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**Skagit Transit  
Board Of Directors  
Agenda**

**Regular Meeting**  
May 20, 2020  
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 April Meeting Minutes ..... Page 3-5
- b) Approval of Claims and Payroll  
April Payroll Direct Deposit and Checks #16418 – 16433..... \$884,139  
April Direct Federal withholding transfer..... \$150,410  
April Claims Checks and ACH #38985- #39170..... \$292,229

**6. FULL DISCUSSION/ACTION ITEMS**

- a) Monthly Budget Update Reports for April ..... Page 6
- b) Fiscal Year 2020 CARES Act Supplemental Public Transportation Apportionment – Federal Transit Administration Section 5307 Funding Program ..... Page 7
- c) Federal Section 5307 and 5339 Grant Apportionments..... Page 8
- d) 2020 FTA 5307 FLEX Funds Grant Award ..... Page 9
- e) Approval to Enter into an Interlocal Agreement with the City of Everett ..... Page 10
- f) Approve Resolution 2020-01 Authorizing the Surplus of Equipment ..... Page 11-13

- 7. COMMUNITY ADVISORY COMMITTEE REPORT**
- 8. EXECUTIVE DIRECTORS REPORT**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**

**11. EXECUTIVE SESSION**

- a) Discuss AFSCME Local 176-T – Dispatch Labor Contract

**12. ADJOURNMENT**

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

Wednesday April 15, 2020

The Skagit Transit Board of Directors met in regular session via Teleconference in Burlington, WA. Chair Dahlstedt called the meeting to order at 1:00 p.m. followed by Roll Call, and Introductions.

<p><b><u>Members Present:</u></b> Kenneth Dahlstedt, Skagit County Commissioner (Chair) Soren Jensen, Labor Representative (non-voting member)</p> <p><b><u>Members Present via Teleconference:</u></b> Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair) Laurie Gere, City of Anacortes, Mayor Lisa Janicki, Skagit County Commissioner Ron Wesen, Skagit County Commissioner Julia Johnson, City of Sedro Woolley, Mayor Steve Sexton, City of Burlington, Mayor Mark Hulst, City of Mount Vernon, Councilmember</p> <p><b><u>Members Absent:</u></b> Rick DeGloria, City of Burlington, Councilmember</p>	<p><b><u>Staff Present:</u></b> Dale O'Brien, Executive Director Arden Flores, Manager of Finance &amp; Admin Justin Self, IT Technician Tiffany Guwin, Clerk to the Board</p> <p><b><u>Staff Present via Teleconference:</u></b> Chris Chidley, IT Manager</p> <p><b><u>Members of Public via Teleconference:</u></b> Joe Kunzler Pam Carlson, SCOG Dave Mohler, KBA Consulting</p> <p><b><u>Providing Legal Counsel:</u></b> None</p>
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**I Public Comment:**

Mr. Kunzler expressed the essential need for Skagit Transit services. He thinks it is essential for a ballot measure to keep the system properly funded. He thinks that Skagit Transit should do one day fare free in the fall to thank riders for only utilizing the service during this time if it was essential.

**II Consent / Action Items:**

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

March Payroll Direct Deposit and Checks #16405 – 16417.....	\$726,223
March Direct Federal withholding transfer.....	\$150,493
March Claims Checks and ACH #38822- #39020.....	\$5,104,007

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

**III Full Discussion/Action Items:**

- a) Monthly Budget Update reports for March  
Mr. Flores read the Budget Update as presented in the Agenda Packet. Items of note include Skagit Transit received \$920,956 in Sales Tax revenues for the month of March 2020. Nine buses were purchased totaling \$4,850,403. During the February 2020 Board meeting, the Board approved a \$4.3 million transfer from the reserves, which included a temporary \$3 million transfer to pay for these 9 buses. The grant requests for reimbursements have already been sent to the grantors and the \$3 million will be replenished upon receipt of the grant payments.

