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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 June Meeting Minutes..... Page 3-6
- 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

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for June..... Page 7-8
- b) Approve Resolution 2022-05 Appointing an Auditor/Treasurer for Skagit Transit.... Page 9-10
- c) Approve Resolution 2022-06 Appointing a Trustee for the 401(a) and 457 Plans.... Page 11-12
- d) Approve Resolution 2022-07 Appointing the Current Manager of Finance and Administration as the Equal Employment Opportunity (EEO) Program and Title VI Program Office for Skagit Transit..... Page 13-14
- e) Approve Amendment to Increase Total Contract Amount for Construction Management and Inspection Services Page 15
- f) Approve PR 09 for MOA-2 Roof Assembly Page 16
- g) Award Bus Shelters Contract #22-010-F Page 17
- h) Public Transportation Agency Safety Plan Page 18-19
- i) Public Hearing for Six Year Transit Development Plan

7. UNFINISHED BUSINESS

- Fuel Contract 22-002 Details..... Page 20

8. COMMUNITY ADVISORY COMMITTEE REPORT

9. INFORMATION ITEMS

Public Transportation Agency Safety Plan – Joe Macdonald

2022 Transit Development Plan – Brad Windler

10. EXECUTIVE DIRECTORS REPORT

11. EXECUTIVE SESSION

12. ADJOURNMENT

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

Wednesday June 15, 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 11:04 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner (Chair)
Ron Wesen, Skagit County Commissioner
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

Julia Johnson, City of Sedro Woolley, Mayor
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Jill Boudreau, City of Mount Vernon, Mayor
Peter Browning, 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
Jennifer Davidson, HR Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board
Nicolas Bergman, IT Technician

Staff Present via Teleconference:

Joe Macdonald, Safety & Training Manager
Greg Latham, Maintenance Manager
Aggie Juarez, Facilities Manager
Jason Tepper, Operations Supervisor
Jo-Ann Wynne, Contracts & Procurement Coordinator

Members of Public Present

Michael Serrano, KBA Construction

Members of the Public Present via Teleconference:

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of May Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|---|-----------|
| May Payroll Direct Deposit and Checks #16701 - 16708..... | \$921,812 |
| May Direct Federal withholding transfer | \$171,238 |
| May Claims Checks and ACH #42519 - 42667 | \$625,100 |

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

3 Full Discussion/Action Items:

Ms. Janicki announced the full discussion and action items would be re-arranged in the order of:

- 6a) Monthly Budget Update for May
 - 6c) Approve Resolution 2022-04 080.05 Fare Policy Amendment
Executive Session
 - 6b) Approve Additional 90 Day Extension to Suspend the MOA-2 Construction Project
- a) Monthly Budget Update Report for May

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,464,843 in sales tax in the month of May. Skagit Transit also received \$1,215,563 in Federal grants. Capital expenditures included the Sedro Woolley Park and Ride Restroom project and five automated passenger counters. Fuel is trending at \$174,560 over the budgeted amount, and salaries and wages are trending at \$289,918 under budget. The reserve account balance is \$18,949,521. Phase 1 of the MOA-2 project is 40% complete and construction is currently suspended.

Mr. Miller made mention of his request in the May Board meeting and asked if Fare Revenues could be included in subsequent monthly budget updates.

Mr. Wesen moved to approve the May Monthly Budget Update as presented. Mr. Sexton seconded the motion. The motion passed unanimously.

b) Approve Resolution 2022-04 080.05 Fare Policy Amendment

Mr. Windler gave a presentation on the policies and implementation of going fare free for youth. Items of note include State Legislation compensating transit agencies for providing fare free service for youth riders aged 18 and under. Staff is requesting a soft-launch date of June 20th with age verification requirements in place by August 1, 2022. Staff explained that pre-Covid, Skagit Transit collected roughly \$10,000 - \$12,000 annually in youth fares. This program will provide over \$1.3 million annually in new revenue.

Mr. Miller shared his request that younger riders be given Umo cards. Ms. Davis elaborated and noted that Skagit Transit will distribute and promote Umo accounts to all riders regardless of age, but will require youth aged 15 and older have a Umo account to ride free.

