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**Skagit Transit  
Board Of Directors  
Agenda**

**Regular Meeting**  
August 19, 2020  
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 July Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll
  - July Payroll Direct Deposit and Checks #16462 – 16474 ..... \$806,667
  - July Direct Federal withholding transfer..... \$152,061
  - July Claims Checks and ACH #39349 – #39530 ..... \$255,459

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for July ..... Page 5-6
- b) Resolution 2020-03 Amend Spending Limits and Procurement Policy and Procedures..... Page 7-9
- c) Public Transportation Agency Safety Plan ..... Page 10-28
- d) Resolution 2020-04 Approve 2020-2025 Transit Development Plan ..... Page 29-30

7. EXECUTIVE DIRECTORS REPORT
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. ADJOURNMENT

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

Wednesday July 15, 2020

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

**Members Present:**

Soren Jensen, Labor Representative (non-voting member)

**Members Present via Teleconference**

Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)

Laurie Gere, City of Anacortes, Mayor

Lisa Janicki, Skagit County Commissioner

Ron Wesen, Skagit County Commissioner

Julia Johnson, City of Sedro Woolley, Mayor

Steve Sexton, City of Burlington, Mayor

Sandy Perkins, Skagit County Auditor

**Staff Present**

Dale O'Brien, Executive Director

Arden Flores, Manager of Finance & Administration

Justin Self, IT Technician

Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

Brad Windler

**Members of Public via Teleconference:**

Chris Jones

Joe Kunzler

Judy Jones

**Members Absent:**

Kenneth Dahlstedt, Skagit County Commissioner (Chair)

Rick DeGloria, City of Burlington, Councilmember

Mark Hulst, City of Mount Vernon, Councilmember

**Providing Legal Counsel:**

None

**I Public Comment:**

Mr. Jones stated he is a regular Paratransit client and expressed his appreciation for Skagit Transit and the service staff provides. Mr. Jones also stated he would like Skagit Transit to have a measure on the upcoming ballot to receive the funding needed to continue service.

Ms. Jones stated she is also a Skagit Transit rider and additionally expressed her gratitude for staff and the service provided. Ms. Jones added that due to the way COVID-19 has affected Skagit County it is even more important to get a measure on the voter's ballot to support funding for transit.

Mr. Kunzler stated he supports the request for a ballot measure to increase funding for Skagit Transit. He expressed his concern for fare revenue with limited routes and decreased ridership. Mr. Kunzler stated Skagit Transit needs new bus shelters and a new MOA and stated the service is essential for people with disabilities. Mr. Kunzler expressed his appreciation to the Board and staff at Skagit Transit for their efforts during this time of medical economic crisis.

**II Consent / Action Items:**

a) Approval of June Meeting Minutes

b) Approval of Claims and Payroll

June Payroll Direct Deposit and Checks #16449 – 16461 .....	\$915,195
June Direct Federal withholding transfer .....	\$154,251
June Claims Checks and ACH #39251- #39383.....	\$158,881

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

**III Full Discussion/Action Items:**

a) Budget Update for June 2020

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$879,464 in sales tax revenue for the month of June and total sales tax collected for 2020 is \$5,759,710.

Skagit Transit received \$855,589 in federal grant reimbursements from the Federal CARES Act and the reserve account balance is \$5,417,387.

Mr. Flores presented a revenue projection/comparison with the Federal CARES stimulus. Mr. Flores stated staff expected to receive \$12,748,147 in sales tax for the year and is now projecting to receive approximately \$10,333,992.

Mr. Flores stated Skagit Transit received 80% of the projected sales tax for the month of June. Staff is conservatively projecting to receive 70% sales tax revenue through December which would be an 82% collection for the year 2020. This would be a shortage of \$2,414,155 in sales tax revenue and \$2,957,915 short in overall revenue.

Mr. Flores stated Skagit Transit is expecting to receive approximately \$7 million from the Federal CARES act stimulus funds by year's end or into the beginning of 2021, staff is expecting to carry over \$4,038,896. Mr. Flores stated staff is confident these funds will cover 2020's sales tax losses. In addition, carry over funds would be enough to cover sales tax losses for next year if sales tax revenue has still not recovered.

Ms. Boudreau inquired if Skagit Transit received a lump sum of CARES act funds, or if it was reimbursed as money is spent. Mr. Flores stated staff submits for reimbursement monthly, and thus far Skagit Transit has been reimbursed approximately \$3.5 million.

Mr. Sexton stated that the preliminary numbers for July sales tax received from the Department of Revenue were in excess of what was received in July of last year and feels staff's projection estimates are very conservative.

Ms. Janicki requested to see where the \$3.5 million of CARES act funds are listed in the profit and loss report since it was not budgeted as part of income. Mr. Flores stated on page two of the profit and loss report under operating. Ms. Janicki inquired if the \$1.9 million that staff was previously expecting to receive would be replaced by the CARES act funds. Mr. Flores stated those funds are from the 5307 grants and the Federal stimulus funds are separate and in addition to those funds. Mr. Flores stated staff is attempting to recoup the CARES act funds first, the 5307 funds have a 5 year term, those funds do not expire and staff can use those funds to reimburse expenses next year.

