

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

Or go to zoom.com and enter meeting
ID: 860 9221 5677

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. PUBLIC COMMENT
5. CONSENT / ACTION ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- a) Approval of July Meeting Minutes Page 2-6
- b) Approval of August Workshop Meeting Minutes Page 7-8
- c) Approval of Claims and Payroll
 - July Payroll Direct Deposit and Checks #16716 - 16725 \$992,665
 - July Direct Federal withholding transfer \$179,566
 - July Claims Checks and ACH #42835 - #43036..... \$645,259

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for July Page 9-10
- b) Resolution 2022-08 Authorizing Employee Bonuses..... Page 11-12
- c) Resolution 2022-09 Adoption of Department of Retirement Systems-PERS..... Page 13-14
- d) Resolution 2022-10 Authorizing Disposal of Surplus Vehicles..... Page 15-16
- e) Approve Purchase of Three (3) Vanpool Replacement Vans Page 17
- f) Resolution 2022-11 Approving the Purchase of Microsoft 365..... Page 18-19
- g) Public Hearing for Six Year Transit Development Plan
- h) Resolution 2022-12 Approve 2022-2027 Transit Development Plan..... Page 20-21

7. COMMUNITY ADVISORY COMMITTEE REPORT

Meeting Minutes..... Page 22

8. EXECUTIVE DIRECTORS REPORT

9. ADJOURNMENT

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

Wednesday July 20, 2022

The Skagit Transit Board of Directors met in regular session in Burlington, WA and via teleconference. Chair Commissioner Janicki called the meeting to order at 11:06 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

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

Members Present via Teleconference

Dave Thomas, Skagit County Assessor

Members Absent:

Ron Wesen, Skagit County Commissioner
Mark Hulst, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Executive Director
Chris Stamey, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Joe Macdonald, Safety & Training Manager
Jennifer Davidson, HR Manager
Aggie Juarez, Facilities Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board
Nicolas Bergman, IT Technician

Staff Present via Teleconference:

Members of Public Present

Patrick Donnelly

Members of the Public Present via Teleconference:

Joe Kunzler

Due to technical difficulties, the meeting agenda was altered and the Executive session took place prior to the public comment period.

1 Executive Session

Chair Janicki announced that the Board would adjourn for an Executive Session to discuss the recruitment of a new Executive Director. Ms. Janicki stated the estimated time for the session is 10 minutes and the Board will reconvene in open session at approximately 11:19 a.m.

At 11:09 a.m. the Executive Session began. Due to continued technical difficulties the meeting was paused. Ms. Janicki reconvened the meeting into open session at 11:23 a.m.

Ms. Janicki stated the Board has decided to add an additional consent and action item to vote on approval for the contract with Prothman recruitment agency as discussed in Executive Session.

Ms. Boudreau made a motion to add action item 6j to approve the contract with Prothman for the recruitment of a new Executive Director. Mr. Browning seconded the motion. The motion passed unanimously.

2 Public Comment:

Mr. Kunzler thanked staff and the Board for their work in providing access to the Board meeting. Mr. Kunzler noted his concerns regarding decline in taxi services to connect to buses in particular the 80X, 90X and connection from Sedro Woolley.

Mr. Donnelly thanked staff and the Board for their commitment to working together.

3 Consent / Action Items:

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

June Payroll Direct Deposit and Checks #16709 – 16715.....	\$868,288
June Direct Federal withholding transfer	\$187,889
June Claims Checks and ACH #42668 – 42834	\$927,618

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

4 Full Discussion/Action Items:

- a) Monthly Budget Update Report for June

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,376,152 in sales tax in the month of June. Skagit Transit also received \$966,419 in Federal Operating grants. Capital expenditures included the purchase of one 35 food Gillig Fixed Route bus, KBA Construction Management expenses and the Sedro Woolley Park and Ride Restroom project. Fuel is trending at \$220,875 over the budgeted amount, salaries and wages are trending at \$337,840 under budget and benefits are trending at \$84,493 under budget. The reserve account balance is \$18,960,703. Phase 1 of the MOA-2 project is 40% complete and construction is currently suspended.

