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# Skagit Transit Board Of Directors Agenda

Regular Meeting  
November 18, 2020  
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 October Meeting Minutes ..... Page 2-4
- b) Approval of Composition Review Meeting Minutes ..... Page 5-6
- c) Approval of Claims and Payroll
 

October Payroll Direct Deposit and Checks #16502 – 16512 .....	\$841,307
October Direct Federal withholding transfer .....	\$152,234
October Claims Checks and ACH #39782 - #39915 .....	\$228,542

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for October ..... Page 7
- b) Award Card Lock Fueling Contract #20-004-F ..... Page 8
- c) Approval to Move Forward with Phase I Construction on MOA-2 ..... Verbal

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. EXECUTIVE DIRECTORS REPORT

9. UNFINISHED BUSINESS

2021 Draft Budget

10. ADJOURNMENT

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

Wednesday October 21, 2020

The Skagit Transit Board of Directors met in regular session via teleconference. Vice Chair Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present via Teleconference**

Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)  
Julia Johnson, City of Sedro Woolley, Mayor  
Steve Sexton, City of Burlington, Mayor  
Laurie Gere, City of Anacortes, Mayor  
Rick DeGloria, City of Burlington, Councilmember  
Sandy Perkins, Skagit County Auditor  
Soren Jensen, Labor Representative (non-voting member)

**Members Absent:**

Kenneth Dahlstedt, Skagit County Commissioner (Chair)  
Mark Hulst, City of Mount Vernon, Councilmember

**Staff Present**

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

**Staff Present via Teleconference:**

Brad Windler, Planning and Outreach Supervisor  
Nicolas Bergman, IT Technician  
Jo-Ann Wynne, Contracts & Procurement Coordinator

**Members of Public via Teleconference:**

Judy Jones  
Chris Jones  
Joe Kunzler  
Pam Carlson

**Providing Legal Counsel:**

None

**I Public Comment:**

Ms. Jones introduced herself as present at the meeting.

Mr. Kunzler shared his support for the fare agreement with Whatcom Transit Authority.

**II Consent / Action Items:**

- a) Approval of September Meeting Minutes
- b) Approval of Claims and Payroll

September Payroll Direct Deposit and Checks #16488 – 16501 .....	\$780,773
September Direct Federal withholding transfer .....	\$169,506
September Claims Checks and ACH #39631 – 39807 .....	\$1,034,263

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

**III Full Discussion/Action Items:**

- a) Monthly Budget Update Report for September

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,203,212 in sales tax in the month of September and \$9,304,155 overall sales tax for 2020. There were no federal or state grant funds received this month and the reserve account balance is \$9,421,566.

**Mr. Sexton moved to approve the September Monthly Budget Update. Mr. Wesen seconded the motion. The motion passed unanimously.**

b) Award Janitorial Services Contract #20-003-P

Mr. Schaner read the report as presented in the agenda packet. Items of note include Skagit Transit's existing janitorial services contract with Frontline Cleaning Services is set to expire at the end of October. A request for proposals was published and staff received three on-time proposals that were evaluated by a five-member committee. Staff determined 5 Star Services Inc. scored the highest and recommend that the Board award them the Janitorial Services Contract #20-003-P.

Mr. Wesen noted a two point difference between the two top scoring vendors and inquired what the deciding factor was in staff's decision. Mr. Schaner stated all of the vendors were well qualified, the final decision came down to pricing and 5 Star Services Inc. was more favorable.

**Ms. Gere moved to Award the Janitorial Services Contract #20-003-P to 5 Star Services Inc. Ms. Johnson seconded the motion. The motion passed unanimously.**

c) Resolution 2020-06 Approve Skagit Transit – Whatcom Transportation Authority Fare Inter-Local Agreement

Mr. Windler read the report as presented in the agenda packet. Skagit Transit and Whatcom Transportation Authority (WTA) jointly operate Route 80X which requires a common fare structure and associated policies between agencies. This resolution is updating the inter-local agreement to reduce confusion about the number of fares and passes sold, facilitate electronic fare integration and codify ridership agreements between the two agencies and outside organizations.

Ms. Janicki inquired if this was brought before the Citizen's Advisory Committee (CAC) and asked if there was any feedback. Mr. Windler stated the CAC discussed the integration of electronic fares which they were in favor of. Mr. Windler added that currently both agencies operate the TouchPass system, however they are not yet integrated and are not working on each other's system. Mr. Windler stated that WTA is not charging fares until January 2, 2021. TouchPass Fare system integration between the two agencies will begin February of 2021.

Ms. Boudreau commended staff on the collaboration efforts to make ridership as easy as possible, especially integrating with other agencies.

**Ms. Janicki moved to approve Resolution 2020-06 approving the Skagit Transit – Whatcom Transportation Authority Fare Inter-Local Agreement. Ms. Gere seconded the motion. The motion passed unanimously.**

#### **IV Community Advisory Committee Report**

Mr. Jones stated the committee discussed refining the CAC website with more consistent updating of agendas and minutes and having a CAC representative available to the public regarding general committee information. The committee is also currently monitoring the development of service recovery goals for Skagit Transit with several promising ideas that will be presented after more discussion.

Mr. Windler introduced the My Ride real-time app to the committee and they discussed the need for a mechanism for potential riders to inform Skagit Transit about their needs and requests to makes routes more suitable to their needs.

Ms. Willis then shared about Skagit Transit partnering with the Helping Hands Food Bank using buses and drivers to deliver food to families in the community and Skagit Transit's partnership with Fred Meyer for the Stuff the Bus food drive this month. Ms. Willis informed the committee that Concrete had a drive-through event and requested Skagit materials for their packets as they are planning to have this event annually.

Lastly, the committee discussed member recruitment, with specific interest in recruiting younger members.

**V Executive Directors Report**

Mr. O'Brien reminded the Board that service levels were reduced at the beginning of the pandemic which caused ridership to plummet. In order to facilitate an increase in ridership while maintaining social distancing, staff would like to increase service levels on five routes with the highest demand, while still remaining on weekend service with reduced hours.

Mr. O'Brien stated the routes being discussed are the 300 routes with service to Sedro Woolley, the 205/206 with service through Mount Vernon, 409 route in Anacortes with service to the hospital, the 40X with connections to Island Transit through March's Point and lastly increasing service on the 80X to Bellingham. Mr. O'Brien stated staff will be enforcing mandatory masks and social distancing. These changes would go into effect November 2<sup>nd</sup>.

Mr. O'Brien shared his intentions of having a virtual workshop meeting prior to the regular November meeting in order to discuss the 2021 budget and get direction from the Board regarding phase I of the MOA 2 project. Mr. O'Brien stated staff would also like to discuss the property adjacent to the MOA 2 as there is potential for Amazon to move in.

Mr. O'Brien stated this would be Mr. Schaner's last Board meeting as he is retiring next week after 23 years of employment with Skagit Transit. Mr. O'Brien stated this is his second retirement as he retired from his first career with the United States Navy.

Ms. Boudreau thanked Mr. Schaner for his dedicated service on behalf of the Board.

**VI Information Items:**

None.

**VII New Business:**

None.

Mayor Boudreau stated she will sign all documents that have been approved at this Board meeting.

**Mayor Boudreau adjourned the meeting at 1:25 p.m.**

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Commissioner Ken Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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Whitney Davis, Clerk of Skagit Transit Board

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

Wednesday October 21, 2020

The Skagit Transit Board of Directors met for a special Composition Review Meeting via teleconference. Mayor Boudreau called the meeting to order at 1:30 p.m. followed by roll call.

**Members Present via Teleconference**

Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)  
Julia Johnson, City of Sedro Woolley, Mayor  
Steve Sexton, City of Burlington, Mayor  
Laurie Gere, City of Anacortes, Mayor  
Rick DeGloria, City of Burlington, Councilmember  
Sandy Perkins, Skagit County Auditor  
Soren Jensen, Labor Representative (non-voting member)

**Staff Present**

Dale O'Brien, Executive Director  
Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

Nicolas Bergman, IT Technician

**Members Absent:**

Kenneth Dahlstedt, Skagit County Commissioner (Chair)  
Mark Hulst, City of Mount Vernon, Councilmember

**Providing Legal Counsel:**

None

**Members of Public via Teleconference:**

**I Selection of Chair to Facilitate Meeting**

Ms. Boudreau asked if anyone present would like to facilitate the meeting. With no offers, Mayor Boudreau stated she would Chair the meeting.

**II Overview of RCW 36.57A.050**

Ms. Davis gave a brief overview of the RCW that was included in the packet.

**III Discussion of Any Changes to Board Composition**

Mr. Wesen stated Mayor Hayes has mentioned a desire to have a representative from La Conner serve on the Board. Mr. O'Brien stated Ms. Davis sent letters to every elected official in the PTBA inviting them to this meeting. Ms. Davis stated she did not get any responses outside the current Board of Directors.