**Ms. Gere moved to approve the June Monthly Budget Update. Ms. Johnson seconded the motion. The motion passed unanimously.**

b) Resolution 2020-02 Fiscal Year 2020 Budget Amendment

Mr. Flores read the report as presented in the agenda packet. Items of note include a capital expense for Mobile Fare Ticketing System (Touchpass) for Paratransit in the amount of \$77,851. This would increase the fiscal year 2020 capital budget from \$9,882,062 to \$9,959,913.

**Mr. Wesen moved to approve Resolution 2020-02 Fiscal Year 2020 Budget Amendment. Ms. Johnson seconded the motion. The motion passed unanimously.**

**IV Community Advisory Committee Report**

The Community Advisory Committee is on summer break and did not have a June meeting.

**V Executive Directors Report**

Mr. O'Brien stated Skagit Transit is continuing to monitor social distancing on the buses. Fixed Route ridership is down 76.5% and Paratransit ridership is down 61.8%. No employees have been sick and drivers have a great attitude.

The original implementation of Paratransit fares has been moved from June 1<sup>st</sup> to August 5<sup>th</sup> to install the aforementioned Touchpass fare collection system. Mr. O'Brien stated there will be no fare disputes for several months and educate riders on the new fare system on the Paratransit system.

Mr. Jensen added that Paratransit ridership is down, however to accommodate social distancing, routes are busy running more with less people on board.

Mr. O'Brien added that since the National Guard was denied to help Skagit County food banks, Skagit Transit is working with the food banks to deliver food with Paratransit buses that are not in use for passenger trips.

**VI Information Items:**

None.

**VII Unfinished Business:**

None.

**VIII New Business:**

Mr. Windler presented the annual update to the Transit Development Plan. Mr. Windler stated staff presents this to the Board each year in July and opens a 30 public comment period. At the August Board meeting there will be a public hearing and a vote to approve it. Mr. Windler added there are notations added due to the COVID pandemic uncertainties.

Mayor Boudreau stated she will sign all documents that have been approved at this Board meeting.

**Mayor Boudreau adjourned the meeting at 1:24 p.m.**

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Commissioner Ken Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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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 July 2020

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

Revenues:

Skagit Transit received \$1,157,851 in sales tax revenue for the month of July 2020. This is 2.37% higher than the \$1,130,995 collected in July 2019. Total sales taxes collected so far for 2020 are \$6,917,560 which is 5.92% lower than the \$7,353,191 collected during the first seven months of 2019. We also received \$797,135 in federal grant reimbursements this month from the Federal CARES Act.

Expenses:

- ◆ Fuel - well within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	July 2020	July 2019
Operating	\$ 4,011,732	\$ 2,195,600
Facilities	400,000	400,000
Capital Replacement	2,004,647	2,353,441
Non-Designated	<u>1,002,100</u>	<u>1,278,345</u>
Total Reserves:	\$ 7,418,479	\$ 6,227,386

**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:** Approval of Resolution 2020-03 – Amend Spending Limits and Procurement Policy and Procedures

### **INFORMATION:**

The current \$50,000 spending limit of Skagit Transit's Executive Director was authorized by Resolution #2016-10 and passed in an open public meeting on November 16, 2016. All purchases that exceed this threshold requires approval by the Board of Directors and such procurements must be solicited by a formal competitive process.

As Skagit Transit grows and market prices continually rise, this \$50,000 spending limit for the Executive Director has become restrictive as the Agency strives to conduct timely procurements while seeking the best price or best value with taxpayer dollars. This threshold is also significantly less than the current thresholds used by adjacent Transportation Agencies.

In addition, the current procurement policy sets the micropurchase threshold at \$5,000. A micropurchase is an acquisition of products or services where the aggregate amount does not exceed the threshold where purchases would require informal quotes, but only requires a fair and reasonable price determination. Increasing the current micro-purchase threshold of \$5,000 to \$10,000 also makes it in line with the threshold used by adjacent Transportation Agencies.

### **RECOMMENDATION:**

Staff recommends the Board approve Resolution 2020-03 authorizing an increase in the spending limit for the Executive Director from \$50,000 to \$100,000, which shall also become the new threshold requiring a formal competitive bid process; and that the micro-purchase threshold be increased from \$5,000 to \$10,000. Upon Board approval of these requests, Skagit Transit's Procurement Policy and procedures will be amended accordingly to reflect the changes.

### **BUDGET IMPACT:**

None

**RESOLUTION NO. 2020-03**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING REVISION OF THE SPENDING LIMITS AND PROCUREMENT POLICY AND PROCEDURES**

**WHEREAS**, Skagit Transit’s current spending limits allow for the Executive Director to approve purchases up to \$50,000; all purchases that exceed this threshold require approval by the Board of Directors and such procurements must be solicited by a formal competitive process; and

**WHEREAS**, Skagit Transit’s current micro-purchase threshold is \$5,000; and

**WHEREAS**, the need has been shown to improve the Agency’s procurement efficiencies by increasing the bid and micro-purchase thresholds and the spending authority of the Executive Director; and

**WHEREAS**, each year the Board of Directors reviews and approves a yearly budget for operating and capital expenditures; and

**WHEREAS**, approved increases in thresholds and spending limits must be amended in Skagit Transit’s Procurement Policy and procedures.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT**, the Skagit Transit Executive Director is authorized, within the adopted yearly budget, to approve individual capital and operating purchases up to \$100,000; the Board of Directors must approve individual capital and operating purchases costing over \$100,000; procurements costing over \$100,000 must be made through a formal competitive process; the micro-purchase threshold shall be increased to \$10,000; and the Procurement Policy and procedures be amended accordingly.