Mr. Miller thanked Mr. Stamey for the inclusion of the Fare Revenues and stated it provides proper transparency and provides a good view of trends.

Mr. Miller moved to approve the June Monthly Budget Update as presented. Mr. Browning seconded the motion. The motion passed unanimously.

- b) Approve Resolution 2022-05 Appointing an Auditor/Treasurer for Skagit Transit System

Mr. O'Brien read the report as presented in the agenda packet. The current Finance and Administration Manager is retiring as of July 9, 2022 and Christopher Stamey has been selected as his replacement. This resolution will allow Mr. Stamey to perform the duties and responsibilities for Skagit Transit.

Mr. Browning moved to approve Resolution 2022-05 Appointing an Auditor/Treasurer for Skagit Transit. Ms. Boudreau seconded the motion. The motion passed unanimously.

Ms. Janicki welcomed Mr. Stamey to Skagit Transit and thanked him for his years of service with the County.

- c) Approve Resolution 2022-06 Appointing a Trustee for the 401(a) and 457 Plans

Mr. O'Brien read the report as presented in the agenda packet. This resolution will appoint Mr. Stamey, the Manager of Finance and Administration, as the Trustee and authorized signer to the plan to execute documents, distributions and perform other necessary administrative duties for the 401(a) and 457 plans. Ms. Davidson, the Manager of Human Resources will remain the Plan Administrator.

Mr. Browning moved to approve Resolution 2022-06 Appointing a Trustee for the 401(a) and 457 plans. Ms. Boudreau seconded the motion. The motion passed unanimously.

- d) Approve Resolution 2022-07 Appointing the Current Manager of Finance and Administration as the Equal Employment Opportunity (EEO) Program and Title VI Program Officer for Skagit Transit

Mr. O'Brien read the report as presented in the agenda packet. The responsibility for the implementation and compliance with the requirements of the Equal Employment Opportunity (EEO) and Title VI programs

were assigned to the former Manager of Finance and Administration. This resolution will transfer the duties associated with these responsibilities to the new Manager.

Mr. Browning moved to approve Resolution 2022-07 Appointing the Current Manager of Finance and Administration as the Equal Employment Opportunity (EEO) Program and the Title VI Program Office for Skagit Transit. Ms. Boudreau seconded the motion. The motion passed unanimously.

e) Approve Amendment to Increase Total Contract Amount for Construction Management and Inspection Services

Mr. O'Brien read the report as presented in the agenda packet. Due to project delays it is necessary to extend the contract duration and amount for Phase 1 construction of the MOA-2 facility. The new completion estimate is May 2023 with an updated total cost of \$450,062.

Mr. Sexton clarified the reasons for delays were due to issues with the designs provided by TCF Architecture and confirmed the expense of the delays was Skagit Transit's responsibility. Mr. O'Brien stated Skagit Transit will bargain with TCF to determine improper billing. Once Phase 1 of construction is complete Skagit Transit has no obligation to continue future construction phases with TCF.

Ms. Janicki stated she has met with KBA Construction on site at MOA-2 and stated Skagit Transit is fortunate to have their expertise and noted the great relationship with HB Hansen Construction. Ms. Janicki noted Mr. Sexton has identified the source of issues with the project. Mr. O'Brien informed the Board that even though construction is suspended, Skagit is taking delivery of siding and work will be ready to start at the end of the suspension in September.

Mr. Sexton moved to approve the Amendment to Increase the Total Contract Amount for Construction Management and Inspection Services. Mr. Browning seconded the motion. The motion passed unanimously.

f) Approve PR 09 for MOA-2 Roof Assembly

Mr. O'Brien read the report as presented in the agenda packet. Contractor's have determined that the original plans regarding the roof insulation were not sufficient. PR 09 was created to determine the best options to ensure structural integrity of the roof and adequate insulation. The plans for a new roof include a 20-year warranty with an estimated cost of \$1,485,000 which includes a contingency amount of 25% to account for cost escalations due to current market volatility. The project will be funded with local funds.

