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**Skagit Transit
Board of Directors
Agenda**

Regular Meeting
February 16, 2022
1:00 p.m.

<https://us02web.zoom.us/j/86092215677>

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- 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 January Meeting Minutes Page 2-4
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #16659 – 16670..... \$1,029,285
 - January Direct Federal withholding transfer \$183,093
 - January Claims Checks and ACH #41876 – #42026 \$811,130

- 6. FULL DISCUSSION/ACTION ITEMS
 - a) Monthly Budget Update Reports for January..... .Page 5
 - b) Award Recommendation Chuckanut Park and Ride HVAC and Generator Upgrades 21-001-P... Page 6
- 7. COMMUNITY ADVISORY COMMITTEE REPORT
- 8. EXECUTIVE DIRECTORS REPORT
- 9. ADJOURNMENT

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

Wednesday January 19, 2022

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

Members Present

Rick DeGloria, City of Mount Vernon, Councilmember
Marge Root, Labor Representative (non-voting member)

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner (Chair)
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Steve Sexton, City of Burlington, Mayor
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Peter Browning, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Mark Hulst, City of Burlington, Councilmember

Staff Present

Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Jennifer Davidson, Human Resources Manager
David Miller, Operations Supervisor

Members of Public via Teleconference:

Joe Kunzler
Chris Jones – CAC
Grant Johnson - SCOG

Providing Legal Counsel:

None

1 Executive Session

Chair Janicki announced that the Board would adjourn for an executive session to discuss the Memorandum of Understanding between Skagit Transit and AFSCME LOCAL 176-T regarding the wage portion of the current Operators Contract. Ms. Janicki stated the estimated time for the session is 10 minutes and the Board will reconvene in open session at approximately 1:13 p.m.

At 1:03 the executive session began. Ms. Boudreau reconvened the meeting into open session at 1:13 p.m.

Ms. Janicki noted no action was taken.

2 Public Comment:

Mr. Kunzler requested meetings be available on YouTube and noted Community Transit has made their meetings available on YouTube.

3 Consent / Action Items:

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

December Payroll Direct Deposit and Checks #16645 – 16658.....	\$823,889
December Direct Federal withholding transfer	\$172,053
December Claims Checks and ACH #41724 – 41875.....	\$514,398

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

4 Full Discussion/Action Items:

a) Monthly Budget Update Report for December

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,247,453 in sales tax in the month of December. Skagit Transit also received \$1,862,559 in Federal and State Operating grants. Capital expenditures included MOA2 design and construction management costs. The reserve account balance is \$16,937,158.

Ms. Janicki noted that in the supplemental financial information sent out under the federal grants section both under federal grant operating assistance and federal capital contributions year to date at December 31st were substantially less than what had been budgeted and asked if those federal funds were going to be realized in full. Mr. Flores explained the budget was based on the MOA 2 project being completed and noted the grants are on a reimbursement basis and will be charged based on ongoing construction. Mr. Flores stated the grant funds were carried over to the 2022 budget.

Ms. Janicki inquired about the Operating grant noting \$4 million is under received including operating. Mr. Flores stated staff was trying to predict how much federal stimulus funds would be received in 2021. Mr. Flores stated staff hopes to recoup those funds in the first half of 2022.

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

b) Resolution 2022-01 – Fiscal Year 2022 Budget Amendment No. 1

Mr. Flores read the report as presented in the agenda packet. Items of note include and additional 2% Cost of Living Allowance for represented employees in the amount of \$93,929, a decrease of \$132,145 due to a credit memo received from Washington State Transit Insurance Pool, an increase of \$31,833 for Automated Passenger Counters (APC) for five buses and a decrease of \$70,000 to correct expense for replacement cameras. Mr. Flores stated staff is requesting a decrease of \$38,216 in operating expenses. Mr. Flores clarified the IT budget for the Camera replacements were originally included with the budget for the Kenwood Radios and this correction is separating the budget line items and staff is requesting an increase of \$31,833 in capital expenses.

Mr. Wesen inquired if the APC's cost more than anticipated. Mr. Flores stated staff did not have an estimate when preparing the budget. Mr. Wesen confirmed the amended amount was in fact the actual cost.

Ms. Boudreau moved to approve Resolution 2022-01 Fiscal Year 2022 Budget Amendment No. 1. Mr. Wesen seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

No quorum was present at the Community Advisory Committee meeting on January 11th. The minutes from the discussion were included in the agenda packet.

6 Executive Directors Report

Mr. O'Brien introduced Jennifer Davidson, Skagit Transit's new Human Resources Manager to the Board.

Mr. O'Brien notified the Board that due to supply problems, the completion of phase I of the MOA 2 project has been delayed until March or possibly later. Mr. O'Brien stated staff will present a video update of the progress of the MOA 2 project at the February Board meeting.

Ms. Janicki and Ms. Johnson welcomed Ms. Davidson to the community and to the Board.

Mr. Sexton requested staff and the Board review how routes are added, noting the Burlington Planning Department was not made aware of route additions and improvement plans throughout Burlington. Mr. Sexton noted there should be better collaboration between the cities and Skagit Transit.

Ms. Janicki agreed and noted the Board should have functional knowledge and be more conversant in route planning. Ms. Janicki noted that legislature and various bills considering and requiring changes based on where existing routes or transit hubs are.

Mr. Wesen agreed and noted there is development happening throughout the county and the Board should be involved with the route planning.

Ms. Johnson stated she was grateful to staff at Skagit Transit and noted they did a great job communicating with the City of Sedro Woolley and implementing route improvements, adding stops and widening routes to better serve residents.