Ms. Johnson inquired about protocols in place to keep drivers safe in the event of fare disputes. Mr. Kennedy explained that drivers are instructed to make a reasonable attempt to collect fares and to report instances to Dispatch so that Supervisors and Security can assist in handling difficult situations. Mr. O'Brien added that all drivers have gone through a Defense from the Seated Position training.

Mr. Sexton inquired if Skagit Transit could refuse the funding, or use the funding as a reimbursement and only accept funding for costs incurred by offering free ridership to all youth. Mr. Windler explained the funding through this legislation is not solely in place to pay for lost revenue by providing free ridership for youth. The apportionment of funds are determined by overall operating expenses and youth riding fare free is a requirement to be eligible for the funding. Mr. Sexton noted the large reserve account balance and Mr. Windler explained those funds are set aside for construction on the MOA-2 Facility.

Mr. Wesen inquired about any other conditions to receive this funding and if there was a requirement to increase service with the funding. Mr. Windler explained that in addition to offering free ridership to youth 18 and under, Skagit Transit is not allowed to reduce sales tax rate and is required to report youth ridership.

Mr. Wesen inquired about the mention of free youth ridership for the Concrete School District Summer School program and asked if additional service would be provided for that. Mr. Windler explained students will be utilizing the existing 717 Flex Route.

Ms. Johnson inquired if plans have been discussed with other school districts to help with student transportation. Mr. Windler stated Skagit Transit is limited by Federal rules preventing pupil transportation. Mr. Windler stated staff is working to promote public transit as a tool in addition to school buses. Ms. Davis explained that staff has been working with local schools to help with school bus driver shortages and providing transportation to students on the existing routes.

Ms. Janicki inquired about expansion of routes to provide more efficient service from Sedro Woolley to Mount Vernon and if that was taken into consideration while discussing increased ridership of students in Concrete. Mr. Windler explained route improvement plans. Ms. Johnson inquired if the staffing issues that have delayed service expansions have improved and would allow Skagit Transit to implement service improvements. Mr. Kennedy explained Skagit Transit is still struggling to recruit drivers, however on August

29th increased service will be added in Burlington and Sedro Wooley by means of extra hours without the need for addition staff.

Mr. Reeves inquired if the Sedro Woolley Park and Ride Restroom would be completed by this service change. Mr. Kennedy stated staff is waiting on permits from PSE and Mr. O'Brien added that this is State DOT property and an easement needed to be signed to get utilities across the street.

Ms. Johnson moved to approve the Resolution 2022-04 080.05 Fare Policy Amendment. Mr. Wesen seconded the motion. The motion passed with Mr. Sexton opposed.

4 Executive Session

Chair Janicki announced that the Board would adjourn for an Executive Session to review negotiations on the performance of publicly bid contracts. Ms. Janicki stated the estimated time for the session is 20 minutes and the Board will reconvene in open session at approximately 12:00p.m. At 12:02 Commissioner Janicki announced that an additional 5 minutes was needed.

At 11:40 the executive session began. Ms. Janicki reconvened the meeting into open session at 12:05 p.m. and stated no decisions were made.

c) Approve Additional 90 Day Extension to Suspend the MOA-2 Construction Project

Mr. O'Brien read the report as presented in the agenda packet. Staff has determined that additional time is needed for the contractor to submit Proposal Request #02 (PR#02) as well as for consultants to review the proposal. Staff is requesting an additional 90-day suspension with a budget impact of \$27,000.

Mr. Sexton moved to approve the Extension on the Construction Project Suspension an Additional 90 Days. Mr. Miller seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

Ms. Jones shared that the CAC will be helping to promote the Skagit Council of Governments Human Services Transportation Planning survey and stated that the Committee is very supportive of the Youth Fare Free implementation. Ms. Jones added that the CAC will be helping distribute rider satisfaction surveys and noted that ridership has increased. Ms. Jones informed the Board the two additional interactive kiosks would be installed at the March's Point Park and Ride and the Sedro Woolley Park and Ride. Ms. Jones stated that Skagit Transit will provide shuttle service during the Berry Dairy Days Festivities and is also hosting another Stuff the Bus event in Concrete on July 15. Lastly Ms. Jones shared a CAC member's concerns for contingency plans in the event of traffic or collision delays and requested alternate routes be considered.

