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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 April Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll  
April Payroll Direct Deposit and Checks #16692 - 16699 ..... \$961,357  
April Direct Federal withholding transfer ..... \$175,977  
April Claims Checks and ACH #42379 - #42518..... \$613,996

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for April..... Page 5-6
- b) Approve Commitment of Local Match - FTA FY 2022 Buses and Bus Facilities Grant Program  
..... Page 7
- c) Approve Amendment to Increase the Contract Amount for Task 3 of the Architecture and  
Engineering Services..... Page 8
- d) Approve Resolution 2022-04 Fare Policy Revision ..... Page 9-12

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATION ITEMS

- a) WSTIP Above and Beyond Award Presentation
- b) Skagit Transit Compensation Study

9. EXECUTIVE DIRECTORS REPORT

10. ADJOURNMENT

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

Wednesday April 20, 2022

The Skagit Transit Board of Directors met in regular session in Burlington, WA and via teleconference. Chair Commissioner Janicki called the meeting to order at 11:11 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

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

**Members Present via Teleconference**

Lisa Janicki, Skagit County Commissioner (Chair)  
Ron Wesen, Skagit County Commissioner  
Mark Hulst, City of Mount Vernon, Councilmember

**Members Absent:**

Julia Johnson, City of Sedro Woolley, Mayor  
Peter Browning, Skagit County Commissioner  
Rick DeGloria, City of Burlington, Councilmember  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Providing Legal Counsel:**

None

**Staff Present**

Dale O'Brien, Executive Director  
Arden Flores, Manager of Finance & Administration  
Chris Chidley, IT Manager  
Jennifer Davidson, Human Resources Manager  
Mark Kennedy, Operations Manager  
Brad Windler, Planning and Outreach Supervisor

**Staff Present via Teleconference:**

Aggie Juarez, Facilities Manager  
Greg Latham, Maintenance Manager  
David Miller, Operations Supervisor  
Jason Tepper, Operations Supervisor  
Jo-Ann Wynne, Contracts and Procurements Coordinator

**Members of Public via Teleconference:**

Grant Johnson, SCOG  
Kevin Murphy, SCOG  
Chris Jones, Community Advisory Committee  
Ray

**1 Public Comment:**

None.

**2 Consent / Action Items:**

- a) Approval of March Meeting Minutes
  - b) Approval of Claims and Payroll
- |  |           |
|--|-----------|
| March Payroll Direct Deposit and Checks #16681 - 16691 ..... | \$816,102 |
| March Direct Federal withholding transfer.....               | \$165,859 |
| March Claims Checks and ACH #42188 - 42378.....              | \$430,720 |

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

**3 Full Discussion/Action Items:**

- a) Monthly Budget Update Report for March

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,227,470 in sales tax in the month of March. Skagit Transit also received \$1,123,813 in Federal grants. Capital expenditures included MOA2 construction management costs and TripSpark Software. Mr. Flores explained fuel is trending approximately 34% over the budgeted amount due to higher gas prices which equates to roughly \$75,000. This is offset by the approximate \$200,000 surplus salary budget Skagit Transit is experiencing due to staffing shortages. Staff is going to monitor fuel expenses and present a plan at the mid-year budget amendment. The reserve account balance is \$16,940,842. Mr. Flores also included an update on the MOA-2 project noting 40% of Phase 1 construction is complete.

Ms. Janicki requested a breakdown of fuel expenses with regards to the price increase as well as a result of increased service.

**Mr. Sexton moved to approve the March Monthly Budget Update as presented. Mr. Miller seconded the motion. The motion passed unanimously.**

b) 2022 FTA 5307 FLEX Funds Grant Award

Mr. Windler read the report as presented. Skagit Transit has been awarded \$304,300 from Skagit Council of Governments and staff plans to use the funding for projects including a bus canopy over the island at March's Point Park and Ride, consultant surveys to add sidewalks or platforms along Memorial Highway and Right of Way surveys to determine locations for additional bus stop amenities. The funds in this grant award require a local match totaling \$53,700.

