

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

Wednesday November 18, 2020

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

Members Present

Soren Jensen, Labor Representative (non-voting member)

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Rick DeGloria, City of Burlington, Councilmember
Dave Thomas, Skagit County Assessor
Jackie Brunson, Skagit County Treasurer
Chris Jones, Community Advisory Committee Chair (non-voting member)

Members Absent:

Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Ron Wesen, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor
Mark Hulst, City of Mount Vernon, Councilmember

Staff Present

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

Staff Present via Teleconference:

Greg Latham, Manager of Maintenance
Jo-Ann Wynne, Contracts & Procurement Coordinator
Justin Self, IT Technician

Members of Public via Teleconference:

Joe Kunzler
Pam Carlson, SCOG

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler stated he had concerns regarding access to information on the workshop meeting. Mr. Kunzler also asked if Skagit Transit staff had a plan or additional information on the timeline for the completion of the MOA-2 facility. Mr. Kunzler expressed his support of the project completion as a top priority.

2 Consent / Action Items:

- a) Approval of October Meeting Minutes
- b) Approval of Composition Review Meeting Minutes
- c) Approval of Claims and Payroll

October Payroll Direct Deposit and Checks #16502 – 16512	\$841,307
October Direct Federal withholding transfer	\$152,234
October Claims Checks and ACH #39782 – 39915	\$228,542

Ms. Gere 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 October

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,212,647 in sales tax in the month of October and received \$1,054,972 in federal grants. The reserve account balance is \$9,422,778.

Mr. DeGloria moved to approve the October Monthly Budget Update. Ms. Janicki seconded the motion. The motion passed unanimously.

b) Award Card Lock Fueling Contract #20-004-F

Mr. Latham read the report as presented in the agenda packet. With the expiration of the current Card Lock Fueling Contract, staff published solicitation for rebid and received two responsive bids. Bids were evaluated on the lowest margin bid price offered. While fuel prices fluctuate, the margin remains firm-fixed for the life of the contract and is added to a specified benchmark in order to determine fuel contract prices. Mr. Latham stated staff recommends the Board award the Card Lock Fueling Contract #20-004-F to Associated Petroleum Products, Inc. with the approved budget impact of \$212,500 for regular unleaded gasoline.

Mr. Sexton moved to approve the Card Lock Fueling Contract #20-004-F. Ms. Gere seconded the motion. The motion passed unanimously.

c) Approval to Move Forward with Phase I Construction on MOA-2

Mr. O'Brien informed that Board that phase I would include demolition of the interior and exterior building elements including walls, doors, windows, HVAC system, select electrical and the exterior siding. It will also include electrical, plumbing, a brace frame, heating, and lighting. Lastly it will also include a new exterior envelope including insulation, new windows, doors, metal siding, vestibules, main public entry, additional interior roof insulation, a fire sprinkler room and ceiling insulation.

Mr. O'Brien stated that Skagit Transit has been advised by the Washington State Transit Association lobbyist that there may be earmarks available to shovel-ready projects. Staff feels it would be good to have work started and ready to move forward should funds become available.

Mr. O'Brien addressed Mr. Kunzler's concerns and stated the plans for the MOA-2 project hinge on receiving funding. Skagit Transit has the \$3.8 million necessary to complete phase 1 construction. Phases 2 and 3 are \$10 million each. Staff received feedback from WSDOT regarding why previous requests for grant funds were denied which will help staff be more prepared for another application in November.

Mr. O'Brien stated staff is requesting approval from the Board to go out for bid on phase 1 in January with construction beginning in April. Ms. Boudreau clarified that this approval is to go out for the bid process and the Board would have another opportunity to discuss this project prior to awarding a bid.

Ms. Janicki moved to approve Moving Forward with Phase I Construction on MOA-2. Ms. Gere seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Mr. Jones read the following report. The October 2020 minutes were approved as presented.

It was determined that effective January 2021 CAC meetings will begin at 4:30pm and end by 5:30pm.

