

Skagit Transit Board of Directors Agenda

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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 September Meeting MinutesPage 3-7
- b) Approval of Claims and Payroll
 - September Payroll Direct Deposit and Checks #17020 – 17028 \$873,550
 - September Direct Federal withholding transfer..... \$186,512
 - September Claims Checks and ACH #43189 – #43340..... \$325,713

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report for September.....Page 8-9
- b) Award On-Call Engineering and Planning Services Agreement #22-012.....Page 10-11
- c) Resolution 2022-13 Authorizing Procurement Policy RevisionPage 12-13
- d) WSDOT Grant Award and ProjectPage 14
- e) Approve Purchase of Seven Vanpool Replacement Vans.....Page 15
- f) Public Transportation Agency Safety Plan (PTASP)Page 16-17
- g) Approve Design and Engineering of New Bus Stops.....Page 18
- h) Approve Creation of Zero Emissions Fleet Transition Plan.....Page 19-20
- i) Approval of New Community Advisory Committee Member.....Page 21

7. COMMUNITY ADVISORY COMMITTEE REPORT

- a) CAC Meeting MinutesPage 22

8. INFORMATION ITEMS

- a) Procurement Policy
- b) PTASP Packet – Supporting Documents
- c) September Ridership Report
- d) DRS Update – Verbal

9. EXECUTIVE DIRECTORS REPORT

10. EXECUTIVE SESSION

11. ADJOURNMENT

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

Wednesday September 21, 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 11:02 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
Steve Sexton, City of Burlington, Mayor
Jose Reeves, Labor Representative (non-voting member)

Members Present via Teleconference

Ron Wesen, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor

Members Absent:

Matt Miller, City of Anacortes, Mayor (Vice-Chair)
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

Chris Stamey, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Joe Macdonald, Safety & Training Manager
Jennifer Davidson, HR Manager
Chris Chidley, IT Manager
Nicolas Bergman, IT Technician
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Dale O'Brien, Executive Director
Greg Latham, Maintenance Manager
Aggie Juarez, Facilities Manager
Les O'Neill, Operations Supervisor
Hailie Hotchkiss, Operations Supervisor
Melinda Hunter, Operations Supervisor
Jo-Ann Wynne, Contracts & Procurement Coordinator
Mika Bergman, Maintenance Support Technician

Members of Public Present

Members of the Public Present via Teleconference:

Joe Kunzler

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of August Meeting Minutes
- b) Approval of Claims and Payroll
 - August Payroll Direct Deposit and Checks #16726 – 17019..... \$1,261,948
 - August Direct Federal withholding transfer.....\$303,997
 - August Claims Checks and ACH #43037 – 43188\$354,644

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for August

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,481,083 in sales tax in the month of August. Skagit Transit also received \$1,064,009 in Federal Operating grants. Capital expenditures included MOA-2 Construction Management Costs and permit renewals, and the Sedro Woolley Park and Ride Restroom project. Fuel is trending at \$319,943 over the budgeted amount, salaries and wages are trending at \$7,028 under budget and benefits are trending at \$28,602 under budget. The reserve account balance is \$21,004,403. Phase 1 of the MOA-2 project is 40% complete and construction is currently suspended.

Ms. Janicki shared her appreciation for the information provided and asked the Board to provide feedback and ask responsive questions they may have regarding the information provided. Ms. Janicki noted the discrepancy between August 2019 and August 2022 fare revenues and noted ridership recovery hasn't returned to pre-pandemic levels.

Mr. Sexton noted comparisons should be made in relation to 2019 and noted revenues have been reduced with regards to the recent change allowing youth to ride fare free and added ridership is a key performance indicator that should be reviewed going forward.

Ms. Boudreau requested clearer information that presents all revenues and how they compare to expenses in the budget preparation process. Mr. Stamey stated he would provide a better breakdown of all revenues and expense and noted he has begun budget planning.

Mr. Browning inquired if staff could determine the intent of riders and what their desired destinations are to evaluate route efficiency. Mr. Kennedy explained staff provides customer and rider surveys which is what routes are designed around. Mr. Kennedy also explained staff has a route planning committee and a designated Route Planner that works on that.

Ms. Janicki noted fuel is still trending over budget and recalled that staff had been offsetting that with salary and benefit surpluses and noted that is no longer covering that overage. Ms. Janicki inquired if expenses will be overbudget at year end. Mr. Stamey stated Skagit Transit will not be over budget, even after the generous bonuses the Board recently approved. Mr. Stamey explained revenues exceeded expenses and staff is still seeing positive increases and watching it carefully. Mr. Stamey noted vacant positions are stretching staff thin.