**PASSED** in open public meeting this 19<sup>th</sup> day of August, 2020.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Kenneth A. Dahlstedt, Board Chair



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:** Joe Macdonald, Manager of Safety and Security  
**SUBJECT:** Public Transportation Agency Safety Plan

### **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 31<sup>st</sup>, 2020. The plan must be updated and certified by the transit agency annually.

The plan must be reviewed and approved by Skagit Transit's Governing Board. 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 Public Transportation Agency Safety Plan.

### **BUDGET IMPACT:**

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

# Skagit Transit Public Transportation Agency Safety Plan

Original version, initiated 8/19/2018, submitted for approval to the Skagit Transit Board of Directors 08/19/2020

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## 1. Transit Agency Information

<b>Transit Agency Name</b>	Skagit Transit		
<b>Transit Agency Address</b>	600 County Shop Lane, Burlington, WA 98233		
<b>Name and Title of Accountable Executive</b>	Dale O'Brien, Executive Director		
<b>Name of Chief Safety Officer or SMS Executive</b>	Joe Macdonald, Manager of Safety and Security and Chief Safety Officer		
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Bus, Paratransit	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	5307, 5310, 5311, 5339

<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	Fixed Route Bus, Paratransit, both directly operated by Skagit Transit using our own employees.			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A			

## 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Skagit Transit	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive (Dale O'Brien, Executive Director)</b>	<b>Date of Signature</b>
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Skagit Transit Board of Directors</b>	<b>Date of Approval</b>
	<b>Relevant Documentation (title and location)</b>	
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Washington State Department of Transportation	
	<b>Relevant Documentation (title and location)</b>	
	A copy of this ASP document, signed by the Accountable Executive and the Chair of the Skagit Transit Board of Directors, is maintained on file by the Skagit Transit Chief Safety Officer, (Manager of Safety and Security)	

<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1	1 - 14	New Document	08/11/2020


### Annual Review and Update of the Public Transportation Agency Safety Plan

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*

The Skagit Transit Public Transportation Agency Safety Plan is reviewed annually In July by Skagit Transit’s senior management team, consisting of the Executive Director and all Department Managers. The management team will make recommendations for updates to the Manager of Safety and Security, who will update the plan after approval by the Executive Director. The updated plan will then be submitted to the Skagit Transit Board of Directors for review and approval at the August meeting of the Skagit Transit Board of Directors.

Interim revisions to the Plan will be undertaken before the annual date when needs are identified by the agency. The approval process is identical to the process for the annual update.

## 3. Safety Performance Targets

### Safety Performance Targets

*Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. Figures documented are an average of the previous three (3) calendar years (2017, 2018, and 2019). Please see attachment 1.a.*

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability	OSHA recordable injury rate	Other	Other
MB	0	2.8	19.6	18.8	3.0		
DR	0	0.2	12.8	4.0	4.4		

### Safety Performance Target Coordination

*Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets. These targets are reviewed quarterly by the Chief Safety officer, with recommendations made to the Accountable Executive if revisions to the targets are needed for successive versions of this document.*

**Skagit Transit and the Skagit Council of Governments (SCOG) have been in regular communication regarding the Safety Performance targets, and met in person on February 20, 2020 to coordinate the targets. Skagit Transit’s Chief Safety Officer shares our ASP with our local MPO, (SCOG) after approval by the Skagit Transit Board of Directors. The Chief Safety Officer also provides a copy of our approved plan to the Washington State Department of Transportation (WSDOT).**

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Washington State Department of Transportation	Initial targets submitted electronically on 08/10/2020. Targets submitted

		electronically one month before annual update/revision of the plan.
<b>Targets Transmitted to the Metropolitan Planning Organization(s)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Skagit Council of Governments (SCOG)	Initial targets submitted electronically on 08/10/2020. Targets submitted electronically one month before annual update/revision of the plan.

## 4. Safety Management Policy

<p><b>Safety Management Policy Statement</b></p> <p><i>Include the written statement of safety management policy, incorporating safety objectives.</i></p>
<p>Skagit Transit is committed to the promotion of safe public transportation services. To support this, all Skagit Transit employees have the responsibility to identify, mitigate, and communicate potential safety hazards.</p> <p>Skagit Transit senior management develops and integrates policies and procedures using guidance and input from employees, individual departments, and the Safety Committee to comply with State and Federal regulations, and ensures that all transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.</p> <p>Our goal is to ensure we have displayed measurable improvement in all targeted areas, and to report progress to our governing Board, staff, and stakeholders.</p>
<p><b>Safety Management Policy Communication</b></p> <p><i>Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.</i></p>
<p>The Skagit Transit safety management policy is communicated to all members of the Skagit Transit Leadership team via email. Paper copies are posted in each department. All members of Skagit Transit Leadership team are then responsible for informing employees under their direct supervision of the components of the plan. The Skagit Transit leadership team consists of the Executive Director, the Managers of Safety and Security, Operations, Maintenance and Facilities, Administration and Finance, Human Resources, Information Technology, plus all Administration, Operations, Maintenance, Security, and Planning Supervisors.</p> <p>New employees are trained in the policy during initial orientation. Current employees are given annual refresher training. Safety Committee meetings, safety bulletins, safety suggestion box, employee safety meetings, safety posters, employee recognition program are methods of safety communication.</p> <p>The annual review and/or revision of the plan is communicated to all members of the Skagit Transit Leadership team once completed.</p>
<p><b>Authorities, Accountabilities, and Responsibilities</b></p> <p><i>Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS). See attachment 2.a, (Skagit Transit Organizational Chart).</i></p>

