mr. Browning moved to approve PR 09 for MOA-2 Roof Assembly. Ms. Boudreau seconded the motion. The motion passed unanimously.

g) Award Bus Shelters Contract #22-010-F

Mr. Juarez read the report as presented in the agenda packet. Skagit Transit's existing Bus Shelters Contract # 19-001-F with Duo-Gard Industries, Inc. has expired. Staff intends to purchase up to 35 bus shelters over a five-year term for a total estimated cost of \$243,228.79 through Brasco International Inc.

Ms. Boudreau inquired if the five-year contract was simply for the vendor and confirmed the price was still variable.

Ms. Johnson moved to approve Bus Shelters Contract #22-010-F. Mr. Browning seconded the motion. The motion passed unanimously.

h) Public Transportation Agency Safety Plan Review and Updated Requirements

Mr. Macdonald read the report as presented in the agenda packet. Effective July 18, 2018 the FTA published the Public Transportation Agency Safety Plan Final Rule (PTASP) which requires Skagit Transit to develop a plan that includes the process and procedures to implement Safety Management Systems (SMS). On February 17, 2022 the FTA outlined new requirements requiring the inclusion of frontline employees in the development of the plan and to establish strategies that minimize the exposure to hazards and unsafe conditions consistent with the Centers for Disease Control and Prevention. Staff anticipates these tasks will be completed and ready for review by the Board for the October 19, 2022 Board of Director's Meeting.

Ms. Boudreau shared her appreciation for staff's preparedness and having the necessary elements in place to carry out the requirements associated with the PTASP.

Ms. Boudreau moved to approve the new timeline for the review and approval of the Skagit Transit Public Transportation Agency Safety Plan (PTASP). Mr. Sexton seconded the motion. The motion passed unanimously.

i) Public Comment Period for Six Year Transit Development Plan

Mr. Windler explained that staff is formally opening the 30-day public comment period for the Transit Development Plan (TDP). Information has been posted on the website and copies are available for the public to review. The Board will have a Public Hearing on for the TDP at the August Board of Director's meeting where action will be taken to approve the TDP so that it may be submitted to WSDOT by September 1, 2022.

j) Approve Contract with Prothman for the Recruitment of a New Executive Director

Ms. Janicki note this item was added to the agenda at the conclusion of the Executive Session to take action on approving a contract with Prothman to commence with the recruitment of an Executive Director.

Mr. Browning moved to approve the contract with Prothman for the recruitment of a new Executive Director. Ms. Johnson seconded the motion. The motion passed unanimously.

5 Unfinished Business

Mr. O'Brien presented information on the ULSD Fuel Delivery Contract #22-002 in regard to the fuel delivery charges as presented in the agenda packet. Ms. Boudreau thanked staff for noting other budget savings and Ms. Janicki noted it was good information and thanked staff for presenting the update.

6 Community Advisory Committee Report

Ms. Janicki reference the minutes included with the packet.

Ms. Janicki and Mr. Browning excused themselves from the remainder of the meeting in order to attend other obligations. Mr. Miller chaired the remainder of the meeting.

7 Information Items

Information items were sent to the Board for review prior to the meeting and are supplemental to action items.

a) Public Transportation Agency Safety Plan

b) 2022 Transit Development Plan

8 Executive Directors Report

Mr. O'Brien stated Amtrak will resume service to Skagit Station in September and reported that Fixed Route ridership is up 31.86% and Paratransit ridership is up 25.7% as compared to June 2021.

Mayor Miller adjourned the meeting at 12:05 p.m.

Attest:

Whitney Davis, Clerk of Skagit Transit Board

Lisa Janicki, Chair Skagit Transit Board of Directors