

Skagit Transit Board of Directors Agenda

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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 February Meeting Minutes Page 2 - 5
- b) Approval of Claims and Payroll
February Payroll Direct Deposit and Checks #17061 - 17067\$1,113,898
February Direct Federal withholding transfer \$237,656
February Claims Checks and ACH #43914 - #44092.....\$1,346,193

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report for February..... Page 6-7
- b) Commitment of Local Match to Federal Transit Administration FY23 Buses and Bus Facilities Grant Program..... Page 8
- c) Approve Fleet-Wide Coach WiFi Gateway Upgrade Hardware Purchase Page 9
- d) Approval of New CAC Members.....Page 10

7. COMMUNITY ADVISORY COMMITTEE REPORT

- a) February CAC Meeting Minutes Page 11
- b) March CAC Meeting Minutes Page 12

8. INFORMATION ITEMS

- a) Third party Engineering Review Findings - verbal
- b) KBA Contract Amendment/Extension - verbal
- c) February Ridership Report

9. ADJOURNMENT

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

Wednesday, February 15, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Chair Mayor Boudreau called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Jackie Brunson, Skagit County Treasurer

Members Absent:

Ron Wesen, Skagit County Commissioner
Steve Sexton, City of Burlington, Mayor
Bill Aslett, City of Burlington, Councilmember
Mark Hulst, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Jennifer Davidson, Director of Human Resources
Greg Latham, Director of Vehicle Maintenance
Mark Kennedy, Director of Operations
Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, Information Technologies
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Chris Chidley, Director of IT
Aggie Juarez, Director of Facilities
Abby Bissell, Human Resources Generalist
Les O'Neill, Operations Supervisor
Melinda Hunter, Operations Supervisor
Jo-Ann Wynne, Contacts and Procurement Coordinator
Mika-Ela Bergman, Maintenance Support Technician
Laura Klein, Human Resources

Members of Public Present

Members of the Public Present via Teleconference:

Brandon Stone

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of January Minutes
- b) Approval of January Special Meeting Minutes
- c) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #17054 - 17060\$1,326,954
 - January Direct Federal withholding transfer \$237,527
 - January Claims Checks and ACH #43763 - 43913..... \$896,445

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for January

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,313,183 in sales tax and \$432,241 in grant revenue in the month of January. Mr. Stamey explain expenses included \$31,836 in capital expenditures, \$458,163 for the annual WSTIP insurance payment and annual dues and subscriptions of \$15,611. The reserve account balance is \$21,280,722.

Mr. Browning noted the significant increases in the reserve account balance over the last three years and inquired if that was in anticipation for the building project. Mr. Stamey stated the reserves will be used for the capital building project as well as to offset local match for grant funding.

Ms. Johnson moved to approve the January Monthly Budget Update. Mr. Browning seconded the motion. The motion passed unanimously.

b) Approval of New Community Advisory Committee Member

Mr. O'Brien stated the individual was not in attendance at the CAC meeting on 2/14 and this report will be tabled until a future meeting.

c) Approve Purchase of Five Paratransit Coach Replacements

Mr. Latham read the report as presented in the agenda packet. Staff is requesting Board approval to purchase the five replacement Paratransit coaches through Washington Stated DES Contract #06719 for Transit Buses. The total price for the five coaches is \$1,013,748 with \$750,000 coming from grant funds, and \$263,748 coming from local funds.

Mr. Browning inquired if propane vehicles were less expensive to operate than gas or diesel and how long it will be until Skagit Transit is able to incorporate electric vehicles. Mr. Latham explained that staff is in the process of completing a feasibility study for alternative fuels. Mr. Latham added that it costs \$0.14 per mile to operate the propane coaches vs. \$0.50 per mile to operate a diesel coach.

Ms. Janicki inquired about the older Paratransit coaches that are being replaced. Mr. Latham explained the old coaches that have met their useful life benchmark will be sent to public auction, after the new coaches arrive and not before receiving Board approval. Ms. Janicki clarified that vehicles go to auction as needed and not on a calendar schedule.

Mr. Browning moved to approve the purchase of five Paratransit coach replacements. Mr. Miller seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

The Community Advisor Committee met the night prior and the minutes were not available at the time the agenda packet was sent out. The January CAC meeting minutes will be included in the March Board packet.

