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# Skagit Transit Board of Directors Agenda

Regular Meeting  
June 16, 2021  
1:00 p.m.

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 May Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll
 

May Payroll Direct Deposit and Checks #16582 – 16591 .....	\$747,856
May Direct Federal withholding transfer.....	\$150,773
May Claims Checks and ACH #40670 - #40814 .....	\$447,944

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for May ..... .Page 5
- b) Approve Resolution 2021-03 – Fiscal Year 2021 Mid-Year Budget Amendments..... Page 6-8
- c) Approve Request to Purchase One 35 Foot Fixed Route Bus..... Page 9

7. COMMUNITY ADVISORY COMMITTEE REPORT
8. EXECUTIVE DIRECTORS REPORT
9. ADJOURNMENT

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

Wednesday May 19, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Vice Chair Commissioner Janicki called the meeting to order at 1:02 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Marge Root, Labor Representative (non-voting member)

**Members Present via Teleconference**

Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
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  
Judy Jones, Community Advisory Committee Chair (non-voting member)

**Members Absent:**

Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Mark Hulst, City of Mount Vernon, Councilmember  
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  
Jo-Ann Wynne, Contracts & Procurement Coordinator  
David Miller, Operations Supervisor

**Members of Public via Teleconference:**

Barbara Larsen  
Joe Kunzler  
Brandon Stone  
Katie Bunge – SCOG

**Providing Legal Counsel:**

None

**1 Public Comment:**

Mr. Kunzler shared his support for the new MOA facility. He also requested the Board continue hosting remote meetings as it makes the meetings more accessible and allows the public to provide input. Lastly, Mr. Kunzler thanked the Board and staff for all their efforts during the pandemic.

Ms. Larsen stated she is a resident in Anacortes and lives on the 409 route and regularly sees the bus drive by her home without passengers on board. Ms. Larsen also stated she volunteers at the vaccination site in Mount Vernon and shared her request for Skagit Transit to provide free transportation to the vaccination site.

**2 Consent / Action Items:**

- a) Approval of April Meeting Minutes
  - b) Approval of Claims and Payroll
- |  |            |
|--|------------|
| April Payroll Direct Deposit and Checks #16571 – 16581 ..... | \$860,1800 |
| April Direct Federal withholding transfer .....              | \$157,401  |
| April Claims Checks and ACH #40498 – 40669 .....             | \$337,651  |

Ms. Johnson 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 April

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,027,401 in sales tax in the month of April. Skagit Transit also received \$41,284 in State Grants. Capital expenses

included a Utility Vehicle for Servicers and the Streets/MyRide Software license. The reserve account balance is \$10,929,928.

Mr. Sexton requested the 2021 budget report be compared to the 2019 figures as that would be a more reflective comparison than that of 2020. Mr. Flores stated beginning next month, he will include figures from 2019 and 2020.

**Ms. Gere moved to approve the April Monthly Budget Update. Mr. Wesen seconded the motion. The motion passed unanimously.**

b) Resumption of Full-Service Effective June 14, 2021

Mr. O'Brien stated this report was easier to present verbally as there are daily changes. Mr. O'Brien stated staff is operating between the hours of 8am – 6pm, returning to full-service would include operating hours of 5am – 9pm. Staff has received countless requests to increase service as many riders are unable to get to work during current operating hours. Mr. O'Brien added that Whatcom Transportation Authority (WTA) is returning to full-service beginning June 14 as well.

Mr. O'Brien stated ridership is still down, however Skagit Transit is not meeting the needs of riders to get to work and the return to full-service will help increase ridership. The rising price of gas will encourage more ridership as well, especially commuters that ride to Everett.

Mr. O'Brien stated on Monday the 17<sup>th</sup> staff had 190 Paratransit rides booked. At the lowest point during the pandemic, there were only 60 rides booked. As senior centers open and people are starting to go out again, staff feels it is time to return to full-service.

Mr. Wesen inquired about the driver staffing levels. Mr. O'Brien stated that no drivers were lost during the pandemic. Ms. Janicki inquired if route evaluations were considered on routes with low ridership. Mr. O'Brien stated there is a Board policy that requires a certain level of ridership or the routes will be put on probation. Mr. O'Brien stated staff is looking into the route 409 mentioned in public comment, however it has high ridership levels servicing the hospital. Ms. Janicki added the Guemes Ferry is operating passenger only, no vehicles beginning Memorial Day through the middle of June and this could increase that routes ridership in that neighborhood. Mr. O'Brien added that Skagit Transit has a bus on Guemes Island to shuttle residents to and from their homes and the ferry. Ms. Root added that the reason Ms. Larsen is seeing the bus empty is because she is seeing the bus after it has dropped passengers off at the ferry and has not reached another stop to pick up additional passengers.