<p><b>Accountable Executive</b></p>	<p>Dale O'Brien, Executive Director. Directs allocation of resources and responsibilities of senior management in the implementation of the plan. Has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain the agency's Public Transportation Agency Safety Plan.</p>
<p><b>Chief Safety Officer or SMS Executive</b></p>	<p>Joe Macdonald, Manager of Safety and Security. Reports directly to the Executive Director (Accountable Executive).  Responsible for development and annual updates and revisions of the plan. The Chief Safety Officer has received in person and online training in SMS practices and procedures. Develops Skagit Transit's ASP and SMS policies and procedures.</p> <ul style="list-style-type: none"> <li>• Ensures and oversees day-to-day implementation and operation of Skagit Transit's SMS.</li> <li>• Manages Skagit Transit's ESRP.</li> <li>• Chairs the Skagit Transit Safety Committee and o Coordinates the activities of the committee; <ul style="list-style-type: none"> <li>• Establishes and maintains Skagit Transit's Safety Risk Register and Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents, and accidents; and o Maintains and distributes minutes of committee meetings. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in Skagit Transit's SMS and develops action plans for approval by the Accountable Executive. • Ensures Skagit Transit safety policies are consistent with Skagit Transit's safety objectives. • Provides Safety Risk Management (SRM) expertise and support for other Skagit Transit personnel who conduct and oversee Safety Assurance activities.</li> </ul> </li> </ul>
<p><b>Agency Leadership and Executive Management</b></p>	<ul style="list-style-type: none"> <li>• Alan Schaner, Manager of Maintenance and Facilities. Accountable to the Executive Director. Responsible for the overall execution of the SMS in all areas the Maintenance and Facilities Department. Responsible for reporting any hazards in his/her department.</li> <li>• Chris Chidley, Manager of information Technology. Accountable to the executive Director. Responsible for the overall execution of the SMS in all areas of the Information Technology Department.</li> <li>• Mark Kennedy, Manager of Operations. Accountable to the Executive Director. Responsible for the overall execution of the SMS in all areas of the Operations department, including Fixed Route, Paratransit, Dispatch.</li> <li>• Arden Flores, Manager of Administration and Finance. Accountable to the executive Director. Responsible for implementation of the SMS in all areas of the Finance and Administration Department, including Payroll, Grants Management, Vanpool, Procurement</li> <li>• Penny Roodzant, Manager of Human Resources. Responsible for overall implementation of the SMS in all areas relating to Human Resources.</li> <li>• Skagit Transit Leadership and Executive Management personnel have the following authorities, accountabilities, and responsibilities: • Participate as members of Skagit Transit's Safety Committee (Department managers and supervisors will be rotated through the Safety Committee on a one year term and other positions are permanent members). • Complete training on SMS and Skagit Transit's ASP elements. • Oversee day-to-day operations of the SMS in their departments. • Modify policies in their departments consistent with implementation of the SMS, as necessary. • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.</li> </ul>
<p><b>Key Staff and Activities</b></p>	<ul style="list-style-type: none"> <li>• Chester Curry and Ronald Dodds, Security Supervisors</li> <li>• Greg Latham, Maintenance Supervisor; Augustine Juarez, Facilities Supervisor; Alex Olvera-Chavero, Servicer Supervisor</li> <li>• Leslie O'Neal, Operations Supervisor; Jason Tepper, Operations Supervisor; Alan Brooks, Operations Supervisor; Shannon Rivera, Operations Supervisor; Dean Dupris, Operations Supervisor; David Miller, Operations Road Supervisor; Melinda Hunter, Operations Road Supervisor. Responsible for ensuring the day</li> </ul>

