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**Skagit Transit
Board of Directors
Agenda**

Regular Meeting
April 21, 2021
1:00 p.m.

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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 March Meeting Minutes Page 2-4
- b) Approval of Claims and Payroll
March Payroll Direct Deposit and Checks #16560 – 16570..... \$735,457
March Direct Federal withholding transfer \$145,260
March Claims Checks and ACH #40330 - #40497 \$426,991

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for March..... Page 5
- b) Award of Corona Response and Relief Support Appropriations Act Funds Page 6
- c) Award of FTA Section 5339 Funds..... Page 7-8

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. EXECUTIVE DIRECTORS REPORT

9. ADJOURNMENT

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

Wednesday March 17, 2021

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

Members Present

Members Present via Teleconference

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Mark Hulst, City of Mount Vernon, Councilmember
Dave Thomas, Skagit County Assessor
Sandy Perkins, Skagit County Auditor
Judy Jones, Community Advisory Committee Chair (non-voting member)
Jose Reeves, Labor Representative (non-voting member)

Members Absent:

Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Chris Loving, City of Burlington, Councilmember

Staff Present

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

Staff Present via Teleconference:

Mark Kennedy, Operations Manager
Chris Chidley, IT Manager
Brad Windler, Planning & Outreach Supervisor
Cheryl Willis, Marketing & Public Affairs Specialist

Members of Public via Teleconference:

Pam Carlson, SCOG
Joe Kunzler

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler expressed his reluctant support for the reduction of route 750. Mr. Kunzler thanked staff for the quality work on the MyRide app and complimented the photography displayed on the website. Lastly, Mr. Kunzler thanked Commissioner Wesen for attending the March 9th CAC meeting.

2 Consent / Action Items:

- a) Approval of February Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|---|-----------|
| February Payroll Direct Deposit and Checks #16548 – 16558 | \$758,202 |
| February Direct Federal withholding transfer..... | \$152,662 |
| February Claims Checks and ACH #40207 – 40329..... | \$626,424 |

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for February

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,291,522 in sales tax in the month of February. Skagit Transit also received \$94,822 in State

Operating Grants and \$865,645 in Federal Operating Grants. Capital expenditures included the Sedro Woolley Park & Ride restroom design costs and Chuckanut Park & Ride HVAC upgrades. The reserve account balance is \$10,927,852.

Ms. Gere moved to approve the February Monthly Budget Update. Mr. Sexton seconded the motion. The motion passed unanimously.

b) Resolution 2021-02 Chuckanut Camera Upgrade & System Improvements

Mr. Chidley read the report as present in the agenda packet. Mr. Chidley noted that the cameras that were installed in 2011 are no longer working and staff is requesting to replace the equipment on 19 poles to include larger equipment boxes. The average cost for each pole is approximately \$4,800 with a total budget impact of \$95,000.

Ms. Boudreau stated this is good piece of infrastructure and asked if staff had plans to perform rolling replacements. Mr. Chidley stated staff has had plans for rolling replacements, however due to uncertainties of the effects of COVID, staff had put this on hold. Mr. Chidley explained that the effects of winter conditions increased the need to make improvements.

Mr. Hulst moved to approve Resolution 2021-02 Chuckanut Camera Upgrade and System Improvements. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Reduction of Service for Route 750

Mr. Windler read the report as presented in the agenda packet. Mr. Windler explained that ridership of the route has been drastically low, regardless of several route improvements made by staff. This service was eliminated during COVID reductions and staff has not received a single request or question regarding Route 750 to Marblemount. Mr. Windler stated staff recommends eliminating this service.

Ms. Boudreau stated the Board does not take lightly to eliminating or reducing services. Ms. Janicki stated this route services her district and spoke to the difficulties of getting from place to place up river, however the incredibly low ridership numbers show that there needs to be a more efficient way of people to get to town to take care of their needs.

Mr. Sexton inquired about the cost of the route expansion and what the cost difference would be if the route was restored to previous service levels versus eliminating the service completely. Mr. Windler stated in 2019 the cost per trip was \$131 however he was unsure of the annual budget cost. Mr. Flores stated he could calculate that annual cost and send it to the Board after the meeting. Mr. Sexton stated the lack of demand for the route justifies the reduction. Mr. O'Brien stated on average there was one rider utilizing the route.

