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
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.

Members Present:
Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Soren Jensen, Labor Representative (non-voting member)

Members Present via Teleconference:
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

Members Absent:
Rick DeGloria, City of Burlington, Councilmember

Staff Present:
Dale O’Brien, Executive Director
Arden Flores, Manager of Finance & Admin
Justin Self, IT Technician
Tiffany Guwin, Clerk to the Board

Staff Present via Teleconference:
Chris Chidley, IT Manager

Members of Public via Teleconference:
Joe Kunzler
Pam Carlson, SCOG
Dave Mohler, KBA Consulting

Providing Legal Counsel:
None

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.

Attest:

__________________________
Tiffany Guwin,
Clerk of Skagit Transit Board

Commissioner Ken Dahlstedt, Chair
Skagit Transit Board of Directors
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
  o Design services for SW Food Bank Pullout project - $17,264
  o Touchpass readers for Paratransit - $77,849
♦ Fuel - well within budget
♦ All other expenses were as expected

The Reserve Account balances are:

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

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:

<table>
<thead>
<tr>
<th></th>
<th>Operating</th>
<th>Facilities</th>
<th>Capital Replacement</th>
<th>Non-Designated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,220,539</td>
<td>400,000</td>
<td>1,696,325</td>
<td>603,864</td>
<td>4,920,728</td>
</tr>
</tbody>
</table>

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 programmed 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
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:

<table>
<thead>
<tr>
<th>Vehicle #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Vin</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>071</td>
<td>2007</td>
<td>Gillig</td>
<td>Phantom 40’ Suburban</td>
<td>15GCD271071112855</td>
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<tr>
<td>072</td>
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<td>Gillig</td>
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<td>092</td>
<td>2009</td>
<td>NABI</td>
<td>31LFW-01</td>
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<tr>
<td>152</td>
<td>2015</td>
<td>Chev.</td>
<td>ARBOC</td>
<td>1GB6G5BL0E1199325</td>
<td>279,918</td>
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<tr>
<td>156</td>
<td>2014</td>
<td>Chev.</td>
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<td>1GB6G5BL7C1200578</td>
<td>203,607</td>
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<tr>
<td>157</td>
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<td>Chev.</td>
<td>Startrans</td>
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<tr>
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<tr>
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<td>Chev.</td>
<td>Startrans</td>
<td>1GB6G5BL8C1125633</td>
<td>145,122</td>
</tr>
</tbody>
</table>

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

By ____________________________
Kenneth A. Dahlstedt, Chair

By ____________________________
Dale S. O’Brien, Executive Director

ATTEST TO FORM:

Whitney Davis
Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler
Counsel to Skagit Transit