	<p>to day adherence to the SMS by all Operations employees under their supervision.</p> <ul style="list-style-type: none"> <li>• Tiffany Guwin, Accounting Supervisor.</li> <li>• Brad Windler, Planning and Outreach Supervisor.</li> <li>• <b>Safety Committee</b></li> <li>• <b>Quarterly staff meetings in all departments</b></li> </ul>
<p><b>Employee Safety Reporting Program (ESRP)</b></p> <p><i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</i></p>	
<p>Skagit Transit employees are encouraged to report unsafe conditions any time they are encountered. Employees may submit suggestions or safety concerns to their direct Supervisors, Department Manager, and/or the Skagit Transit Safety Committee. Skagit Transit encourages participation in this safety reporting program by awarding financial rewards to employees whose suggestions are chosen by the Safety Committee as Suggestion of the month and Suggestion of the year. Suggestions may be submitted anonymously via a private suggestion box located in a common break room area of the agency. Employees who request that their names be kept anonymous are protected from discipline and reprisals per Skagit Transit’s “Whistleblower Policy” (see Skagit Transit Employee Manual, section 3.05).</p> <p>The Skagit Transit Safety Committee is currently comprised of members of all driver groups (Fixed route, Paratransit, Cross Trained), plus a member selected by the driver’s union. Other members of the committee are representatives from Operations/Administration, Maintenance, Security, and Management. The Committee is currently chaired by the Manager of Safety and Security.</p> <p>Areas of concern that are submitted to the Skagit Transit Safety Committee either anonymously, in person, or in writing, are addressed at each monthly Safety Committee meeting. Committee members then discuss the issue, determine whether the issue is imminent, serious, or non-serious, decide whether the issue needs to be addressed, how the issue will be addressed, or if it has already been addressed. Issues identified by the Safety Committee as needing to be addressed are then forwarded on to the appropriate Department Head, or to the Executive Director for action.</p> <p>Employee Safety Suggestions are documented electronically. The employee submitting the Safety Suggestion is contacted by a designated member of the Committee to inform them of the disposition of the suggestion.</p> <p>Data from Safety Committee actions and employee reporting and suggestions is stored electronically on the Safety Drive, and managed by the Chief Safety Officer.</p> <p>Skagit Transit encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, Skagit Transit may take disciplinary action if the report involves any of the following: • Willful participation in illegal activity, such as assault or theft; • Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or • Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.</p>	

## 5. Safety Risk Management

<p><b>Safety Risk Management Process</b></p> <p><i>Describe the Safety Risk Management process, including:</i></p> <ul style="list-style-type: none"> <li>• <i>Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.</i></li> <li>• <i>Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.</i></li> </ul>
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- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment.*

**Safety Hazard Identification:**

The safety hazard identification process offers Skagit Transit the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP;
- Review of vehicle camera footage;
- Review of monthly performance data and safety performance targets; Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, and third parties, including Skagit Transit's transit insurance pool (WSTIP) and vendors;
- Safety Committee, Drivers', and All-Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by Skagit Transit's management or supervisory personnel, whatever the source, it is reported to Skagit Transit's Chief Safety Officer. Procedures for reporting hazards to Skagit Transit's Chief Safety Officer are reviewed during All-Staff Meetings and in the Safety Committee. Skagit Transit's Chief Safety Officer also receives employee reports from the ESRP, customer comments related to safety, and the dispatch daily Operations Log. Skagit Transit's Chief Safety Officer reviews these sources for hazards and documents them in Skagit Transit's Safety Risk Register. Skagit Transit's Chief Safety Officer also may enter hazards into the Safety Risk Register based on their review of Skagit Transit's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board. Skagit Transit's Chief Safety Officer may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, Skagit Transit's Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard. Skagit Transit's Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during bimonthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities. Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or Washington State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

**Safety Risk Assessment:** Strategic Risk Severity Matrix (see attachment 3.a), Origami software, monetary loss reports, preventability assessments. Safety department staff review reports monthly to determine trends.

Skagit Transit assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The Chief Safety Officer and Safety Committee (if applicable) assess prioritized hazards using Skagit Transit's Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic

(1) severity category and a Frequent (A) probability level. This matrix also categorizes combined risks into levels, High, Medium, or Low, based on the likelihood of occurrence and severity of the outcome. For purposes of accepting risk:

- “High” hazard ratings will be considered unacceptable and require action from Skagit Transit to mitigate the safety risk,
- “Medium” hazard ratings will be considered undesirable and require Skagit Transit’s Chief Safety Officer and/or Safety Committee to make a decision regarding their acceptability, and
- “Low” hazard ratings may be accepted by the Chief Safety Officer without additional review.

Using a categorization of High, Medium, or Low allows for hazards to be prioritized for mitigation based on their associated safety risk. The Chief Safety Officer schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed at least one week in advance of the Safety Committee meeting. During the meeting, the Chief Safety Officer reviews the hazard and its consequence(s) and reviews available information distributed in the Safety Risk Assessment Package on severity and likelihood. The Chief Safety Officer may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment. Once sufficient information has been obtained, the Chief Safety Officer will facilitate completion of relevant sections of the Safety Risk Register, using the Skagit Transit Safety Risk Assessment Matrix, with the Safety Committee. The Chief Safety Officer will document the Safety Committee’s safety risk assessment, including hazard rating and mitigation options for each assessed safety hazard in the Safety Risk Register. The Chief Safety Officer will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation. Safety Risk Mitigation Skagit Transit’s Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation

**Safety Risk Mitigation:**

Skagit Transit’s Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Committee. Skagit Transit can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. Skagit Transit’s Chief Safety Officer tracks and updates safety risk mitigation information in the Safety Risk Register. In the Safety Risk Register, Skagit Transit’s Chief Safety Officer will also document any specific measures or activities, such as reviews, observations, or audits, that will be conducted to monitor the effectiveness of mitigations once implemented.

