



Burlington City Hall
Council Chambers
833 South Spruce Street
Burlington, WA 98233

Skagit Transit Board of Directors Agenda

Regular Meeting
June 21, 2023
11:00 a.m.

<https://us02web.zoom.us/j/86092215677>

Or go to zoom.com and enter meeting
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 May Meeting Minutes	Page 3-5
b) Approval of May 31 st Special Meeting Minutes	Page 6-7
c) Approval of Claims and Payroll	
May Payroll Direct Deposit and Checks # 17083-17089	\$1,137,143
May Direct Federal withholding transfer	\$244,926
May Claims Checks and ACH #44443-44593	\$466,519

6. FULL DISCUSSION / ACTION ITEMS

a) Approve Monthly Budget Update Report for May	Page 8
b) Approve Entering Into an Interlocal Purchase Agreement for Security Cameras	Page 9

7. INFORMATION ITEMS

- a) Financial Impact of Security Contract
- b) MOA2 Update
- c) Federal Transportation Administration (FTA) Drug & Alcohol Audit July 11 & 12
- d) WSDOT Grants
 - i. Community Engagement Specialist - \$134,577
 - ii. NW Washington Regional Public Transportation Study - \$160,000
 - iii. Increased Frequency of Transit Services Route 615 (West County) - \$605,272

- iv. Increased Frequency of Transit Services Route 717 (East County) -
\$609,120
- v. Paratransit Special Needs Grant - \$2,272,582
- vi. Five Fixed Route Bus Replacements - \$2,660,000
- e) CAC Field Trip on Route 101 July 17th
- f) 90-day Review
- g) CAC Meeting Minutes Page 10
- h) Ridership Report Page 11-12

9. ADJOURNMENT

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

Wednesday, May 17, 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

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Staff Present

Crystle Stidham, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Mark Kennedy, Director of Operations
Aggie Juarez, Director of Facilities
Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)
Lisa Janicki, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor
Sandy Perkins, Skagit Auditor (standing in for Peter Browning, Skagit County Commissioner)

Staff Present via Teleconference:

Joe Macdonald, Director of Safety and Training
Brad Windler, Planning and Outreach Supervisor
Jennifer Davidson, Director of Human Resources
Greg Latham, Director of Vehicle Maintenance
Jo-Ann Wynne, Contracts Manager
Mika Bergman, Maintenance Support Technician
Ryan Quast, Electronic Systems Technician

Members Absent:

Bill Aslett, City of Burlington, Councilmember
Mark Hulst, City of Mount Vernon, Councilmember
Ron Wesen, Skagit County Commissioner

Members of Public Present

None

Members of the Public Present via Teleconference:

None

Providing Legal Counsel:

None

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll
 - April Payroll Direct Deposit and Checks # 17076-17082 \$1,297,536
 - April Direct Federal withholding transfer \$262,649
 - April Claims Checks and ACH #44248-44442..... \$698,752

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for April

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,195,022 in sales tax, \$7,124 in grant revenue and \$59,088 in Fare Revenue in the

month of April. Capital expenditures totaled \$180,197. The reserve account balance is \$21,521,301.

Mr. Sexton inquired about the fare revenue being stated as an increase when it was a decrease. Mr. Stamey apologized for the mistake and corrected that the fare revenue was in fact a decrease over last year.

Ms. Janicki inquired about the financial recap report that was not present in the board packet materials. By mistake, it was not included and was emailed out to board members immediately following the meeting.

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

b) Approve Increase in Operator Staffing

Ms. Stidham read the report as presented in the agenda packet. Ms. Stidham called the board's attention to the route handouts that were distributed at the meeting.

Mayor Sexton requested information like this to be presented to the board before additional routes are added so they know what the additional costs will be. Mr. Sexton also inquired about the financial impact of the increase being \$180,000 over six months. He inquired if this was prior to any grant funding and Ms. Stidham confirmed this. Ms. Stidham also assured the board that any route changes will come before the board prior to implementation in the future.