Ms. Janicki requested a subtotal for the Operating budget be included in the Financial Recap that is provided to the Board. Ms. Janicki requested additional information on the staffing issues in the Accounting division. Mr. Stamey stated the current Accounting Supervisor has retired and graciously agreed to help while staff is attempting to recruit for that position, however they have given notice for the end of September. Mr. Stamey explained that staff has not received qualified candidates at the current level posted and explained the importance of the position. Mr. Stamey stated that staff would like to request to change the position to a Manager Title and open the salary schedule to the end of the range without changing the compensation range. Ms. Janicki noted an action item to include the title and salary range with the report could be added and approved by the Board to facilitate that request with urgency. Mr. O'Brien shared his support for this change. Ms. Boudreau inquired if staff budgeted the entire salary range. Mr. Stamey explained that actual salaries are budgeted and explained there are budget capacities as the current Supervisor is further along the pay schedule due to her longevity.

Ms. Boudreau moved to approve the August Monthly Budget Update as presented with the addition of re-naming the Accounting Supervisor Position and opening the salary range to assist in recruiting qualified candidates. Ms. Johnson seconded the motion. The motion passed unanimously.

b) Approve Additional Extension to Suspend the MOA-2 Construction Project

Mr. O'Brien read the report as presented in the agenda packet and noted a clerical error. Staff updated the report to reflect a \$10,500 budget impact. Staff is requesting Board approval to extend the construction suspension until October 17th when roofing materials are on-site and ready for installation.

Ms. Boudreau moved to approve the additional extension suspending the MOA-2 construction project with the corrected budget impact as presented. Mr. Browning 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. Items of note include Skagit Transit has been awarded \$214,832 from the 2021-2023 WSDOT Supplemental State Special Needs Formula Funds which will be used for operating assistance. Additionally, Skagit Transit has been awarded \$485,270 in the 2021-2023 Transit Support Grant Program under the Move Ahead Washington and the Climate Commitment Act. Staff will apply these funds to a fleet-wide coach WiFi upgrade, not to exceed \$316,000 and the remaining \$169,270 will be used for operating assistance. Neither of the grants require a match and there is no budget impact.

Ms. Boudreau moved to approve the grant projects and authorize the Executive Director to sign the grant agreements. Mr. Browning seconded the motion. The motion passed unanimously.

d) Proposal to Reimburse CDL Permit Testing Fees

Mr. Macdonald read the report as presented in the agenda packet. Mr. Macdonald explained staff's continued efforts to eliminate barriers in attracting and hiring new employees and is requesting approval to reimburse fees incurred by potential employees when securing a Commercial Driver's License (CDL) learner's permit which can range from \$75 - \$146. Mr. Macdonald noted that it is common for some new hires to already have their CDL upon hire.

Ms. Boudreau confirmed this included Coach Operators, Mechanics and Servicer positions. Ms. Boudreau shared concerns of new hires leaving after obtaining their CDL with Skagit Transit and inquired if this could be conditional upon remaining with Skagit Transit for a certain amount of time, or an option that they reimburse the Agency for these fees if they leave within a certain time-frame.

This report was tabled until the October 19th Board meeting when adjustments could be made to include stipulations that would discourage attrition upon completion of Commercial Driver's Licenses.

e) Fleet-wide Coach WiFi Upgrade

Mr. Chidley read the report as presented in the agenda packet. Items of note include a request to upgrade mobile gateways to 5G in order to stay up to date with cell phone protocols. This project will include 72 dual radios which will assist in separating and adequately supporting both customer WiFi service and Agency data needs. This project is estimated at \$291,000 not to exceed \$316,000 and will be purchased with grant funding.

Ms. Boudreau moved to approve the fleet-wide coach wifi upgrade. Mr. Browning seconded the motion. The motion passed unanimously.

- f) Approval of Resolution 2022-11 – Amendment 1 for the Purchase of Microsoft 365 Cloud Migration and Licensing Update

Mr. Chidley read the report as presented in the agenda packet. As staff was placing the previously Board approved order, staff found an error with incorrect licensing quoted. As a result, the purchase approval needs to be updated to reflect the increase of \$29,000. This is an amendment to a previously approved resolution.