Mr. Sexton moved to approve the Reduction of Service for Route 750. Ms. Johnson seconded the motion. The motions passed unanimously.

4 Demonstration of Real Time Info – MyRide & UMO Apps

Mr. Windler demonstrated the system that allows riders to access real time information letting them know how soon they can expect the bus at any given location. Mr. Windler stated this information is available via smart phone as well as a kiosk on the bus pad and the TV in the Skagit Station breakroom. Mr. Windler explained that the kiosks are equipped with features that allows passengers that are visually impaired to access the information.

Ms. Johnson commended the article in the Skagit Valley Herald featuring Skagit Transit offering real time updates and stated she is glad the information is being disseminated. Ms. Boudreau commended staff for getting this feature implemented.

5 Executive Directors Report

Mr. O'Brien stated during the bid process for phase 2 of the MOA-2 construction, there were some errors in the documentation that created a protest from one of the contractors. Mr. O'Brien stated staff has spoken with the consultant and attorney and made the decision to re-bid the contract in an effort to ensure a fair process to all the contractors bidding. Mr. O'Brien stated staff plans to go out for re-bid the second week of April and will bring the results to the board at the May meeting. Mr. O'Brien stated this is a very minimal impact to the project timeline, and in the meantime, Skagit Transit is still receiving approximately \$14,000 per month in rent from Legends for use of the MOA-2 facility.

Ms. Boudreau expressed her support for staff's decision to re-bid the project to ensure fairness and provide transparency of use with public funds.

Mr. O'Brien explained that staff is discussing returning service levels mid-year and this will require board approval so staff will keep the board apprised. Mr. Sexton inquired if Skagit Transit is expecting to receive any additional Federal funding. Mr. O'Brien confirmed that staff is expecting to receive more Federal grant funding. Staff is planning to use local funds to pay for phase 2 of the construction on MOA-2 largely in part to the money saved from the reduction in service and money already received. Mr. O'Brien stated completing phase 2 will increase the chances of obtaining grant funds for phase 3 to finish the new facility.

Ms. Janicki requested the discussion of the board beginning to meet for in-person meetings again as well as discussing adjusting the meeting time at next month's meeting.

6 Community Advisory Committee Report

Ms. Jones presented the report included with the agenda packet. Items of note included updates of the MyRide real-time and Umo app, changes to the service in the Lyman/Hamilton/Concrete area, an interline connection to the 90X, the success of the Stuff the Bus Food Drive and future speakers.

Ms. Jones noted the next meeting is April 13th and thanked Commissioner Wesen for attending the March 9th meeting.

Mayor Boudreau adjourned the meeting at 1:28 p.m.

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Arden Flores, Manager of Finance and Administration
SUBJECT: Budget Update for March 2021

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

Revenues:

Skagit Transit received \$1,028,007 in sales tax revenues for the month of March 2021. This is 11.6% higher than the \$920,956 collected in March of 2020. Total Sales Taxes collected so far for 2021 are \$3,402,973 which is 7.04% higher than Sales Taxes collected during the first three months of 2020.

We also received \$14,376 in State Grants, and \$60,776 In Federal Grants.

Expenses:

- ◆ Capital Expenditures
 - Email/Messaging System Software project upgrades - \$43,386
 - Chuckanut P&R HVAC/Generator upgrades - \$11,487
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	Mar 2021	Mar 2020
Operating	\$ 5,017,203	\$ 1,907,184
Facilities	400,000	400,000
Capital Replacement	4,008,153	4,411
Non-Designated	<u>1,503,570</u>	<u>3,802</u>
Total Reserves:	\$ 10,928,925	\$ 1,915,397

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Award of Coronavirus Response and Relief Support Appropriations Act of 2021 Funds and American Rescue Plan Act of 2021 Funds - Federal Transit Administration Section 5307 Funding Program

INFORMATION:

Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the project and funding of grant awards.

The following information is presented for Board review and approval of FTA Federal Section 5307 grant funds awarded to Skagit Transit.