Mr. Sexton moved to approve an increase in operator staffing. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Executive Session

Ms. Boudreau requested that the executive session be moved to before the informational item section in the agenda. Board approved this change. The board was invited into executive session regarding litigation or potential litigation (RCW 42.30.110). Session was called for 10 minutes beginning at 11:12 a.m. and ending at 11:21 a.m. All parties returned to open session at 11:23 a.m.

5 Information Items

a) MOA2 Update

Ms. Stidham gave an update on the progress of the MOA2 project. Ms. Stidham stated that crews were finishing tasks and moving on to other projects related to MOA2. Staff were assured by construction management that by May 30th, there will be a full crew on site. Staff has requested a full inventory of all materials on site relating to the project to ensure materials are being ordered proactively in the face of supply chain issues. Staff were told that despite the delays, the estimated completion date of April 2024 has not changed.

Mayor Sexton departed at 11:25 a.m.

b) Security Update

Ms. Stidham read a statement saying Skagit Transit would not be renewing their contract with the current security services provider. The provider agreed to continue services through the

end of May. Skagit Transit is working on a contract with a new provider. Ms. Stidham is confident that Skagit Transit will be able to work out a contract with this new provider.

c) Community Advisory Committee Report

Ms. Boudreau noted that she is glad to see the CAC looking at new bus shelter designs. Ms. Jones did reiterate that the committee is excited to look at new bus shelter designs. There are eight designs that were reviewed and discussed. More bus stop improvements were discussed at the CAC meeting.

d) April Ridership Report

Mr. Windler pointed out that youth ridership was over 46,000, highlighting that the fare free youth program is showing results. He also made the board aware that the Ride Pass Grant program statistics are included in the ridership report and that month-to-month data about that program will be available.

Ms. Janicki inquired about the Western Washington University staff and students riding for free and what prompted that population specifically to be highlighted in the report. Also asked what the impetus and impact is for allowing WWU to ride for free. Mr. Windler responded that Skagit Transit has traditionally had strong ridership out of WWU, and we share the 80X route with WTA. A two-year pilot program with WTA and WWU is coming to an end and Skagit Transit is trying to negotiate a five-year contract with them to continue this service. The university is paying on the students' behalf, so the rides are not free. Skagit Valley College has a similar program where the college buys passes from Skagit Transit and provides free passes to students who request it. Ms. Janicki asked if other places are positioned in a similar way such as the refinery to where we could offer a similar program. Mr. Windler responded that Skagit Transit can consider other arrangements like the WWU arrangement and that the outreach program has been reaching out to other employers and organizations to expand this program. The Mount Vernon Library has signed on to be an Umo card distributor for youth. Umo is the name of the company that produces electronic accounts and cards that hold bus fares.

Ms. Jones commented in the virtual chat that Skagit Transit should reach out to DSHS for card distribution as well.

Mayor Boudreau adjourned the meeting at 11:34 a.m.

Attest:

Jill Boudreau, Chair Skagit Transit Board of Directors

Laura Klein, Clerk of Skagit Transit Board

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

**Special Board Meeting
May 31, 2023**

The Skagit Transit Board of Directors met in a Special Meeting via teleconference. Chair Mayor Boudreau called the meeting to order at 8:30 a.m. followed by the Pledge of Allegiance and roll call.

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Mark Hulst, City of Mount Vernon, Councilmember
Ron Wesen, Skagit County Commissioner

Members Absent:

Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Vice Chair)
Bill Aslett, City of Burlington, Councilmember
Colleen Kennedy, Labor Representative (non-voting member)
Sandy Perkins, Skagit County Auditor
Judy Jones, Community Advisory Committee, Chair (non-voting member)

Staff Present via Teleconference

Crystle Stidham, Chief Executive Officer
Jennifer Davidson, Director of Human Resources
Greg Latham, Director of Maintenance
Aggie Juarez, Director of Facilities
Joe Macdonald, Director of Safety and Training

Providing Legal Counsel:

None

Members of the Public Present via Teleconference:

None

Public Comment:

None.