Mr. Sexton inquired about the decreased ridership numbers and shared his concerns with going back to full-service with such low demand. Mr. O'Brien stated he will also share a monthly ridership recap report that shows miles traveled, hours of service and the number of passengers. Ms. Janicki stated it is a matter chicken and egg, however the lowest paid workers are reliant on public transportation err in the direction of providing the transportation and evaluate empty buses after the fact, but give people the chance to get back to work.

Ms. Johnson stated the Sedro Woolley Food Bank provides groceries to many residents that rely on transportation to get to and from that resource and felt that the public funds to support that is worthwhile.

**Ms. Johnson moved to approve the Resumption of Full-Service Effective June 14, 2021. Mr. Browning seconded the motion. The motion passed with Mr. Sexton opposed.**

c) Award Contract for Phase 1 Construction of the MOA-2 Facility

Mr. O'Brien read the report as present in the agenda packet. An invitation for bid was posted on March 31, 2021 for the phase 1 Construction for the MOA-2 Facility. Skagit Transit received six bids which were opened and read during the meeting on May 4, 2021. The lowest bidder was H B Hansen Construction Inc. out of Lynden Washington. Mr. O'Brien stated the budget impact for this is included in the FY 2021 budget and requested the Board's approval to award the phase 1 construction contract #19-014-F be awarded to H B

Hansen Construction Inc. Mr. O'Brien added that the engineer's estimate for the phase 1 construction was between \$3,178,000 - \$3,298,000 so H B Hansen Construction was well below estimates at \$2,885,000.

Ms. Janicki stated the budget for this project was approximately \$4.1 million and inquired if there were substantial costs outside the scope of this construction contract. Mr. O'Brien stated there are soft costs which include the construction management company and the design through TCF Architecture. Mr. Flores stated Skagit Transit has incurred design costs and the construction management company has not been paid. He will confirm the balance spent. Ms. Janicki stated she wanted to know what other contracts would be included in this project and what the budget capacity is.

Mr. Sexton noted these funds were included in the 2021 budget and inquired about the source of the funding for this phase of the project. Mr. Flores stated federal grants make up the majority of the funds for phase 1 with approximately a 75/25 split.

**Mr. Wesen moved to Award the Contract for Phase 1 Construction of the MOA-2 Facility. Mr. Browning seconded the motion. The motion passed unanimously.**

#### **4 Community Advisory Committee Report**

Ms. Jones greeted the Board and shared the committee is working on a by-laws review, discussed updates on the Chuckanut Park and Ride, the YMCA crosswalk and community partnership and the stuff the bus pet food drive.

Ms. Jones stated the committee has formed a Region Awareness sub-committee to watch for and report on service changes in adjacent counties that can have ramifications on Skagit Transit service – one being the Northgate Link Light Rail Extension that is set to open October 2, 2021 which could have an impact on the 90x service to Everett.

Ms. Jones stated the Committee is also working to create an Advisory Body Workshop and hoping to meet virtually this fall with other Transit Advisory groups. Ms. Jones stated the committee is excited about future hybrid meetings and shared her gratefulness for returning to full-service.

#### **6 Executive Directors Report**

Mr. O'Brien stated the Whistle Stop Coffee Shop that has been operating out of Skagit Station is closing their business on June 1<sup>st</sup>. There is a new tenant that will move in June 1<sup>st</sup> – Two Sisters Espresso from Bow. Mr. O'Brien will meet with them on Friday to discuss the particulars.

Mr. Wesen inquired about an update on the electronic ticketing system in regards to the ferry to Guemes. Mr. O'Brien stated the cashless ticketing system is going well with approximately \$7,000 of revenue with the Touchpass/Umo system.

**Commissioner Janicki adjourned the meeting at 1:38 p.m.**

Attest:

\_\_\_\_\_  
Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
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 May 2021

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

Revenues:

Skagit Transit received \$1,374,603 in sales tax revenues for the month of May 2021. This brings total collections for the year to \$5,804,977. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
May	1,373,603	866,789	1,125,594
Jan – May	5,804,977	4,880,245	5,145,345

The May 2021 collections is 59% higher than May 2020 and 22.1% higher than May 2019. The 2021 totals so far is 19% higher than 2020 and 12.8% higher than 2019.

We also received \$767,132 in Federal Grants.

Expenses:

- ◆ Capital Expenditures
  - Mechanics Tool Boxes (6) - \$147,770
  - Construction Trailers (delivery, setup, lease) - \$10,671
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	May 2021	May 2020	May 2019
Operating	5,018,062	1,910,179	2,186,586
Facilities	400,000	0	400,000
Capital Replacement	4,008,908	4,414	2,342,111
Non-Designated	1,503,827	2,022	1,273,138
<b>TOTAL</b>	<b>10,930,797</b>	<b>1,916,615</b>	<b>6,201,835</b>

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

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Arden Flores, Manager of Finance and Administration

**SUBJECT:** Approve Resolution No. 2021-03 Fiscal Year 2021 Budget Amendments

### INFORMATION:

The 2021 Budget was approved by the Board of Directors during the December 2020 Board meeting. The following information summarizes revenue and expenditure projections and presents additional information to request modifications to the original budget.

