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Skagit Transit Board of Directors Agenda

Regular Meeting
May 19, 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 April Meeting MinutesPage 2 – 5
- b) Approval of Claims and Payroll
 - April Payroll Direct Deposit and Checks #16571 – 16581..... \$860,188
 - April Direct Federal withholding transfer \$157,401
 - April Claims Checks and ACH #40498 - #40669.....\$337,651

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report for April Page 6
- b) Resumption of Full-Service Effective June 14, 2021..... Verbal
- c) Award Contract for Phase 1 Construction of the MOA-2 Facility Page 7

7. COMMUNITY ADVISORY COMMITTEE REPORT
8. EXECUTIVE DIRECTORS REPORT
9. ADJOURNMENT

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

Wednesday April 21, 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

Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Judy Jones, Community Advisory Committee Chair (non-voting member)

Members Absent:

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:

Members of Public via Teleconference:

Brandon Stone, Skagit Valley Herald
Katie Bunge, SCOG
Joe Kunzler, CAC
Pam Carlson, SCOG

Providing Legal Counsel:

None

1 Public Comment:

None

2 Consent / Action Items:

- a) Approval of March Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|--|-----------|
| March Payroll Direct Deposit and Checks #16560 – 16570 | \$735,457 |
| March Direct Federal withholding transfer | \$145,260 |
| March Claims Checks and ACH #40330 – 40497 | \$426,991 |

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for March

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,028,007 in sales tax in the month of March, as well as \$14,376 in state grants and \$60,776 in federal grants. Capital expenditures included email messaging system software upgrades and HVAC and generator upgrades. The reserve account balance is \$10,928,925. Mr. Flores noted that the March 2020 reserve accounts were low because the Board agreed to borrow \$3 million from reserves to pre-pay for the purchase of nine buses.

Mr. Wesen inquired about the HVAC and generator purchase for Chuckanut Park and Ride noting he didn't think there was a room there. Mr. O'Brien clarified there are two restrooms, a mechanical room and a server room for computer backup and camera system operations that require the purchase of the generator.

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

b) Award of Corona Response and Relief Support Appropriations Act Funds

Mr. O'Brien read the report as presented in the agenda packet. Items of note include Skagit Transit is the recipient of \$3,785,187 in FTA section 5307 funding apportioned to the Mount Vernon UZA from the Coronavirus Response and Relief Support Appropriations Act of 2021. Skagit Transit is also the recipient of \$7,347,458 FTA section 5307 funding from the American Rescue Plan Act of 2021.

The funding is provided at a 100-percent federal share, with no local match required. Skagit Transit will apply the funds to operating expenditures in accordance with the program requirements. Included are operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during an emergency.

Mr. Sexton expressed his disagreement regarding accepting this funding stating it is not necessary and accepting it would only encourage more irresponsible spending in Congress. Mr. Sexton confirmed that Skagit Transit would be receiving approximately \$18 million overall, equivalent to one and a half years of expected sales tax revenue. Mr. Sexton stated declining this money would send a message that law makers should think twice before passing large spending packages.

Mr. Wesen inquired if there were expenses to cover the funding. Mr. O'Brien stated staff has been using funds to cover operating costs, keeping employees paid, personal protective equipment and allowing the use of local funds to cover the expenses of construction moving forward.

Ms. Boudreau inquired about the reporting that is required on the expenditures and if the funding can be used on the MOA construction. Mr. Flores stated the FTA clarified that funding can be used for operations and staff has charged payroll for what would have otherwise used sales tax. That sales tax has been added to the reserves since for several years Skagit Transit has been unsuccessful in securing grant funding to pay for the building of MOA-2. Mr. Sexton clarified that these funds will be used to make up for grant funds that the agency has not been awarded.

Ms. Boudreau stated she shares his concerns regarding funding to industries that have weathered the pandemic better than anticipated, however the need of the MOA would require staff to apply for grants in other avenues of funding competing with larger entities. The fact that these funds can benefit the community without creating local debt to obtain something that is needed and has been planned for carefully. Ms. Boudreau stated she does not think returning this funding would make an impact and to use it as wisely as possible is best. Mr. Sexton stated these funds should be used for something critical to the COVID response.

Ms. Gere stated this is not sustainable long-term, however today's vote is not going to make a difference in the big picture. Ms. Gere stated it's a national problem for generations to come, but the work with the transit industry is important and asked how many years will the agency go without what is needed and what has been carefully planned.