Full Discussion/Action Items

Approve Unarmed Security Services Contract No. 23-015

Ms. Stidham read the report as stated in the board packet.

Commissioner Janicki asked for clarification on who will cover the two-week gap in services. Ms. Stidham responded that Skagit Transit supervisors and some Kaeka staff will fill in the gaps. Ms. Stidham then corrected saying that Allied staff, not Kaeka will fill in the gap for MOA2 services. Commissioner Janicki asked for more clarification on how Allied will start work before their contract begins and Ms. Stidham responded that the date of the contract can be changed and Allied is prepared to begin work June 1st.

Commissioner Janicki also asked about the budget impact and if the amount in the report is additional to the budget. Ms. Stidham stated that the amount in the report is not in addition to the budget for security and believes that Skagit Transit had \$200,000 left on the Kaeka budget but did not have the figures readily available in this meeting. Ms. Stidham stated that the hourly wage under the new contract is more than it was under the previous contract.

Ms. Boudreau noted that the figures spanned two years and that whatever services are contracted on an as needed basis will fit into whatever is left of that budget. Ms. Stidham assured the board that this would not be a problem.

Commissioner Wesen asked staff to go over some of the issues that security was having. Ms. Stidham noted that there were not a lot of issues at MOA2, and they are required to have 24-hour security services/fire watch while the fire suppression system is temporarily inoperable and until the outside wall of the building is closed. Mr. Juarez confirmed that the side of the building is currently open, and that valuable equipment is inside, making security necessary. Ms. Stidham added that the security personnel also keep logs of who comes on site, which has been referred to a few times. Ms. Stidham noted that at Skagit Station, issues have arisen regarding "Sleepers", illegal drug use, and loiterers on the premises.

Commissioner Browning wanted to see the budget implications noting that it seemed like the budget may be impacted since the wages of the security staff went up. Ms. Stidham responded that the number of hours remained the same, but the issues with Kaeka could have been from underpaying staff which made it difficult to find and retain qualified individuals. Ms. Stidham noted that several shifts went uncovered because of these deficiencies.

Commissioner Janicki made a motion to authorize Skagit Transit to approve contract No. 23-015 for security services to begin effective June 1st, 2023. Commissioner Browning seconded the motion. The motion passed unanimously.

Ms. Boudreau adjourned the meeting at 8:40 a.m.

Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Laura Klein, Clerk of the Board, Skagit Transit

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

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

Revenues:

Sales Tax:

May	2023	2022	2021
	1,466,166	1,464,843	1,373,603

Grant Revenue:

State Operating	\$479,881
Fed Operating	\$214,270
State Capital	\$ 89,416
Federal Capital	\$ 76,336

Fare Revenue:

	2023	2022	2021	2020
May	67,548	55,851	46,524	19,066
Budget	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Bus Stop Pull Out Design – Market Place Drive	\$5,050
SW Park & Ride – Power hookup & Design Error Credit	(\$3,345)
MOA 2 – Modular & Restroom rentals	\$5,484
Mamava Lactation Pod – Skagit Station	\$25,032

Ending Cash:

May 2023	May 2022	May 2021
3,643,837	6,389,995	5,462,833

Reserves:

	May 2023	May 2022	May 2021
Operating	5,183,402	5,024,425	5,018,062
Facilities	10,400,000	8,400,000	400,000
Capital Replacement	4,473,148	4,019,372	4,008,908
Non-Designated	1,552,943	1,505,724	1,503,827
TOTAL	21,609,494	18,949,521	10,930,797

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



TO: Skagit Transit Board of Directors

FROM: Chris Chidley – Director of IT

SUBJECT: Approve Entering into an Interlocal Purchase Agreement for Security Cameras

INFORMATION:

