

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

Skagit Transit Board of Directors Agenda

Regular Meeting
April 19, 2023
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 March Meeting Minutes..... Page 2 - 5
- b) Approval of Claims and Payroll
 - March Payroll Direct Deposit and Checks #17068 – 17075.....\$1,082,450
 - March Direct Federal withholding transfer..... \$223,769
 - March Claims Checks and ACH #44093 – #44247 \$439,811

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report for March..... Page 6-7
- b) Approve Resolution 2023-02 Authorizing the Addition of Two Cash Drawers.....Page 8 -10
- c) MOA2 Project Overview Presentation
- d) Approve HB Hansen Construction Change Order 8Page 11
- e) Approve KBA Construction Management Contract No.19-013-F Amendment #5Page 12
- f) Approve Kaeka Security Guard Services Contract #20-001-F AmendmentPage 13

7. INFORMATION ITEMS

- a) Fleet-wide Coach WiFi Upgrade Project – Update Page 14
- b) Community Advisory Committee Report Page 15
- c) March Ridership Report Page 16-17

8. ADJOURNMENT

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

Wednesday, March 15, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Chair Mayor Boudreau called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Mark Hulst, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Bill Aslett, City of Burlington, Councilmember

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Chief Executive Officer
Crystle Stidham, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Jennifer Davidson, Director of Human Resources
Mark Kennedy, Director of Operations
Aggie Juarez, Director of Facilities
Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, Information Technologies
Jill Isaacson, Operations Supervisor
Alan Brooks, Operations Supervisor
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Chris Chidley, Director of Information Technologies
Greg Latham, Director of Maintenance
Joe Macdonald, Director of Safety & Training
Marcy Smith, Grants Manager
Melinda Hunter, Operations Supervisor
Abby Bissell, Human Resources Generalist
Laura Klein, Human Resources
Tanner Moyer-Parsons, Dispatcher

Members of Public Present

None

Members of the Public Present via Teleconference:

None

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of February Minutes
 - b) Approval of Claims and Payroll
- | | |
|---|-------------|
| February Payroll Direct Deposit and Checks #17061 - 17067 | \$1,113,898 |
| February Direct Federal withholding transfer | \$237,656 |
| February Claims Checks and ACH #43914 - 44092 | \$1,346,193 |

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

3 Full Discussion/Action Items:

a) Monthly Budget Update Report for February

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,470,642 in sales tax and \$216,604 in grant revenue in the month of February. Mr. Stamey explained capital expenditures included \$ 38,493 for MOA-2 Professional Services and Leased Equipment, and \$771,475 for HB Hansen PA 11 and PA 12. Mr. Stamey noted 95% of the payment applications were for the work on the new roof. The reserve account balance is \$21,359,914.

Mr. Browning moved to approve the February Monthly Budget Update. Ms. Janicki seconded the motion. The motion passed unanimously.

b) Commitment of Local Match to Federal Transit Administration FY23 Buses and Bus Facilities Grant Program

Mr. Stamey read the report as presented in the agenda packet. Staff is preparing a grant application requesting funding assistance to complete the final phase of construction on the MOA-2 Facility. Staff is requesting Board approval to submit an Agency Letter of Commitment for the local match required for the grant. The budget for Phase 3 construction is estimated at \$16,000,000 and would require a \$6,000,000 local match if the grant is awarded.

Ms. Boudreau clarified that the obligation of local funds would only be required if the grant was awarded.

Mr. Browning moved to approve the commitment of local match to Federal Transit Administration FY23 Buses and Bus Facilities Grant Program. Mr. Miller seconded the motion. The motion passed unanimously.

c) Approve Fleet-Wide Coach Wi-Fi Gateway Upgrade Hardware Purchase

Mr. Chidley read the report as presented in the agenda packet. In September 2022, the Board approved attaining quotes for upgrading fleet-wide mobile gateways to 5G. The original estimation of 72 units needed has been reduced to 65 units and the estimate received came back at \$229,500 including tax and all hardware from Green Ramp Group LLC. Mr. Chidley explained grant funds are available for this purchase and there is no budget impact.

Ms. Janicki asked if Crystle felt this technology was comparable to her previous agency. Ms. Stidham shared her support and noted Wi-Fi was implemented at her previous agency just prior to her starting at Skagit Transit.

Mr. Sexton inquired if the grant had already been awarded to Skagit Transit. Mr. Chidley stated it is an Operational grant and confirmed that the grant must be used by June 2023 or the funding will be lost. Mr. Sexton clarified there was sufficient grant funding to cover the cost. Mr. Stamey confirmed the award covered the expense and noted it was included in the 2023 budget.