Ms. Janicki stated she agreed that this is an important decision and acknowledge the funding put into transit. Investment into transit and better opportunities for the underserved members of the community is important and shared feedback she's received requesting more service on the road. Ms. Janicki stated it is incumbent upon the board to make an investment that will support the community well into the future and this is the funding mechanism that allows the construction of the MOA to provide the efficiency and expansion into one location. Ms. Janicki stated if these funds are accepted, she is not sure why more federal funding would need to be requested. The certainty of this funding will allow for the body of the work to be done that has been long planned. Ms. Janicki inquired if this funding was previously budgeted or is the allocation on top of everything previously budgeted. Mr. Flores clarified this funding is in addition to what was budgeted. Ms. Janicki stated there is always a moral imperative and this funding would be helping the underserved populations in the county with a reliable, expanded transit system. Ms. Janicki shared her support of accepting the funding.

Mr. Wesen inquired if this funding was coming directly to the agency or if it was routed through the state first. Mr. Wesen stated he agrees with Mr. Sexton, however the problem with not accepting these funds lies in the fact that the citizens of the county will be taxed on the money regardless.

Mr. Browning shared his agreement with Mr. Sexton but stated attempting to make a statement by not accepting these funds should be planned so that it would make an impact. This will fund something that will serve a good purpose in the community.

Ms. Boudreau clarified that by accepting this funding, the intention would be to use it for outlying needs to cover expenses but also allowed use to put towards the final funding to complete the MOA construction. Mr. O'Brien stated the agency purchased the additional land for the new MOA in 2015 as staff has far exceeded capacity at the current location, and now staff is able to complete this work without asking for a sales tax increase. If Skagit Transit asked for a sales tax increase, the expectation would be service on the road, not building construction.

Ms. Boudreau stated she supports accepting the funding as it is for a capital investment that will allow the agency to continue serving by completing a project that has been planned for years. Ms. Boudreau stated this is a need to move forward and staff would be requesting funding from the federal government one way or another. It is a broader discussion to have with the elected delegation in the federal government to express concern regarding further spending, as this spending has already been allocated by Congress.

Ms. Janicki moved to approve the Corona Response and Relief Support Appropriations Act Funds. Ms. Gere seconded the motion. The motion passed with Mr. Sexton opposed.

c) 2020 FTA Section 5339 Bus and Bus Facilities Grant Funds Award

Mr. O'Brien read the report as presented in the agenda packet. Items note include Skagit Transit received \$116,891 through Federal Fiscal Year 2020 FTA Section 5339 Bus and Bus Facilities funds passed through Washington State DOT to assist in funding reflective braille bus stops and passenger portal scheduling software.

Mr. O'Brien explained \$40,000 would be used for the purchase of the Braille embossed bus stop signs which will enable sight impaired individuals to recognize the stop. The reflective sign can be spun to draw the transit operator's attention to the waiting passenger. \$68,000 will be used for the purchase of the Passenger Portal Scheduling Software which will work in tandem with existing scheduling software. This will allow clients 24/7 access to schedule their rides as well as verify scheduled ride times and destinations.

Mr. O'Brien explained the projects will be added to future annual budgets and the funding source requires the local agency to provide 20% of the project funds. The Braille bus stops signs will include \$10,000 local funds and \$40,000 federal for a total project cost of \$50,000. The Passenger Portal Scheduling Software will include \$17,000 local funds and \$68,000 federal for a total project cost of \$85,000.

Ms. Gere moved to approve the FTA Section 5339 Bus and Bus Facilities Grant Funds Award. Mr. Browning seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Ms. Jones greeted the Board and expressed her gratitude for the braille bus stop signs as a blind rider. The next meeting will be May 11th at 4:30 and invited the Board to attend via Zoom. The committee has decided to continue meeting throughout the summer.

Ms. Jones stated Ms. Zivarts presented information on the Disability Mobility Initiative which aims to procure sustainable funding for statewide mass transit at the April meeting.

6 Executive Directors Report

Mr. O'Brien stated the bid opening for the phase 1 construction will be held on May 4th and that will be brought to the Board at the May 19th meeting.

Staff is continuing to provide transportation of home food delivery in partnership with the Helping Hands Food Bank on Friday's. Staff is hoping to continue this as long as possible and is using relief money to help fund this community service.

Mr. O'Brien shared the sad news that Skagit Transit lost an employee to the COVID-19 virus.