Skagit Transit's staff is recommending that we enter into an Interlocal Purchase Agreement with either WLS (Washington Local Services) or WSIPC (Washington School Information Processing Cooperative) to obtain services from a vendor recommended by Verkada, a leading manufacturer of security cameras. The objective is to address security and safety concerns within our MOA facilities and provide surveillance coverage for our bus fleet parking area to mitigate potential vandalism risks. The decision to pursue this agreement is driven by the current lack of security measures and camera coverage at MOA. By partnering with a Verkada-recommended vendor and leveraging interlocal cooperation, we can implement an effective security solution, enhance overall safety, mitigate financial risks, and align with the recommendations of the WSTIP insurance pool.

Entering an interlocal purchase agreement allows us to combine our purchasing power with other public entities, resulting in cost savings through collective bargaining. This collaborative approach enables us to negotiate favorable terms with the vendor, ensuring the procurement of higher-quality security cameras within our allocated budget. By proactively addressing security concerns, we protect our assets, employees, and visitors, while simultaneously minimizing the financial risks associated with vandalism.

RECOMMENDATION:

We kindly request the board's support and approval for this strategic initiative, which will not only enhance the security and safety of our facilities but also demonstrate our commitment to risk management and compliance with the recommendations set forth by the WSTIP insurance pool.

CAC REPORT

June 13, 2023

We were pleased to have our CEO, Crystle Stidham, present to participate in our June meeting.

June and July table staffing dates will take place at Skagit station the morning of June 26, and afternoon of July 13 with members ready to serve.

The CAC has made tentative plans to ride and experience the new 101 Burlington route on July 17, and to attend a CAC lunch meeting. Backup dates will be either July 27 or 28. The committee unanimously approved the meeting date substitutions for July.

Bus shelter styles still under consideration, with further discussion next meeting.

Brad also announced funding for the new Engagement Specialist position, ridership gains, and the planned fall studies.

For the round table session: it was suggested that the next schedule change printing be released to the public and placed on buses a week earlier than in the past.

Respectfully Submitted,

Judy Jones

CAC Chair

Skagit Transit May Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	39,425	-----	2023	177,522	-----
2022	30,956	27.4%	2022	146,858	20.9%
2019	65,493	-39.8%	2019	305,057	-41.8%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,260 2023- 1,692



On Time Performance



90+%*



97%

*- A data issue is present, and we are working with our data vendor to get a more exact number



Fixed Route Highlights

Ridership Top 5 Routes Overall

208 MV-Burlington	7,637
90X Everett Connector	3,753
205 Mount Vernon	3,668
207 Mount Vernon	3,231
410 Anacortes	2,647

5 Routes w/largest % change vs 2022

305 SW-MV/SVC	81.7%
717 Concrete	71.9%
204 Mount Vernon	67.1%
300/301 Change	54.6%
206 Mount Vernon	37.9%

Selected Statistics for May

Youth Ridership- 5,213

WWU Ridership- 865

SVC Ridership- 1,208

Ride Pass Grant Program- 1,225

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,530	-----	2023	27,856	-----
2022	4,229	30.8%	2022	20,571	35.4%
2019	6,622	-16.5%	2019	30,681	-9.2%

Zero Denials 960 Cancellations 78 Will Calls/Same Day Rides
 51 new applicants 16 renewal applications

Paratransit trips on Fixed Route: 1,435 trips - saving the agency \$103,320



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 136,270 miles

Paratransit Total Miles Operated- 43,920 miles

Diesel Fuel Consumed	23,094 Gallons
Propane Fuel Consumed	8,860 Gallon Equivalents



Adoption & Usage

# of Umo Boardings on Fixed Route	22,079
% of Umo Boardings on Fixed Route	56.00%
# of Umo Boardings on Paratransit	3,246
Total Paratransit Boardings	5,783
% of Umo Boardings on Paratransit	56.13%
# of Total Umo Boardings	25,325
% of Umo Boardings on ALL modes	56.02%