**Ms. Johnson moved to approve the March Monthly Budget Update. Ms. Gere seconded the motion. The motion passed unanimously.**

b) Award Security Guard Services Contract #20-001-F

Mr. O'Brien read the contract as presented in the Agenda packet. Three proposals were received and a three member evaluation committee scored the proposals. The top two highest scoring proposers were then interviewed. After requesting Best and Final Offers (BAFO) and revised proposals, the two proposers were scored. A unanimous decision was made to award the contract to Kaeka Group, Inc. The Annual Cost of this contract will be \$114,778, and the Total Cost will be \$573,892 for 5 years.

The Staff recommends that the Board approve the Award the Security Guard Services Contract #20-001-F to the highest scoring proposer Kaeka Group, Inc.

Ms. Janicki asked Mr. O'Brien what distinguished Kaeka Group, Inc from the other Proposers and what was the Committee able to achieve from the Best and Final Offer process? Mr. O'Brien stated that they had the best Staff and referrals. They are a large company that does high end security for the Federal Government and large companies. The Contract proposed is 708 hours lower than the current contract in place with Pacific Security to compensate for the recently hired Skagit Transit Security Supervisor. Kaeka Group, Inc included in their proposal much more training for their Guards and had the most professionalism of the other Proposers.

**Ms. Janicki moved to approve the Security Guard Services Contract #20-001-F to the highest scoring proposer Kaeka Group, Inc. Ms. Johnson seconded the motion. The motion passed unanimously.**

**IV Executive Session**

The Board entered into Executive Session at 1:20 for approximately 20 minutes to discuss the proposed AFSCME 2020–2022 Contract that was recently approved by the AFSCME Local 176. No decisions were made during the Executive Session.

**Mr. Dahlstedt asked if there was a motion. Mr. Hulst made a motion to pass the AFSCME contract as proposed. Ms. Johnson seconded the motion. The motion passed with 7 in Favor and 1 Opposed.**

**V Community Advisory Committee Report**

Mr. O'Brien reported that the Operations Manager, Mark Kennedy met with the CAC to give them an update on our current Service levels and how the Drivers are doing amidst the current situation.

**VI Executive Directors Report**

Mr. O'Brien stated that our weekday Route hours have been reduced by 592.8 hours per week and our weekend hours have been reduced by 56.3 hours. We've suspended 3 routes, but we still cover our entire service area, just not the same frequency.

**VII Information Items:**

None.

**VIII Unfinished Business:**

None.

**IX New Business:**

None.

**Commissioner Dahlstedt adjourned the meeting at 1:34 p.m.**

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Commissioner Ken Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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Tiffany Guwin,  
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 April 2020**

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

Revenues:

Skagit Transit received \$834,303 in sales tax revenue for the month of April 2020. This is 1.22% lower than the \$844,641 collected in April 2019. Total sales taxes collected so far for 2020 are \$4,013,456 which is .16% lower than the \$4,019,750 collected during the first four months of 2019. We also received \$262,347 in federal grant reimbursements this month.

Expenses:

- ◆ Capital Expenditures
  - Design services for SW Food Bank Pullout project - \$17,264
  - Touchpass readers for Paratransit - \$77,849
- ◆ Fuel - well within budget
- ◆ All other expenses were as expected

The Reserve Account balances are:

	<u>April 2020</u>	<u>April 2019</u>
Operating	\$ 1,908,965	\$ 2,182,011
Facilities	0	400,000
Capital Replacement	4,411	2,336,362
Non-Designated	<u>2,021</u>	<u>1,270,496</u>
Total Reserves:	\$ 1,915,397	\$ 6,188,869

**Note** – During the February 2020 meeting, the Board approved a \$4.3 million transfer from our reserves which included a temporary transfer of \$3 million to pay for the nine (9) Buses received in March 2020. The grant requests for reimbursements have already been sent to the grantors and the \$3 million will be replenished upon receipt of the grant payments. After replenishment, we expect the reserve accounts to be:

Operating	2,220,539
Facilities	400,000
Capital Replacement	1,696,325
Non-Designated	603,864
<b>Total</b>	<b>4,920,728</b>

**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:** Fiscal Year 2020 CARES Act Supplemental Public Transportation Apportionment – 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 Friday, March 27, President Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. FTA has allocated \$25 billion to recipients of urbanized area and rural area formula funds. Skagit Transit is the recipient of \$5,882,521 FTA Section 5307 funding apportioned to the Mount Vernon UZA and \$1,114,290 apportionment from the Seattle UZA.