6 Executive Directors Report

Ms. Janicki noted the fuel expenses are trending at 27% over budget and made mention of delivery charges and surcharges and requested information regarding contract options be brought to the July Board meeting so that the Board can have functional knowledge. Mr. Flores stated staff would provide details of the state contact.

Mr. O'Brien shared with the Board that staff has been informed that due to shortages and lack of availability, all Paratransit vehicles have increased by a minimum 50%. Mr. Sexton stated the City of Burlington is facing similar issues in regards to obtaining Ambulances.

Mr. Wesen requested Skagit Transit's assistance operating a shuttle for the annual the Pioneer Picnic in La Conner on August 4th. Mr. O'Brien confirmed staff would be prepared for the event.

Commissioner Janicki adjourned the meeting at 12:17 p.m.

Attest:

Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Stamey, Manager of Finance and Administration
SUBJECT: Budget Update for June 2022

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

Revenues:

Sales Tax:

Skagit Transit received \$1,376,152 in sales tax revenues for the month of June 2022. This is 5.3% higher than the \$1,306,522 received in June 2021, and 56.5% higher than the \$879,465 received in June 2020. Fiscal Year 2022 totals so far are 10% higher than 2021 and 35.8% higher than 2020.

	2022	2021	2020
June	1,376,152	1,306,522	879,465
Jan-June	7,822,310	7,110,499	5,759,710

Federal Grants:

We also received \$966,419 in Federal Operating Grants, including \$919,289 from the American Rescue Plan Act of 2021 (ARPA) and \$77,130 from the FY2020 CARES Act Funds.

Fare Revenue:

	2022	2021	2020	2019
June	51,427	50,058	31,989	80,173
Jan-June	320,749	289,627	287,600	462,431
Budget	592,964	545,000	1,084,850	884,850

Currently fare revenue is trending 4% or \$24,267 above budget projections for Jan - June 2022. Fare revenue is budgeted at 3.3% of 2022 total operating expense budget.

Expenses:

- ◆ Capital
 - Purchase of 35 ft Gillig Fixed Route Bus - \$543,007
 - KBA Construction Management - \$15,903
 - Sedro-Woolley Park & Ride Restroom Project (Design/Permit) - \$6,630
- ◆ Fuel - Trending at \$220,875 over the budgeted amount
- ◆ Salaries/Wages - Trending at \$337,840 under budget

- ◆ Benefits – Trending at \$84,493 under budget
- ◆ All other expenses were as expected

Ending Cash:

June 2022	June 2021	June 2020
6,842,789	5,708,719	6,145,027

Reserves:

	June 2022	June 2021	June 2020
Operating	5,027,379	5,018,373	3,410,949
Facilities	8,400,000	400,000	400,000
Capital Replacement	4,026,745	4,009,181	1,104,415
Non-Designated	1,506,579	1,503,920	502,023
TOTAL	18,960,703	10,931,474	5,417,387

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 S. O'Brien, Executive Director
SUBJECT: Approval of Resolution 2022-05 Appointing an Auditor/Treasurer for Skagit Transit System

INFORMATION:

Resolution No. 40 adopted April 20, 1995 names the Manager of Finance and Administration as the Auditor/Treasurer of Skagit Transit. The current Manager of Finance and Administration will be retiring as of July 9, 2022. Skagit Transit has selected Chris Stamey to be the new Manager of Finance and Administration. This resolution will authorize the new Manager of Finance and Administration to perform the duties and responsibilities for Skagit Transit System.

RECOMMENDATION:

Approve Resolution 2022-05 authorizing the appointment of the new Manager of Finance and Administration, Chris Stamey to be the permanent Auditor/Treasurer for Skagit Transit System.

