

- 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 2-5
- b) Approval of Claims and Payroll
September Payroll Direct Deposit and Checks #16172 – 16319 \$764,380
September Direct Federal withholding transfer \$160,556
September Claims Checks and ACH #37850 – #38065 \$287,698

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report for September Page 6
- b) Federal Highways Administration, Surface Transportation Program Award Page 7
- c) Reduction of Service for Routes 185/195 Page 8-10

7. EXECUTIVE SESSION

8. COMMUNITY ADVISORY COMMITTEE REPORT

9. EXECUTIVE DIRECTORS REPORT

10. INFORMATION ITEMS

- a) Fact Sheet on Initiative 976 Potential Impacts on Skagit Transit
- b) Thank you card

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. ADJOURNMENT

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

Wednesday, September 18, 2019

The Skagit Transit Board of Directors met in regular session in Mount Vernon, WA. Vice Chair Dahlstedt called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Kenneth Dahlstedt, Skagit County Commissioner (V. Chair)
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Councilmember
Erin Moberg, City of Mount Vernon, Councilmember
Germaine Kornegay, City of Sedro Woolley, Councilmember
Matt Miller, City of Anacortes, Councilmember
Soren Jensen, Labor Representative (non-voting member)

Members Absent:

Laurie Gere, City of Anacortes, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor

Staff Present

Dale O'Brien, Executive Director
Allan Schaner, Maintenance/Facilities Manager
Chris Chidley, Information Technology Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board

Members of Public:

Peter Chipalla

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

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

August Payroll Direct Deposit and Checks #16161 – 16171	\$758,769
August Direct Federal withholding transfer	\$162,489
August Claims Checks and ACH #37712 - #37877	\$379,248

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for August 2019

Mr. O'Brien stated Skagit Transit received \$1,209,693 in sales tax revenue for the month of August which compares with \$1,200,741 in August of 2018. Mr. O'Brien stated this is a .75% increase over last year with a year to date increase of 2.36% or \$197,457. Mr. O'Brien stated Skagit Transit also received \$19,716 in Federal Grant reimbursements.

Mr. O'Brien stated capital expenses included five (5) 15-passenger vans for the Vanpool Program in the amount of \$188,972. Mr. O'Brien stated fuels are currently within budget and all other expenses were as expected.

Mr. O'Brien stated reserve account balances are: Operating: \$2,199,815; Facilities: \$400,000; Capital Replacement: \$2,358,740 and Non-Designated: \$ 1,280,778 totaling \$6,239,333. Mr. O'Brien stated staff recommends the Board approve the monthly budget update.

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

b) Award Agreement for GVP8 Server Migration and Pass – Email SMS 19-017

Mr. Chidley stated Skagit Transit staff is recommending moving forward with upgrading the IVR system which is currently running one part of the server system on an older operating system and needs to be migrated to a newer operating system. Mr. Chidley stated the other half of this is to add features to the current IVR system to include texting and emailing. At this time, Skagit Transit desires to make a sole source procurement to the Trapeze Group to make the necessary upgrade.

Mr. Chidley stated Skagit Transit has been using Trapeze products for over 20 years. These products are proprietary and solely owned by the Trapeze Group who has the exclusive right to maintain and enhance their software products and control all associated costs thereto.

Mr. Chidley stated in compliance with Skagit Transit's Procurement Policy, a contract may be awarded without competition when it is determined there is only one single responsible source for the required items, property or services.

Mr. Chidley stated the PASS-Email/SMS Software allows for passengers to receive automatic trip notifications through the Email and SMS mediums. Skagit Transit currently utilizes the PASS-Email/SMS Software to send automatic notifications over the phone and would like to extend the notification offering to their passengers using the PASS-Email/SMS Software.

Mr. Chidley stated the PASS-IVR GVP8 Migration upgrade includes Genesys Voice Platform (GCP) Migration to GVP 8.5. Implementation services will include all tasks associated with migrating Skagit Transit's current IVR system from GVP 8.1 to GVP 8.5. Mr. Chidley stated Trapeze will provide development, installation and testing to the upgraded system.

Mr. Chidley stated staff recommends the Board award the agreement to Trapeze Software Inc. for a cost of \$101,861.00 that is completely grant funded.

Mr. Wesen inquired about the source of grant funding for this upgrade. Mr. Chidley stated he wasn't sure of the exact grant but that it pertained to ADA compliance.

Ms. Moberg moved to award the Agreement for GVP8 Server Migration and Pass – Email SMS 19-017. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Fare Free Day for Project Homeless Connect/Point In Time Count

Mr. Windler stated Project Homeless Connect is a one-day event that aims to engage the local community and build sustainable partnerships to help end homelessness. Free services will be provided by local non-profits, businesses, and volunteers.