## 6. Safety Assurance

<b>Safety Performance Monitoring and Measurement</b>
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
<p>Skagit Transit utilizes the WSTIP Origami claims reporting software, committees, work groups, self-reporting, facilities and equipment, video surveillance equipment located onboard transit coaches and at facilities, inspections, investigations into individual events by Safety Management and Operations staff.</p> <ul style="list-style-type: none"> <li>• Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;</li> <li>• Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;</li> <li>• Investigates safety events to identify causal factors; and</li> <li>• Analyzes information from safety reporting, including data about safety failures, defects, or conditions.</li> </ul>
<i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i>

Skagit Transit has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Safety surveys,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and

• Regular vehicle inspections and preventative maintenance. Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The Chief Safety Officer enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Accountable Executive and the safety Committee.

*Describe activities to conduct investigations of safety events to identify causal factors.*

Skagit Transit monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officer maintains a list of safety risk mitigations in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The Chief Safety Officer establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing Skagit Transit processes and activities before assigning new information collection activities.

Skagit Transit's Chief Safety Officer and Safety Committee review the performance of individual safety risk mitigations during bimonthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officer will approve or modify this proposed course of action and oversee its execution.

Skagit Transit's Chief Safety Officer and Safety Committee also monitor Skagit Transit's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns. The Chief Safety Officer works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Skagit Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event (see Skagit Transit Safety Event Investigation Procedures Manual for specific procedures for conducting safety investigations). These procedures also reflect all traffic safety reporting and investigation requirements established by Washington State Department of Motor Vehicles.

The Chief Safety Officer maintains all documentation of Skagit Transit's investigation policies, processes, forms, checklists, activities, and results. As detailed in Skagit Transit's procedures, an investigation report is prepared and sent to the Accident/Incident Review Board for integration into their analysis of the event. Skagit Transit's Accident/Incident Review procedure consists of the following:

1. The first step in the investigation of safety events is conducted by the on duty Supervisor in the involved department, who report on any and all observable factors that may have been contributed to the event. The Operations staff will compile all available information, including video footage, event reports, witness statements, police reports and submit to the Safety Department for review.
2. The Safety department will review information submitted by the involved department, meet with all involved employees, and then issue a ruling on the preventability of the event. The Safety department will then, if

<p>applicable, meet with the leadership of the involved department and issue recommendations on changes or revisions to policies and/or procedures that could mitigate future hazards.</p>
<p><i>Describe activities to monitor information reported through internal safety reporting programs.</i></p>
<p>The Chief Safety Officer and Safety Committee routinely review safety data captured in employee safety suggestions, safety meeting minutes, customer complaints, and other safety communications channels. When necessary, the Chief Safety Officer and/or Safety Committee ensure that the concerns are investigated and/or analyzed through Skagit Transit's SRM process.</p> <p>The Chief Safety Officer and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning Skagit Transit's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.</p>

## 7. Safety Promotion

<p><b>Competencies and Training</b></p> <p><i>Describe the safety training program for all agency employees and contractors directly responsible for safety.</i></p>
<p>All Skagit Transit employees are trained upon employment in the safe operation of any vehicles or machinery that they may operate in the course of their employment. All employees are also provided annual refresher training</p> <ul style="list-style-type: none"> <li>A. Annual training, refresher training</li> <li>B. Trainers and employees responsible for training.</li> </ul> <p>Skagit Transit's comprehensive safety training program applies to all Skagit Transit employees directly responsible for safety, including:</p> <ul style="list-style-type: none"> <li>• Bus vehicle operators,</li> <li>• Dispatchers,</li> <li>• Maintenance technicians,</li> <li>• Managers and supervisors,</li> <li>• Agency Leadership and Executive Management,</li> <li>• Chief Safety Officer, and</li> <li>• Accountable Executive.</li> </ul> <p>Skagit Transit dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS. Basic training requirements for Skagit Transit employees, including frequencies and refresher training, are documented in Skagit Transit's Safety Training Records Matrix.</p> <p>Operations safety-related skill training includes the following:</p> <ul style="list-style-type: none"> <li>• New-hire bus vehicle operator classroom and hands-on skill training,</li> <li>• Bus vehicle operator refresher training,</li> <li>• Bus vehicle operator retraining (recertification or return to work),</li> <li>• Classroom and on-the-job training for dispatchers,</li> <li>• Classroom and on-the-job training for operations supervisors and managers, and</li> <li>• Accident investigation training for operations supervisors and managers.</li> </ul> <p>Vehicle maintenance safety-related skill training includes the following:</p>

- Ongoing vehicle maintenance technician skill training,
- Ongoing skill training for vehicle maintenance supervisors,
- Accident investigation training for vehicle maintenance supervisors,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and

Training provided by vendors (for example: Fork Lift initial and refresher training).

### **Safety Communication**

*Describe processes and activities to communicate safety and safety performance information throughout the organization.*

Skagit Transit's Chief Safety Officer and Manager of Human Resources and Training coordinate Skagit Transit's safety communication activities for the SMS. Skagit Transit's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- Communicating safety and safety performance information throughout the agency: Skagit Transit communicates information on safety and safety performance in its quarterly newsletter and during quarterly All-Staff Meetings. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Skagit Transit's service or safety performance, and updates regarding SMS implementation. Skagit Transit also requests information from drivers during these meetings, which is recorded in meeting minutes. Finally, Skagit Transit's Safety Department posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.
- Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, Skagit Transit distributes safety policies and procedures, included in the Skagit Transit Employee Handbook, to all employees. Skagit Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, Skagit Transit's Chief Safety Officer issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- Informing employees of safety actions taken in response to reports submitted through the ESRP: Skagit Transit provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors. Additionally, the designated representative on the Safety Committee of each department is tasked with relaying responses to individual employees whose safety suggestions have been reviewed by the Safety Committee.