BUDGET IMPACT:

None

RESOLUTION #2022-05

A RESOLUTION APPOINTING AN AUDITOR/TREASURER FOR SKAGIT TRANSIT SYSTEM

WHEREAS, in April 1995, the Manager of Finance and Administration was appointed to serve as Auditor/Treasurer of Skagit Transit System; and

WHEREAS, a permanent appointment has been made to fill the position of Manager of Finance and Administration;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Board of Directors of Skagit Transit System hereby appoint the new Manager of Finance and Administration, Chris Stamey, to the capacity of Auditor/Treasurer for the authority to perform all the duties and responsibilities of the position beginning July 1, 2022.

PASSED in open public meeting this 20th day of July, 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Approve Resolution 2022-06 Appoint Trustee for the 401(a) and 457 Plans

INFORMATION:

Since 1998, Skagit Transit has been providing our employees a Governmental Defined Contribution Plan 401(a) and 457 Plan through Empower Retirement (formally Great West Life and Annuity Insurance Company). Plan requirements include appointing a plan Trustee and authorized signer to the plan to execute documents, distributions and perform other necessary administrative duties for the 401(a) and 457 plans.

The Skagit Transit Board of Directors adopted resolution 2018-10 in September 2018 appointing the former Manager of Finance and Administration as the Plan Trustee. Skagit Transit has hired a new Manager of Finance and Administration on July 1, 2022.

Staff recommends the Board appoint Chris Stamey, Manager of Finance and Administration as Plan Trustee and Authorized signer to the Plan. Human Resources Manager Jennifer Davidson will remain as the Plan Administrator.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2022-06.

BUDGET IMPACT:

No budget impact

RESOLUTION NO. 2022-06

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING SKAGIT TRANSIT TO APPOINT A TRUSTEE FOR ITS 401(a) AND 457 RETIREMENT PLANS

WHEREAS, The Skagit Transit Board of Directors approved Resolution #98-6 establishing Empower Retirement’s Governmental Defined Contribution Plan, as the Plan Document for Skagit Transit’s 401(a) and 457 retirement plans;

WHEREAS, The Skagit Board of Directors approved Resolution #2018-10 appointing the former Manager of Finance and Administration as plan Trustee effective September 1, 2018 and as authorized signer to the Plan to execute documents, distributions and perform other necessary administrative duties for Skagit Transit’s 401(a) and 457 Plans.

WHEREAS, Skagit Transit has hired a new Manager of Finance and Administration on July 1, 2022.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors of Skagit Transit approve resolution 2022-06 to appoint Chris Stamey, Manager of Finance and Administration, as Plan Trustee and an authorized signer to the Plan to execute documents, distributions and perform other necessary administrative duties for Skagit Transit’s 401(a) and 457 Plans. Human Resources Manager Jennifer Davidson will remain as the Plan Administrator.

PASSED in open public meeting this 20th day of July, 2022.

**SKAGIT TRANSIT
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale S. O'Brien, Executive Director
SUBJECT: Approval of 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.

INFORMATION:

Skagit Transit is an Equal Opportunity Employer and complies with Title VI of the Civil Rights act of 1964 which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

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 authorize the current Manager of Finance and Administration to perform the duties and responsibilities as the EEO Officer and Title VI Officer.

RECOMMENDATION:

Approve Resolution 2022-07 authorizing the appointment of the current Manager of Finance and Administration, Chris Stamey as the EEO program Officer and Title VI program Officer.

BUDGET IMPACT:

None

RESOLUTION #2022-07

**A RESOLUTION APPOINTING AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER
AND TITLE VI PROGRAM OFFICER FOR SKAGIT TRANSIT**

WHEREAS, Skagit Transit is an Equal Opportunity Employer and complies with the requirements of Title VI of the Civil Rights Act of 1964.

WHEREAS, the former Manager of Finance and Administration was appointed as the EEO Officer and Title VI Officer.

WHEREAS, the former Manager of Finance and Administration left Skagit Transit in July 2022 and a new Manager has been hired since.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Board of Directors of Skagit Transit hereby appoint the current Manager of Finance and Administration, Chris Stamey, to the capacity of EEO Officer and Title VI Officer.

PASSED in open public meeting this 20th day of July, 2022.