Mr. Windler stated this event has been combined with the "Point In Time Count" of homeless citizens in the community. The event will take place on Thursday, January 23rd, 2020. Event organizers have asked if Skagit Transit will continue support of the event by operating fare free on January 23rd.

Mr. Windler stated at 2018's event, 1,192 individuals from 416 households were able to connect with social and medical services. Organizers said many of the adult attendees identified the bus as their transportation to the event. Mr. Windler stated fare free transit service removes transportation as a barrier to accessing this event.

Mr. Windler stated the Homeless Connect event usually occurs in August, however the event for this year was cancelled by the committee and moved to the Point In Time Count event. Mr. Windler stated staff previously presented an agenda item for a fare free day in August that was approved.

Mr. Windler stated staff recommends operation local routes fare free on January 23, 2019 in support of Project Homeless Connect with a budget impact of one day's revenue or approximately \$600 cash, not counting monthly passes.

Ms. Kornegay requested clarification that the event will be hosted in multiple locations. Mr. Windler confirmed there are several location that will be hosting this event and staff is attending meetings where locations for the event are being discussed. Mr. Windler stated operating the system fare free will help clients get around the county to an event that is closest to them and Skagit Transit staff is working to assure transportation to all the locations.

Mr. Wesen inquired if the event had been held at Skagit Valley College in the past. Mr. Windler stated that it used to be at the college and it will now be dispersed throughout the county.

Ms. Kornegay moved to approve Fare Free Day for Project Homeless Connect/Point In Time Count. Ms. Moberg seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler stated there was not a quorum present at the Community Advisory Committee meeting, however there was an informal discussion regarding topics they would like to address this fall. Mr. Windler stated they would like to have presentations with guest speakers particularly the Washington State Ferry system as that is something the committee is interested in.

Mr. Windler stated the committee will be taking a field trip to Everett on October 24th to see the new bulb stops that Everett Transit has implemented. Mr. Windler explained these bulb stops extend the curb allowing the bus to stop in the lane of travel, leaving more space for amenities as well as assists in time efficiency.

Mr. Wesen inquired how many members are required for a quorum. Mr. Windler stated there are 11 committee members and majority is required. Mr. Windler stated only five members were present at the meeting.

V Executive Directors Report

Mr. O'Brien stated the state auditors completed the audit of Skagit Transit and there were no findings Mr. O'Brien commended the work staff does and confirmed a clean audit with no finding or management letter.

Mr. O'Brien stated he went to Washington D.C. last week with seven other General Managers from the Washington State Transit Association and met with Senator Murray, Senator Cantwell, Representative Larsen and Representative DelBene as well as six other representatives throughout the state. Mr. O'Brien stated they also met with the FTA's Acting Director Jane Williams, the DOT Assistant Secretary Anne Reinke and the Senate Committee for Transportation and Budget. Mr. O'Brien stated he felt this was a very successful trip for Skagit Transit and the representatives are aware of the two grants Skagit Transit has applied for both of which are for \$10 million to complete phase II of the construction of the new MOA.

Mr. O'Brien stated the representatives were aware of the MOA project and that Skagit Transit was unsuccessful in obtaining grants last year. Mr. O'Brien stated the FTA is doing their best to help get the new location built.

Mr. O'Brien stated phase I will begin this year and the agency has the funds to complete the shell of the building and add insulation to bring the building up to code. Mr. O'Brien stated if staff is successful in

securing the grant for \$10 million which would cover the cost of phase II. Mr. O'Brien stated Skagit Transit would still have to secure funds to cover phase III.

Mr. O'Brien stated the FTA gave Skagit Transit another option that would fund phase III. Mr. O'Brien explained the FTA would loan Skagit Transit the funds necessary to complete phase III at a rate of 1% over a 30 year loan with no payments for five years. Mr. O'Brien stated all fees would be waived, which would be a savings of \$270,000 and the FTA would assign an aid to work directly with Skagit Transit throughout the process of obtain the remaining \$13 million needed to complete the new MOA. Mr. O'Brien stated this is a decision he will bring back to the Board if it comes forward.

VI Information Items:

None.

VII Unfinished Business:

None.

VIII New Business:

None.

Commissioner Dahlstedt stated he will sign all documents that have been approved at this Board meeting.

Commissioner Dahlstedt adjourned the meeting at 1:16 p.m.