## **Additional Information**

### **Supporting Documentation**

*Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.*

Skagit Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

See attachment:

- 1.a. Safety Performance Targets.
- 2.a: Skagit Transit Organizational Chart
- 3.a: Strategic Risk Severity matrix

## Definitions of Special Terms Used in the Safety Plan

Term	Definition
<b>Accident</b>	Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
<b>Accountable Executive</b>	Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
<b>Equivalent Authority</b>	Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors for a recipient or sub recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.
<b>Event</b>	Event means any Accident, Incident, or Occurrence, regardless of injury or property damage.
<b>Hazard</b>	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system, or damage to the environment
<b>Incident</b>	Incident means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
<b>Investigation</b>	Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
<b>Occurrence</b>	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
<b>Performance measure</b>	Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
<b>Performance Target</b>	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
<b>Public Transportation Agency Safety Plan (or PTASP, or ASP)</b>	Public Transportation Agency Safety Plan (or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673
<b>Risk</b>	Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

<b>Risk mitigation</b>	Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.
<b>Safety Assurance</b>	Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
<b>Safety Management Policy</b>	Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
<b>Safety Management System</b>	Safety Management System means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
<b>Safety Performance Target</b>	Safety performance target means a performance target related to safety management activities.
<b>Safety Promotion</b>	Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
<b>Safety Risk Assessment</b>	Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
<b>Safety Risk Management</b>	Safety Risk Management means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
<b>Serious injury</b>	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.
<b>Transit Agency</b>	Transit agency means an operator of a public transportation system.
<b>Transit Asset Management Plan (TAM)</b>	Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

### List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
<b>ASP</b>	Agency Safety Plan (also referred to as PTASP in Part 673)
<b>CFR</b>	Code of Federal Regulations
<b>ESRP</b>	Employee Safety Reporting Program

<b>FTA</b>	Federal Transit Administration
<b>MPO</b>	Metropolitan Planning Organization
<b>PART 673</b>	49 CFR Part 673 (Public Transportation Agency Safety Plan
<b>SCOG</b>	Skagit Council of Governments
<b>SMS</b>	Safety management System
<b>U.S.C.</b>	United States Code
<b>Vehicle Revenue Mile</b>	Vehicle Revenue Miles
<b>WSDOT</b>	Washington State Department of Transportation



Attachment 1.a

MODES THAT SKAGIT TRANSIT OPERATES:

1. FIXED ROUTE BUS (LOCAL AND COMMUTER ROUTES)
2. NON-FIXED ROUTE BUS (PARATRANSIT AND VANPOOL)

Fixed Route Bus Baseline	
5-year average	
Fatalities	0.0
Injuries	2.8
Safety Events	19.6
Major Mechanical Failures per Year	18.8
Vehicle Revenues Miles	1,407,632

Non- Fixed Route Bus Baseline	
5-year average	
Fatalities	0.0
Injuries	0.2
Safety Events	12.8
Major Mechanical Failures per Year	4.0
Vehicle Revenue Miles	1,176,285.4

SKAGIT TRANSIT SAFETY PERFORMANCE TARGETS							
Mode of Service	Fatalities (total)	Fatalities (rate*)	Injuries (total)	Injuries (rate*)	Safety Events (total)	Safety Events (rate*)	System Reliability**
Fixed Route Bus	0	0	2.0	0.2	20	1.4	74,874
Non-Fixed Routes Bus	0	0	1.0	0.08	12	0.8	69,582

\*Rate is per 100,000 revenue miles

\*\* System reliability is calculated as mean distance between major mechanical failures

