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Skagit Transit Board of Directors Agenda

Regular Meeting
August 18, 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 July Meeting Minutes..... Page 2-5
- b) Approval of Claims and Payroll
 - July Payroll Direct Deposit and Checks #16601 – 16606 \$890,577
 - July Direct Federal withholding transfer..... \$165,811
 - July Claims Checks and ACH #40964 – #41119 \$327,511

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for July Page 6
- b) Public Transportation Agency Safety Plan Page 7
- c) Public Hearing for Six Year Transit Development Plan
- d) Resolution 2021-05 Approve 2021-2026 Transit Development Plan Page 8-9

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATIONAL ITEMS

25 Year Safe Driver Awards

9. EXECUTIVE DIRECTORS REPORT

10. ADJOURNMENT

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

Wednesday July 21, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Chris Jones, Community Advisory Committee Vice Chair (non-voting member)

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember
Chris Loving, City of Burlington, Councilmember
Marge Root, Labor Representative (non-voting member)

Staff Present

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

Staff Present via Teleconference:

Greg Latham, Maintenance Manager
Joe Macdonald, Safety and Training Manager
Mark Kennedy, Operations Manager
Brad Windler, Planning and Outreach Supervisor

Members of Public via Teleconference:

Brandon Stone

Providing Legal Counsel:

None

1 Public Comment:

None

2 Consent / Action Items:

- a) Approval of June Meeting Minutes
- b) Approval of Claims and Payroll
 - June Payroll Direct Deposit and Checks #16592 – 16600\$760,999
 - June Direct Federal withholding transfer\$154,083
 - June Claims Checks and ACH #40815 – 40963\$295,788

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for June

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,306,522 in sales tax in the month of June. Skagit Transit also received \$86,320 in Federal and State Operating grants. Capital expenditures included security camera upgrades and the MOA-2 Design and Construction Management costs. The reserve account balance is \$10,931,474.

Mr. Wesen inquired if the Federal Stimulus money Skagit Transit has received is included in the reserve account balance. Mr. Flores explained that staff is getting ready to submit for reimbursement of \$3.7 million from part two of the CARES Act funding. Mr. Flores stated part one of the funding was broken out into revenues and that will

continue next month after submitting for reimbursement. Mr. Wesen noted that revenues for 2021 will be much higher due to the reimbursements and figures will be skewed.

Mr. Sexton noted that the City budgets 16% of annual operating expenses for operational reserves and noted that Skagit Transit's current operational reserves are currently at 76%. Mr. Sexton noted the increased sales tax revenues and stimulus checks that were distributed will level out and inflation will take effect – all of which will have an impact on the budget.

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

b) Approve Resolution 2021-04 Authorizing the Surplus of Vehicles and Vehicle Parts

Mr. Latham read the report as presented in the agenda packet. Items of note include 15 Vanpool vans, five staff vehicles and one Fixed Route coach that have met their useful life benchmark and are now surplus vehicles. Additionally, staff has identified excess parts inventory that is now obsolete and can no longer be used.

Mr. Latham stated staff is requesting Board approval to surplus the vehicles, and vehicle parts by means of open or sealed bid auction.

Ms. Janicki inquired if this was due to a reduction of the Vanpool fleet. Mr. Latham explained that in addition to the Vanpool vans, five staff vehicles and one Fixed Route coach have all met their useful life benchmark per WSDOT standards. Mr. Latham stated the Vanpool vehicles that are now surplus sat for over a year after COVID reduced the number of groups commuting. Staff reached out to Vanpool commuters to find out if they planned on resuming as the state prepared to reopen and determined it was best to reduce the size of the fleet rather than keep vans that met their useful life benchmark and did not have a group wanting to use them.

Mr. Wesen inquired if the chip shortage could potentially cause a delay when staff is ready to purchase additional vehicles. Mr. Latham stated staff is not planning on expanding the Vanpool fleet any time soon. Mr. Sexton inquired if an analysis has been done on the return of these surplus vehicles. Mr. Latham stated the market is pretty impressive right now.

