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Skagit Transit Board of Directors Agenda

Regular Meeting
October 20, 2021
1:00 p.m.

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 September Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll

September Payroll Direct Deposit and Checks #16618 – 16625	\$801,108
September Direct Federal withholding transfer	\$167,416
September Claims Checks and ACH #41168 – #41433.....	\$636,090

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for SeptemberPage 5
- b) Approve Commitment of Local Match to FTA FY21 Buses and Bus Facilities Grant Program Page 6
- c) Approve the Purchase of One Staff Vehicle..... Page 7

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATION ITEMS

- a) Free Umo Cards for Passengers with Fee for Replacement Cards

9. EXECUTIVE DIRECTORS REPORT

10. ADJOURNMENT

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

Wednesday September 15, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Marge Root, Labor Representative (non-voting member)

Members Present via Teleconference

Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Jackie Brunson, Skagit County Treasurer
Sandy Perkins, Skagit County Auditor
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Lisa Janicki, Skagit County Commissioner (Vice Chair)
Peter Browning, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor
Mark Hulst, City of Mount Vernon, Councilmember
Chris Loving, City of Burlington, Councilmember

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Brad Windler, Planning and Outreach Supervisor
Joe Macdonald, Safety Manager
David Miller, Operations Supervisor

Members of Public via Teleconference:

Joe Kunzler
Patrick Donnelly

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler recommended Skagit Transit offer a vaccine encouragement to staff and stated he is grateful for mask compliance, the cleanliness of buses and the management of the agency.

2 Consent / Action Items:

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

August Payroll Direct Deposit and Checks #16610 – 16617	\$780,215
August Direct Federal withholding transfer	\$161,039
August Claims Checks and ACH #41120 – 41267	\$643,333

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for August

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,372,015 in sales tax in the month of August. Skagit Transit also received \$1,032,893 in Federal and State Operating grants which includes \$718,916 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. Capital expenditures included MOA 2 construction costs, MOA 2 design and construction management costs, park and ride camera upgrades and computer server upgrades. The reserve account balance is \$10,933,679.

Ms. Gere moved to approve the August Monthly Budget Update as presented. Mr. Wesen seconded the motion. The motion passed unanimously.

b) Award Construction Contract for the Sedro Woolley Park and Ride Restroom Project

Mr. O'Brien read the report as presented in the agenda packet. Staff published a re-bid for the Sedro Woolley Park and Ride Restroom on August 18, 2021 and received 8 bids which were opened and read on September 1, 2021. After completing necessary procedures to check for responsiveness and responsibility, staff determined that Accord Contractors of Bellevue, Washington was the lowest responsive and responsible bidder and recommends the Board award them Construction Contract #21-009-P.

Ms. Gere moved to approve the Award of the Construction Contract for the Sedro Woolley Park and Ride Restroom Project to Accord Contractors. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Report of WSDOT Grant Projects and Awards

Mr. O'Brien read the report as presented in the agenda packet. Skagit Transit has been awarded \$1,659,365 through the 2021-2023 WSDOT Consolidated Grant Program Funding. Staff has budgeted \$1,032,524 for the purchase of five Paratransit replacement coaches and Paratransit operations assistance with no local match requirement. Staff has budgeted \$117,391 for the continuation of expanded service of Route 40X. The total estimated cost of this project is \$234,782 and requires a 50% match with local funds. Lastly, staff has budgeted \$509,450 for operating assistance of route 717 and 70X which provide increased and more expeditious service for the east county residents. The total estimated cost of this project is \$1,018,900 and requires a 50% match with local funds.

Staff is requesting Board approval of the grant project and budget and authorization for the Executive Director to sign the grant agreement.

Mr. Sexton moved to approve the WSDOT Grant Projects and Awards. Ms. Brunson seconded the motion. The motion passed unanimously.

d) Federal Section 5307 and 5339 Grant Apportionments

Mr. O'Brien read the report as presented in the agenda packet. Federal fiscal year 2021 Federal Transit Administration (FTA) allocated to Skagit Transit from Puget Sound Regional Council Section 5307 funds in the amount of \$332,884 and Section 5339 funds in the amount of \$43,111. Staff will use these funds to assist in Phase II of the Maintenance Operations and Administration Facility project. This project requires a 20% match of local funds. The local share estimate of the FTA Section 5307 funds is \$83,221 and FTA Section 5339 funds is \$10,778.

Staff is requesting the Board approve the grant projects and budget and authorization for the Executive Director to sign the grant agreement.