Mr. Wesen inquired why the number of units needed was reduced. Mr. Chidley stated he was ambitious with the spare ratio and it didn't warrant the extra units that will not be used.

Mr. Sexton inquired financial responsibility if there are supply chain issues and the grant cannot be executed by the June deadline. Mr. Chidley stated he was working directly with the manufacturer and the vendor supplying the equipment and they estimate that items will arrive by May. Mr.

Chidley explained that there were some items that may arrive late and the cost occurrence for items arriving late would be minimal.

Ms. Janicki moved to approve the fleet-wide coach Wi-Fi gateway upgrade hardware purchase. Mr. Wesen seconded the motion. The motion passed unanimously.

Ms. Johnson made a motion to add an agenda item approving a new Community Advisory Committee Member. Mr. Browning seconded the motion. The motion passed unanimously.

d) Approval of New CAC Members

Mr. Windler stated the Committee Advisory Committee (CAC) has received a new application for membership. The CAC met with the candidate and is recommending the Board approve BJ Carol's membership.

Mr. Wesen inquired how many members were on the CAC. Mr. Windler confirmed there are currently 11 members, BJ would make 12 but there is capacity of up to 16 members.

Mr. Browning made a motion to approve the new CAC member. Ms. Janicki seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

The Community Advisor Committee met the night prior and the March meeting minutes were not available at the time the agenda packet was sent out. The February CAC meeting minutes were included in the Board packet. Ms. Jones provided highlights of their meeting from the previous evening.

6 Information Items

a) Third Party Engineering Review Findings

Ms. Stidham shared her support for Mayor Boudreau, Mayor Miller and the ongoing support from the Board. Staff received the third party peer review from OAC and no additional issues were reported that would cause any project delays. Ms. Janicki noted the request for confirmation of constructability. Ms. Stidham also noted staff is waiting to receive a new schedule and timeline from HB Hansen. Ms. Stidham and Mr. Juarez noted there is currently work going on to remove rust and clean up the construction site.

b) KBA Contract Amendment/Extension

Mr. Stidham stated staff has discovered Skagit Transit is out of contract with KBA Construction Management and staff is working to resolve that issue. Ms. Boudreau noted KBA was also unaware that the contract had expired. Ms. Janicki noted the delays that have extended the timeline of this project longer than anticipated.

c) February Ridership Report

A copy of the February Ridership Report was included as a link for all Board members. Mr. Windler noted year to date ridership is up 20.24% over 2022. Mr. Browning inquired about factors that may be contributing to the increase. Mr. Windler explained youth riding free and

Western Washington University students are a large contributing factor for the increase in ridership.

Mr. Miller requested the names of the routes be included in the ridership report as to make it clear which route services each area. Ms. Stidham noted plans to modify and improve the ridership report to improve readability.

Mr. O'Brien presented Commissioner Janicki with an award and thanked her for her service as the Board of Director's Chairperson. Mr. O'Brien thanked the Board for their support of the agency and service to the community.

Ms. Boudreau and Ms. Davidson announced the Skagit Transit employee meeting on Saturday March 18th at the Skagit Casino.

Mr. Wesen requested Skagit Transit provide a bus and driver for the annual Pioneer Picnic in La Conner on August 3, 2023.

Mayor Boudreau adjourned the meeting at 11:34 a.m.

Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Stamey, Chief Financial Officer
SUBJECT: Monthly Budget Update Report for March 2023

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

Revenues:

Sales Tax:

	2023	2022	2021
March	1,228,784	1,227,470	1,028,007

Grant Revenue:

Federal Capital \$ 33,017
 State Capital \$ 40,181
 State Operating \$163,404

Fare Revenue:

	2023	2022	2021	2020
March	59,854	56,789	49,283	55,947
Budget	684,500	592,964	545,000	1,084,850

Expenses:

◆ Capital

- MOA 2 Professional Services and Leased Equipment - \$12,238
- \$22,500 - Tire Changer
- \$6,048 - Parking Lot Stripper
- \$28,257 - Driver Kiosk's at March's Point and Sedro-Woolley Park & Rice
- \$14,837 - Software Maintenance / Subscriptions for Paratransit

Ending Cash:

March 2023	March 2022	March 2021
4,485,094	6,562,342	4,898,582

Reserves:

	March 2023	March 2022	March 2021
Operating	5,141,586	5,021,893	5,017,203
Facilities	10,400,000	6,400,000	400,000
Capital Replacement	4,352,977	4,013,973	4,008,152
Non-Designated	1,540,485	1,504,975	1,503,570
TOTAL	21,435,048	16,940,841	10,928,925

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Stamey, Chief Financial Officer

SUBJECT: Approve Resolution 2023-02 Authorizing the Addition of Two Cash Drawers

INFORMATION:

On June 17, 2009 the Board approved Resolution 2009-06 which authorized Skagit Transit to maintain three cash drawers (one for Skagit Station, one for the MOA Receptionist and a back-up till used to make change) with a total balance of \$230. On January 19, 2011 the Board approved Resolution 2011-01 which increased the Station till by \$100 and increased the total change fund balance to \$330.