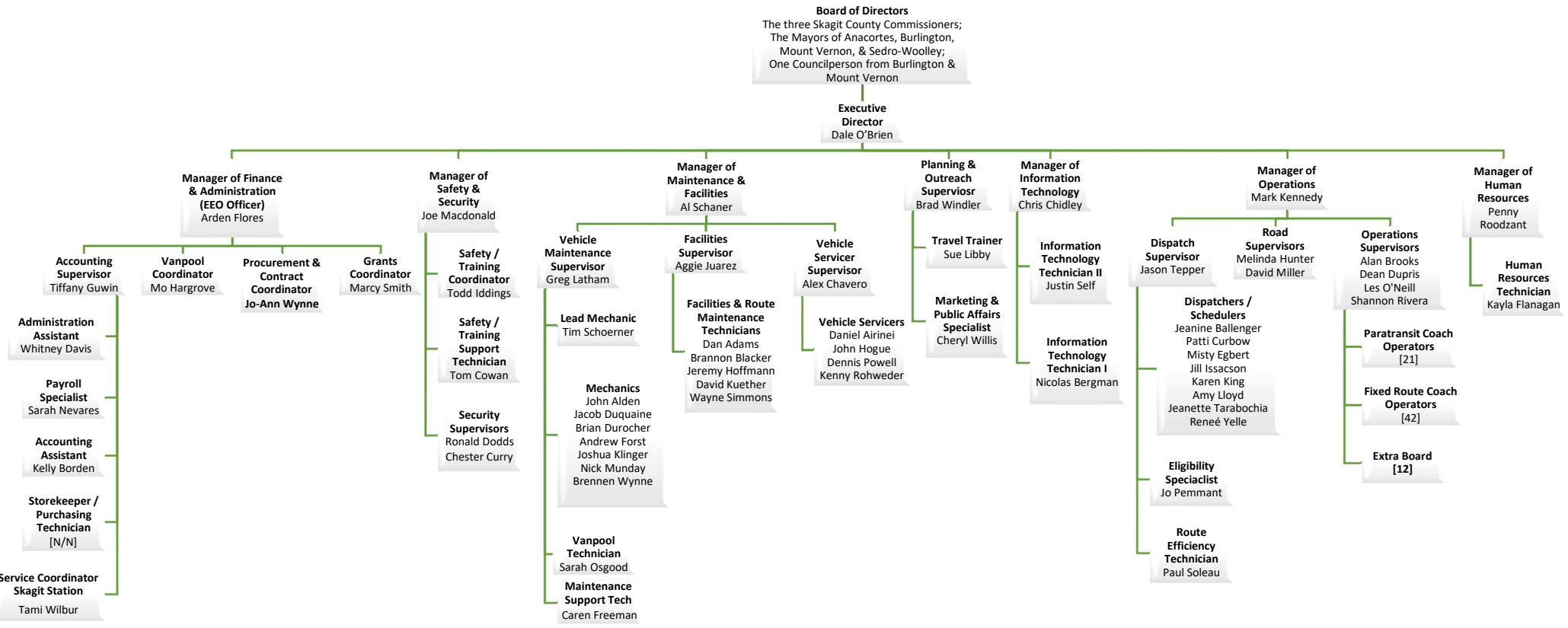
Total injuries are based on average of past five years (2015 – 2019)

Safety Performance targets are determined by using the following formula (example)

Fixed Route bus: Total injuries multiplied by 100,000 VRM (vehicle revenue miles) divided by annual expected VRM =  $(2.8 \times 100,000 / 1,366,402 = 0.2$  injuries per 100,000 VRM



## Organizational Chart June 2020



# Strategic Risk Severity Matrix

- Impact**  
(Severity if the event occurs)
- 5 Catastrophic**  
Risks will cause extensive damage and long-term effect
  - 4 Major**  
Risks will cause significant loss, injury, or damage
  - 3 Serious**  
Risks may cause considerable loss, injury, or damage
  - 2 Marginal**  
Risks may cause minor loss but little overall effect
  - 1 Negligible**  
Risks have minimal damage or long-term effect

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

**Scoring:**  
 Controlled (1-2): Limited monitoring only  
 Serious (3-6): Active monitoring  
 Disruptive (8-9): Investigation needed  
 Severe (10-16): Rapid action required  
 Critical (20-25): Immediate, crucial priority

Low

**1 Unlikely**  
Not expected to occur

**2 Remote**  
Not expected, but possible

**3 Occasional**  
May occur intermittently

**4 Certain**  
Expected to occur eventually

**5 Frequent**  
Likely to occur soon and often

High

**Probability** (Likelihood the event will occur)

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Brad Windler, Planning and Outreach Supervisor  
**SUBJECT:** Resolution 2020-04 Approving the 2020-2025 Transit Development Plan

### **INFORMATION:**

No later than September 1<sup>st</sup> each year, transit agencies in the State of Washington are required to submit a 6-Year Transit Development Plan (TDP) to the Washington State Department of Transportation. The public hearing is scheduled for the August 19<sup>th</sup> Board of Directors meeting.

Skagit Transit released a draft TDP for a 30-day public comment period on July 15, 2020. No public comments were submitted on the draft plan.

The TDP identifies planned activities for the period 2020 to 2025. Annual updates reflect changing funding realities, policy goals, and new opportunities. Projects must be listed in the TDP to be eligible for state and federal grants.

### **RECOMMENDATION:**

Staff requests that the Board approve Resolution 2020-04 adopting Skagit Transit's 6-Year Transit Development Plan.

### **BUDGET IMPACT:**

Program update will have no impact on the 2020 budget.

**RESOLUTION NO. 2020-04**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING  
THE 2020-2025 TRANSIT DEVELOPMENT PLAN**

**WHEREAS**, RCW 35.58.2795 directs that by September 1st of each year, the legislative authority of each municipality, as defined in RCW 35.58.272, and each regional transit authority shall prepare a six-year transit development plan for that calendar year and the ensuing five years; and

**WHEREAS**, the required public hearing for the plan is to take place prior to adoption on August 19, 2020 at Skagit Transit Administration Office; and

**WHEREAS**, all public notification and participation procedures required by Skagit Transit's Public Participation Policy and Procedures and RCW 35.58.2795 have been fulfilled.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT**, the Board of Directors approve the 2020-2025 Transit Development Plan.

**PASSED** in open public meeting this 19<sup>th</sup> day of August, 2020.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Kenneth A. Dahlstedt, Board Chair

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