

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

Wednesday June 15, 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 11:04 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner (Chair)
Ron Wesen, Skagit County Commissioner
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

Julia Johnson, City of Sedro Woolley, Mayor
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Jill Boudreau, City of Mount Vernon, Mayor
Peter Browning, Skagit County Commissioner
Mark Hulst, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Jennifer Davidson, HR Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board
Nicolas Bergman, IT Technician

Staff Present via Teleconference:

Joe Macdonald, Safety & Training Manager
Greg Latham, Maintenance Manager
Aggie Juarez, Facilities Manager
Jason Tepper, Operations Supervisor
Jo-Ann Wynne, Contracts & Procurement Coordinator

Members of Public Present

Michael Serrano, KBA Construction

Members of the Public Present via Teleconference:

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of May Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|---|-----------|
| May Payroll Direct Deposit and Checks #16701 - 16708..... | \$921,812 |
| May Direct Federal withholding transfer | \$171,238 |
| May Claims Checks and ACH #42519 - 42667 | \$625,100 |

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

3 Full Discussion/Action Items:

Ms. Janicki announced the full discussion and action items would be re-arranged in the order of:

- 6a) Monthly Budget Update for May
 - 6c) Approve Resolution 2022-04 080.05 Fare Policy Amendment
Executive Session
 - 6b) Approve Additional 90 Day Extension to Suspend the MOA-2 Construction Project
- a) Monthly Budget Update Report for May

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,464,843 in sales tax in the month of May. Skagit Transit also received \$1,215,563 in Federal grants. Capital expenditures included the Sedro Woolley Park and Ride Restroom project and five automated passenger counters. Fuel is trending at \$174,560 over the budgeted amount, and salaries and wages are trending at \$289,918 under budget. The reserve account balance is \$18,949,521. Phase 1 of the MOA-2 project is 40% complete and construction is currently suspended.

Mr. Miller made mention of his request in the May Board meeting and asked if Fare Revenues could be included in subsequent monthly budget updates.

Mr. Wesen moved to approve the May Monthly Budget Update as presented. Mr. Sexton seconded the motion. The motion passed unanimously.

b) Approve Resolution 2022-04 080.05 Fare Policy Amendment

Mr. Windler gave a presentation on the policies and implementation of going fare free for youth. Items of note include State Legislation compensating transit agencies for providing fare free service for youth riders aged 18 and under. Staff is requesting a soft-launch date of June 20th with age verification requirements in place by August 1, 2022. Staff explained that pre-Covid, Skagit Transit collected roughly \$10,000 - \$12,000 annually in youth fares. This program will provide over \$1.3 million annually in new revenue.

Mr. Miller shared his request that younger riders be given Umo cards. Ms. Davis elaborated and noted that Skagit Transit will distribute and promote Umo accounts to all riders regardless of age, but will require youth aged 15 and older have a Umo account to ride free.

Ms. Johnson inquired about protocols in place to keep drivers safe in the event of fare disputes. Mr. Kennedy explained that drivers are instructed to make a reasonable attempt to collect fares and to report instances to Dispatch so that Supervisors and Security can assist in handling difficult situations. Mr. O'Brien added that all drivers have gone through a Defense from the Seated Position training.

Mr. Sexton inquired if Skagit Transit could refuse the funding, or use the funding as a reimbursement and only accept funding for costs incurred by offering free ridership to all youth. Mr. Windler explained the funding through this legislation is not solely in place to pay for lost revenue by providing free ridership for youth. The apportionment of funds are determined by overall operating expenses and youth riding fare free is a requirement to be eligible for the funding. Mr. Sexton noted the large reserve account balance and Mr. Windler explained those funds are set aside for construction on the MOA-2 Facility.

Mr. Wesen inquired about any other conditions to receive this funding and if there was a requirement to increase service with the funding. Mr. Windler explained that in addition to offering free ridership to youth 18 and under, Skagit Transit is not allowed to reduce sales tax rate and is required to report youth ridership.