In an effort to increase availability to the public and create efficiencies in daily duties, staff is requesting to add two \$200 tills for Skagit Station. Staff has installed a safe to secure the daily till each night allowing the Skagit Station Service Coordinator to report directly to the Station each morning without needing to report to the main MOA office first. The additional tills will allow staff to use a fresh till each day and eliminate limitations due to a lack of change.

Current office hours at Skagit Station are Monday – Friday 8:30-4:00 (closed 11:30-12:30 for lunch). The adjusted hours will be Monday – Friday 8:00-4:15 (closed 11:30-12:30 for lunch). This change will increase availability by 45 minutes each day without affecting staff hours. The Service Coordinator will return the deposits and daily work to the main office twice weekly, which will allow for deposits to be submitted to the bank on the existing schedule.

RECOMMENDATION:

Staff recommends the Board to approve Resolution 2023-02 to Authorize the Addition of Two Cash Drawers in the amount of \$400.

BUDGET IMPACT:

None. The total change fund balance will be \$730.

RESOLUTION NO. 2023-02

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING THE ADDITION OF TWO CASH DRAWERS

WHEREAS, on February 19, 2003, Skagit Transit Board of Directors authorized to establish change funds, and;

WHEREAS, on June 17, 2009, Skagit Transit Board of Directors authorized to revise change funds, and;

WHEREAS, Skagit Transit has a need of additional tills at Skagit Station to eliminate the need for staff to travel between the main office and the Station office twice daily which will provide additional service hours to the public at Skagit Station;

WHEREAS, the tills will be secured in a locking safe; and

WHEREAS, the till deposits will continue to be processed weekly, and

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, by the Board of Directors of Skagit Transit System hereby approves the addition of two cash drawers for Skagit Station. The new balances will be:

Location	Current Authorized Amount	New Authorized Amount
MOA Customer Service	\$30	\$30
Skagit Station Customer Service	\$200 (1)	\$600 (3)
Change Till	\$100	\$100
TOTAL	\$330	\$730

PASSED in open public meeting this 19th day of April, 2023.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Jill Boudreau, Chair Skagit Transit Board of Directors

By _____
Crystle Stidham, Chief Executive Officer

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: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve HB Hansen Construction Change Order 8

INFORMATION:

On May 19, 2021, the Board approved Contract #19-014-F for the Phase 1 Construction of the MOA2 Facility with HB Hansen Construction in the amount of \$2,885,000. To date, the Board has approved Change Orders (CO) 1 - 7 totaling \$1,220,583 for this contract.

Staff would like to present for your consideration, Change Order No. 8, dated April 4, 2023, totaling \$1,627,314.06.

The majority of Change Order 8 includes the roof and roof edging that has already been approved by the Board. The remaining Change Order Proposals (COP) include the Nanawall Sill Concrete, Repair of Broken Curbs, Grading at Vestibule, Cleanout Conflict at Cast in Site Wall, Delivery Fees for Steel Coil Siding & Trim, and supervision of roofing subcontractor.

Staff together with our Construction Management Firm and Architect have reviewed and authorized Change Order 8.

RECOMMENDATION:

Staff recommends the Board approve the above-listed change order for the MOA2 Construction Contract.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve KBA Construction Management Contract No. 19-013-F Amendment #5

INFORMATION:

On February 20, 2020, Skagit Transit entered into contract No. 19-013-F with KBA, Inc. for construction management and inspection services for a second Maintenance, Operations and Administration (MOA2) facility.

Staff requests approval of amendment #5 to this contract, adding \$440,131 to the estimated budget for services and extend the contract end date to May 31st, 2024 – the estimated completion date for phase 1 of the MOA2 project.

RECOMMENDATION:

Staff recommends the Board approve the above-listed amendment for the MOA2 Construction Management Contract.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Kaeka Security Guard Services Contract #20-001-F Amendment

INFORMATION:

The Skagit Transit Board of Directors awarded Kaeka Group Inc. Security Guard Services Contract #20-001-F on April 15, 2020.