Ms. Boudreau moved to approve Resolution 2022-11 – Amendment 1 for the purchase of Microsoft 365 cloud migration and licensing update. Mr. Browning seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

The minutes from the CAC meeting were included in the agenda packet. Items of discussion by the committee included free transit service, an upcoming field trip to Concrete, upcoming service changes, ridership, in particular a jump in youth ridership, the upcoming student fair at WWU and the new library in La Conner. Ms. Janicki noted the increase in Youth Ridership. Mr. Kennedy stated Youth ridership has increased seven-fold and there have been very few issues.

5 Information Items

Ms. Davidson read the provided update to the Board regarding the transition process from Empower to the Department of Retirement Systems (DRS) and informed the Board of options related to purchasing service credits.

Ms. Boudreau inquired if staff has received any employee feedback on the transition plans. Ms. Davidson explained there have been several questions and shared that both Empower and DRS were on-site as a resource for employees at the September 13th Wellness and Benefits Fair.

Mr. Wesen asked if there was a cost breakdown for the different options for purchasing service credits as presented. Ms. Davidson stated staff is working to provide that information and stated that DRS shared most organizations choose option C where the member or employee pays all previous service costs (both member and employer contributions) within five years of entry to PERS.

Ms. Janicki inquired if employees could rollover funds from existing retirement accounts to purchase the service credits. Ms. Davidson stated each employee would receive an invoice for their individual service credit cost based on their years of service. Ms. Davidson stated employees then have five years to purchase those service credits.

Ms. Janicki inquired about the target time-frame for the completion of the transition. Ms. Davidson stated she is hoping to have completed information ready to approve in the December 21st Board meeting and have changes effective January 1, 2023. Ms. Janicki inquired if there could be a work session to discuss how to find a balance between not harming employees and being fair to the organization.

Ms. Boudreau clarified that employees are not required to purchase service credits. Ms. Boudreau inquired if a DRS representative might be available during a Board meeting to answer questions as they come up. Ms. Davidson stated she would request their attendance for that discussion.

6 Executive Directors Report

Mr. O'Brien stated staff will be setting up a meeting with TCF Architecture, HB Hansen Construction and KBA Construction Management and stated staff will prepare an update on the construction plans for the MOA-2 Facility.

Ms. Janicki inquired about the recruitment status of the new Executive Director. Ms. Davidson stated nine applications have been received so far and Prothman will be completing the first review of applicants on September 25th. At that point, Prothman will conduct preliminary interviews to determine adequate qualifications and make recommendations to the Board for interview candidates.

Commissioner Janicki adjourned the meeting at 11:59 a.m.

Attest:

Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

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

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

Revenues:

Sales Tax:

Skagit Transit received \$1,471,789 in sales tax revenues for the month of September 2022. This is 7.1% higher than the \$1,374,802 received in September 2021, and 22.3% higher than the \$1,203,212 received in September 2020. Fiscal Year 2022 totals so far are 9.3% higher than 2021 and 31.1% higher than 2020.

	2022	2021	2020
September	1,471,789	1,374,802	1,203,212
Jan-Sept	12,195,448	11,157,302	9,304,157

Federal Operating Grants:

We received \$941,867 in Federal Operating Grant Revenue in September. \$863,344 in America Rescue Plan Act funding and \$78,523 in CARES (Coronavirus Aid Relief Economic Security) funding.

Fare Revenue:

	2022	2021	2020	2019
September	70,414	53,266	49,574	77,164
Jan-Sept	516,849	444,873	415,861	694,075
Budget	592,964	545,000	1,084,850	884,850

Currently fare revenue is trending 16.2% or \$72,126 above budget projections for Jan – September 2022. Fare revenue is budgeted at 3.3% of 2022 total operating expense budget.

Expenses:

- ◆ Capital
 - MOA 2 Construction Management Costs - \$5,483.60
- ◆ Fuel – Currently \$144,018 over the annual budgeted amount of \$957,600.
 - We are spending an average of \$122,400 per month on fuel.