Mr. Wesen inquired if there was an estimate for the cost of the complete project at March's Point, noting the design and engineering fees were high. Mr. Windler stated staff does not have an overall estimate but received the design estimate from Pertteet Engineering.

**Mr. Sexton moved to approve the 2022 FTA 5307 FLEX Funds Grant Award. Mr. Hulst seconded the motion. The motion passed unanimously.**

c) Resolution 2022-03 Adoption of Juneteenth Holiday

Mr. O'Brien read the report as presented. Items of note include the addition of one paid holiday to the schedule of recognized holidays in the Skagit Transit Personnel Policies Manual with an approximate budget impact of \$36,993 annually.

Ms. Janicki requested clarification of a Floating Holiday. Ms. Davidson and Mr. O'Brien explained that staff working full service holidays can use the holiday pay at their leisure since they are working on the holiday itself.

**Mr. Hulst moved to approve Resolution 2022-03 Adopting Juneteenth Holiday. Mr. Miller seconded the motion. The motion passed unanimously.**

d) Approve Deadline Extension to Submit a Claim Regarding MOA-2 Construction Proposal Request (PR) #02

Mr. O'Brien read the report as presented in the agenda packet. Staff is requesting approval to extend the deadline for submission of claims associated with PR#02 to June 14, 2022. Mr. O'Brien added that staff has met with TCF Architecture and they have agreed to reduced their billing by \$30,000.

Ms. Janicki inquired if this would be the last request for an extension and clarified that the extension is for the cost estimate for the revisions to the contract. Mr. O'Brien confirmed the extension is for the estimates for the necessary revisions as well as combatting the supply chain issues. Mr. O'Brien explained that the contractor is submitting plans for a new roof, siding and insulation and design concerns with a price proposal. There will not be any additional extensions.

Mr. Wesen inquired if staff felt confident that the designs would be finished by the deadline. Mr. O'Brien stated the mock-up of the siding and insulation would be complete Friday and staff was hopeful and optimistic that submissions would be finished by June 14.

**Mr. Wesen moved to approve the Deadline Extension to Submit a Claim Regarding MOA-2 Construction Proposal (PR) #02. Mr. Sexton seconded the motion. The motion passed unanimously.**

#### **4 Community Advisory Committee Report**

Mr. Jones read the report as included with the agenda packet. Ms. Janicki thanked Mr. Jones and shared her appreciation for the written report that is included as well as the Committee's involvement.

#### **5 Information Items**

Mr. Windler presented Skagit Transit's Planning Process as included with the agenda packet and noted that Skagit Transit is at the start of the Strategic Planning Process. Ms. Janicki inquired about the schedule for adopting a new plan. Mr. Windler explained staff is hoping to present the plan in October or November with rider satisfaction surveys starting in June.

Ms. Boudreau inquired about how Skagit Transit coordinates with City Jurisdictions when planning routes. Mr. Windler explained staff attends Public Works meetings and discusses service planning and improvements. Beginning Fall of 2021 staff has started reaching out to planning staff of different jurisdictions to discuss suggestions and ideas. Ms. Boudreau expressed her support of continuing to work closely with Development and Planning staff as they are more involved with long-term and expansion plans. Mr. Sexton echoed Ms. Boudreau and shared his desire for regular communication with the Planning Departments.

#### **6 Executive Directors Report**

Mr. O'Brien discussed the removal of the mask mandates for public transportation, and noted they are now optional.

Mr. O'Brien explained the State of Washington Transportation Bill requires Public Transportation Agencies to have a Fare Free Policy for youth 18 and under by October 1, 2022. Skagit Transit will receive \$5,000,000 through this funding which staff will designate for MOA-2. Mr. O'Brien stated staff will present more information on this in the May Board Meeting.