Ms. Janicki moved to approve Resolution 2021-04 Authorizing the Surplus of Vehicles and Vehicle Parts. Mr. Browning seconded the motion. The motion passed unanimously.

c) Award Construction Contract for the Sedro Woolley Food Bank Pullout Project

Mr. O'Brien read the report as presented in the agenda packet. Skagit Transit posted an invitation to bid the construction of the Sedro Woolley Food Bank Pullout on June 4th and June 8th. Bids were opened on July 8th. The project has an estimated construction cost range of \$90,000 to \$105,000.

Mr. O'Brien stated staff received three bids which were opened and read aloud. Staff determined Bayshore Construction Company LLC to be the lowest, responsive and responsible bidder and is requesting Board approval to award them Construction Contract #21-007-F. Mr. O'Brien noted this project is 80% grant funded.

Ms. Johnson moved to Award the Construction Contract for the Sedro Woolley Food Bank Pullout Project. Ms. Janicki seconded the motion. The motion passed unanimously.

d) Award Construction Contract for the Sedro Woolley Park and Ride Restroom Project

Mr. O'Brien read the report as presented in the agenda packet. Skagit Transit posted an invitation to bid the construction of the Sedro Woolley Park and Ride Restroom Project on June 4th and June 8th. Bids were opened on July 8th. The project has an estimated construction cost range of \$145,000 to \$151,700.

Mr. O'Brien stated staff received one bid which was opened and read aloud. Staff determined Talakai Construction Company LLC to be the lowest, responsive and responsible bidder and is requesting Board approval to award them Construction Contract #21-009-P.

Ms. Johnson moved to Award the Construction Contract for the Sedro Woolley Park and Ride Restroom Project. Ms. Gere seconded the motion. The motion passed unanimously.

e) Public Transportation Agency Safety Plan

Mr. Macdonald read the report as presented in the agenda packet. Mr. Macdonald noted staff reviewed the plan, updated staffing information, added a bus stop best practices section and the SDS training module. Staff is requesting the Board review the updated version of the Public Transportation Agency Safety Plan in order to vote on approval in August 2021. Mr. Macdonald stated there is no budget impact and staff already has all the processes in place.

f) Community Advisory Committee By-Law Revision

Mr. Windler read the report as presented in the agenda packet. The revisions would allow committee members to take a temporary leave of absence if needed and allow committee members to remove an officer for any reason if needed. The amended by-laws were sent showing the requested approvals.

Ms. Janicki noted the only updates were to item number four and the addition of items five and six of the CAC By-Laws.

Ms. Janicki moved to approve the Committee Advisory Committee By-Law Revisions. Ms. Gere seconded the motion. The motion passed unanimously.

4 Transit Development Plan

Mr. Windler noted the annual update of the Transit Development Plan (TDP) informational item is included for the Board's review. This is also opening a 30-day public comment period which will be reviewed at the August Board meeting during a public hearing. If so approved, the TDP will then be submitted to the state by September 1, 2021.

Mr. Windler noted staff added a new section on page 13 regarding levels of service and types of Fixed Route service that operate in different parts of the County.

5 Community Advisory Committee Report

Mr. Jones stated that Ms. Jones sends her regrets that she is not able to attend the meeting and welcomed any questions the Board may have regarding the included Community Advisory Committee (CAC) report.

Ms. Boudreau inquired if Mr. Jones had any feedback from the CAC meeting regarding Board meetings continuing with Zoom availability. Mr. Jones stated that the CAC is hoping the Zoom availability remained allowing more access for the public to be able to participate.

6 Executive Directors Report

Mr. O'Brien shared construction on the MOA-2 facility has begun and Legends Brands has reduced the amount of storage space they are currently using and will be out of the building by mid-August.