<b>Operating Revenues:</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/(Decrease)</b>
Sales Taxes	11,186,095	13,291,122	2,105,027
Federal Operating Grants	4,545,822	8,331,009	3,785,187
<b>Total Changes - Operating Revenues</b>	<b>15,731,917</b>	<b>21,622,131</b>	<b>5,890,214</b>

<b>Operating Expenses:</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/(Decrease)</b>
Small Tools/Equip/Furn – Other	19,000	29,000	10,000
<b>Total Changes - Operating Expenses</b>			<b>10,000</b>

<b>Capital Revenues:</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Increase/(Decrease)</b>
Federal Capital Grants	5,966,625	3,518,777	(2,447,848)
<b>Total Changes - Capital Revenues</b>			<b>(2,447,848)</b>

<b>Capital Expenses:</b>	<b>Increase/(Decrease)</b>
Door Controller Upgrades – multiple locations	50,649
Chuckanut park & Ride HVAC & Generator Upgrade Project	100,755
Server/Network Upgrades	30,185
Camera Upgrades – Chuckanut Park and Ride, MOA2	117,000
Utility Vehicle - for MOA2 Construction Security	5,000
Vehicles (4 Buses, 2 Paratransits)	(2,429,648)
<b>Total Changes - Capital Expenses</b>	<b>(2,126,059)</b>

**RECOMMENDATION:**

Staff requests approval of Resolution No. 2021-03 amending the Fiscal Year 2021 Budget.

**RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS  
APPROVING AMENDMENT OF THE FISCAL YEAR 2021 BUDGET**

**WHEREAS**, Resolution 2020-07 approved the annual budget for Fiscal Year 2021; and

**WHEREAS**, it has become necessary to amend the Fiscal Year 2021 Budget.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, by the Board of Directors of Skagit Transit that the 2021 Budget is hereby amended as follows:

Operating Budget	Original	Amended	Increase/(Decrease)
Revenues	16,637,317	22,527,531	5,890,214
Expenses	16,438,024	16,448,024	10,000
Capital Budget			
Revenues	5,966,625	3,518,777	(2,447,848)
Expenses	8,799,208	6,673,149	(2,126,059)

**PASSED** in open public meeting this 16<sup>th</sup> day of June 2021.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Jill Boudreau, 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



## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Dale O'Brien, Executive Director  
**SUBJECT:** Approve Purchase of one (1) 35 Foot Fixed Route Bus

### BACKGROUND AND INFORMATION:

The 2021 Capital Budget provides for the purchase of one (1) replacement 35-Ft Low Floor Fixed Route Diesel Bus.

Skagit Transit maintains a Master Contracts Usage Agreement (MCUA) with the Washington Department of Enterprise Services (DES) in order to utilize competitively let contracts for various items, equipment and services in accordance with state and federal procurement regulations. State Contract #06719-01 is available for the purchase of Heavy Duty Transit Buses and was awarded to 8 Contractors including Gillig. Skagit Transit intends to purchase one (1) 35 Ft Low Floor Diesel Bus from Gillig.

### RECOMMENDATION:

Approve the purchase of one (1) Fixed Route 35 Ft Diesel Bus from Gillig through WA State DES Contract #06719-01.

### BUDGET IMPACT:

Cost: \$499,006 (not including taxes and license fees) coming from Local Funds

# CAC REPORT

June 8, 2021

I. No guests, no public comments.

II. Proposed CAC Bylaws revision passed, awaiting Board approval.

III. Reports given by staff on Sedro-Woolley Restroom project, food bank project, and bus routes.

IV. Reports also given on MyRide module, kiosks, and UMO program, along with other route updates, and bus stop signs update.

V. Report on bus shelter updates, and coffee shop update.

VI. Youth pass flyer presented with report, and marketing recommendations for placing in YMCA and their web site, as well as libraries and schools.

VII. Region Awareness subcommittee: No other service updates to report

VIII. Round Table: CAC invites the Skagit Transit board to an informal collaborative meeting at our newly-reopened Whistle Stop coffee shop around mid-July. Date/time to be determined. Formal invitation soon to be issued by Skagit Transit staff. Discussion Topic: Customized bus ride experience for any board member wishing to participate. Rides happening possibly beginning late summer. More to come during the meeting.

Discussion of health precautions for Skagit Transit and ridership during upcoming flu season.

IX. Adjourn.

Respectfully Submitted,

Judy Jones

CAC Chair