

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

Wednesday September 15, 2021

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

Members Present

Marge Root, Labor Representative (non-voting member)

Members Present via Teleconference

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

Members Absent:

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

Staff Present

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

Staff Present via Teleconference:

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

Members of Public via Teleconference:

Joe Kunzler
Patrick Donnelly

Providing Legal Counsel:

None

1 Public Comment:

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

2 Consent / Action Items:

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

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

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for August

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

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

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

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

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

c) Report of WSDOT Grant Projects and Awards

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

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

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

d) Federal Section 5307 and 5339 Grant Apportionments

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

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

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

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

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

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

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

4 Information Items

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

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

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

5 Executive Directors Report

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

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

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

Attest:

Whitney Davis, Clerk of Skagit Transit Board

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors