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**Skagit Transit
Board of Directors
Agenda**

Regular Meeting
September 15, 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 August Meeting Minutes Page 2-4
- b) Approval of Claims and Payroll
 - August Payroll Direct Deposit and Checks #16610 – 16617 \$780,215
 - August Direct Federal withholding transfer \$161,039
 - August Claims Checks and ACH #41120 – #41267 \$643,333

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for August..... .Page 5
- b) Award Construction Contract for the Sedro Woolley Park and Ride Restroom Project Page 6
- c) Report of WSDOT Grant Projects and Awards..... Page 7
- d) Federal Section 5307 and 5339 Grant Apportionments..... Page 8
- e) 2021 Skagit Council of Governments Award of Federal Highway Surface Transportation Funds
..... Page 9

7. INFORMATION ITEMS

Service and Route Improvements

- 8. EXECUTIVE DIRECTORS REPORT
- 9. ADJOURNMENT

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

Wednesday August 18, 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

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)
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
Mark Hulst, City of Mount Vernon, Councilmember
Chris Jones, Community Advisory Committee (Vice-Chair, non-voting member)

Members Absent:

Chris Loving, City of Burlington, Councilmember

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Joe Macdonald, Manager of Safety & Training
Chris Chidley, IT Manager
Chester Curry, Security Manager
Dean Dupris, Operations Supervisor
Alan Brooks, Operations Supervisor,
David Miller, Operations Supervisor,
Les O'Neill, Operations Supervisor
Rick White, Coach Operator
Heidi Saldivar, Coach Operator
Moises Cerillo, Coach Operator
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Brad Windler, Planning and Outreach Supervisor

Members of Public via Teleconference:

Joe Kunzler
Patrick Donnelly

1 Public Comment:

Mr. Kunzler shared his support for moving to hybrid meetings after the pandemic is over, and requested the online access to the meetings remain.

2 Consent / Action Items:

- a) Approval of July Meeting Minutes
- 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

Ms. Janicki 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 July

Mr. Flores read the report as presented in the agenda packet and noted the total collections for 2021 was listed wrong. The correct figure for overall sales tax collections should be \$8,410,485. Mr. Flores stated the updated budget report with this correction will be sent to the Board.

Items of note include Skagit Transit received \$1,299,986 in sales tax in the month of July. Skagit Transit also received \$618,798 in Federal and State Operating grants. Capital expenditures included security camera upgrades, MOA2 design and construction management costs and Streets/MyRide Information software. The reserve account balance is \$10,932,117.

Mr. Browning moved to approve the July monthly Budget Update as presented. Ms. Gere seconded the motion. The motion passed unanimously.

b) Public Transportation Agency Safety Plan

Mr. Macdonald read the report as presented in the agenda packet and noted that the Plan packet was included in the July Meeting materials for review. Mr. Macdonald requested Board approval for the plan and explained that once approved, he will submit the plan to the Washington State Department of Transportation and the Skagit Council of Governments.

Ms. Johnson moved to approve the Public Transportation Agency Safety Plan. Mr. Browning seconded the motion. The motion passed unanimously.

c) Resolution 2021-05 Approve the 2021-2026 Transit Development Plan

Mr. Windler read the report as presented in the agenda packet and presented Skagit Transit's 6 Year Development Plan. Mr. Windler noted that one public comment was received and was forwarded to the Board for review.

Ms. Boudreau opened the Public Hearing for the Six Year Transit Development Plan and asked for any additional public comments at 1:12.

Mr. Kunzler requested that staff prioritize completing the MOA2 Facility and stated the new facility will need large enough to accommodate charging infrastructure for electric buses or the ability to support hybrid fuel cell buses. Mr. Kunzler stated the agency needs to relocate out of the flood plain. Mr. Kunzler also expressed his support for new bus routes that staff is planning.

Ms. Boudreau closed the Public Hearing at 1:14.

Mr. Wesen moved to approve Resolution 2021-05 Approving the 2021-2026 Transit Development Plan. Mr. Sexton seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

The Community Advisory Committee report was included in the agenda packet. Mr. Jones greeted the Board and stated he would entertain any questions or comments on the report. Mr. Jones stated Ms. Jones is hoping to return in September.

5 Informational Items

Honoring 25 Years of Safe Driving

Mr. Macdonald stated with great pleasure that he is recognizing three Skagit Transit employees that have reached a significant safety milestone of 25 years safe driving with no preventable accidents. Mr. Macdonald explained that less than ten percent of transit driver achieve this record and stated the average coach operator will spend 75,000 – 80,000 miles per year behind the wheel of their coach through all kinds of weather and traffic conditions and different capacities of passengers.

Mr. Macdonald and Mr. O'Brien presented Moises Cerillo, Heidi Saldivar and Rick White with a plaque, a special uniform jacket and a monetary bonus from the Washington State Transit Insurance Pool (WSTIP) and thanked them for their outstanding commitment to safety, customer service and their professional approach to their jobs.

Ms. Johnson offered her congratulations and stated their achievement is extraordinary and thanked them for their good work. Mr. Browning added his thanks and noted how impressive he feels their accomplishment is. Ms. Gere shared thanks from the City of Anacortes and stated the service they provide is appreciated.

6 Executive Directors Report

Mr. O'Brien stated phase I construction is currently in day 38 of 210-day construction and current work being done is removing the siding and taking down walls. The Board approved bid for phase I was \$2,885,000 and approximately 10% of the budget has been spent so far. In the coming days steel will be delivered for the mezzanine in the maintenance area. Work is currently ahead of schedule and the contractors are doing an excellent job. Phase I is slated to be complete in February of 2022, with phase II beginning in 2022 and staff hopes to have the project completed in 2023. Mr. O'Brien explained staff will discuss phase II and phase III with the Board in the coming months.

Mr. O'Brien explained the Skagit Transit IT Manager, Mr. Chidley, met with the IT Department at Burlington Chambers and stated the technology will be able to support hybrid meetings. Ms. Boudreau requested discussion on hybrid meetings resume in September and maintain virtual meetings for September. Ms. Johnson expressed her agreement. Ms. Boudreau also expressed her support to retain an online ability after meeting in-person resumes.

Mayor Boudreau adjourned the meeting at 1:24 p.m.

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

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 August 2021

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

Revenues:

Skagit Transit received \$1,372,015 in sales tax revenues for the month of August 2021. This brings total collections for the year to \$9,782,500. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
Aug	1,372,015	1,183,385	1,209,693
Jan – Aug	9,782,500	8,100,945	8,562,884

The Aug 2021 collections is 15.9% higher than Aug 2020 and 13.4% higher than Aug 2019. The 2021 totals so far is 20.8% higher than 2020 and 14.2% higher than 2019.

We also received \$1,032,893 in Federal and State Operating Grants. This total includes \$718,916 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).

Expenses:

- ◆ Capital Expenditures
 - MOA 2 Construction Costs - \$249,935
 - MOA2 Design and Construction Mgmt Costs - \$41,642
 - Park & Ride Camera Upgrades – 16,428
 - Computer Server Upgrades - \$19,234
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	Aug 2021	Aug 2020	Aug 2019
Operating	5,019,385	4,011,906	2,199,815
Facilities	400,000	400,000	400,000
Capital Replacement	4,010,070	2,005,112	2,358,740
Non-Designated	1,504,224	1,002,575	1,280,778
TOTAL	10,933,679	7,419,593	6,239,333

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director
Aggie Juarez, Manager of Facilities

SUBJECT: Award Construction Contract #21-009-P for the Sedro-Woolley Park and Ride Restroom Project

INFORMATION:

Skagit Transit posted and published an Invitation for Re-Bid (IFB) #21-009-P on August 18 and August 24, 2021, for the construction of the Sedro Woolley Park and Ride Restroom in Sedro Woolley, WA.

Advertisements were published in the Builders Exchange of Washington, and the Skagit Valley Herald. Sealed bids were received and opened on Sept 1st, 2021 at Skagit Transit in Burlington, WA. Sealed bids were opened promptly via a Zoom bid opening at 2:00 pm.