Mr. Wesen inquired about the mention of free youth ridership for the Concrete School District Summer School program and asked if additional service would be provided for that. Mr. Windler explained students will be utilizing the existing 717 Flex Route.

Ms. Johnson inquired if plans have been discussed with other school districts to help with student transportation. Mr. Windler stated Skagit Transit is limited by Federal rules preventing pupil transportation. Mr. Windler stated staff is working to promote public transit as a tool in addition to school buses. Ms. Davis explained that staff has been working with local schools to help with school bus driver shortages and providing transportation to students on the existing routes.

Ms. Janicki inquired about expansion of routes to provide more efficient service from Sedro Woolley to Mount Vernon and if that was taken into consideration while discussing increased ridership of students in Concrete. Mr. Windler explained route improvement plans. Ms. Johnson inquired if the staffing issues that have delayed service expansions have improved and would allow Skagit Transit to implement service improvements. Mr. Kennedy explained Skagit Transit is still struggling to recruit drivers, however on August

29th increased service will be added in Burlington and Sedro Wooley by means of extra hours without the need for addition staff.

Mr. Reeves inquired if the Sedro Woolley Park and Ride Restroom would be completed by this service change. Mr. Kennedy stated staff is waiting on permits from PSE and Mr. O'Brien added that this is State DOT property and an easement needed to be signed to get utilities across the street.

Ms. Johnson moved to approve the Resolution 2022-04 080.05 Fare Policy Amendment. Mr. Wesen seconded the motion. The motion passed with Mr. Sexton opposed.

4 Executive Session

Chair Janicki announced that the Board would adjourn for an Executive Session to review negotiations on the performance of publicly bid contracts. Ms. Janicki stated the estimated time for the session is 20 minutes and the Board will reconvene in open session at approximately 12:00p.m. At 12:02 Commissioner Janicki announced that an additional 5 minutes was needed.

At 11:40 the executive session began. Ms. Janicki reconvened the meeting into open session at 12:05 p.m. and stated no decisions were made.

c) Approve Additional 90 Day Extension to Suspend the MOA-2 Construction Project

Mr. O'Brien read the report as presented in the agenda packet. Staff has determined that additional time is needed for the contractor to submit Proposal Request #02 (PR#02) as well as for consultants to review the proposal. Staff is requesting an additional 90-day suspension with a budget impact of \$27,000.

Mr. Sexton moved to approve the Extension on the Construction Project Suspension an Additional 90 Days. Mr. Miller seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

Ms. Jones shared that the CAC will be helping to promote the Skagit Council of Governments Human Services Transportation Planning survey and stated that the Committee is very supportive of the Youth Fare Free implementation. Ms. Jones added that the CAC will be helping distribute rider satisfaction surveys and noted that ridership has increased. Ms. Jones informed the Board the two additional interactive kiosks would be installed at the March's Point Park and Ride and the Sedro Woolley Park and Ride. Ms. Jones stated that Skagit Transit will provide shuttle service during the Berry Dairy Days Festivities and is also hosting another Stuff the Bus event in Concrete on July 15. Lastly Ms. Jones shared a CAC member's concerns for contingency plans in the event of traffic or collision delays and requested alternate routes be considered.

6 Executive Directors Report

Ms. Janicki noted the fuel expenses are trending at 27% over budget and made mention of delivery charges and surcharges and requested information regarding contract options be brought to the July Board meeting so that the Board can have functional knowledge. Mr. Flores stated staff would provide details of the state contact.

Mr. O'Brien shared with the Board that staff has been informed that due to shortages and lack of availability, all Paratransit vehicles have increased by a minimum 50%. Mr. Sexton stated the City of Burlington is facing similar issues in regards to obtaining Ambulances.

Mr. Wesen requested Skagit Transit's assistance operating a shuttle for the annual the Pioneer Picnic in La Conner on August 4th. Mr. O'Brien confirmed staff would be prepared for the event.

Commissioner Janicki adjourned the meeting at 12:17 p.m.

Attest:

Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board