Mr. O'Brien noted ridership is up 40% and added that 600 rides which normally ride the Paratransit service are utilizing Fixed Route services. Passenger feedback is very positive. Mr. O'Brien added that the Outreach Department has been working with Concrete School District to provide transportation during the summer season.

Mr. Sexton inquired how providing free ridership to youth is not gifting of public funds. Mr. O'Brien explained this is determined by state law and stated he would have to discuss that with legal counsel. Mr. Miller requested information on the impact on fares with the implementation of a youth fare free policy for the May meeting. Mr. Miller also inquired more about the Concrete service. Mr. O'Brien explained that staff is looking at making small adjustments to the existing route and adding a stop at the schools.

**Commissioner Janicki adjourned the meeting at 11:49 a.m.**

Attest:

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Commissioner Lisa Janicki, Chair Skagit Transit Board of Directors

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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 April 2022

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

Revenues:

Skagit Transit received \$1,155,719 in sales tax revenues for the month of April 2022. This is 12.5% higher than the \$1,027,401 received in April 2021, and 38.5% higher than the \$834,303 received in April 2020. Fiscal Year 2022 totals so far are 12.4% higher than 2021 and 24.1% higher than 2020.

	2022	2021	2020
<b>Apr</b>	1,155,719	1,027,401	834,303
<b>Jan-Apr</b>	4,981,315	4,430,374	4,013,456

We also received \$1,239,439 in Federal Grants, including \$952,101 from the American Rescue Plan Act of 2021 (ARPA) and \$226,547 from the FY2020 CARES Act Funds.

Expenses:

- ◆ Capital
  - MOA 2 Construction Services - \$229,368
  - MOA2 Design and Construction Management Services - \$68,359
  - SW P&R Restroom Project - \$52,573
  - Service Vehicle Replacement - \$42,428
- ◆ Fuel – Trending at 27% over the budgeted amount
- ◆ Salaries/Wages – Trending at 9% under budget
- ◆ All other expenses were as expected

Ending Cash:

Apr 2022	Apr 2021	Apr 2020
5,260,634	4,604,842	3,537,986

Reserves:

	<b>Apr 2022</b>	<b>Apr 2021</b>	<b>Apr 2020</b>
Operating	5,022,804	5,017,663	1,908,965
Facilities	8,400,000	400,000	0
Capital Replacement	4,015,912	4,008,557	4,411
Non-Designated	1,505,248	1,503,708	2,022
<b>TOTAL</b>	<b>18,943,964</b>	<b>10,929,928</b>	<b>1,915,398</b>

**MOA2 Phase 1 Construction Finances Update:**

**Construction Contractor: HB Hansen Construction Inc.**

Original Contract Amount: \$2,885,000 + Tax

Total Approved Change Orders: \$68,775

Total payment to Contractor: \$1,511,082

Project % of completion: 40% - Project is currently suspended

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

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Dale O'Brien, Executive Director

**SUBJECT:** Commitment of Local Match to Federal Transit Administration FY22 Buses and Bus Facilities Grant Program

### **INFORMATION:**

Skagit Transit is preparing applications to FTA's FY2022 Buses and Bus Facilities Grant program and Low-No Emissions program. The applications request funding assistance to complete Phase 3 construction of the Maintenance Operations and Administration (MOA) facility project located at 11784 Bay Ridge Drive, Burlington. Phase 3 is the final phase of the facility project to replace the current MOA, which lacks capacity and is located within the Skagit River flood plain.

As part of the FTA Buses and Bus Facilities and Low-No Emission Grant Program process, a local match is required. The granting agency is requesting an Agency Letter of Commitment for the local match to be included as an attachment to the application.

The scope of Phase 3 construction includes renovation of the maintenance shop, site improvements and full development of the vacant parcel to the north of the facility. Skagit Transit will commit \$6,000,000 toward the project budget of \$16,000,000.

The project will be reviewed under both programs however; it is only eligible for one program award.

### **RECOMMENDATION:**

Staff recommends the Board to approve the local match share and commit to the FTA the local match.

### **BUDGET IMPACT:**

The obligation of funds will take place in budget year 2023.

## 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:**

During the March 2022 Board Meeting, the Board approved an amendment to increase the total contract amount for Task 3 of the MOA2 Project with TCF Architecture from \$253,444 to \$372,241. The \$372,241 is for payment of Task 3 related services thru December 31, 2021. As the project has been delayed and now has an estimated completion date of March 2023, it is necessary to amend the contract agreement with TCF to continue to provide design and construction administration related services for Task 3.

### **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 \$579,072.



## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Brad Windler, Planning and Outreach Supervisor

**SUBJECT:** Resolution 2022-04 Authorizing Approval of Policy 080.05 Fare Policy Amendment

### INFORMATION:

During the 2022 legislative session, the Washington State Legislature passed legislation to compensate transit agencies for providing fare free service for Youths ages 18 and under. Governor Jay Inslee has signed this legislation into law. Skagit Transit would have to meet the following conditions:

- Youth aged 18 and under would have to be fare free on all modes of service no later than October 1<sup>st</sup> 2022
- Skagit Transit would not be allowed to lower its current sales tax rate
- Skagit Transit has to report to WSDOT on the number of riders participating in this program

To participate in this program, staff is recommending that Skagit Transit enact a policy of providing fare free service to Youth aged 18 and under starting June 1<sup>st</sup>, 2022. This has many advantages for our agency and the citizens we serve:

- Allows promoting this initiative while school is still in session
- Allows opportunity to reach out to summer youth camps to organize group trips in advance of summer
- Libraries county wide can plan on promoting access to their summer programs using free transit for kids
- Eliminates the time and expense of having a Summer Youth Pass program
- Allows Youth to make plans for transportation to summer employment opportunities
- Promotes lifelong ridership among our youth
- Allows learning how to ride public transportation which is an important life skill
- Free travel training will be available
- Provides a form of free transportation to SVC for participants of the Running Start program

Fixed Route Fare Structure

	REGULAR	REDUCED/R EDUCIDO
Standard Fare Boleto estandar	\$1.00	\$0.50
One Day Pass (local routes including 40X) Pasa de un dia (local y 40X)	\$3.00	\$1.50
31-Day Pass (local routes including 40X) Pasa de 31 dias (local y 40X)	\$30.00	\$15.00
Quarterly Pass for adult students at Skagit Valley College	\$30.00	
Youth aged 18 and under are Fare Free		

County Connector Fare Structure:

	REGULAR	REDUCED/ REDUCIDO
Standard Fare 80X and 90X Boleto estandar 80X y 90X	\$2.00	\$1.00
Skagit-Whatcom One Day Pass (80X and all Skagit Transit & WTA routes) Pase por un dia Skagit-Whatcom (local Skagit Transit y WTA riytas 80X)	\$6.00	\$3.00
County Connector 31-Day Pass (80X, 90X and all Skagit Transit & WTA routes) Pase conector de 31 dias del condado (80X, 90X, y localSkagit Transit y WTA routas)	\$50.00	\$25.00
Youth aged 18 and under are Fare Free		

Paratransit Fare Structure

	REGULAR
Standard Fare Boleto estandar	\$2.00
31-Day Pass Pasa de 31 dias	\$60.00
Youth aged 18 and under are Fare Free	

**RECOMMENDATION:**

Approve Resolution 2022-04 revising Fare Policy 080.05 as presented at the May Board of Directors meeting.

**BUDGET IMPACT:**

Pre-COVID, Skagit Transit collected \$10,000 to \$12,000 annually in youth fares. The legislation will be providing over \$650,000 annually in new revenue which includes the funding for the Youth Fare Free initiative.