Ms. Boudreau clarified that this will be a change order with TCF Architecture based on the contractor's recommendation. Mr. O'Brien stated staff requested the estimate and will determine if funds can be recouped from the expense of the original design.

Ms. Boudreau inquired about a permitting required for the new roof. Mr. O'Brien stated staff was told the original plan of taping would meet code requirements. The contractors had a different opinion and created a mock-up which determined the plan to be inadequate. Mr. O'Brien stated Commissioner Janicki went on a walk through with staff and the contractors and it was determined to be a poor solution that would result in additional expenses. Ms. Boudreau shared her curiosity regarding the original plans passing the permitting phase as information to consider when attempting to recoup funds from the original designs.

Mr. Sexton confirmed Skagit Transit received grant funding for phase 1 of construction and inquired if there would have been potential to receive additional grant funding if the cost of replacing the roof was included in the application. Mr. Sexton also inquired if staff would have requested additional grant funding had the expense of a new roof been considered from the start. Mr. O'Brien stated Skagit Transit received the requested amount and confirmed there was potential to apply for more had the expense been anticipated.

Ms. Janicki asked if the change order would include changes to both contracts with TCF and HB Hansen Construction and inquired if the change would be so large that it would create a bidding process. Mr. O'Brien stated it will all be incorporated in the change order and HB Hansen could proceed with the updated plans. Mr. O'Brien confirmed once material is received construction can get started in September with the conclusion of suspension of phase 1 construction. Ms. Janicki confirmed that staff was already in process of the permitting for the roof.

Mr. Browning moved to approve PR 09 for MOA-2 Roof Assembly. Ms. Boudreau seconded the motion. The motion passed unanimously.

g) Award Bus Shelters Contract #22-010-F

Mr. Juarez read the report as presented in the agenda packet. Skagit Transit's existing Bus Shelters Contract # 19-001-F with Duo-Gard Industries, Inc. has expired. Staff intends to purchase up to 35 bus shelters over a five-year term for a total estimated cost of \$243,228.79 through Brasco International Inc.

Ms. Boudreau inquired if the five-year contract was simply for the vendor and confirmed the price was still variable.

Ms. Johnson moved to approve Bus Shelters Contract #22-010-F. Mr. Browning seconded the motion. The motion passed unanimously.

h) Public Transportation Agency Safety Plan Review and Updated Requirements

Mr. Macdonald read the report as presented in the agenda packet. Effective July 18, 2018 the FTA published the Public Transportation Agency Safety Plan Final Rule (PTASP) which requires Skagit Transit to develop a plan that includes the process and procedures to implement Safety Management Systems (SMS). On February 17, 2022 the FTA outlined new requirements requiring the inclusion of frontline employees in the development of the plan and to establish strategies that minimize the exposure to hazards and unsafe conditions consistent with the Centers for Disease Control and Prevention. Staff anticipates these tasks will be completed and ready for review by the Board for the October 19, 2022 Board of Director's Meeting.

Ms. Boudreau shared her appreciation for staff's preparedness and having the necessary elements in place to carry out the requirements associated with the PTASP.

Ms. Boudreau moved to approve the new timeline for the review and approval of the Skagit Transit Public Transportation Agency Safety Plan (PTASP). Mr. Sexton seconded the motion. The motion passed unanimously.

i) Public Comment Period for Six Year Transit Development Plan

Mr. Windler explained that staff is formally opening the 30-day public comment period for the Transit Development Plan (TDP). Information has been posted on the website and copies are available for the public to review. The Board will have a Public Hearing on for the TDP at the August Board of Director's meeting where action will be taken to approve the TDP so that it may be submitted to WSDOT by September 1, 2022.

j) Approve Contract with Prothman for the Recruitment of a New Executive Director

Ms. Janicki note this item was added to the agenda at the conclusion of the Executive Session to take action on approving a contract with Prothman to commence with the recruitment of an Executive Director.

Mr. Browning moved to approve the contract with Prothman for the recruitment of a new Executive Director. Ms. Johnson seconded the motion. The motion passed unanimously.