Mayor Laurie Gere, Chair
Skagit Transit Board of Directors

Attest:

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 September 2019

INFORMATION:

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

Revenues:

Skagit Transit received \$1,146,990 in sales tax revenue for the month of September 2019. This compares with \$1,140,325 in September of 2018. This is a .58% increase over last year with a year to date increase of 2.15% or \$204,122. Skagit Transit also received \$1,940,671 in State and Federal Grant reimbursements.

Expenses:

- ◆ Capital Expenditures
 - One 15-Passenger Van for the Vanpool Program - \$37,777
 - Design and Engineering fees for new MOA facility - \$11,693
- ◆ Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	September <u>2019</u>	September <u>2018</u>
Operating	\$ 2,203,735	\$ 2,151,936
Facilities	400,000	400,000
Capital Replacement	2,363,669	3,976,717
Non-Designated	<u>1,283,039</u>	<u>2,225,474</u>
Total Reserves:	\$ 6,250,443	\$ 8,754,127

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Federal Highways Administration, Surface Transportation Program Award

INFORMATION:

Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the project scope and budget of the award.

The following grant project scope and budget is presented for Board approval:

**1. Federal Highways Administration Surface Transportation Program (US) \$79,086
Grant funds will make up 86.5% of the project budget per funding requirements.**

Project Title: Design and Install Speed Bumps at Skagit Station

Project Scope: Traffic calming measures to increase pedestrian safety at Skagit Station.

Project Budget: \$91,429 - \$79,086 Grant \$12,343 Match

RECOMMENDATION:

Staff recommends the Board approve the grant project and budget, and authorize the Executive Director to sign the grant agreement.

BUDGET IMPACT:

Matching Requirements are 13.5% of the project budget: \$12,343

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning and Outreach Supervisor
SUBJECT: Reduction of Service for Routes 185/195

BACKGROUND

Transit service to Bow-Edison and the northern section of old Highway 99 is provided by Skagit Transit's Route 185/195. The Route 185/195 area of service has had low ridership for a number of years. In 2015, the service was reduced from five days a week down to three. Ridership has continued to be low.

One source of steady ridership has been the Skagit Valley Casino. While the Route 185 portion of the route has seen continued declines in ridership, the Route 195 portion has performed better. However, earlier this year, Skagit Transit staff was informed by casino management that effective January 2nd 2020, Skagit Transit would no longer be allowed to operate on casino property. Given the distance from Bow Hill Rd to the entrance of the casino, staff does not envision us retaining any of our riders who use us to reach the casino.

With this development, the Routes 185/195 will perform well below the service performance standards adopted by the Board of Directors and it is unlikely that ridership will improve. Given the current performance and the expectation that ridership will be substantially lower, it is the recommendation of staff that a 30 day public comment period be opened for the purpose of taking public feedback related to a possible closure of the Route 185/195.

RECOMMENDATION:

Staff recommends that the Board open a 30-day public comment period to receive public feedback on discontinuing the Route 185/195 effective January 2, 2020.

BUDGET IMPACT:

This planned service reduction will be included in the draft 2020 budget. There will be no impact to the 2019 budget.

2019 YTD Service Performance Standards

Performance Measure 1: Weekday Boardings per Revenue Hour

<i>2018 Performance Standard – Boardings Per Revenue Hour</i>			
	Low-Performing ($\leq 50\%$ Category Average)	Average-Performing (51%-149% Category Average)	High-Performing ($\geq 150\%$ Category Average)
<i>Connector</i>	≤ 5.7	5.8-16.5	≥ 16.6
<i>Urban</i>	≤ 5.7	5.8-16.7	≥ 16.8
<i>Rural</i>	≤ 2.2	2.3-6.5	≥ 6.6

The performance standards above are based on performance averages for 2018 shown below:

<i>2018 Performance Averages</i>	
	Average Boardings Per Hour
<i>Connector</i>	11.1
<i>Urban</i>	11.2
<i>Rural</i>	3.3

The tables below show routes ranked by Boardings per Revenue Hour:

<i>2019 YTD Connector Routes</i>	Avg. Boardings per Hour
80X Bellingham Connect	14.0
40X Skagit Station/March Point	12.2
90X Everett Connect	7.7

<i>2019 YTD Urban Routes</i>	Avg. Boardings per Hour
205 Skagit Station/SVC	20.9
208 Chuckanut P&R/Skagit Station	16.8
410 Anacortes/March Point/WA State Ferries	13.0
206 South Central Mount Vernon/Hospital	10.2
207 Skagit Station/Walmart/Laventure	10.4
204 Skagit Station/Hospital/SVC	8.0
305 Sedro-Woolley P&R/SVC	7.5
300 Chuckanut P&R/Sedro Woolley P&R/Job Corps	7.5
202 South Mount Vernon P&R	7.2
409 Anacortes	3.7