Mr. O'Brien stated Skagit Transit is still under Federal requirement to wear masks at all times while on the bus or in Transit hubs, which includes Skagit Station through September. Mr. O'Brien stated drivers and staff have done a great job complying with this requirement.

Mr. O'Brien requested feedback from the Board regarding moving toward in-person meetings. Ms. Boudreau stated the Board will need to follow the OPMA and any additional laws and shared her support for hybrid meeting options. Ms. Gere expressed her support of the hybrid meetings and shared Anacortes positive experience with hybrid meetings.

Mr. O'Brien confirmed meetings could be accommodated at Skagit Station, however masks would be required and members would have to comply with state and federal regulations. Mr. Sexton stated masks are optional at Burlington City Council Chambers.

Ms. Boudreau requested staff bring a recommendation to the Board in the August meeting. Ms. Janicki stated the new reality for public meetings will be a hybrid format and expressed her desire to return to in-person meetings. Ms. Janicki noted access to government has improved with hybrid options. Ms. Johnson expressed her support for maintaining hybrid meetings as it also allows more attendance to multiple meetings. Mr. Wesen added his support for hybrid meetings and shared concerns for having good technology to allow a good connection. Mr. Wesen stated it serves the public by allowing easier access to meetings without having to drive to meetings.

Ms. Boudreau requested staff work with the City of Burlington to request use of the Council Chamber meeting space and ensure that the technology capabilities will accommodate the needs for a hybrid meeting and additionally discuss adjusting the meeting time. Ms. Boudreau clarified the August meeting will be held via Zoom and the Board will vote to host a hybrid meeting for September. Mr. O'Brien thanked the Board for the direction.

Mayor Boudreau adjourned the meeting at 1:36 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 July 2021

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

Revenues:

Skagit Transit received \$1,299,986 in sales tax revenues for the month of July 2021. This brings total collections for the year to \$7,110,499. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
Jul	1,299,986	1,157,850	1,130,995
Jan – Jul	8,410,485	6,917,560	7,353,191

The July 2021 collections is 12.3% higher than July 2020 and 14.9% higher than July 2019. The 2021 totals so far is 21.6% higher than 2020 and 14.4% higher than 2019.

We also received \$618,798 in Federal and State Operating Grants.

Expenses:

- ◆ Capital Expenditures
 - Security Camera Upgrades - \$44,281
 - MOA2 Design and Construction Mgmt Costs - \$25,757
 - Streets/MYRide Infotainment Software – 18,150
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	July 2021	July 2020	July 2019
Operating	5,018,668	4,011,732	2,195,600
Facilities	400,000	400,000	400,000
Capital Replacement	4,009,440	2,004,647	2,353,441
Non-Designated	1,504,009	1,002,100	1,278,345
TOTAL	10,932,117	7,418,479	6,227,386

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Joe Macdonald, Manager of Safety and Training

SUBJECT: Public Transportation Agency Safety Plan review and update

BACKGROUND AND INFORMATION:

On July 18, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective July 18, 2019.

Transit operators must certify that they have a safety plan in place meeting the requirements of the rule by December 31st, 2020.

The initial version of this document was approved by the Skagit Transit Board of Directors on August 19, 2020.

The plan must be reviewed and approved by Skagit Transit's Governing Board. Upon approval by the Board, the plan must then be submitted to the Washington State Department of Transportation (WSDOT), and the Skagit Council of Governments (SCOG).

The updated PTASP plan was submitted to the Board for review at the July 21st, 2021 Skagit Transit Board Meeting.

RECOMMENDATION:

Staff recommends that the Board approve the updated version of the Public Transportation Agency Safety Plan.

BUDGET IMPACT:

None. Skagit Transit already has all the elements necessary to carry out this plan in place.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Brad Windler, Planning and Outreach Supervisor

SUBJECT: Resolution 2021-05 Approving the 2021-2026 Transit Development Plan

INFORMATION:

No later than September 1st each year, transit agencies in the State of Washington are required to submit a 6-Year Transit Development Plan (TDP) to the Washington State Department of Transportation. The public hearing is scheduled for the August 18th Board of Directors meeting.