The funding is provided at a 100-percent federal share, with no local match required, and is available to support capital, operating, and other 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:**

The funding will replace lost revenues to the agency due to the COVID-19 emergency.

# SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Dale O'Brien, Executive Director  
**SUBJECT:** Federal Section 5307 and 5339 Grant Apportionments

## **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 approval for the programming and award of FTA Federal Section 5307 and 5339 funding apportionments to Skagit Transit.

**1. Federal Fiscal Year 2020 Federal Transit Administration apportioned to Skagit Transit from Puget Sound Regional Council Section 5307 funds - \$307,397 and Section 5339 funds - \$43,227**

Skagit Transit will program the funds for Architect and Engineering Services for bid preparation services for Phase II construction of the Maintenance Operations and Administration Facility Project located at 11784 Bay Ridge Drive Burlington.

**2. Federal Fiscal Year 2017 Federal Transit Administration Section 5339 funds apportioned to Skagit Transit from Washington State DOT - \$89,872**

Skagit Transit will program the funds for the replacement of up to three vanpool vehicles. The project and funds will be added to Skagit Transit's 2021 or 2022 annual budget depending upon vehicle replacement rotation.

**3. Federal Fiscal Year 2020 Federal Transit Administration Section 5307 funds Annual apportionment to Skagit Transit in the amount of \$2,087,156**

The funds are programed for operations assistance for fixed route services. Federal funding shown is 50% of the project costs.

## **RECOMMENDATION:**

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

## **BUDGET IMPACT:**

1. FTA Section 5307 and 5339 Capital expenditures - 80/20 match requirement.  
The project funding will be included in the annual budget in the year of expected expenditure.
2. FTA Section 5339 - 80/20 match requirement.  
The project and funds will be added to Skagit Transit's 2021 or 2022 annual budget depending upon vehicle replacement rotation.
3. FTA Section 5307 Operating expenditures have a 50/50 match requirement. The project and funding are included in Skagit Transit's 2020 budget.



# SKAGIT TRANSIT

**TO: Skagit Transit Board of Directors**  
**FROM: Brad Windler, Planner**  
**SUBJECT: 2020 FTA 5307 FLEX Funds 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 Highway Administration (FHWA) Surface Transportation Program (STP) funds flexed to Federal Transit Administration (FTA) Section 5307 funds awarded to Skagit Transit from Skagit Council of Government - \$180,900**

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

1. **\$56,437** for the purchase of bus shelters and bus stop seating to be placed on highly utilized bus stops.
2. **\$19,463** for bus shelter solar lighting upgrades
3. **\$105,000** Digital signage project. The project consists of the purchase of a hardware and software system for dissemination of real-time bus location information to the public via our website, a smart phone application and digital signs at locations serving two or more transit routes.

## **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 13.5% of the project funds. The project cost will be shared at an 86.5/13.5 ratio.