<i>2019 YTD Rural Routes</i>	Avg. Boardings per Hour
615 Skagit Station/La Conner/Casino/March Point	6.5
513 March Point/Casino/Chuckanut P&R	4.7
717 Sedro-Woolley/Lyman/Hamilton/Concrete	4.4
195 Alger	2.6
185 Bow-Edison/Bayview	0.9
750 Marblemount	0.7

2019 YTD Service Performance Standards

Performance Measure No. 2 –Boardings per Round Trip

<i>2018 Performance Standard – Boardings Per Trip</i>			
	Low-Performing ($\leq 50\%$ Category Average)	Average-Performing (51%-149% Category Average)	High-Performing ($\geq 150\%$ Category Average)
<i>Connector</i>	≤ 8.3	8.4 – 24.6	≥ 24.7
<i>Urban</i>	≤ 4.0	4.1 – 12.1	≥ 12.2
<i>Rural</i>	≤ 2.8	2.9 – 8.4	≥ 8.5

The performance standards above are based on performance averages for 2018 shown below:

<i>2018 Performance Averages</i>	
	Average Boardings Per Round Trip
<i>Connector</i>	16.5
<i>Urban</i>	8.1
<i>Rural</i>	4.6

The tables below show routes ranked by Boardings per Round Trip:

<i>2019 YTD Connector Routes</i>	Avg. Boardings Per Rnd Trip
80X Bellingham Connect	24.0
90X Everett Connect	16.3
40X Skagit Station/March Point	11.0

<i>2019 YTD Urban Routes</i>	Avg. Boardings Per Rnd Trip
208 Chuckanut P&R/Skagit Station	14.9
300 Chuckanut P&R/Sedro Woolley P&R/Job Corps	12.8
410 Anacortes/March Point/WA State Ferries	11.5
205 Skagit Station/SVC	9.3
207 Skagit Station/Walmart/Laventure	8.7
305 Sedro-Woolley P&R/SVC	7.0
206 South Central Mount Vernon/Hospital	4.5
204 Skagit Station/Hospital/SVC	3.9
202 South Mount Vernon	3.2
409 Anacortes	1.9

<i>2019 YTD Rural Routes</i>	Avg. Boardings Per Rnd Trip
717 Sedro-Woolley/Lyman/Hamilton/Concrete	11.7
615 Skagit Station/La Conner/Casino/March Point	8.1
513 March Point/Casino/Chuckanut P&R	6.0
750 Marblemount	1.6
195 Bow-Edison/Bayview	1.1
185 Alger	0.4

Fact Sheet on Initiative 976 Potential Impacts on Skagit Transit
October 16, 2019

According to the Washington State Office of Financial Management's Fiscal Impact Statement on Initiative 976, it is estimated that the passage of Initiative 976 would remove more than \$1.9 billion in transportation funding in Washington State over the next six years. This will include impacting the Multimodal Transportation Account by nearly \$1.5 billion. Grant funding to support transit in Washington State from that account will be at risk.

Skagit Transit has been awarded funding for grant requests from the Multimodal Transportation Account for a variety of projects and programs. For the 2019-2020 biennium, these awards include:

- \$1,053,831 in Special Needs grants to support Skagit Transit's paratransit service for the disabled. Skagit Transit uses this funding to purchase replacement vehicles and to pay for operating costs.
- \$2,264,380 in grants from the Regional Mobility Grant program. This will pay for replacing five commuter style coaches and cover some of the operating costs for the routes 80X and 90X.
- \$1,696,747 in grants from the Consolidated Grant Program. This funding provided for the replacement of four fixed route coaches and expanded service on the Route 40X.
- \$244,200 in Vanpool Investment Program grant funding which will purchase ten vehicles for Skagit Transit's vanpool program.

Future funding for these Washington State transportation grant programs may be significantly reduced if Initiative 976 passes. Skagit Transit has applied for grant funding from these programs in every biennium to fund a variety of projects including replacement vehicles, communications equipment, and facilities. Please note that it is challenging to predict the full and final effects of the initiative because implementation of the initiative will be impacted by future actions by the state legislature and if there are legal challenges to this initiative.



National
Multiple Sclerosis
Society

Dear Allan,

Thank you so much for your help and support with Bike MS! This year was a huge success, and we could not have done it without Skagit Transit. With your help, we provided a safe and fun bike ride, and ultimately got closer to ending MS forever. Thank you, and we hope to work with you again in the future!

Sincerely,
Kate Scotece & Natalie Platt