5 Unfinished Business

Mr. O'Brien presented information on the ULSD Fuel Delivery Contract #22-002 in regard to the fuel delivery charges as presented in the agenda packet. Ms. Boudreau thanked staff for noting other budget savings and Ms. Janicki noted it was good information and thanked staff for presenting the update.

6 Community Advisory Committee Report

Ms. Janicki reference the minutes included with the packet.

Ms. Janicki and Mr. Browning excused themselves from the remainder of the meeting in order to attend other obligations. Mr. Miller chaired the remainder of the meeting.

7 Information Items

Information items were sent to the Board for review prior to the meeting and are supplemental to action items.

a) Public Transportation Agency Safety Plan

b) 2022 Transit Development Plan

8 Executive Directors Report

Mr. O'Brien stated Amtrak will resume service to Skagit Station in September and reported that Fixed Route ridership is up 31.86% and Paratransit ridership is up 25.7% as compared to June 2021.

Mayor Miller adjourned the meeting at 12:05 p.m.

Attest:

Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board

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

**Board Workshop
August 12, 2022**

The Skagit Transit Board of Directors met in a hybrid Board Workshop on Friday, August 12, 2022. Executive Director Dale O'Brien called the meeting to order at 12:08 p.m.

Members Present via Teleconference:

Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Matt Miller, Mayor, City of Anacortes

Members Present:

Peter Browning, Skagit County Commissioner

Skagit Transit Representatives:

Dale O'Brien, Executive Director
Jennifer Davidson, Manager of Human Resources
Chris Stamey, Manager of Finance & Administration
Whitney Davis, Clerk to the Board

Skagit Transit Representatives Present via Teleconference:

Mark Kennedy, Operations Manager
Joe Macdonald, Safety & Training Manager
Aggie Juarez, Facilities Manager
Chris Chidley, IT Manager
Chester Curry, Security Manager

Public Present:

None

Discussion

Staff presented information regarding difficulties hiring employees and difficulties receiving qualified candidates for long standing open positions. Staff explained wages are under market and Skagit Transit is in competition with neighboring transit agencies to retain and hire employees. Staff presented wage comparisons from Whatcom Transit and Community Transit as well as incentives such as sign-on bonuses and retention and referral bonuses offered by these neighboring transit agencies.

Staff informed the Board that due to a lack of staff, bus service has been reduced and many employees are working overtime to cover reduced service levels. In addition, employees are unable to take time off due to a lack of coverage available.

Staff and the Board discussed offering a retention bonus for employees, a sign-on bonus for new hire Coach Operators and a referral bonus to employees that assist in recruiting new hires. This is in addition to an upcoming salary survey beginning later in August with an implementation of findings in 2023.

Staff also discussed improvement to benefits packages by switching the current life and accidental death/dismemberment policies from WCIF to AWC and increase coverage offered. Staff also discussed transitioning from Empower Retirement, to the Department of Retirement Systems (DRS) – Public Employees Retirement System (PERS). Staff explained that Skagit Transit is the only Washington State Transit Agency not participating in PERS and is confident this will strengthen retirement benefits.

Staff will prepare reports on the topics discussed at the August 17th Board meeting.

Mr. O'Brien adjourned the meeting at 1:20 p.m.

Lisa Janicki, Chair Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Stamey, Manager of Finance and Administration
SUBJECT: Budget Update for July 2022

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

Revenues:

Sales Tax:

Skagit Transit received \$1,420,266 in sales tax revenues for the month of July 2022. This is 9.3% higher than the \$1,299,986 received in July 2021, and 22.7% higher than the \$1,157,850 received in July 2020. Fiscal Year 2022 totals so far are 9.9% higher than 2021 and 33.6% higher than 2020.

	2022	2021	2020
July	1,420,266	1,299,986	1,157,850
Jan-July	9,242,576	8,410,485	6,917,560

Federal Grants:

We also received \$14,889 in Federal Operating Grants from the FTA for expansion of the 40X route from Skagit Station to March's point.

