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Skagit Transit Board of Directors Agenda

Special Meeting
March 16, 2022
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 February Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll
 - February Payroll Direct Deposit and Checks #16671 - 16680\$866,046
 - February Direct Federal withholding transfer\$175,362
 - February Claims Checks and ACH #42027 - #42187\$475,602

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for February Page 5-6
- b) Approve Resolution 2022-02 – Adjustment of Board of Director’s Regular Meeting Time Page 7-8
- c) Award Recommendation Bulk Fueling Ultra Low Sulfur Diesel 22-002 Page 9

INFORMATION ITEM - MOA-2 Project update

- d) Approve Construction Change Orders 1-4 for the MOA -2 Project..... Page 10
- e) Approve Waiver of 30-Day Timeframe to Submit a Claim..... Page 11
- f) Approve Amendment to Increase Contract for Management and Inspection Services . Page 12
- g) Approve Amendment to Increase Contract Amount for Task 3 of the Architecture and Engineering Services..... Page 13
- h) 90-Day Construction Suspension..... Verbal

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. ADDITIONAL INFORMATION ITEMS - Skagit Transit Planning Process

9. EXECUTIVE DIRECTORS REPORT

10. EXECUTIVE SESSION– None required at this time

11. ADJOURNMENT

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

Wednesday February 16, 2022

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Janicki 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

Lisa Janicki, Skagit County Commissioner (Chair)
Peter Browning, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Dave Thomas, Skagit County Assessor

Members Absent:

Ron Wesen, Skagit County Commissioner
Mark Hulst, City of Burlington, Councilmember
Rick DeGloria, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)
Jose Reeves, Labor Representative (non-voting member)

Providing Legal Counsel:

None

Staff Present

Whitney Davis, Clerk to the Board
Mark Kennedy, Operations Manager

Staff Present via Teleconference:

Arden Flores, Manager of Finance & Administration
Greg Latham, Maintenance Manager
Joe Macdonald, Safety & Training Manager
Chris Chidley, IT Manager
Jennifer Davidson, Human Resources Manager
David Miller, Operations Supervisor
Les O'Neill, Operations Supervisor
Cheryl Willis, Marketing & Public Affairs

Members of Public via Teleconference:

Joe Kunzler
Grant Johnson, SCOG

1 Public Comment:

Mr. Kunzler stated he liked the new Zoom set-up for the meeting and added his support of the legislative package that would include free ridership for youth.

2 Consent / Action Items:

- a) Approval of January Meeting Minutes
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #16659 - 16670\$1,029,285
 - January Direct Federal withholding transfer \$183,093
 - January Claims Checks and ACH #41876 - 42026 \$811,130

Ms. Boudreau 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 January

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,183,262 in sales tax in the month of January. Skagit Transit also received \$1,122,324 in Federal and State grants. Capital expenditures included MOA2 design and construction management costs. The reserve account balance is \$16,938,266. Mr. Flores noted staff will present a financial update for the MOA-2 project at the March Board meeting.

Mr. Miller inquired if fare revenues were included with the budget update. Mr. Flores explained all detailed financial information is included in the finance recap. Mr. Browning inquired if the increase in revenues was due to an increase in the tax rate, or an increase in sales. Mr. Flores stated Skagit Transit received .2% tax rate and the increase in revenue is due to people purchasing more.

Mr. Browning moved to approve the January Monthly Budget Update as presented. Mr. Miller seconded the motion. The motion passed unanimously.

b) Award Recommendation Chuckanut Park and Ride HVAC and Generator Upgrades 21-001-P

Mr. Chidley read the report as presented in the agenda packet. Items of note include an estimated Construction Cost Range of \$155,000 to \$175,000 to upgrade the Chuckanut Park and Ride HVAC and generator system. Two bids were received. After the necessary procedures to check for responsiveness and responsibility were complete, staff determined Colvico Inc. was the lowest responsive and responsible bidder and recommends the Construction Contract #21-001-P Chuckanut Park and Ride HVAC and Generator Upgrades be awarded to Colvico Inc. of Spokane, WA.