6 Information Items

Mr. O'Brien asked Mr. Kennedy to update the Board on information regarding electric capabilities at MOA-2. Mr. Kennedy explained that he met with Puget Sound Energy (PSE) recently and was informed it will be several years before Skagit Transit will be able to accommodate electric buses. The sub-station that MOA-2 pulls power from is not capable of supplying the power needs at this point. Mr. Kennedy added that staff is also conducting a feasibility study on hydrogen fueled buses as well. Mr. O'Brien added that the new Amazon facility is asking for 800 electric vehicle charging stations and PACCAR is asking to double their power input.

Mr. O'Brien stated the constructability review of the MOA-2 project is underway. It is to be completed within four weeks by OAC which is a subcontractor for KBA Construction, with a cost not to exceed \$15,000.

Mr. Windler read the report on Microtransit planning grants as presented in the agenda packet. Staff will be applying for a grant to hire consultants to create a business model for how Skagit Transit could offer Microtransit services in Skagit County. The objectives of the grant are to develop general operating parameters of this service, evaluate various vehicle models, develop budgets for operating and capital needs of this service and to make policy/operating recommendations based on industry best practices for areas such as fare structure and collection, community partnerships, and dispatch center capabilities. Mr. Windler explained applications for this grant are due March 10th, 2023 and funding is awarded later this year. This is a competitive grant process with a minimum 10% local match for a grant. Grants that have a higher than required local match will score favorably and we would recommend a 20% local match. Staff is still working on an exact budget but expect the overall range to be between \$120,000 and \$200,000. If we submit an application with a 20% match, then the local contribution would be between \$24,000 and \$40,000 based on that expected range. Any local match needed would be requested as part of a budget amendment that would be brought to the board of directors at a future meeting.

Mr. Windler noted that since this report was created and sent to the Board, staff has met with consultants and determined that Skagit Transit would be on the low end of the range for the expense, possibly less than indicated.

Ms. Janicki noted all the candidates for the new CEO position discussed Microtransit and shared that she felt this would be a great opportunity for Skagit Transit.

Mr. Browning stated the County is working to identify food deserts or areas where individuals live too far away from resources and don't have access to healthy food. This may be a great opportunity for partnership to help identify needs in the county for individuals with limited transportation.

Ms. Boudreau requested staff discuss this grant opportunity with the new CEO prior to submitting on March 10th.

Mr. O'Brien noted Fixed Route Ridership is up 20.65% and in December of 2023 the Paratransit service carried 5,386 passengers as compared to 3,696 passengers in December of 2022 which is an increase of 45.73%. Mr. O'Brien added that there were 891 Paratransit trips on the Fixed Route service which is a tremendous savings to the agency.

The January Ridership Report was included in the meeting materials distributed to Board members.

Ms. Davidson stated everything is on track for Crystle to start as the new CEO on March 1st and added that there will be a retirement celebration in Dale's honor on March 28th from 1:00-3:00 at Skagit Station.

Mayor Boudreau adjourned the meeting at 11:23 a.m.

Attest:

Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Stamey, Chief Financial Officer
SUBJECT: Budget Update for February 2023

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

Revenues:

Sales Tax:

	2023	2022	2021
February	1,470,642	1,414,865	1,291,522

Grant Revenue:

Federal Operating \$ 85,133
State Operating \$130,971
Local Operating \$ 500

Fare Revenue:

	2023	2022	2021	2020
February	41,160	52,706	44,509	74,437
Budget	684,500	592,964	545,000	1,084,850

Expenses:

◆ Capital

- MOA 2 Professional Services and Leased Equipment - \$38,493
- HB Hansen PA 11 \$342,742
- HB Hansen PA 12 \$428,733

Ending Cash:

February 2023	February 2022	February 2021
4,835,331	5,560,907	5,001,194

Reserves:

	February 2023	February 2022	February 2021
Operating	5,123,578	5,021,130	5,016,710
Facilities	10,400,000	6,400,000	400,000
Capital Replacement	4,301,211	4,013,154	4,007,720
Non-Designated	1,535,124	1,504,857	1,503,422
TOTAL	21,359,914	16,939,509	10,927,852

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: \$3,648,248

Project % of completion: 40%

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Stamey, Chief Financial Officer

SUBJECT: Commitment of Local Match to Federal Transit Administration FY23 Buses and Bus Facilities Grant Program

INFORMATION:

Skagit Transit is preparing an application to FTA's 2023 Buses and Bus Facilities Grant program. The application requests funding assistance to complete Phase 3 construction of the Maintenance Operations and Administration (MOA) facility project located at 11784 Bay Ridge Drive, Burlington. Phase 3 is the final phase of the facility project to replace the current MOA, which lacks capacity and is located within the Skagit River flood plain.