Fare Revenue:

	2022	2021	2020	2019
July	52,726	51,809	34,810	69,034
Jan-July	386,157	341,436	322,410	531,465
Budget	592,964	545,000	1,084,850	884,850

Currently fare revenue is trending 11.6% or \$40,261 above budget projections for Jan – July 2022. Fare revenue is budgeted at 3.3% of 2022 total operating expense budget.

Expenses:

- ◆ Capital
 - Sedro-Woolley Park & Ride Restroom Project (Prof Svcs/Engineering) - \$58,492
 - MOA 2 Construction Management Costs - \$41,375
- ◆ Fuel – Trending at \$284,090 over the budgeted amount
- ◆ Salaries/Wages – Trending at \$433,618 under budget
- ◆ Benefits – Trending at \$62,161 under budget

- ◆ All other expenses were as expected

Ending Cash:

July 2022	July 2021	July 2020
4,622,244	6,307,858	5,126,400

Reserves:

	July 2022	July 2021	July 2020
Operating	5,031,576	5,018,668	4,011,732
Facilities	10,400,000	400,000	400,000
Capital Replacement	4,037,194	4,009,440	2,004,647
Non-Designated	1,507,802	1,504,009	1,002,101
TOTAL	20,976,572	10,932,117	7,418,480

MOA2 Phase 1 Construction Finances Update:

Construction Contractor: HB Hansen Construction Inc.

Original Contract Amount: \$2,885,000 + Tax

Total Approved Change Orders: \$1,553,775

1. \$4,458 Electrical, concrete site wall, and slab patching
2. \$17,773 HSS Column in conflict with existing, CFS brackets
3. \$40,136 Slab patch hooks, footing RFI, material cost escalations
4. \$6,408 Gate hardware, roof insulation mockup
5. \$1,485,000 New Roofing

Total payment to Contractor: \$1,533,579

Project % of completion: 40% - Project is currently suspended

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Stamey, Manager of Finance and Administration

SUBJECT: Approve Resolution 2022-08 Authorizing an Employee Sign-On, Retention, and Referral Bonuses

INFORMATION:

Skagit Transit is experiencing difficulties hiring and retaining employees due to the competitive offering of competing transit agencies who are offering employee bonuses along with higher wages and better benefits. Skagit Transit wishes to offer a retention bonus for all employees, a sign-on bonus for new hire Coach Operators and a referral bonus to employees assisting with recruiting new hires.

RECOMMENDATION:

Staff recommends the Board approve resolution 2022-08 authorizing an employee sign-on, retention, and referral bonus program, with the option to renew in 2023.

BUDGET IMPACT:

Sign-on bonuses, referral bonuses, and retention bonuses expense is estimated at \$550,000.

RESOLUTION NO. 2022-08

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS
APPROVING SIGN-ON, RETENTION, AND REFERRAL BONUSES**

WHEREAS, the Board of Directors of Skagit Transit previously adopted Resolution 2021-07, which approved the annual budget for Fiscal Year 2022; and

WHEREAS, Skagit Transit is experiencing difficulties hiring and retaining employees due to the competitive offering of competing transit agencies; and

WHEREAS, has determined that in order to be competitive in hiring and retaining employees, it desires to offer sign-on, retention, and referral bonuses to attract and retain employees;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit that the following schedule depicting sign-on, referral, and retention bonuses be adopted:

Bonus Type	Amount	Employees Eligible
Retention	\$3,500	Employees hired by July 1, 2022
Sign-on	\$2,500	Drivers only (\$500 after completion of CDL, \$500 at completion of training, \$1,500 after completion of probationary period)
Referral	\$1,000	Employees that assist in recruitment of eligible and qualified employees; (\$250 at time or hire, \$750 after completion of probationary period)

PASSED in open public meeting this 17th day of August 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Stamey, Manager of Finance and Administration

SUBJECT: Approve Resolution 2022-09 for the Adoption of Department of Retirement Systems

INFORMATION:

Skagit Transit desires to strengthen its retirement program by implementing Washington State Department of Retirement Systems - Public Employees Retirement System (PERS). Presently, Skagit Transit is one of the only transit agencies in the state that does not offer PERS and as a result we are experiencing the inability to acquire and maintain a quality workforce. The implementation of DRS – PERS will strengthen our benefit offerings and help to attract qualified applicants and retain our workforce.