Ms. Janicki requested clarification regarding budget capacity as the low bid was more than the original estimate that was budgeted for. Mr. Flores stated the estimate was received in early 2021 and due delays and supply issues related to COVID, staff will need to bring a budget amendment to the Board for this project.

Ms. Boudreau moved to award Recommendation Chuckanut Park and Ride HVAC and Generator Upgrade 21-001-P. Mr. seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Ms. Janicki stated the notes from the CAC meeting were included with the agenda packet and noted the mention of the Stuff the Bus Food Drive taking place at the Cascade Mall in Burlington on February 26th at 11:00. Ms. Janicki noted an additional donation location at Pioneer Market in Sedro Woolley and shared her appreciation for community support events such as this.

5 Executive Directors Report

Ms. Janicki stated she discussed adjusting the meeting time to 11:00 a.m. or 11:30 a.m. with Mr. O'Brien in order to allow additional time to discuss agency business without pushing the 1:30 start time of the transportation policy board meetings. Ms. Boudreau requested the Board consider this so that the meetings are not rushed as well as avoiding violations to the Open Public Meetings Act when not starting SCOG meetings at the published start time and expressed her support for changing the meeting times. Ms. Janicki inquired if there were any Board members opposed to this potential change. Ms. Boudreau stated she was happy to make a motion for this change if necessary. Ms. Janicki stated with the support of the Board the March meeting will be planned for 11:00.

Mr. Kennedy stated in the last eight weeks, staff has received more positive customer comments regarding service, including three bouquets of flowers than received in all of 2021 and some specifically mention support from the Board of Director's.

Mr. Sexton reminded the Board he requested an update on the planning process for new routes in the January Board meeting and was hoping there would be an update in an upcoming meeting. Mr. Kennedy stated staff is working on a presentation that will be given at the March meeting regarding the route planning process.

Commissioner Janicki adjourned the meeting at 1:26 p.m.

Commissioner Lisa Janicki, 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 March 2022

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

Revenues:

Skagit Transit received \$1,414,865 in sales tax revenues for the month of February 2022. This is 9.6% higher than the \$1,291,522 received in February 2021, and 9.4% higher than the \$1,225,646 received in February 2020. Fiscal Year 2022 totals so far are 9.4% higher than 2021 and 15.1% higher than 2020.

	2022	2021	2020
Feb	1,414,865	1,291,522	1,225,646
Jan-Feb	2,598,126	2,374,966	2,258,197

We also received \$937,374 in Federal Grants from the American Rescue Plan Act of 2021 (ARPA).

Expenses:

- ◆ Capital
 - MOA2 Construction Mgmt Costs - \$39,032
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Ending Cash:

Feb 2022	Feb 2021	Feb 2020
5,560,907	4,990,447	4,397,370

Reserves:

	Feb 2022	Feb 2021	Feb 2020
Operating	5,021,498	5,016,710	2,220,189
Facilities	6,400,000	400,000	400,000
Capital Replacement	4,013,154	4,007,720	2,384,368
Non-Designated	1,504,857	1,503,422	1,292,515
TOTAL	16,939,509	10,927,852	6,297,072

MOA2 Phase 1 Construction Update:

Original Contract Amount: \$2,885,000
Total Change Orders: \$68,775
Total payment to Contractor: \$1,292,284
Payment% to total amount: 44%

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Whitney Davis, Clerk to the Board
SUBJECT: Approve Resolution No. 2022-02 – Adjustment of Board of Director’s Regular Meeting Time

INFORMATION:

Skagit Transit staff and the Board have discussed adjusting the regular Board of Director’s meeting time from 1:00 p.m. to 11:00 a.m. in order to allow sufficient time to present and discuss Agency business without having an effect on the start time of subsequent meetings.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2022-02 Adjustment of Board of Director’s Meeting Time.

RESOLUTION NO. 2022-02

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS

WHEREAS, the Skagit Transit Board of Director’s meets on a regular basis to review, discuss and direct the Skagit Transit system; and;

WHEREAS, the date, place and time that the Board of Director’s shall meet in regular session needs to be established; and

WHEREAS, it has become necessary to amend the regular meeting time.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Skagit Transit Board of Director’s shall meet in regular session on the 3rd Wednesday of each month at 11:00 a.m. Meetings will be held virtually until such a time as in-person meetings resume. At that point, meetings will remain available virtually as well as in-person at Burlington City Council Chambers.