As part of the FTA Buses and Bus Facilities Grant Program process, a local match is required. The granting agency is requesting an Agency Letter of Commitment for the local match to be included as an attachment to the application.

The scope of Phase 3 construction includes renovation of the maintenance shop, site improvements and full development of the vacant parcel to the north of the facility. Phase 3 budget estimated is \$16,000,000.

The project budget includes \$5,000,000 in FTA requested funds, \$5,000,000 in Washington State Move Ahead Washington funds and \$6,000,000 in local transit sales tax revenue as match to the federal funds.

RECOMMENDATION:

Staff recommends the Board to approve the local match share and commit to the FTA the local match.

BUDGET IMPACT:

The obligation of funds will take place in budget year 2025.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Chidley, Director of Information Technology
SUBJECT: Approve Fleet-Wide Coach WiFi Gateway Upgrade Hardware Purchase

INFORMATION:

Upgrading fleetwide mobile gateways to 5G is an essential step in keeping up to date with cell phone protocols while at the same time providing new Guest WiFi services to our passengers.

This project will replace units currently in service that are unable to adequately support both Guest WiFi and performance of agency specific data needs.

In September 2022 the board approved the process of attaining quotes and bringing them to the Board for final purchase approval. At that time, we estimated 72 units needed and have since reduced this to 65 units. This will cover our fleet and provide us with some spares.

Grant funds are available to pay for all the hardware costs and the vendor has confirmed the arrival of the equipment will fall within the availability of grant funds.

RECOMMENDATION:

Staff recommends the Board approve the Fleet-Wide Coach WiFi Gateway Upgrade Hardware Purchase from Green Ramp Group LLC.

BUDGET IMPACT:

The quote from Green Ramp Group LLC was the lowest at \$229,500 including tax and all hardware needed for Skagit Transit staff to install and configure. The budget impact is \$0 as grant funds are planned to be used for this purchase.

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:

- BJ Carol

At its March 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

February 14, 2023

Jennifer Davidson and Abby Bissell of Skagit Transit's Human Resources Department presented before the advisory committee, highlighting their many accomplishments of 2022, plans for 2023, and start date of Skagit Transit's new CEO, Crystle Stidham in March.

A review of the CAC information table events, staffed by CAC volunteers, at Skagit Station met with favorable feedback, and more are planned for the future.

The staff report was then given, with discussion on the upcoming Stuff the Bus event on February 25, the new Paratransit online booking system, and list of anticipated 2023 service changes.

The committee is being asked for recommendations on increased fixed-route frequency. It was noted that Paratransit scheduling should mirror fixed-route service as closely as possible.

The Region Awareness Committee reports excellent connections now, coming into Mt. Vernon from King County, in conjunction with light rail and corresponding transit services.

Next meeting, March 14, 4:30 PM at Skagit Station, or via Zoom, see below.

Respectfully Submitted,
Judy Jones
CAC Chair

Join Zoom Meeting
<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

Dial by your location
+1 253 215 8782 US (Tacoma)

CAC REPORT

March 14, 2023

We have a new CAC applicant for membership, for whom we are recommending board approval: BJ Carol, from La Conner. She has had management experience and involvement with transit in King County and worked there at about the same time as one of our other current members. She comes highly recommended and is quite active in the La Conner community.

Our guest speaker was Jo Pemmant of Skagit Transit, who gave an excellent overview of the new online portal for scheduling paratransit rides.

Further discussion continued on the prioritization of route frequency increase. Brad will be taking recommendations to the strategic planning committee for consideration.

Brad also reports strong ridership increase and is even seeing this for the first half of March.

There are also schedule and route changes in Island Transit that could affect riders from Skagit County, so make sure to double-check schedules before traveling in that area.

Cheryl reported on the Community Connect event for vulnerable populations in Anacortes March 1st.

It was stated during the Round Table segment that the CAC recruitment efforts need to have more Skagit Transit “muscle” behind it, in the form of a stronger social media presence, marketing, in the form of regular press releases, and visibility at marketing events, along with agency-wide recognition as an official support entity.

Next Meeting: April 11, 4:30 PM, Skagit Station.

Join Zoom Meeting

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

Meeting ID: 829 9877 8630

Dial by your location: +1 253 215 8782 US (Tacoma)

Respectfully Submitted,

Judy Jones

CAC Chair