

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

Wednesday October 21, 2020

The Skagit Transit Board of Directors met in regular session via teleconference. Vice Chair Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present via Teleconference

Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Rick DeGloria, City of Burlington, Councilmember
Sandy Perkins, Skagit County Auditor
Soren Jensen, Labor Representative (non-voting member)

Members Absent:

Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Mark Hulst, City of Mount Vernon, Councilmember

Staff Present

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

Staff Present via Teleconference:

Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, IT Technician
Jo-Ann Wynne, Contracts & Procurement Coordinator

Members of Public via Teleconference:

Judy Jones
Chris Jones
Joe Kunzler
Pam Carlson

Providing Legal Counsel:

None

I Public Comment:

Ms. Jones introduced herself as present at the meeting.

Mr. Kunzler shared his support for the fare agreement with Whatcom Transit Authority.

II Consent / Action Items:

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

September Payroll Direct Deposit and Checks #16488 – 16501	\$780,773
September Direct Federal withholding transfer	\$169,506
September Claims Checks and ACH #39631 – 39807	\$1,034,263

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

III Full Discussion/Action Items:

- a) Monthly Budget Update Report for September

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,203,212 in sales tax in the month of September and \$9,304,155 overall sales tax for 2020. There were no federal or state grant funds received this month and the reserve account balance is \$9,421,566.

Mr. Sexton moved to approve the September Monthly Budget Update. Mr. Wesen seconded the motion. The motion passed unanimously.

b) Award Janitorial Services Contract #20-003-P

Mr. Schaner read the report as presented in the agenda packet. Items of note include Skagit Transit's existing janitorial services contract with Frontline Cleaning Services is set to expire at the end of October. A request for proposals was published and staff received three on-time proposals that were evaluated by a five-member committee. Staff determined 5 Star Services Inc. scored the highest and recommend that the Board award them the Janitorial Services Contract #20-003-P.

Mr. Wesen noted a two point difference between the two top scoring vendors and inquired what the deciding factor was in staff's decision. Mr. Schaner stated all of the vendors were well qualified, the final decision came down to pricing and 5 Star Services Inc. was more favorable.

Ms. Gere moved to Award the Janitorial Services Contract #20-003-P to 5 Star Services Inc. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Resolution 2020-06 Approve Skagit Transit – Whatcom Transportation Authority Fare Inter-Local Agreement

Mr. Windler read the report as presented in the agenda packet. Skagit Transit and Whatcom Transportation Authority (WTA) jointly operate Route 80X which requires a common fare structure and associated policies between agencies. This resolution is updating the inter-local agreement to reduce confusion about the number of fares and passes sold, facilitate electronic fare integration and codify ridership agreements between the two agencies and outside organizations.

Ms. Janicki inquired if this was brought before the Citizen's Advisory Committee (CAC) and asked if there was any feedback. Mr. Windler stated the CAC discussed the integration of electronic fares which they were in favor of. Mr. Windler added that currently both agencies operate the TouchPass system, however they are not yet integrated and are not working on each other's system. Mr. Windler stated that WTA is not charging fares until January 2, 2021. TouchPass Fare system integration between the two agencies will begin February of 2021.

Ms. Boudreau commended staff on the collaboration efforts to make ridership as easy as possible, especially integrating with other agencies.

Ms. Janicki moved to approve Resolution 2020-06 approving the Skagit Transit – Whatcom Transportation Authority Fare Inter-Local Agreement. Ms. Gere seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Jones stated the committee discussed refining the CAC website with more consistent updating of agendas and minutes and having a CAC representative available to the public regarding general committee information. The committee is also currently monitoring the development of service recovery goals for Skagit Transit with several promising ideas that will be presented after more discussion.

Mr. Windler introduced the My Ride real-time app to the committee and they discussed the need for a mechanism for potential riders to inform Skagit Transit about their needs and requests to makes routes more suitable to their needs.

Ms. Willis then shared about Skagit Transit partnering with the Helping Hands Food Bank using buses and drivers to deliver food to families in the community and Skagit Transit's partnership with Fred Meyer for the Stuff the Bus food drive this month. Ms. Willis informed the committee that Concrete had a drive-through event and requested Skagit materials for their packets as they are planning to have this event annually.

Lastly, the committee discussed member recruitment, with specific interest in recruiting younger members.

V Executive Directors Report

Mr. O'Brien reminded the Board that service levels were reduced at the beginning of the pandemic which caused ridership to plummet. In order to facilitate an increase in ridership while maintaining social distancing, staff would like to increase service levels on five routes with the highest demand, while still remaining on weekend service with reduced hours.

Mr. O'Brien stated the routes being discussed are the 300 routes with service to Sedro Woolley, the 205/206 with service through Mount Vernon, 409 route in Anacortes with service to the hospital, the 40X with connections to Island Transit through March's Point and lastly increasing service on the 80X to Bellingham. Mr. O'Brien stated staff will be enforcing mandatory masks and social distancing. These changes would go into effect November 2nd.

Mr. O'Brien shared his intentions of having a virtual workshop meeting prior to the regular November meeting in order to discuss the 2021 budget and get direction from the Board regarding phase I of the MOA 2 project. Mr. O'Brien stated staff would also like to discuss the property adjacent to the MOA 2 as there is potential for Amazon to move in.

Mr. O'Brien stated this would be Mr. Schaner's last Board meeting as he is retiring next week after 23 years of employment with Skagit Transit. Mr. O'Brien stated this is his second retirement as he retired from his first career with the United States Navy.

Ms. Boudreau thanked Mr. Schaner for his dedicated service on behalf of the Board.

VI Information Items:

None.

VII New Business:

None.

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

Mayor Boudreau adjourned the meeting at 1:25 p.m.

Commissioner Ken Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit Board