**SKAGIT TRANSIT
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director
Christopher Stamey, Manager of Finance and Administration

SUBJECT: Approve amendment to increase total contract amount for Construction Management and Inspection Services.

INFORMATION:

On January 15, 2020, the Board approved contract agreement #19-013-F for Construction Management and Inspection Services for the MOA2 Phase 1 Construction Project with KBA Inc. in the amount of \$241,000. During the March 2022 Board Meeting, the Board approved increasing this amount to \$357,848 based on services thru May 31, 2022.

Project delays have made it necessary to extend the contract duration and contract amount. The current estimated completion date for the Construction of Phase 1 is May 2023.

RECOMMENDATION:

Staff recommends the Board approve an amendment to increase the contract total price with KBA Inc. to \$450,062. This amount is based on payment for services thru Dec 31, 2022.

BUDGET IMPACT:

Grant(s) funds:	\$286,278
Local funds:	\$163,784

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director

SUBJECT: Approve PR 09 for MOA2 Roof Assembly

INFORMATION:

- **MOA2 Roof Assembly:** The original design called for insulation to be installed below the existing roof and insulation, with the seams sealed using tape. The design was selected as the best option that complied with the energy code and the project budget. The contractor identified an issue with sealing the edges of the insulation around the existing bar joists of the perlins using tape, as called for in the plans. The contractor was concerned that the tape would lose adhesion over time and cause numerous penetrations that would require an extensive amount of maintenance over the life of the building.
- PR 09 was created to investigate design options. Changing the design will provide a new roof on the building and eliminate the required maintenance of the old design and lower the maintenance costs of the existing roof that is over 10 years old. The new roof will come with a 20-year warranty.
Estimated cost for the new roof = \$1,485,000.00 (includes a contingency amount of 25% to account for cost escalations due to the current market volatility in materials).
- Accepting the revised insulation and roof design means Skagit Transit will get a better product that improves the life of the building while lowering overall maintenance costs.

RECOMMENDATION:

Staff recommends the Board approve PR 09 for the new roofing design costing \$1,485,000.

BUDGET IMPACT:

Local funds: \$1,485,000

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Aggie Juarez Facilities Manager
SUBJECT: Award Bus Shelters Contract #22-010-F

INFORMATION:

Skagit Transit's existing Bus Shelters Contract #19-001-F with Duo-Gard Industries, Inc. expired.

We went out for Invitation for Bids for a new contract. Skagit Transit intends to purchase up to a maximum quantity of 35 bus shelters over a five-year term for a total estimated cost of \$557,225.00. The scope of the new contract includes a 3' x 10' Cantilever type bus shelter, in addition to our standard 5'x 10' Full-Size shelter, plus options for replacement items (window panels, roof, seals, benches, display cases). The contract is federally compliant in the event FTA funds are secured for purchasing bus shelters during the five-year Contract Term.

Invitation For Bids (IFB) #22-010-F was issued and posted on Skagit Transit's website on May 26, 2022. Bid notices were posted at Skagit Station, the MOA Lobby, Skagit Station Lobby, on Skagit Transit's website, and sent to 19 potential Bidders. The legal advertisement was published in the Skagit Valley Herald on 5-26-2022. Sealed bids were received until exactly 1:00 p.m. on 6-23-2022 and immediately opened in public meeting at the MOA. Only one Bid was received. One bid was determined responsive and deemed responsible. The bid was evaluated on the Total Bid Price for 35 shelters:

Bidder	Total Amount	Amount Above Sole Bidder
Brasco International Inc.	\$557,225.00	

RECOMMENDATION:

Award the Bus Shelters Contract #22-010-F to Brasco International Inc.

BUDGET IMPACT:

In 2022 we plan to purchase 9/EA Full Size Shelters at \$15,975 each and 2/EA Cantilever Shelters at \$15,500 each for a total of \$174,775. Over the next 5 years we will purchase additional shelters on an as needed basis as funding becomes available.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Joe Macdonald, Manager of Safety and Training

SUBJECT: Public Transportation Agency Safety Plan review and updated requirements

BACKGROUND AND INFORMATION:

On July 18, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective July 18, 2019.

