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Skagit Transit  
Board Of Directors  
Agenda

Regular Meeting  
July 15, 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 June Meeting Minutes ..... Page 2 - 4
- b) Approval of Claims and Payroll
  - June Payroll Direct Deposit and Checks #16449 – 16461..... \$915,192
  - June Direct Federal withholding transfer ..... \$154,251
  - June Claims Checks and ACH #39251 - #39383..... \$158,881

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for June..... Page 5 - 6
- b) Resolution 2020-02 Budget Amendment..... Page 7 - 8

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. EXECUTIVE DIRECTORS REPORT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

2020 Transit Development Plan – Brad Windler

11. ADJOURNMENT

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

Wednesday June 17, 2020

The Skagit Transit Board of Directors met in regular session via teleconference in Burlington, WA. Chair Dahlstedt called the meeting to order at 1:02 p.m. followed by Roll Call.

**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  
Rick DeGloria, City of Burlington, Councilmember

**Members Absent:**

Steve Sexton, City of Burlington, Mayor  
Mark Hulst, City of Mount Vernon, Councilmember

**Staff Present**

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

**Members of Public via Teleconference:**

Joe Kunzler  
Pam Carlson, SCOG

**Providing Legal Counsel:**

None

**I Public Comment:**

Mr. Kunzler requested the Board discuss a ballot measure to fund Skagit Transit's MOA building, electrifying the fleet and bus shelters. He expressed the need for a better connection from Sedro Woolley to the Chuckanut Park and Ride as well as to Mount Vernon and the County Connector routes and stated these are recommendations of the Community Advisory Committee.

**II Consent / Action Items:**

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

May Payroll Direct Deposit and Checks #16434 – 16448 .....	\$623,250
May Direct Federal withholding transfer .....	\$152,332
May Claims Checks and ACH #39144- #39272 .....	\$227,515

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

**III Full Discussion/Action Items:**

- a) Budget Update for May 2020

Mr. Flores read the report as presented in the agenda packet. Items of interest include Skagit Transit received \$866,789 in sales tax revenue for the month of May and \$5,700,492 in federal grant reimbursements this month which includes \$2,392,639 from the Federal CARES Act. The reserve account balance as of May 20<sup>th</sup> was \$1,916,615. Staff has received grant reimbursements to replenish the reserve accounts and the current balance as of June 15th is \$5,416,615.

Ms. Janicki clarified that Skagit Transit is expected to receive approximately \$7 million in grant funding from the CARES Act, of which \$2.4 million has been received thus far and inquired if those funds had an expiration date. Mr. Flores stated there is not an expiration date, and explained that the FTA added the

CARES Act funds to the annual operating grant that Skagit Transit has already received. Mr. Flores stated staff plans to recoup the funds before the year end. Staff will have to accumulate expenditures to support reimbursement.

Ms. Janicki noted the carry over funds listed in the projections and comparison presented and stated she wanted to make sure the funds don't expire and that staff has adequate expenses to justify the grant funds.

Mr. Flores noted the spreadsheet that the Board requested to show how Skagit Transit was being affected by the current COVID pandemic and pointed out that Skagit Transit had budgeted \$12,748,147 in sales tax revenue for the year and noted this is the primary revenue stream that accounts for 80% of the budget. Current projections show the agency will be short approximately \$3.6 million in sales tax as well as \$462,021 short from fares and other revenue sources. Mr. Flores stated staff projects a 40% recovery in June with a slow and steady recovery by year end. Based on a one-to-one comparison of our major revenues to the Federal stimulus, we will carry over approximately \$2.8 million to next year. Staff will have more detailed accounting information at next month's meeting with the mid-year budget amendments.

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

b) Reinstate Fares on Fixed Route

Mr. O'Brien stated fares were suspended in March due to the Corona virus outbreak and requested the Board of Directors approve staff to reinstate fares on fixed route retroactive to June 1, 2020 as discussed in the May Board of Director's meeting. At this time, staff does not know what the revenue impact will be, and ridership is down 76% however the collections of fares has helped alleviate situations the agency was facing on the buses.

**Ms. Boudreau moved to Reinstate Fares on Fixed Route. Mr. Wesen seconded the motion. The motion passed unanimously.**

**IV Community Advisory Committee Report**

Mr. O'Brien stated the committee held a video conference meeting on June 9<sup>th</sup> and agreed to take a regular summer break for the months of July and August. The committee complimented the cleanliness and timeliness of the buses and were in support of re-implementation of fares on the Fixed Route service. They also shared concerns of the financial health of the agency. Mr. O'Brien stated staff has shared information with the committee to ease their concerns.

**V Executive Directors Report**

Mr. O'Brien stated staff has been working with the Guemes Island Ferry in hopes of implementing a 90 day pilot program for an inter-local agreement that they would be able to utilize the TouchPass Fare System allowing island residents to pay with a cashless, touchless pass reader. Mr. O'Brien stated staff has had several meetings with the Ferry Manager as well as the TouchPass vendor and will keep the Board apprised.