The estimated Construction Cost Range was \$145,000 to \$151,700. A total of 8 different bids were opened and read aloud during the meeting.

The bid summary tabulation is as follows:

Contractor	Bid Amount	Notes
WRS	\$181,235	
Dawson Construction	206,970	
Larry Brown Construction	160,885	
Tiger Construction	177,408	
Fisher Construction Group Inc	152,299	
Interwest Construction Inc	165,904	
HB Hansen Construction Inc	160,780	
Accord Contractors	149,859	Low Bidder

After completing the necessary procedures to check for responsiveness and responsibility, Skagit Transit determined that Accord Contractors is the lowest responsive and responsible bidder.

RECOMMENDATION:

Skagit Transit staff recommends that the construction contract for the Sedro Woolley Park and Ride Restroom, Construction Contract #21-009-P be awarded to Accord Contractors of Bellevue, WA.

BUDGET IMPACT:

None – Included in FY 2021 Budget

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Report of WSDOT Grant Projects and Awards

INFORMATION:

Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the project scope and budget of the award.

The following project scope and budget per grant award is presented for Board approval:

2021-2023 WSDOT Consolidated Grant Program Funding - \$1,659,365

The following projects have been awarded state or federal funds:

- a) **\$1,032,524** - purchase of five (5) paratransit replacement coaches (\$750,000) and paratransit operations assistance (\$282,524). No match required.
- b) **\$117,391** - continuation of expanded service of Route 40X. Estimated total project cost - \$234,782. Required match is 50% of total project costs.
- c) **\$509,450** - operating assistance for Route 717 serving Eastern Skagit County communities. Route 717 in coordination with Route 70X will provide increased frequency of service and direct expeditious connections for east county residents to local and regional transit services. Estimated total project cost \$1,018,900. Required match is 50% of the total project costs.

RECOMMENDATION:

Staff recommends the Board approve the grant project and budget, and authorize the Executive Director to sign the grant agreement.

BUDGET IMPACT:

WSDOT Consolidated Grant Program Projects

- a) Operating Assistance Route 717 - **\$509,450**
- b) Expansion of Route 40X – **\$117,391**
- c) Paratransit capital and operating projects - No match required.

The grant period is July 1, 2021 through June 30, 2023.

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 of planning and award of FTA Federal Section 5307 and 5339 funding apportionments to Skagit Transit.

Federal Fiscal Year 2021 Federal Transit Administration apportioned to Skagit Transit from Puget Sound Regional Council Section 5307 funds - \$332,884 and Section 5339 funds - \$43,111

The funds will assist in Phase II Architect and Engineering services for the preparation of bid specifications, solicitation, and bidding assistance for Phase II construction of the Maintenance Operations and Administration Facility Project located at 11784 Bay Ridge Drive Burlington. The project cost is shared at an 80/20 ratio.

RECOMMENDATION:

Staff recommends the Board approve the grant projects and budgets, and authorize the Executive Director to execute the grant agreements.

BUDGET IMPACT:

Local share estimate: FTA Section 5307 - **\$83,221** FTA Section 5339 - **\$10,778**

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planner
SUBJECT: 2021 Skagit Council of Governments Award of Federal Highway Surface Transportation Funds

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 programing and award of 2021 U.S. Department of Transportation funding.

Federal Fiscal Year 2021 Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds awarded to Skagit Transit from Skagit Council of Government – \$56,100

Skagit Transit will flex the funds to FTA's Section 5307 funding in CY 2022; the funds will assist in delivering the following project:

\$56,100 for the purchase of bus stop amenities such as bus shelters and seating. The funding source requires the local agency to provide 13.5% of the project funds. The project cost is shared at an 86.5/13.5 ratio.

RECOMMENDATION:

Staff recommends the Board approve the grant project and budget, and authorize the Executive Director to execute the grant agreement.

BUDGET IMPACT:

Local share estimate: **\$8,756**