Transit operators must certify that they have a safety plan in place meeting the requirements of the rule by December 31st, 2020.

The initial version of this document was approved by the Skagit Transit Board of Directors on August 19, 2020.

The next update of the PTASP plan was approved by the Skagit Transit Board of Directors on August 18th, 2021.

Bipartisan Infrastructure Law changes to 49 U.S.C § 5329(d): On February 17, 2022, FTA published a "Dear Colleague Letter" outlining new requirements for agencies covered by 49 U.S.C 5329 (d). Skagit Transit is considered a "Small" Transit Agency, meaning that it does not serve an urbanized area with a population of 200,000 or more. For agencies of this size, the new requirements entail that the PTASP must be:

1. Developed in coordination with representatives of frontline employees.
2. Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases.

Both of these actions are in the process of being completed. Staff anticipates they will be complete and ready for review by the Board by the October 17, 2022 monthly Skagit Transit Board Meeting.

These changes must be in place and approved by Skagit Transit's Governing Board by December 31, 2022. Upon approval by the Board, the plan must then be submitted to the Washington State Department of Transportation (WSDOT), and the Skagit Council of Governments (SCOG).

RECOMMENDATION:

Staff recommends that the Board approve the new timeline for review and approval of the Skagit Transit Public Transportation Agency Safety Plan (PTASP).

BUDGET IMPACT:

None. Skagit Transit already has all the elements necessary to carry out this plan in place.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director
Greg Latham, Maintenance Manager

SUBJECT: ULSD Fuel Delivery Contract #22-002 Details

INFORMATION:

Skagit Transit's existing Ultra Low Sulfur Diesel (ULSD) Fuel Delivery Contract 14-015-F expired January 31, 2022 with no Option Year renewal terms remaining.

Skagit Transit presented the Board of Directors with **Washington State Department of Enterprise Services Contract #08721**. Three vendors were capable of supplying ULSD in Northwest Region 2 on the state contract; KBT Distributing LLC, PetroCard Inc and ScooterJ Logistics LLC.

Skagit Transit received interest by two of the authorized state contract vendors KBT Distributing and PetroCard. After reviewing the company's profiles and product pricing PetroCard was determined to be the best fit. Determination was based off PetroCard's price per gallon based on the Daily Opus Rack Price of (-0.01) and KBT Distributing of (0.00) Daily Opus Rack Price. Furthermore, PetroCard's fuel delivery drop charge was \$650 compared to KBT Distributing's drop charge of \$1150 equating to a \$0.12 a gallon difference on our average delivery amount of 4,500 gallons.

Fuel is delivered at least once per week equating to \$33,800 in one year or 169,000 over a five-year contract.

CAC REPORT

July 12, 2022

A guest at today's meeting has applied for CAC membership.

The motion carried to approve May's meeting minutes.

Brad went over the temporary service adjustments, strategic plan survey, and planned areas of focus. He is asking for volunteers to distribute surveys to ridership within the next two weeks, and volunteers need to contact him no later than Monday, July 18, by noon.

In the staff report, Brad discussed the youth fare program, stated that ridership numbers continue to plateau, then climb, and introduced the new service change to Sedro-Woolley's 300, beginning August 29. Minor changes are also being made to routes 204 and 207, in order to pick up passengers in areas currently not being served. MORE CAN BE DONE WITH BUS DRIVER INCREASE.

July and August's Stuff The Bus food drives in Concrete and Burlington, respectively, were announced.

The Region Awareness committee is very pleased with the joint UMO service with WTA and south routes and connections are running very smoothly from Snohomish County.

There are several issues the committee intends to discuss in August: CAC recruitment, low-tech solutions for bus advertisement, and the CAC web page, to name a few.

A member asked if a bike rider needing to transport a bike should make a reservation to ensure space for it on the bus.

All meetings are hybrid, and held at Skagit Station conference room and via Zoom. All are welcome to attend. See below for next meeting's Zoom information.

Aug 9, 2022 04:30 PM
Sep 13, 2022 04:30 PM
Oct 11, 2022 04:30 PM
Nov 8, 2022 04:30 PM
Dec 13, 2022 04:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

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