Ms. Janicki stated she would like to add the Community Advisory Committee (CAC) Chair to the Board of Directors as an Ad Hoc position in order to create a better connection to the CAC. Ms. Boudreau requested clarification that the position would be a non-voting member. Mr. O'Brien stated the RCW states that Board members must be elected officials, however if it were a non-voting position with the ability to interject comments during the meeting, that would be fine.

Mr. Sexton confirmed that the union representative is already a non-voting member of the Board. Ms. Boudreau asked how that position was defined. Mr. O'Brien stated the RCW states that a union representative is able to attend the meetings in a non-voting position, and the union elects their representative.

Ms. Janicki recalled in the past that the union representative position was taking leave time to be able to attend the meetings and requested information on the financial impact of the union representative attending Board meetings. Mr. O'Brien explained the Board voted to pay the union representative during the meeting.

Ms. Boudreau clarified this ad hoc position would be a non-voting and un-paid position, but is invited to participate in Board meetings.

**Ms. Janicki made a motion to add the Community Advisory Committee Chair as an ad hoc position to the Board of Directors. Ms. Gere seconded the motion. The motion passed unanimously.**

**IV Election of Vice Chair for 2021**

Ms. Janicki volunteered to serve as the Vice Chair for 2021.

**Ms. Gere nominated Commissioner Janicki to be the Vice Chair for 2021. Mr. Sexton seconded the nomination. The motion passed unanimously.**

**Mayor Boudreau adjourned the meeting at 1:39 p.m.**

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Mayor, Jill Boudreau, Chairperson

Attest:

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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 October 2020

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

Revenues:

Skagit Transit received \$1,212,647 in sales tax revenues for the month of October 2020. This is 3.7% higher than the \$1,169,573 collected in October 2019. Total sales taxes collected for 2020 are \$10,516,803 which is 3.3% lower than the \$10,879,447 collected from January through October of 2019.

We also received \$1,054,972 in federal grants for this month.

Expenses:

- ◆ Fuel - well within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	Oct 2020	Oct 2019
Operating	\$ 5,014,130	\$ 2,207,529
Facilities	400,000	400,000
Capital Replacement	2,506,000	2,368,439
Non-Designated	<u>1,502,648</u>	<u>1,285,228</u>
Total Reserves:	\$ 9,422,778	\$ 6,261,196

**RECOMMENDATION:**

Staff recommends the Board approve the monthly budget reports.

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Greg Latham, Maintenance Manager  
**SUBJECT:** Award Card Lock Fueling Contract #20-004-F

### INFORMATION:

Skagit Transit's current Card Lock Fueling Contract #15-020-F is in its fifth and final year, expiring 11/30/2020, and must therefore be rebid. Invitation For Bids (IFB) #20-004-F was published 10/02/2020 to solicit sealed bids for the purchase of regular unleaded gasoline from Contractor-owned card lock operated fueling locations and free-of-charge commercial fuel cards for each vehicle in Skagit Transit's fleet.

This federally funded Contract is used by Skagit Transit staff fueling fleet Cutaway model buses from a Primary ("home site") or backup primary fuel site, and by Vanpool customers and Skagit Transit staff operating other Agency owned vehicles requiring fuel at various offsite fueling locations. The primary sites also accommodate our diesel buses up to 40' length in the event Skagit Transit's ULSD fuel tank is inoperable.

The IFB was advertised in Skagit Valley Herald's legal section on 10/02/2020. The Bid Notice was posted at Skagit Station, the MOA, Skagit Transit's website, and was sent to 6 vendors on the Vendor Bid List. A complete copy of the IFB was also posted on the website. Two responsive bids were received before the 11:00 am deadline on 10/21/2020 and were opened, read aloud, and recorded at a public bid opening held immediately after in the Skagit Station Meeting Room.

Bids were evaluated on the lowest Margin Bid Price offered for regular unleaded gasoline for the initial 3-year Contract Term. While fuel prices will fluctuate daily, the margin remains firm-fixed for the life of the Contract and is added to a specified benchmark (OPIS Daily Average Rack Price) in order to determine fuel contract prices. Bidders ranked from lowest to highest were: 1) Associated Petroleum Products, Inc.; 2) Reisner Distributor, Inc. Per Policy and State bid law, award goes to the lowest responsive and responsible bidder.

### RECOMMENDATION:

Award the Card Lock Fueling Contract #20-004-F to Associated Petroleum Products, Inc.

### BUDGET IMPACT:

2020 Approved Budget Amount  
Regular Unleaded Gasoline      \$212,500