Ms. Gere moved to approve Federal Section 5307 and 5339 Grant Apportionments. Mr. Sexton seconded the motion. The motion passed unanimously.

e) 2021 Skagit Council of Governments Award of Federal Highway Surface Transportation Funds

Mr. Windler read the report as presented in the agenda packet. The Skagit Council of Government awarded Skagit Transit \$56,100 of Federal Fiscal Year 2021 Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds. Staff will flex the funds to the FTA's Section 5307 funding in calendar year 2022 to assist in purchasing bus stop amenities such as bus shelters and seating. The funding source requires a 13.5% or \$8,756 local match of

the project funds. Staff is requesting Board approval of the grant project and budget and authorization for the Executive Director to execute the grant agreement.

Mr. Wesen moved to approve the 2021 Skagit Council of Governments Award of Federal Highway Surface Transportation Funds. Ms. Brunson seconded the motion. The motion passed unanimously.

4 Information Items

Mr. Windler presented information on service expansion and route improvements of the 70X and 717 that service East County residents and the city of Concrete as well as increased service on route 207.

Ms. Brunson passed along Ms. Janicki's positive feedback regarding the service improvements for Eastern Skagit County residents.

Mr. Wesen asked if there was any feedback on the new service so far. Mr. Windler explained ridership is low, likely due in part to the delta variant. Staff anticipates increased ridership as residents become more familiar with the new service. Ms. Root noted she is driving the 207 route and stated passenger feedback is positive and riders are very happy with increased frequency of service.

5 Executive Directors Report

Mr. O'Brien stated there is a delay for the delivery of steel, but progress on the new MOA 2 facility is going well. The construction team is working on the mezzanine and removing waste material. Mr. O'Brien stated staff is meeting with the Construction management company later today to discuss increased cost of some materials.

Mr. O'Brien stated the FTA has not mandated a vaccine for drivers at this time, however Skagit Transit is in compliance of all guidelines and requirements with continued sanitization and staff wearing masks at all times while in doors or on coaches. Mr. O'Brien explained that Skagit Transit offers the incentive of paid time to receive the vaccine and noted that of the 108 anonymous surveys regarding vaccination status that staff has submitted, 93.5% of employees are vaccinated.

Mayor Boudreau adjourned the meeting at 1:26 p.m.

Attest:

Whitney Davis, Clerk of Skagit Transit Board

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Arden Flores, Manager of Finance and Administration
SUBJECT: Budget Update for September 2021

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

Revenues:

Skagit Transit received \$1,374,801 in sales tax revenues for the month of September 2021. This brings total collections for the year to \$11,157,302. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
Sep	1,374,801	1,203,212	1,146,990
Jan – Sep	11,157,302	9,304,156	9,709,874

The Sep 2021 collections is 14.3% higher than Sep 2020 and 19.9% higher than Sep 2019. The 2021 totals so far is 19.9% higher than 2020 and 14.9% higher than 2019.

We also received \$735,809 in Federal and State Operating Grants. This total includes \$699,486 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).

Expenses:

- ◆ Capital Expenditures
 - MOA 2 Construction Costs - \$273,056
 - MOA2 Design and Construction Mgmt Costs - \$52,348
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	Sep 2021	Sep 2020	Sep 2019
Operating	5,019,706	5,013,475	2,203,735
Facilities	2,400,000	400,000	400,000
Capital Replacement	4,010,352	2,505,609	2,363,669
Non-Designated	1,504,320	1,502,482	1,283,039
TOTAL	12,934,378	9,421,566	6,250,443

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: Commitment of Local Match to Federal Transit Administration FY21 Buses and Bus Facilities Grant Program

INFORMATION:

Skagit Transit is preparing an application to FTA's FY2021 Buses and Bus Facilities Grant program. The application requests funding assistance to complete Phase 3 construction of the Maintenance Operations and Administration (MOA) facility project located at 11784 Bay Ridge Drive, Burlington. Phase 3 is the final phase of the facility project to replace the current MOA, which lacks capacity and is located within the Skagit River flood plain.

As part of the FTA Buses and Bus Facilities Grant Program process, a local match is required. The granting agency is requesting an Agency Letter of Commitment for the local match to be included as an attachment to the application.

The scope of Phase 3 construction includes renovation of the maintenance shop, site improvements and full development of the vacant parcel to the north of the facility. Phase 3 budget estimated is \$16,000,000.

The project budget includes \$10,000,000 in FTA requested funds and \$6,000,000 in local transit sales tax revenue as match to the federal funds.

RECOMMENDATION:

Staff recommends the Board to approve the local match share and commit to the FTA the local match.