- ◆ Salaries/Wages are trending \$39,744 under budget
- ◆ Benefits – Trending at \$12,870 under budget
- ◆ All other expenses were as expected

Ending Cash:

September 2022	September 2021	September 2020
6,430,819	5,964,125	3,588,351

Reserves:

	September 2022	September 2021	September 2020
Operating	5,047,739	5,019,706	5,013,475
Facilities	10,400,000	400,000	400,000
Capital Replacement	4,083,142	4,010,352	2,505,609
Non-Designated	1,512,575	1,504,320	1,502,482
TOTAL	21,043,457	10,934,378	9,421,566

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: Award On-Call Engineering and Planning Services Agreement #22-012

INFORMATION:

Staff determined that the professional services of an Architectural and Engineering (A&E) and planning firm would be required for various upcoming projects. Rather than spend time, cost and efforts soliciting for these services individually, staff determined it to be in the best interest of the Agency to solicit for On-Call Engineering and Planning Services through a Task Order Agreement entered into with one firm. The contract term will be three years with options for two successive one-year extensions at Skagit Transit's discretion. All projects are contingent upon approval and available funding, and no assignments are promised as a result of this RFQ.

Pursuant to RCW 39.80 governing contracts and procedural requirements for the procurement of professional A&E services, Skagit Transit published Request for Qualifications #22-012 on August 23th. The RFQ was advertised twice in the Skagit Valley Herald's legal section; Daily Journal of Commerce on August 26, 2022, public, notices were posted at Skagit Station and the MOA; the RFQ documents were posted on Skagit Transit's website; and announcements were sent to over 100 A&E firms, with two (2) firms requesting placement on the Planholders' List.

By the September 20th deadline for Statements of Qualifications, two (2) submittals were received from both Perteet, Inc. and Kimley-Horn and Associates Inc. Both submittals were evaluated on September 28, 2022 by the five-member Selection Committee comprised of Aggie Juarez, Brad Windler, Chris Chidley, Chris Stamey, Jo Pemmant, all employees of Skagit Transit. After evaluations, discussions and meeting both teams, the evaluation panel scored Kimley-Horn and Associates 955 and Perteet Inc. 837. The evaluation panel recommended moving forward and begin negotiations with Kimley-Horn and Associates as the highest scoring firm.

As a result, the firms were notified of the results and cost data was requested of Kimley-Horn and Associates and its sub-consultants to begin negotiations for fixed rates and fees applicable for the first contract term. Staff performed a cost analysis of Kimley-Horn and Associates rates and on those of their subcontractors. Sufficient level of detail was required to perform a thorough analysis of its billing rates for compliance with 48 CFR Part 31; their rates are reasonable based on the outcome of the cost analysis. The Agreement provides for assigning subcontractors with Skagit Transit's approval, by Amendment.

RECOMMENDATION:

Skagit Transit staff recommends that Kimley-Horn and Associates, Inc., of Everett, WA be awarded the On-Call Engineering and Planning Services Agreement #22-012.

BUDGET IMPACT:

Unknown. Dependent upon funding and proposals approved for individual Task Orders assigned under the Master Agreement. Per Policy, Board approval will be sought for any Task Order (Project) exceeding \$100,000.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Stamey, Manager of Finance and Administration

SUBJECT: Resolution 2022-13 Authorizing Approval of Procurement Policy Revision

INFORMATION:

State Auditors suggested that we modify our procurement policy to clarify Article 4, Section 4 on page 24 where it states A&E services used with Federal Funds DO NOT have a threshold.

The Procurement Policy has been revised to read:

Qualifications-Base Procurement – Architectural and Engineering (A&E) Services – NO THRESHOLD

Qualifications-based procurement procedures are required for the selection of contractors performing A&E services, as based on the Brooks Act, 40 U.S.C. Chapter 11, and Chapter 39.80 RCW. Skagit Transit may only use qualifications excluding price procurement procedures when it seeks to acquire A&E services, such as program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, land surveying, mapping, and other related services as set forth in 49 U.S.C. Section 5325(b), when the A&E services directly support, or are directly connected with or related to, the construction, alteration, or repair of real property.

RECOMMENDATION:

Staff recommends approving Resolution 2022-13 Procurement Policy Revision

BUDGET IMPACT:

None

RESOLUTION NO. 2022-13

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING THE
PROCUREMENT POLICY REVISION**

WHEREAS, Skagit Transit's current procurement policy Article 4, Section 4 on page 24 reads Qualifications - Based Procurement – Architectural and Engineering (A&E) Services; and

WHEREAS, State Auditors suggested Skagit Transit staff modify the existing procurement policy to clarify A&E services used with Federal Funds Do Not have a threshold; and

WHEREAS, Skagit Transit staff wish to update the policy based on State Auditor's suggestions.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors approve this revision to the procurement policy. Article 4, Section 4 on page 24 is modified as follows: Qualifications - Based Procurement – Architectural and Engineering (A&E) Services – NO THRESHOLD.

PASSED in open public meeting this 19th day of October, 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: Dale O'Brien, Executive Director
SUBJECT: Report of WSDOT Grant Project and Award

INFORMATION:

Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the project scope and budget of the award.

The following information is presented for Board approval:

2022 WSDOT Supplemental Green Transportation Program - \$128,000

Skagit Transit applied for and awarded funding through WSDOT Green Transportation program. The funds will be utilized to procure planning services to research the state of zero emissions bus (ZEB) technologies and assess how these technologies would apply to existing and future operations.

The plan will include recommendations for the ZEB infrastructure of Skagit Transit facilities and transiting the revenue fleet services to zero emissions technologies.

The grant funds will provide 80% of the project costs. Local match of 20% is required.

2021-2023 WSDOT Vanpool Investment Program (VIP) - \$216,000

Skagit Transit received funding through the VIP grant program for the replacement of seven (7) vans to support Vanpool services administered by Skagit Transit.

The grant funds will provide 65% of the project costs. Local match of 35% is required.

RECOMMENDATION:

Staff recommends the Board approve the grant projects and budgets, and authorize the Executive Director to sign the grant agreements.

BUDGET IMPACT:

Green Transportation Program

Total Project: \$160,000

Grant Funds: \$128,000

Local Funds: \$32,000

Vanpool Investment Program

Total Project: \$314,000.61

Grant Funds: \$216,000.00

Local Funds: \$98,000.61

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Greg Latham, Maintenance Manager
SUBJECT: Purchase 7 Vanpool Replacements

INFORMATION:

On December 15th 2021, the Board approved the 2022 budget which included Capitol Funds for Vehicle Replacement.

On December 16th 2021, Skagit Transit was awarded \$216,000 dollars in Grant Funds from the WSDOT Vanpool Investment Program award, PTD-0520. This grant has a grant match ratio of 65/35.

Skagit Transit proposes to purchase seven, 7 passenger Chrysler Pacifica vans using the Washington State Department of Enterprise Services contract #05916 for Motor Vehicles to purchase from Northside Dwayne Lane in Everett, WA.

RECOMMENDATION:

Approve the purchase of seven (7) replacement, 7 passenger Chrysler Pacifica Vans through **Washington State Department of Enterprise Services** Contract # 05916 for Motor Vehicles.

BUDGET IMPACT:

Cost for Seven (7) Replacement 7 Passenger Vans

Total Price	\$314,000.61
Grant funds	\$216,000.00
Local Funds	\$98,000.61

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Joe Macdonald, Manager of Safety and Training
SUBJECT: Public Transportation Agency Safety Plan first review

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 31st, 2020.

The initial version of this document was approved by the Skagit Transit Board of Directors on August 19, 2020.

The next update of the PTASP plan was approved by the Skagit Transit Board of Directors on August 18th, 2021.

Bipartisan Infrastructure Law changes to 49 U.S.C § 5329(d): On February 17, 2022, FTA published a "Dear Colleague Letter" outlining new requirements for agencies covered by 49 U.S.C 5329 (d). Skagit Transit is considered a "Small" Transit Agency, meaning that it does not serve an urbanized area with a population of 200,000 or more. For agencies of this size, the new requirements entail that the PTASP must be:

1. **Developed in coordination with representatives of frontline employees.** The PTASP document was submitted to the Skagit Transit Safety Committee in April, 2022 for review and suggestions. This Committee is comprised of representatives of Operations, Maintenance, Facilities, Administration, Security, Safety/Training, and four Coach Operators, as well as the Managers of Operations, Maintenance, and Human Resources serving in an advisory capacity. Suggestions from the Committee were incorporated into the revised PTASP document.
2. **Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases.** Skagit Transit's Infectious Disease Response Plan, signed by the Executive Director and Chief Safety Officer, is included as attachment 5.a.

These changes must be in place and approved by Skagit Transit's Governing Board by December 31, 2022. 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 review the Skagit Transit Public Transportation Agency Safety Plan (PTASP), in anticipation of approval at the November, 16, 2022 Skagit Transit Board of Director's meeting.

BUDGET IMPACT:

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning and Outreach Supervisor
SUBJECT: Design and Engineering of New Bus Stops

INFORMATION:

Skagit Transit is looking to construct two new bus stops in locations that will require significant engineering support in order to be constructed in an ADA compliant manner. One bus stop will be in the area of the Swinomish Casino near Highway 20 to service the Route 513 and the other will be located along Marketplace Dr in Burlington and will connect the Burlington RV Park with the new Route 101 that is expected to start operating in 2023.