Skagit Transit released a draft TDP for a 30-day public comment period on July 21, 2021. No public comments were submitted on the draft plan.

The TDP identifies planned activities for the period 2021 to 2026. Annual updates reflect changing funding realities, policy goals, and new opportunities. Projects must be listed in the TDP to be eligible for state and federal grants.

RECOMMENDATION:

Staff requests that the Board approve Resolution 2021-05 adopting Skagit Transit's 6-Year Transit Development Plan.

BUDGET IMPACT:

Program update will have no impact on the 2021 budget.

RESOLUTION NO. 2021-05

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING
THE 2021-2026 TRANSIT DEVELOPMENT PLAN**

WHEREAS, RCW 35.58.2795 directs that by September 1st of each year, the legislative authority of each municipality, as defined in RCW 35.58.272, and each regional transit authority shall prepare a six-year transit development plan for that calendar year and the ensuing five years; and

WHEREAS, the required public hearing for the plan is to take place prior to adoption on August 18, 2021 at the regular Board of Directors meeting held virtually due to COVID restrictions; and

WHEREAS, all public notification and participation procedures required by Skagit Transit's Public Participation Policy and Procedures and RCW 35.58.2795 have been fulfilled.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors approve the 2021-2026 Transit Development Plan.

PASSED in open public meeting this 18th day of August, 2021.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Jill Boudreau, Board Chair

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Attorney for Skagit Transit

Community Advisory Committee Report

The July minutes were not accepted as presented since two of the members had not had time to review them. They will be handled in our September meeting.

Brad gave us an overview of the Transit Development Plan.

Beginning in the summer of 2022 Skagit Transit is considering a shuttle from the Skagit Transit station to the ferry terminal in Anacortes. This would allow passengers to go directly from the ferry terminal into Mount Vernon. It may be possible to extend this initial route depending upon ridership.

Cheryl Willis accepted the Community Service Award presented by the Mount Vernon Chamber of Commerce for the agency's support for obtaining food from food banks and assisting needy county families with this service.

Brad indicated that there will be some service changes effective September 7 and that an updated riders' guide will be available soon.

The Sedro-Woolley pull-out at the Helping Hands Food Bank is almost completed.

The project to install restrooms for use by Skagit Transit drivers has been temporarily hindered because of action on bids, but this should be worked out soon.

Brad shared that it may be necessary to have the proposed service changes for January 2022 effective as of May 2022.

Doris indicated that Light Rail should be available in Everett by 2041. She indicated that the Seattle Times has published information explaining the significant cost increases for this needed service.

Chris suggested that the agency consider some type of disability awareness-white cane awareness event in October. It was agreed that this idea could be developed to possibly be accomplished in 2022.

Cheryl Willis suggested that other organizations assist us and Chris will work with her on this project.

Cheryl also informed the committee that wearing masks is still mandatory on Skagit Transit property and on buses.

Respectfully Submitted

Chris Jones, Co-Chair

Citizens' Advisory Committee

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Joe Macdonald, Manager of Safety and Training
SUBJECT: Honoring 25 years of safe driving

BACKGROUND AND INFORMATION:

We have the pleasure today to recognize three Skagit Transit employees, Moises Cerrillo, Heidi Saldivar, and Rick White, who are here with us today. These three employees have reached a significant safety milestone, twenty-five years safe driving with no preventable accidents.

This is a very impressive accomplishment for these three individuals.

To put this in perspective, most of us might drive 14,000 – 15,000 miles per year in our own personal vehicles. The average Coach Operator will spend 75,000 – 80,000 miles per year behind the wheel of their coach, in all kinds of weather conditions, traffic conditions, and different capacities of passengers.

We have a plaque, and a special uniform jacket for each of them, and want to thank them all for their outstanding commitment to safety and customer service, and their professional approach to their jobs.

Congratulations Moises, Heidi, and Rick!