Cheryl stated that the food drive effort at Fred Meyer in Burlington had very positive results and this activity was appreciated and acknowledged by the committee.

Brad indicated that the "My Ride-share" information will be on digital displays at Chuckanut Park and Ride, at the bus island at Skagit Transit's main station and at Customer Service located in the lobby soon.

There will be other kiosks available at other locations such as March's Point in the future as arrangements proceed.

He also indicated that reciprocity in bus passes between Skagit Transit and Whatcom Transit should be available effective February 2021.

Committee elections for Chair and Vice Chair will be held via phone, text message or email with members needing to cast votes by December 8.

During the December 2020 meeting, the CAC Bylaws will be changed to reflect a decision to choose a Special Projects Coordinator for a specific requested need instead of having a static position.

Judy Jones suggested access to kiosk information should also include audible information.

There should be a fillable application for prospective CAC members to complete on the web site.

A member suggested that there be more walker-friendly opportunities to board buses prior to egress at the Skagit Transit main station.

The committee will contact a representative of the Washington State Ferries for a speaker to discuss transit and ferry fares and reciprocity in the future.

5 Executive Directors Report

Mr. O'Brien stated transit agencies received a mandate from the Governor's Office that requires Skagit Transit to have a Pandemic Compliance Coordinator to ensure employees and passengers are wearing masks, following all social-distancing guidelines and completes sanitizing throughout the day at all facilities and on the buses. Mr. O'Brien stated the expenses would come out of the CARES act funds. Staff is required to show compliance to the WSDOT. Mr. O'Brien stated Mr. Schaner has agreed to take this position and clarified this is a temporary position.

Mr. Sexton inquired if there was a plan in the instance passengers refuse to wear a mask. Mr. O'Brien stated staff has PPE's available to give to passengers and has the right to refuse service to individuals who refuse to follow protocols. Mr. O'Brien clarified staff will not leave passengers stranded, but will enforce the rules. Mr. O'Brien added that hand sanitizer dispensers are being installed on all buses as well. Mr. O'Brien stated the Governor's office is discussing reducing the six foot distance rule down to three feet while on the bus as long as masks are being worn. Mr. Jensen stated drivers have not reported issues with passengers wearing a mask when asked.

Mr. Sexton shared his concerns about reducing the distancing limit to three feet on the bus. Mr. O'Brien stated there have been concerns and complaints from transit agencies regarding only having 12 people on a 40 foot bus and needing an additional bus and driver to accommodate any additional passengers. Mr. O'Brien added this has not been issued yet, it is only being discussed at this point. Ms. Boudreau inquired if Skagit Transit would be required to allow the three foot rule, or if staff could still enforce six feet of distancing. Mr. O'Brien stated Skagit Transit will maintain the six foot distance to the best of our ability. Mr. O'Brien clarified that members of the same family or household count as one person.

Ms. Boudreau expressed relief that the report is limited issues from passengers refusing to wear PPEs. Mr. Jensen added in the few instances that drivers have had an issue, Supervisors have arrived on scene to diffuse the situation. Ms. Boudreau stated she did not want to task staff with having to ban passengers from the bus and expressed support for not stranding passengers. Mr. O'Brien stated this is especially true on the commuter routes on the last run of the day. If passengers on the local routes refuse, they may be asked to walk or find another ride. Ms. Boudreau stated she supports enforcement.

6 Unfinished Business – 2021 Draft Budget

Mr. Flores presented the 2021 draft budget and the PowerPoint presentation from the prior week's workshop meeting as it was prepared with the agenda packet and noted the 2021 Budget will be presented for approval in the December Board meeting. Mr. Flores stated he added text boxes to include further explanation on the information presented during the workshop to make it more self-reporting. Mr. Flores added that updates were added to include end of the month figures.

Mr. O'Brien added in the budget there is a line-item for \$1 million for the purchase of the additional property which is not going to take place. Staff is including that line-item to cover change orders or over-runs that may come up as the estimates are over a year old.

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

Mayor Boudreau adjourned the meeting at 1:30 p.m.

Commissioner Ken Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit Board