Commissioner Janicki adjourned the meeting at 1:37 p.m.

Attest:

Commissioner Lisa Janicki, 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 January 2022

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

Revenues:

Skagit Transit received \$1,183,262 in sales tax revenues for the month of January 2022. This is 9.2% higher than the \$1,083,444 received in January 2021, and 14.6% higher than the \$1,032,551 received in January 2020.

	2022	2021	2020
Jan	1,183,262	1,083,444	1,032,551

We also received \$1,122,324 in Federal and State Grants. This includes \$88,746 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), and \$734,666 from the American Rescue Plan Act of 2021 (ARPA).

Expenses:

- ◆ Capital
 - MOA2 Construction Costs - \$87,872
 - MOA2 Design and Construction Mgmt Costs - \$67,935
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Ending Cash:

Jan 2022	Jan 2021	Jan 2020
4,654,031	4,225,355	4,326,407

Reserves:

	Jan 2022	Jan 2021	Jan 2020
Operating	5,021,130	5,016,146	2,217,283
Facilities	6,400,000	400,000	400,000
Capital Replacement	4,012,390	4,007,224	2,380,709
Non-Designated	1,504,746	1,503,258	1,290,843
TOTAL	16,938,266	10,926,623	6,288,835

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director
Chris Chidley, Manager of Information Technology

SUBJECT: Award Construction Contract #21-001-P for the construction of the Chuckanut Park and Ride HVAC and Generator Upgrades

INFORMATION:

Skagit Transit posted and published an Invitation For Bid (IFB) #21-001 on January 7th, 2022 for the construction of the Chuckanut Park and Ride HVAC and Generator Upgrades in Burlington, WA.

Advertisement was published in the lobby of Skagit Station and at MOA, Builders Exchange of Washington, and the Skagit Valley Herald on January 7th and 12th, 2022. Sealed bids were received and opened January 25th, 2022 at Skagit Transit MOA in Burlington, WA. Sealed bids were opened promptly via a Zoom bid opening at 11:00 am.

The project had an estimated Construction Cost Range of \$155,000 to \$175,000. A total of two (2) bids were received. All bids were opened and read aloud during the meeting.

The bid summary tabulation is as follows:

No.	Contractor	Ext. Bid	
1	Colvico Inc.	\$198,800	Low Bidder
2	Larry Brown Construction	\$207,270	

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

RECOMMENDATION:

Skagit Transit staff recommends that the contract for the Construction Contract #21-001-P Chuckanut Park and Ride HVAC and Generator Upgrades be awarded to Colvico Inc, of Spokane, WA.

BUDGET IMPACT:

None – Included in FY 2022 Budget

CAC Report

February 8, 2022

As Judy Jones was absent due to illness, Doris Brevoort, Co-Chair officiated the meeting.

Joe A. Kunzler was on the call briefly to mention legislation which was brought before the State House of Representatives and Senate allocating significant funds to assist in several public transportation arenas. This is called Move Ahead Washington. Brad indicated that several of Skagit Transit's programs and facilities stand to benefit relative to these proposed opportunities. There will be more discussions of this during the next meeting.

The meeting minutes for December, 2021 were approved. There was not a quorum for the meeting in January, 2022.

Cheryl Willis received the news that our esteemed CAC member, Dick Phillips' wife had recently passed away. Members were encouraged to send notes of condolence to him through her. Skagit Transit had kindly arranged for flowers to be sent in her memory.

On February 1, 2022, there was an excellent article explaining upcoming changes in Skagit Transit services. Another article made mention of changes such as additional sidewalks and curb cuts, which are being considered already by Skagit Transit to enhance mobility in communities within the county.

Brad explained that these improvements had been requested as a part of the approved Skagit Transit Budget. Working in concert with community partners enables both these jurisdictions and Skagit Transit to take full advantage of community grants available for these purposes.

Brad then stated that Skagit Transit will be developing a new Strategic Plan for a 3 to 5-year timeframe. Planning for this should be taking place from March/April and with results available around November.

In May, 2022, the Route 207 will be used to travel into neighborhoods in Mount Vernon which have had little transit service. Brad indicated that the agency is still short of qualified drivers. During the Fall of 2022, the Route 300 will serve Sedro-Woolley exclusively. A new route 101 will circulate in Burlington, Route 513 will be available hourly and Route 615 will add another bus, making it available every two hours.

Brad indicated that Mark Hamilton will address the CAC during our April 12 meeting to discuss the Household Travel Survey Findings within the county.

Paratransit requests will be taken daily from 8:00A.M. to 4:30P.M.

Cheryl explained that there will be a Legacy Stuff the Bus event on Saturday, February 26, 2022 beginning at 11:00A.M. at the Cascade Mall in Burlington. This drive will be for food and supplies

such as razors, soaps, shampoos and the like. Pioneer Marketplace in Sedro-Woolley will also be assisting by having a bin available for items to be donated to the Helping Hands Food Bank. At both locations, patrons can also offer cash donations to assist the Helping Hands Food Bank effort.

There was no update from the Regional Awareness Committee at this time.

On February 21, 2022, Presidents' Day, Skagit Transit's offices in Burlington and the main transit facility in Mount Vernon will be closed.

As Brad had indicated the possibility of Skagit Transit making youth passes available to young people, one of our members expressed concern about children being able to travel independently without parental knowledge or permission. We all agreed this was an item warranting further discussion. Cheryl indicated that it is possible for parents to track young people via cell phones. Apps exist for this kind of tracking.

The meeting was adjourned at 5:30P.M.

Respectfully Submitted,

Chris Jones, Special Project Coordinator