Mayor Boudreau adjourned the meeting at 1:36 p.m.

Attest:

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

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 April 2021

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

Revenues:

Skagit Transit received \$1,027,401 in sales tax revenues for the month of April 2021. This is 23.1% higher than the \$834,303 collected in April of 2020. Total Sales Taxes collected so far for 2021 are \$4,430,374 which is 10.4% higher than Sales Taxes collected during the first four months of 2020.

We also received \$41,284 in State Grants.

Expenses:

- ◆ Capital Expenditures
 - Vehicle Servicers utility vehicle - \$23,190
 - Streets/MyRide Software License - \$9,710
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	Apr 2021	Apr 2020
Operating	\$ 5,017,663	\$ 1,908,965
Facilities	400,000	0
Capital Replacement	4,008,557	4,411
Non-Designated	<u>1,503,708</u>	<u>2,021</u>
Total Reserves:	\$ 10,929,928	\$ 1,915,397

RECOMMENDATION:

Staff recommends the Board approve the monthly budget report.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director
Aggie Juarez, Manager of Facilities

SUBJECT: Award Construction Contract #19-014-F for the Phase 1 construction of the MAINTENANCE OPERATIONS AND ADMINISTRATION (MOA2) Facility.

INFORMATION:

Skagit Transit posted and published an Invitation For Re Bid (IFB) #19-014-F on March 31st 2021 for the Phase 1 construction of the Maintenance, Operations and Administration Facility (MOA2) in Burlington, WA.

Advertisement was published in the Seattle Daily Journal of Commerce, and the Skagit Valley Herald on March 31, 2021, and April 7th, 2021. Sealed bids were received on May 4, 2021 at Skagit Transit in Burlington, WA. Sealed bids were opened promptly via a Zoom bid opening at 2:00 pm.

A total of Six (6) bids were received. All bids were opened and read aloud during the meeting.

The bid summary tabulation is as follows:

No.	Contractor	Bid Base + Additive	
1	H B HANSEN CONSTRUCTION INC	\$ 2,885,000.00	Low Bidder
2	TIGER CONSTRUCTION	\$ 3,110,000.00	
3	OPTIMUS CONSTRUCTION AND DEVELOPMENT	\$ 3,230,450.00	
4	COLACURCIO BROTHERS CONSTRUCTION COMPANY INC	\$ 3,285,000.00	
5	AXTHELM CONSTRUCTION INC	\$ 3,292,623.00	
6	KASSEL & ASSOCIATES	\$ 3,350,000.00	

After completing the necessary procedures to check for responsiveness and responsibility, Skagit Transit determined that H B Hansen Construction Inc. is the lowest responsive and responsible bidder.

RECOMMENDATION:

Skagit Transit staff recommends that the construction contract for the Maintenance Operations and Administration Two Facility, Phase 1, Construction Contract #19-014-F be awarded to H B Hansen Construction Inc. of Lynden, WA.

BUDGET IMPACT:

None – Included in FY 2021 Budget

CAC REPORT

May 11, 2021

I. No guests and no public comment.

II. CAC Bylaws Review: There are proposed changes to one section, more to come later.

III. Latest information on the Chuckanut Park N Ride.

IV. Exciting announcement about the upcoming Pet Food Drive in Burlington, at the Burlington Country Store, across from the mall. This is taking place in partnership with the local 4H club May 15 from 11:00 AM to 3:30 PM, receiving non-perishable dog, cat, and bird food.

V. New information presented by Brad on the YMCA crosswalk project and community partnership.

VI. CAC Chair is forming the Region Awareness Committee, whose purpose is to watch for and report on service changes in adjacent counties and communities to Skagit County, that could have future ramifications on Skagit County ridership access to those areas. This committee is to report at each month's meeting. Latest report is the Northgate Light Rail Extension project, whose ripple effect could likely influence 90X service to ridership from Skagit Transit. *1 See information below report.

VII. Round Table: The Chair has started working with Anna Zivarts, of Disability Rights of Washington and Director of the Disability Mobility Initiative to develop a statewide advisory body virtual workshop, hopefully to take place in the fall. Several from the CAC have volunteered their assistance. More to come.

Hybrid meetings, hopefully coming in June.

VIII. Adjournment.

Respectfully Submitted,

Judy Jones

CAC Chair

****1. Northgate Link light rail extension will open October 2***

4.3-mile project moving forward toward under-budget completion

Publish Date

April 9, 2021

Sound Transit today announced that the Northgate Link light rail extension will open to passenger service on Saturday, October 2.

The new extension, which is moving forward under budget, will offer riders reliable, traffic-free trips of only 14 minutes between Northgate and downtown Seattle. In addition to the elevated station at Northgate trains will stop at new underground stations serving Seattle's U District and Roosevelt neighborhoods. Of the 4.3-mile extension, all but 0.8 miles of elevated track at Northgate are located underground.

"With Northgate's completion Sound Transit will enter an exciting period of opening major light rail extensions every year through 2024, nearly tripling the region's light rail system from 22 miles to 62 miles," said Sound Transit Board Chair and University Place Mayor Kent Keel. "This drumbeat of progress will extend service to Tacoma's Hilltop in 2022, East King County in 2023 and Lynnwood and Federal Way in 2024. It will position us to keep building to complete voter-approved extensions to Tacoma, Everett, West Seattle, Ballard, DuPont and other destinations across the region."

Sound Transit is working with the region's transit providers on plans for having the opening coincide with fall service changes on ST Express, King County Metro Transit and Community Transit bus routes. In some cases bus routes are planned to be modified to allow riders to connect with congestion-free Link service.

"This milestone will transform commutes and communities, and further demonstrate the power of light rail to whisk riders to their destinations quickly, sustainably, and

absolutely reliably,” said Sound Transit Board Vice Chair and King County Executive Dow Constantine. “King County Metro Transit will expand Northgate Link’s benefits by tying local bus routes with stations, so thousands of commuters can simply skip the daily Ship Canal Bridge bottleneck.”

“Our City is under construction before our eyes, and investments like light rail will be transformational for North Seattle,” said Sound Transit Board Member and Seattle Mayor Jenny Durkan. “We are building a more connected city that has safe, affordable, and reliable options for people walking, rolling, taking transit, and biking, no matter where you live.”

“With the opening of Link service to Northgate, light rail gets 4.3 miles closer to Snohomish County Current Community Transit and Sound Transit bus routes that get bogged down in congestion will instead connect with congestion-free light rail,” said Sound Transit Board Vice Chair and Everett City Councilmember Paul Roberts. “The further Link extension to Lynnwood is already under construction and will serve thousands more Snohomish riders when it opens just three years from now. During that time, Sound Transit will be advancing its plans to extend service to Everett.”

“The Northgate Link light rail extension will open in tandem with the NHL Seattle’s new training facility, positioning the area for an explosive economic recovery,” said Sound Transit Board Member and Seattle City Council Member Debora Juarez. “Many of the training facility’s 800,000 annual visitors will share the light rail with North Seattle College students traveling downtown to start their new careers in technology, engineering, medicine, and business. Access to opportunity is everything, and a well-connected North End benefits all of Seattle.”

“Sound Transit’s infrastructure investments will not only continue transforming the way people travel but will continue to support thousands of workers in family-wage jobs,” said Mark Riker, Labor Liaison to the Sound Transit Board and Executive Secretary of the Washington State Building and Construction Trades Council. “So far this one project has provided almost 5 million labor hours, nearly a third of them worked by people of color. Sound Transit’s continuing expansions are truly critical for our region’s economic recovery.”

“The opening of Link to Northgate is very well timed with our region’s long-awaited shift back toward normal life,” said Sound Transit CEO Peter Rogoff. “Our region has been through a brutal year, and we are thrilled to give our riders and taxpayers the opportunity to celebrate a major expansion of transit options. This project has been

able to advance during a pandemic through the extraordinary efforts of our project staff, construction workforce, and our contractors. Great care needed to be taken to protect the health of every worker and their families while achieving each project milestone. Opening day will provide an opportunity for us to celebrate their dedication.”

Voters approved the Northgate Link extension in 2008 as part of the Sound Transit 2 ballot measure. Construction on the project began in 2012 following six years of planning. Twin boring machines began tunneling in 2014, completing the 3.5-mile twin tunnels in 2016. Guideway construction was completed in 2018 and rail installation in 2019. Construction of all three stations was substantially complete at the beginning of 2021, and since last January, light rail test trains have been operating across the alignment to test the overhead electrical power system and train signal system.

The project’s \$1.9 billion baseline budget includes a \$615 million credit agreement under the Transportation Infrastructure Finance and Innovation Act (TIFIA), which provided significant long-term savings for regional taxpayers through reduced borrowing costs. The final project cost is expected to come in under budget.