PASSED in open public meeting this 16th day of March 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Board 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: Greg Latham, Maintenance Manager
SUBJECT: Award ULSD Fuel Delivery Contract #22-002

INFORMATION:

Skagit Transit's existing Ultra Low Sulfur Diesel (ULSD) Fuel Delivery Contract 14-015-F has expired with no Option Year renewal terms remaining.

Skagit Transit proposes to use the Washington State Department of Enterprise Services Contract 08721 with PetroCard to deliver Bulk Ultra Low Sulfur Diesel (ULSD) to our facility.

RECOMMENDATION:

Skagit Transit staff recommends that the ULSD Fuel Delivery Contract #22-002 be awarded to PetroCard by using the Washington State Department of Enterprise Services contract 08721.

BUDGET IMPACT:

None - Included in the FY 2022 Budget

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

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

SUBJECT: Approve Change Orders 1-4 for the Phase 1 construction of the MAINTENANCE OPERATIONS AND ADMINISTRATION (MOA2) Facility.

INFORMATION:

In May 19, 2021, the Board approved Contract #19-014-F for the Phase 1 Construction of the MOA2 Facility with HB Hansen Construction in the amount of \$2,885,000.

Listed below are the following change orders that have been authorized since construction started in July 2021. Staff together with our Construction Management Firm and Architect has reviewed and authorized these change orders.

CO#	Description	Date	Amount
1	Electric Wall Circuit Heater, Schedule Extension, Widen Concrete Site Wall, Slab Patching	Oct 11, 2021	\$4,457.78
2	HSS Column in conflict with existing, CFS Brackets, Sampling (e) Subgrade, RFI 41, 42, FE Locations	Nov 17, 2021	\$17,772.78
3	Slab Patch Hooks, Footing RFI Delays, Concrete Corbel Base, Change form PAF Screws for CFS, Material Cost Escalations, FTG's F3.0 at Vestibule A01, Slab Overcut - RFI 65	Dec 22, 2021	\$40,135.92
4	Gate Hardware RF1, Roof Insulation Mockup	Feb 15, 2022	\$6,408.26

RECOMMENDATION:

Staff recommends the Board approve the above listed change orders for the MOA2 Construction Contract.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

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

SUBJECT: Approve waiver of 30 day timeframe to submit a Claim as noted in the Construction Contract Agreement.

INFORMATION:

On January 12, 2022, Skagit Transit authorized Construction Proposal Request (PR#02) for our Construction Contractor to put together a design proposal that would address several issues that were noted during the MOA2 Construction project. Due to the extensive nature of these issues, and other extenuating circumstances, this Proposal Request process was deemed as a necessary alternative to the Construction Change Directive Process that is specified in the Contract Agreement. However, the procedures that are to be followed when putting together a Proposal Request is not specified in the contract agreement and therefore there would be no current agreement in place to document the changes in the contract sum and/or contract time when putting together PR#02.

To address this, the documentation requirements will be in the form of a written Claim. The Contract agreement states "*the Contractor shall submit a written claim as provided herein within (30) calendar days of submitting the notice. Claims will include a clear description of the claim and any proposed changes in the Contract sum and Contract time and shall provide data fully supporting the Claim*". This Claim will include all costs associated with putting together PR#02.

Due to extenuating circumstances, the Contractor is requesting an additional 30 day extension to submit the Claim. This will make the new deadline for submitting the Claim on March 22, 2022. Waiver of the Claim deadline will in no way waive any other notice or other provisions as stated in the contract agreement.

Recommendation:

Staff recommends the Board approve the additional 30 days extension for Contractor to submit a Claim for all costs associated with Proposal Request #02.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

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

SUBJECT: Approve amendment to increase total contract amount for Construction Management and Inspection Services.