Staff has been in contact with the planning staff at both the City of Burlington and the Swinomish Tribe. Both locations will require the creation of construction documents produced by an engineer. Staff is requesting to use the new on-call engineering firm to accomplish this work. Transit staff is still in discussion with jurisdictional staff to finalize the proposed design, but engineering expertise is needed to make sure that any agreement is one that is feasible and can be accomplished at a reasonable expense. The funding for this project will expire on June 30th, 2023 as it is WSDOT Special Needs funding.

RECOMMENDATION:

Approve the completion of the design and engineering of two new bus stops. This project is already included in the 2022 budget.

BUDGET IMPACT:

Total Funds: \$160,000 (includes tax)

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning and Outreach Supervisor
SUBJECT: Zero Emissions Fleet Transition Plan

INFORMATION:

The transit industry is undergoing significant changes in the technologies that drive our industry. Due to both federal and state policies, Skagit Transit needs to create a transition plan for converting our fleet from fossil fuels to a configuration that meets the Zero Emission standards for our industry. Recent changes in federal legislation require transit agencies to submit a Fleet Transition Plan if that agency wants to apply for any funds to purchase vehicles or infrastructure related to zero emissions technology. As Skagit Transit is in the process of constructing a new Maintenance, Operations, and Administrative facility, it is important that this facility be constructed in a manner that can accommodate these future changes.

Staff would like to use our new on-call engineering firm to draft a Fleet Transition Plan for use by Skagit Transit. Skagit Transit has been awarded a grant to fund this project by WSDOT. This plan will cover the 6 areas specified in the federal regulations:

- Demonstrate a long-term fleet management plan with a strategy for how the applicant intends to use the current request for resources and future acquisitions.
- Address the availability of current and future resources to meet costs for the transition and implementation.
- Consider policy and legislation impacting relevant technologies.
- Include an evaluation of existing and future facilities and their relationship to the technology transition.
- Describe the partnership of the applicant with the utility or alternative fuel provider.
- Examine the impact of the transition on the current workforce by identifying skill gaps, training needs, and retraining needs of the existing workers of the applicant to operate and maintain zero-emission vehicles and related infrastructure and avoid displacement of the existing workforce.

Given the impact that the transition plan will have on the agency's future budget and operations, staff feels that incorporating the expertise of our on-call engineering firm is

essential to produce a successful outcome. Staff is in regular contact with other transit agency staff as part of a working group that is sharing knowledge about their zero emissions experiences. The lessons learned from other agencies will be incorporated into our fleet transition plan.

RECOMMENDATION:

Approve the creation of a Zero Emissions Fleet Transition Plan by our on-call engineering consultant. This project is already included in the 2022 budget.

BUDGET IMPACT:

Total Funds: \$160,000 (includes tax)

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Brad Windler, Planning & Outreach Supervisor

SUBJECT: Approval of New CAC Members

INFORMATION:

The Skagit Transit Community Advisory Committee (CAC) has received a new application for membership. The CAC has met with the candidates and is recommending the following citizens be approved to be CAC members:

- John Norman

At its October meeting, the CAC moved to recommend approval of this application for new members.

RECOMMENDATION:

Staff recommends approving the new member.

BUDGET IMPACT:

None.

CAC REPORT

October 10, 2022

Note that a new member has been unanimously voted into the CAC. John Norman first attended the CAC in July, filling out and submitting an application. He is retired, and comes to us with six years driver experience with Sound Transit, and has held various managerial positions in other employment. He is a regular Skagit Transit rider, and is involved with senior centers in the area. We see him as a valuable asset to the committee, and ask the board's endorsement.

We had one public comment, asking for later transit service, especially for those needing to connect to Skagit Transit from outside the county later in the day.

The trip to Concrete was discussed with very positive feedback from all, and it is hoped another such evaluative trip will occur in future.

Other topics discussed under staff report were continuing reduced schedule due to driver shortage, CAC recruitment press release awaiting approval, and funding request for 11 more shelter semi-seats.

Plans for CAC member involvement in marketing were discussed, and met with favorable reception. Further details to come.

CAC officer elections are to be held next month.

Next meeting, November 8, see Zoom info below.

Respectfully Submitted,

Judy Jones
CAC Chair

Join Zoom meeting.

Nov 8, 2022 04:30 PM

Dec 13, 2022 04:30 PM

<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

Dial by your location

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