RECOMMENDATION:

Staff recommends the Board approve resolution 2022-09 for the adoption of the Washington State Department of Retirement Systems.

BUDGET IMPACT:

Budgetary impact is an additional \$500,000 to be included in the 2023 Budget.

RESOLUTION NO. 2022-09

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS
APPROVING ADOPTION OF DEPARTMENT OF RETIREMENT SYSTEMS - PERS**

WHEREAS, it is the responsibility of the Skagit Transit Board of Directors to establish and maintain a competitive benefits package for Skagit Transit employees; and

WHEREAS, Skagit Transit desires to enroll its employees in the Department of Retirement Systems Public Employees Retirement System (PERS);

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit System hereby approves the enrollment and implementation of the Washington State Department of Retirement Systems (DRS) - PERS for Skagit Transit employees.

PASSED in open public meeting this 17th day of August 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Greg Latham, Vehicle Maintenance Manager
SUBJECT: Approve Resolution No. 2022-10 Authorizing Disposal of Surplus Vehicles

INFORMATION:

Resolution No. 2022-10 identifies one (1) Fixed Route Coach that has met the useful life benchmark and is now surplus to the Fixed Route program. In accordance with Skagit Transit's policy and procedures for disposition of surplus property, all vehicles will be prepared for sale through an open or sealed bid auction.

Pursuant to RCW 46.370, the auctioneer shall be a licensed and bonded vehicle dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC. Scheduled auction date is September 1-7th.

RECOMMENDATION:

Approve Resolution No. 2022-10 authorizing the Executive Director to dispose of Surplus vehicles by process of auction and transfer of agency program support.

BUDGET IMPACT:

None

RESOLUTION NO. 2022-10

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS
AUTHORIZING THE SURPLUS OF EQUIPMENT**

WHEREAS, RCW 43.19.1919 authorizes the sale, donation, or exchange of property that is no longer used; and

WHEREAS, Resolution No. 62 of the Skagit Transit System details the policy and procedures for disposition of surplus property; and

WHEREAS, Skagit Transit has identified the following vehicles to be excess equipment:

Vehicle #	Year	Make	Model	Vin #	Mileage
095	2009	Nabi	31FT LFW-01	1N93136639A140008	526,420

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby authorizes the surplus and disposal of the above referenced equipment in a manner consistent with Skagit Transit Resolution No. 62 (policy on surplus and disposal of Skagit Transit property).

PASSED in open public meeting this 17th day of August, 2022

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

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: Greg Latham, Maintenance Manager
SUBJECT: Approve Purchase Three (3) Vanpool Replacement Vans

INFORMATION:

On December, 2021, the Board approved the 2022 budget which included funding for the purchase of three vanpool replacements.

Project and grant were approved at the May 20, 2020 Board Meeting.

Skagit Transit proposes to purchase three (3), 15 Passenger Ford Transit vans using the Washington State Department of Enterprise Services. The Contract 05916 for Motor Vehicles to purchase from Bud Clary Ford/Hyundai in Longview, WA.

RECOMMENDATION:

Approve the purchase of three (3) replacement 2023, 15 passenger Ford Transit Vans through **Washington State Department of Enterprise Services** Contract # 05916 for Motor Vehicles.

BUDGET IMPACT:

Cost for Three (3) 15 Passenger Vans

Total Price	\$172,866.21
Grant funds	\$89,872.00
Local Funds	\$82,994.21

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Manager of Information Technology

SUBJECT: Approve Resolution 2022-11 for the Purchase of Microsoft 365 Cloud Migration and Licensing Update

INFORMATION:

Skagit Transit needs to update its quantity of Microsoft licenses in order to stay compliant. Staff has also identified some advantages to moving the email and SharePoint services onto the cloud which will reduce the amount of work needed to keep those systems deployed and updated internally.

Staff is also planning to upgrade to many of the cloud services included with Microsoft 365. This update will incorporate Coach Operators and provide them with email accounts and access to internal information from outside our network which was previously unavailable.