INFORMATION:

On January 15, 2020, the Board approved contract agreement #19-013-F for Construction Management and Inspection Services for the MOA2 Phase 1 Construction Project with KBA Inc. in the amount of \$241,000. This amount was agreed on based on factors that existed during that time including an expected Construction start date of June 2020 and an expected construction/closeout period of 7 months. The invitation to bid was announced in March 2020 but was canceled due to COVID. The project was rebid on May 2021 and actual construction started on July 2021. Due to project delays, the construction/closeout period is now expected to be at least 12 months and possibly longer.

Staff recommends the Board approve an amendment to increase the contract total price with KBA Inc. to \$357,848. This amount is based on Services thru May 31, 2022.

BUDGET IMPACT: This was included in the 2022 Budget

Grant(s) funds:	\$286,278
Local funds:	\$ 71,570

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

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

SUBJECT: Approve amendment to increase the contract amount for Task 3 of the Architecture and Engineering Services Agreement for the Maintenance Operations and Administration Facility (MOA2).

INFORMATION:

In August 21, 2019, the Board approved Change Order #4 to Contract #17-013-F with TCF Architecture in the amount of \$253,444. This is to include Task 3 to the original agreement which includes preparing bid documents, bidding support, and construction administration services for the Phase 1 Construction of MOA2. This amount was based on factors that existed during that time including an estimated construction start date of June 2020 and an expected construction/closeout period of 7 months. The invitation to bid was announced on March 2020 but was cancelled due to COVID. The project was rebid on May 2021 and actual construction started on July 2021. The construction/closeout period is now expected to be at least 12 months and possibly longer.

Recommendation:

Staff recommends the Board approve an amendment to increase the contract total amount for Task 3 for Architecture and Engineering Services with TCF Architecture to \$372,241. This is for payment for Services thru December 31, 2021.

CAC REPORT

March 8, 2022

The committee voted to recommend the board consider best type of bus exterior display to show mass transportation as a viable alternative to rising gas prices, and includes press releases.

Suggestion for the interior coach scrolling screens:

- Make text large, and say what needs to be said in as few words as possible.
- Holiday entries need to be updated to reflect current year 2022
- Static screens should contain animations to grab rider attention.

Brad will be taking these suggestions to Operations supervisors to disseminate among the departments involved in creating the slides.

The committee has decided to move forward with hybrid meetings, in order to accommodate working persons, prospective CAC members from the Anacortes area, and guests, who otherwise, could not make in-person meetings.

Guest speaker in May will be Mark Hamilton, Senior Planner with Skagit Council Of Governments, regarding results of the household survey taken recently.

In future, the committee would like to have someone come talk with us regarding emergency preparedness and ramifications for Skagit Transit bus service to ridership.

Updated mask guidelines were discussed.

New bus stop signs should be going up later this month, and will be standardized, one route at a time, and hopefully, starting at the Anacortes ferry terminal. It was brought up that the transit connector information should be updated and more visible than it is now to people coming off the ferries.

The Sedro-Woolley Park & Ride is closed, due to renovations, and an alternative is operating out of the Food Pavilion parking lot on the south side by Highway 20.

The Stuff The Bus event, benefiting the Helping Hands food bank, at the Cascade Mall parking lot, was a resounding success, with people lined up for the Sugar And Spoon food truck. Appreciation was shown for Commissioner Janicki's attendance. This event received a write-up in the Skagit County Herald, dedicated to a past community member, and a great show of support topped off the day. Eleven thousand pounds of food was collected, and the donations amount is estimated to be the equivalent of eighty-nine thousand pounds of food, averaging 25 pounds of food per dollar. Note that Helping Hands serves not only Sedro-Woolley, but also Hamilton, Lyman, Anacortes, and Marble Mount.

Regarding Transit awareness, Skagit Transit is the lead agency with the North Sound Transportation Alliance, looking to study future demand for mass transit in the northwest region, to include connecting with adjacent transit systems, as well as future tourism needs. Last week, the alliance applied for a grant from DOT, and has commitment of matching funds from other area agencies. They will also decide the best ways for agencies to connect with large projects coming on line over the next decade or so. The study is to start in 2023.

The next meeting will be April 12.

Respectfully Submitted,

Judy Jones

CAC Chair