BUDGET IMPACT:

The obligation of funds will take place in budget year 2023.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Approve Purchase of One (1) Staff Vehicle

INFORMATION:

Skagit Transit is requesting to purchase one 2022 Ford Explorer from Bud Clary Ford Hyundai (formerly Columbia Ford) through WA State Contract #05916. This vehicle will replace the Executive Director's current company vehicle which will be repurposed as the company vehicle for the Facilities Manager.

The current 2019 F250 truck that is used by the Facilities Manager will be repurposed to the Facilities team and will be used to tow the dump trailer, concrete mixer, pressure washer and landscaping trailer. The truck is also outfitted with a snow plow and will be used to spread deicer in the winter. Additionally, it will be used for delivery of bus stop shelters, garbage pickup at all bus stops and used to haul and install bus stop poles.

The current 2009 Chevy Colorado used by the Facilities team will be surplus as it has met its useful life benchmark.

Skagit Transit maintains a Cooperative Purchasing Agreement with the State of Washington in order to purchase goods and services from their competitively let contracts.

RECOMMENDATION:

Approve the purchase of the above-mentioned vehicle through Washington State Contract #05916.

BUDGET IMPACT:

2022 Ford Explorer, Base Price	\$29,296
Total Contract Options	\$10,461
Subtotal	\$39,757
Taxes (8.5% SST)	<u>\$3,379.35</u>
Total Purchase Price	<u>\$43,136.35</u>

CAC REPORT

October 12, 2021

1. No guests, no public comments.
2. Presentation by Special Projects Assistant Joe Kunzler, with the assistance of CAC members Doris Brevoort and Valerie Rose: Bus route 90X options, recommending evaluation of best connectivity development, through data from post-card and online ridership surveys, as service plans move forward among adjacent transit authorities in coming years.
3. Review of Possible service changes with Skagit Transit in the coming year, to be prioritized through recommendations by CAC members given at the November meeting.
4. Staff report by Brad Windler: Umo pass regionalization now in place and active, and being used by both Western Washington University and Skagit Valley College. Transit personnel also participated in the Fall Info Fair, with Umo passes received by five more students at that time. He also reported on the food bank pull-out. In addition, the bus shelter for Sedro-Woolley should be here next week, and the driver comfort station construction is underway.
5. Round Table Announcement: In honor of the new service change in Concrete, Skagit Transit participated in the Concrete Festival, by bringing in a celebratory decorated bus, complete with music ambience, and won an award for best music.
6. Members were reminded by the CAC Chair of upcoming annual elections.
7. Adjournment.

Respectfully submitted,

Judy Jones,

CAC Chair

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

SUBJECT: Free Umo Cards for Passengers with Fee for Replacement Cards

BACKGROUND AND INFORMATION:

Skagit Transit implemented the TouchPass electronic fare system in January of 2020 (TouchPass rebranded as Umo in January of 2021). Staff was selling the plastic reloadable fare cards for \$3. Due to hardware issues and the lack of availability of repair parts for the GFI paper ticketing system, staff was no longer able to issue the paper bus passes. In June Skagit Transit transitioned to solely operating on the Umo electronic fare system and accepting exact change, one-way cash fares.

As an incentive to encourage riders to transition to the Umo system, staff waived the \$3 card fee and has only been charging for replacement cards when passengers lose their pass. Management has agreed to offer the cards free through the end of 2021. In an effort to increase program adoption, staff would like to consider permanently eliminating the \$3 card fee and only charging for replacement cards.

The Umo cards are reloadable and registered to the passenger which allows Skagit Transit staff to look up a passenger's account when they have lost their card and transfer any remaining passes or stored value onto a new card. This also ensures passengers only receive one free Umo card. Since staff is charging for replacement cards, the number of free cards distributed will continue to diminish until only new riders will need a card. The Umo system is also available through a free mobile app and not all riders use a Umo card.

On average, Skagit Transit spent \$25,158.60 annually on GFI cards and parts. With every purchase of new cards, roughly 30% were unusable after a period of time due to moisture and cooler temperatures warping the cards and prohibiting them from working through the GFI machines. In addition to the expense of cards and parts, Mechanic's spent an average of 2.83 hours per day on road calls to repair GFI's and performing annual servicing. At the current shop rate of \$90 per hour, that equates to \$92,965.50 in annual GFI labor cost.

Since the implementation of Touchpass/Umo a total of 724 cards have been issued. At a cost to the agency of \$2 per card, that equates to a savings of \$116,676.10 over GFI. In August, 44% of boarding's were paid using the Umo system and as passengers increase adoption of the Umo system, the cost of processing cash revenues for on-coach boarding's will continue to decline allowing Skagit Transit to retain more of the revenue from fare sales.