On December 27, 2020 President Trump signed Coronavirus Response and Relief Support Appropriations Act 2021 (CRRSAA) into law. FTA has allocated \$14 billion to recipients of urbanized area and rural area formula funds. Skagit Transit is the recipient of \$3,785,187 in FTA Section 5307 funding apportioned to the Mount Vernon UZA.

On March 11, 2021 President Biden signed the American Rescue Plan Act of 2021 into law. FTA has allocated \$26.6 billion to recipients of urbanized area and rural area formula funds. Skagit Transit is the recipient of \$7,347,458 FTA Section 5307 funding apportioned to Skagit Transit.

The funding is provided at a 100-percent federal share, with no local match required, and is available to support payroll and other operating expenses generally eligible under FTA Section 5307 program to prevent, prepare for, and respond to COVID-19.

Skagit Transit will apply the funds to operating expenditures in accordance with program requirements - Operating expenses incurred beginning on January 20, 2020 for all rural and urban recipients, are eligible, including operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during an emergency.

RECOMMENDATION:

Staff recommends the Board authorize the Executive Director to execute the grant agreement.

BUDGET IMPACT:

None

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: 2020 FTA Section 5339 Bus and Bus Facilities Grant Award

INFORMATION:

Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the project and funding of the grant award. The following is presented for Board approval of the programming and award of 2020 U.S. Department of Transportation funding.

1. Federal Fiscal Year 2020 Federal Transit Administration (FTA) Section 5339 Bus and Bus Facilities funds passed through Washington State DOT to Skagit Transit - \$116,891

Skagit Transit will use the funds to assist in delivering the following future projects:

1. **\$40,000** for the purchase of reflective Braille embossed bus stop signs. Skagit Transit will install the signs at existing transit stops. The sign location on the pole will enable sight impaired individuals to recognize the site as a bus stop. The sign will be embossed with the route number(s) serving the stop. The reflective sign can be spun to draw the transit operator's attention to the waiting passenger at the stop.
2. **\$68,000** for the purchase of Passenger Portal Scheduling Software. The software will add on to the existing paratransit scheduling software. The purchase includes installation and training services. The software will provide paratransit clients 24/7 access to schedule their paratransit rides. The software also can be accessed for the client to view their scheduled rides for the verification of ride time and destination.

RECOMMENDATION:

Staff recommends the Board approve the grant projects and budgets, and authorize the programming of the funding and the Executive Director to execute the grant agreements.

BUDGET IMPACT:

The projects will be added to future annual budgets.

The funding source requires the local agency to provide 20% of the project funds. The project cost will be shared at an 80/20 ratio.

The total cost of each project is estimated as follows:

1. Braille Bus Stop Signs: \$40,000 federal - \$10,000 local; total project estimate: **\$50,000**

2. Passenger Portal Scheduling Software: \$68,000 federal -\$17,000 local; total project estimate: **\$85,000**

CAC REPORT

April 13, 2021

I. No extra guests, and no public comment.

II. Presenter: Anna Zivarts, Director of the Disability Mobility Initiative. The goal of this initiative is to procure sustainable funding for statewide mass transit, through public education and awareness and advocacy, to include story-mapping of personal ridership experiences and testimonies before the Washington state legislature. She encourages those agencies who are comfortable in doing so, to let the ridership know of the Disability Mobility Initiative without crossing the line into advocacy.

III. Skagit Transit News:

Staff are working on a couple of projects to improve ADA access at our bus stops for both those riders with mobility issues as well as the visually impaired who read braille.

Full bus service with normal hours could be restored as early as June. With a target month of September, there are likely to be some positive service changes in our future.

The bathroom project for the Sedro-Woolley park-and-ride is progressing in a timely manner. That will make several improvements in Sedro Woolley and the east county likely to happen sooner rather than later. The route 300 will be servicing the new library.

IV. A motion was made and passed for CAC to meet throughout the summer months.

V. Round-Table Discussion. Various topics were discussed, to include a revision of the CAC bylaws, a mention of the Sound Transit Realignment plan, Everett Transition plan, and an explanation of the problematic stop light at the north end of Skagit Station, due to railroad traffic.

VI. Adjournment.

Respectfully Submitted,

Judy Jones

CAC Chair