Mr. O'Brien expressed his thanks to Mayor Boudreau and the City of Mount Vernon Police Department and stated a partnership has been developed which will allow police officers to utilize the cameras, office and restrooms at Skagit Station. Staff will be installing a key pad which will allow 24/7 access and allow officers to take a break outside of their patrol cars.

Mr. O'Brien also expressed his appreciation to the staff of Skagit Transit. Drivers handled the transition to fare collection flawlessly and all employees are wearing their masks and PPE's. Mr. O'Brien stated

several other transit agencies are adding barriers for drivers, however Skagit Transit drivers elected not to implement the barriers, which saves the agency a lot of money. Mr. O'Brien added there are still no positive tests for COVID within the agency.

Ms. Janicki referred to the public comment regarding more direct routes from Sedro Woolley to connections in Burlington and Mount Vernon and inquired if staff had plans to improve that situation. She also requested general route change information and asked if staff was considering any additional route reductions at the current time.

Mr. O'Brien stated staff is not planning any further route reductions and will continue to operate at the current reduced level of service through July or until the implementation of phase III. Staff has already increased the frequency of the 90X connector that services Everett. Mr. O'Brien stated the issue with not having a more direct connection from Sedro Woolley is a priority and staff is planning a direct route from Sedro Woolley Park and Ride to Chuckanut Park and Ride and then expressly to Skagit Station. Staff is also planning a flex route in Concrete that would be able to service both Fixed Route and Paratransit clients which would eliminate sending a Paratransit driver all the way to Concrete for one or two rides. Both of these route implementations are planned to begin in September.

Mr. Dahlstedt expressed his thanks to the drivers and complimented their commitment to service during these challenging times and asked Mr. Jensen to pass his comments along to the drivers.

**VI Information Items:**

None.

**VII Unfinished Business:**

Mr. O'Brien stated the new MOA building should be discussed at a later date as staff feels it is not a good time to go out and try to get bids right now. He also reminded the Board that Skagit Transit is receiving over \$11,000 a month in rent for the use of the building.

**VIII New Business:**

None.

Commissioner Dahlstedt stated he will sign all documents that have been approved at this Board meeting.

**Commissioner Dahlstedt adjourned the meeting at 1:24 p.m.**

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Commissioner Ken Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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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 June 2020

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

Revenues:

Skagit Transit received \$879,464 in sales tax revenue for the month of June 2020. This is 18% lower than the \$1,076,851 collected in June 2019. Total sales taxes collected so far for 2020 are \$5,759,710 which is 7.43% lower than the \$6,222,196 collected during the first six months of 2019. We also received \$855,589 in federal grant reimbursements this month from the Federal CARES Act.

Expenses:

- ◆ Fuel - well within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	<b>June 2020</b>	<b>June 2019</b>
Operating	\$ 3,410,949	\$ 2,191,039
Facilities	400,000	400,000
Capital Replacement	1,104,415	2,347,709
Non-Designated	<u>502,023</u>	<u>1,275,710</u>
Total Reserves:	\$ 5,417,387	\$ 6,214,459

**RECOMMENDATION:**

Staff recommends the Board approve the monthly budget reports.



## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Dale O'Brien, Executive Director  
Arden Flores, Manager of Finance and Administration

**SUBJECT:** Approve Resolution No. 2020-02 Fiscal Year 2020 Budget Amendment

### INFORMATION:

The FY 2020 Budget was approved by the Board of Directors during the December 2019 meeting. A budget amendment for FY 2020 is needed for the following:

<b>Capital Expense:</b>	<b>Details</b>
Mobile Fare Ticketing System (Touchpass) for Paratransit - \$77,851	Includes 26 Touchpass readers, 5 year extended warranty, initial purchase of Touchpass cards and tokens, and sales taxes

### RECOMMENDATION:

Staff requests approval of Resolution No. 2020-02 amending the Fiscal Year 2020 Budget.

**BUDGET IMPACT:** This would increase the total FY2020 capital budget from \$9,882,062 to \$9,959,913.

**RESOLUTION NO. 2020-02**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS  
AMENDING THE FISCAL YEAR 2020 BUDGET**

**WHEREAS**, Resolution 2019-14 approved the annual budget for Fiscal Year 2020; and

**WHEREAS**, it has become necessary to amend the Fiscal Year 2020 Capital Budget.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, by the Board of Directors of Skagit Transit that the budget for Skagit Transit System for the year 2020 is hereby amended as follows:

Capital Budget	Original	Amended	Increase
Expenses	9,882,062	9,959,913	77,851

**PASSED** in open public meeting this 15<sup>th</sup> day of July 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