Additionally, this upgrade will allow staff to utilize Teams which will help improve communications with more current technologies and provide each department its own platform to share information.

This project includes two sources of procurement, one from CDWG for licenses and the other with Right! Systems professional services to help implement these products in a timely manner.

RECOMMENDATION:

Staff recommends the Board approve Resolution No. 2022-11 authorizing the purchase of Microsoft 365 Cloud Migration and Licensing Update.

BUDGET IMPACT:

The project total is \$120,326, not to exceed \$130,000. First year licensing is \$101,463 plus implementation \$18,863 with Right! Systems. Annual licensing renewals are \$35,000. There is a zero budgetary impact due to staff offsetting the expense with the savings from the radio project which was \$185,000 under budget.

RESOLUTION #2022-11

A RESOLUTION AUTHORIZING THE PURCHASE OF MICROSOFT 365

WHEREAS, Skagit Transit is currently using Microsoft Office products that are in need of upgrade to maintain a current, secure toolset for its employees,.

WHEREAS, Microsoft Office 365 Cloud will provide current technologies including providing email accounts and access to internal information from outside our network to Coach Operators;.

WHEREAS, Microsoft Office 365 upgrade will allow staff to utilize Teams which will improve communications with more current technologies and provide each department its own platform to share information;.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit System hereby approves the purchase Microsoft 365 Cloud software with adequate licensing, along with professional services for implementation of this upgrade.

PASSED in open public meeting this 17th day of August, 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Brad Windler, Planning and Outreach Supervisor

SUBJECT: Resolution 2022-12 Approving the 2022-2027 Transit Development Plan

INFORMATION:

No later than September 1st 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 17th Board of Directors meeting.

Skagit Transit released a draft TDP for a 30-day public comment period on July 22, 2022. No public comments were submitted on the draft plan.

The TDP identifies planned activities for the period 2022 to 2027. 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 2022-12 adopting Skagit Transit's 6-Year Transit Development Plan.

BUDGET IMPACT:

Program update will have no impact on the 2022 budget.

RESOLUTION NO. 2022-12

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING
THE 2022-2027 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 17, 2022 at Burlington Council Chambers; 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 2022-2027 Transit Development Plan.

PASSED in open public meeting this 17th day of August, 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit

CAC REPORT

August 9, 2022

Les O'Neill, Operations Supervisor with Skagit Transit, spoke to the committee on the problems traditional bus advertising can cause, and the expense. For this reason, other low-tech solutions using tag lines promoting mass transit are being considered.

Mr. O'Neill also explained the protocol of drivers calling in any detour or emergency situation to Skagit Transit, and the typical coordinated intra-agency response.

Brad then reported on the extended bus route adjustments taking place through September 29, due to driver shortages. However, it is hoped that upcoming driver training classes will make up for the current shortfall. A member suggestion was made to provide low-tech notifications in the areas affected, such as a sandwich board notice, as not all passengers have online access to alerts of this nature.

A CAC field trip to Concrete will be taking place in either September or early October.

The CAC Chair is asking all members to be thinking of ideas for CAC member recruitment, and which ideas they feel they can implement. Further discussions to come as we implement ideas.

Under the staff report, CAC members are asked to alert Skagit Transit to any back-to-school activities in the various Skagit communities, in order to promote the Youth Fare-Free program.

Members were again reminded of the service changes taking place September 29, with the splitting of the 300 to 300-301, and minor changes to the 204 and 207 routes. Also, the adjustment to coordination between Island Transit and Skagit Transit buses will eliminate the current half mid-day hour pause in western Washington service.

The August Stuff the Bus diaper drive was also announced, and donations of diapers/wipes will grant a discount to county fair admission.

Bus ridership is still enjoying a steady increase.

In the Round Table section, the Chair alerted everyone to the statewide Week Without Driving challenge, starting September 19, asking all members to send previously-e-mailed information to elected leaders throughout their respective communities.

The satisfaction surveys have been collected, and data is currently being compiled.

Next meeting: September 13, 4:30 PM