Due to extensive delays in the Construction Phase One of the project, our security budget allotment of \$573,891.68 over a five-year period has been exceeded.

At this time, Skagit Transit requests permission to amend contract #20-001-F with Kaeka Group Inc. to increase the “not to exceed amount” by \$300,000. This amount includes security services at both MOA2 and Skagit Station.

RECOMMENDATION:

Staff recommends the Board approve Security Guard Services Contract #20-001-F Amendment to increase the contract by \$300,000 for up to 6 months of month-month service.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Director of Information Technology

SUBJECT: Fleet-Wide Coach WiFi Project Upgrade – Update

INFORMATION:

At the March 2023 Board of Directors Meeting, staff reported the WiFi Upgrade project was ready for award and recommended the Board approve the purchase of 65 WiFi units from Green Ramp Group LLC in the amount of \$229,500. The project is entirely funded with 2021-2023 WSDOT Transit Support Grant funds.

When preparing the purchase of the units the commitment to receive all product before grant funds expire was falling short. To correct this, staff would need wait for the new 2023-2025 grant funding period. This requires us to request new quotes from the vendors who participated in the last solicitation as quotes will expire before July 2023.

In an effort to maintain the grant funds, staff will delay this project and transfer the funds to an open operating grant.

The Transit Support grant funds are flexible and are available for operating or capital projects. Staff has contacted WSDOT and requested the project funds be transferred to an existing operating grant within the same grant program. WSDOT has approved the transfer.

Skagit Transit will receive 2023-2025 Transit Support Grant funds on July 1, 2023 and will program the WiFi project to those funds, giving the project more time to complete.

RECOMMENDATION:

Staff recommends the Board approve the WiFi project to be programed to 2023-2025 grant biennium.

CAC REPORT

April 11, 2023

A very positive report was given on May's upcoming service changes that will access some never-before served areas in the region.

The committee was privileged to extend a warm welcome to CEO Crystle Stidham, and also to new member BJ Carol, both official first-timers to a CAC meeting in their capacities.

The staff report and strategic plan report were reviewed, plus any further committee recommendations for bus route frequency improvements were confirmed.

Next meeting, May 9, Skagit Station, 4:30 PM.

Join Zoom Meeting

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

Meeting ID: 829 9877 8630

Dial by your location

+1 253 215 8782 US (Tacoma)

Respectfully Submitted,

Judy Jones

CAC Chair

Skagit Transit March Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change	YTD	Actual	% Change
2023	37,226	18.5%	2023	101,386	19.7%
2022	31,367		2022	84,729	
2019	62,547	-40.5%	2019	175,789	-42.3%

Route 207 was reduced from half hour to hourly service due to staffing.

Average Weekday Ridership: 2022- 1,166 2023- 1,401



On Time Performance



75-85%*



97.58%

* - A data issue was detected that provides a range instead of a more exact number

Fixed Route Highlights



Ridership Top 5 Routes Overall

208 MV-Burlington	7,377
90X Everett Connector	3,694
205 Mount Vernon	3,240
207 Mount Vernon	2,852
410 Anacortes	2,328

5 Routes w/largest % change vs 2022

717 Concrete	274.2%
305 SW-MV/SVC	83.3%
70X MV-Concrete	66.1%
300/301 Change	60.7%
202 Mount Vernon	54.9%

Selected Statistics for March

Youth Ridership- 3,692

WWU Ridership- 735

SVC Ridership- 570

Ride Pass Grant Program- 1,532

Paratransit Ridership Comparison

Month to Month	Actual	% Change	YTD	Actual	% Change
2023	6,134	34.5%	2023	16,543	37.7%
2022	4,560		2022	12,012	
2019	6,471	-5.2%	2019	17,619	-6.1%

Zero Denials 882 (15%) Cancellations 78 Will Calls/Same Day Rides
 40 new applicants 20 renewal applications

Paratransit trips on Fixed Route: 1,304 trips - saving the agency \$97,000



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 136,460 miles

Paratransit Total Miles Operated- 43,951 miles

Diesel Fuel Consumed	22,785 Gallons
Propane Fuel Consumed	8,302 Gallon Equivalents



Adoption & Usage

Umo DATA:	
# of Umo Boardings on Fixed Route	21,720
% of Umo Boardings on Fixed Route	58.35%
# of Umo Boardings on Paratransit	3,370
Total Paratransit Boardings	6,134
% of Umo Boardings on Paratransit	54.94%
# of Total Umo Boardings	25,090
% of Umo Boardings on ALL modes	57.86%