The total cost of each project is estimated as follows:

1. Seating/Shelters \$56,437 federal; \$8,808 local; total project estimate **\$65,245**
2. Solar Upgrades \$19,463 federal; \$3,037 local; total project estimate **\$22,500**
3. Digital Signage: \$105,000 federal; \$16,387 local; total project estimate **\$121,387**

# SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Al Schaner, Maintenance and Facilities Manager  
**SUBJECT:** Board Approval to Enter into an Interlocal Agreement with the City of Everett

## **INFORMATION:**

Skagit Transit staff recommend moving forward with an Interlocal Agreement with the City of Everett in accordance with RCW chapter 39.34 and all other applicable laws. Currently we have a five-year contract in place with vendor Cummins, Inc. for Bus engines that is expiring. At this time, instead of Skagit Transit putting out an Invitation for Bid (IFB), Skagit Transit desires to piggyback on the City of Everett contract with the said vendor for the following reasons:

- Cost savings of approximately 20% because of the higher volume discounts, available to us under this contract;
- Community Transit and others are piggybacking on the City of Everett contract and are taking advantage of the additional cost savings;
- Skagit Transit procurement policy allows for piggybacking;
- The City of Everett procurement staff competitively bid the contract.

## **RECOMMENDATION:**

Skagit Transit staff recommends Board approve entering into an Interlocal Agreement with the City of Everett.

## **BUDGET IMPACT:**

\$241,000

# SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Al Schaner, Maintenance and Facilities Manager  
**SUBJECT:** Approve Resolution No. 2020-01 Authorizing the Surplus of Equipment

## **INFORMATION:**

Resolution No. 2020-01 identifies 11 vehicles that have met their useful life benchmark and are now surplus. In accordance with Skagit Transit's policy and procedures for disposition of surplus property, eleven (11) vehicles will be prepared for sale through an open or sealed bid auction.

Pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC (formerly Berglund and Jones Auctioneers, Inc.). Auction dates to be arranged at a later date.

## **RECOMMENDATION:**

Approve Resolution No. 2020-01 authorizing the Executive Director to dispose of surplus vehicles by process of auction and transfer of agency program support.

## **BUDGET IMPACT:**

Unknown at this time.

## RESOLUTION NO. 2020-01

### A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING THE SURPLUS OF EQUIPMENT

**WHEREAS**, RCW 43.19.1919 authorizes the sale, donation, or exchange of property that is no longer used; and

**WHEREAS**, Resolution No. 62 of the Skagit Transit System details the policy and procedures for disposition of surplus property; and

**WHEREAS**, Skagit Transit has identified the following vehicles to be excess equipment:

Vehicle #	Year	Make	Model	Vin #	Mileage
071	2007	Gillig	Phantom 40' Suburban	15GCD271071112855	494,130
072	2007	Gillig	Phantom 40' Suburban	15GCD271271112856	550,049
073	2007	Gillig	Phantom 40' Suburban	15GCD271271112857	564,792
074	2007	Gillig	Phantom 40' Suburban	15GCD271271112858	587,119
075	2007	Gillig	Phantom 40' Suburban	15GCD271271112859	552,859
092	2009	NABI	31LFW-01	1N93136689A140005	452,753
152	2015	Chev.	ARBOC	1GB6G5BL0E1199325	279,918
156	2014	Chev.	Startrans	1GB6G5BL7C1200578	203,607
157	2013	Chev.	Startrans	1GB6G5BL8C1200900	129,327
748	2012	Chev.	Startrans	1GB6B5BL6C1124772	132,140
749	2012	Chev.	Startrans	1GB6G5BL9C1125737	131,974
750	2012	Chev.	Startrans	1GB6G5BL8C1125633	145,122

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Skagit Transit Board of Directors hereby authorizes the surplus and disposal of the above referenced equipment in a manner consistent with Skagit Transit Resolution No. 62 (policy on surplus and disposal of Skagit Transit property).

**PASSED** in open public meeting this 20th day of May, 2020

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

**ATTEST TO FORM:**

\_\_\_\_\_  
Whitney Davis  
Clerk of Skagit Transit

By \_\_\_\_\_  
Kenneth A. Dahlstedt, Chair

**APPROVED AS TO FORM:**

By \_\_\_\_\_  
Dale S. O'Brien, Executive Director

\_\_\_\_\_  
Dannon C. Traxler  
Counsel to Skagit Transit