**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS  
AUTHORIZING APPROVAL OF POLICY 080.05 FARE POLICY AMENDMENT**

**WHEREAS**, Skagit Transit began charging fares on May 1, 2001; and

**WHEREAS**, it is the best practice for an agency to have updated policies in place, and as Skagit Transit has created policies since its inception in 1993; and

**WHEREAS**, the Washington State Legislature has enacted legislation to fund transit agencies providing fare free transportation for those 18 and under, to be effective no later than 1 October 2022;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Board of Directors of Skagit Transit hereby approves the amendment to policy 080.05 Fare Policy.

**PASSED** in open public meeting this 18<sup>th</sup> day of May 2022.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Lisa Janicki, Chair

By \_\_\_\_\_  
Dale O'Brien, Executive Director

**ATTEST TO FORM:**

\_\_\_\_\_  
Whitney Davis, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dannon C. Traxler, Counsel to Skagit Transit

## CAC REPORT

May 10, 2022

WE enjoyed a presentation from guest speaker Mark Hamilton, transportation planner with Skagit Council Of Governments, who reported on findings of the recent 2021 household survey on area transit and travel. Information will soon be available for distribution.

Under staff reporting, Brad gave an overview and updated information on the Move Ahead package to fund transit youth fares.

The planned fall bus service changes are being curtailed until later in the year, due to current driver shortage.

The CAC travel date to Concrete is being postponed to a later date in August or early September, due to schedule conflicts.

Cheryl gave an overview of the upcoming Berry Dairy Days festival and Skagit Transit involvement.

The next meeting will be June 14 at 4:30 pm, and all are welcome to attend either in-person at Skagit Station, or via Zoom. See below for Zoom information.

Respectfully Submitted,  
Judy Jones  
CAC Chair

You are welcome to join us via Zoom:

Jun 14, 2022 04:30 PM  
Jul 12, 2022 04:30 PM  
Aug 9, 2022 04:30 PM  
Sep 13, 2022 04:30 PM  
Oct 11, 2022 04:30 PM  
Nov 8, 2022 04:30 PM  
Dec 13, 2022 04:30 PM

Join Zoom Meeting  
<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

Dial by your location  
+1 253 215 8782 US (Tacoma)

April 8, 2022

Ms. Marge Root  
c/o Skagit Transit  
600 County Shop Lane  
Burlington, WA 98233

**RE: CONGRATULATIONS!**  
**WSTIP's Above and Beyond Award**

Dear Marge:


Dale O'Brien submitted you for an award under WSTIP's Above and Beyond program and I am very honored and humbled to be able to give it to you.

On March 10, 2022, you were driving the bus on route when a passenger slumped over in his seat and fell to the floor. Upon hearing that sound, you stopped your bus and went to find out if the passenger needed help. The on-board recording system captures you yelling out to him and continuing to draw his attention to stay with you. You secured the bus, contacted Dispatch to summon 911 and kept checking on the passenger. You kept trying to get him unwedged and when you did, you administered CPR. You called for help through the rear door which allowed bystanders to assist. This was very important as they were able to relieve you and help with CPR. These factors allowed an environment where first responders could take over and transport the passenger to the hospital.

I know that Skagit Transit trains drivers in CPR, but I bet you never thought you'd have to use it. I am glad you had the situational awareness and moxie to put your training in action. I'm sure this passenger and his family is glad you did too. You not only reacted, **you were determined to not give up on this person, this life.**

Your determination saved this man's life. Thank you for giving this person another day. You went Above and Beyond and we are very grateful for your committed service to your community. Please accept this enclosed check as a small token of our appreciation for your response to this serious event. Your story will continue to appear in our Above and Beyond materials as an example of courage and heads-up action.

Marge, thank you for raising the bar for transit professionals and caring so deeply. The citizens of Skagit County are lucky to have you. The WSTIP community joins Dale in expressing our admiration and gratitude for your actions.

In gratitude,  
  
Tracey Christianson  
Executive Director

To learn more about WSTIP, visit our website [www.wstip.org](http://www.wstip.org).

cc: Dale O'Brien  
Joe Macdonald