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Skagit Transit Board of Directors Agenda

Regular Meeting
November 17, 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 October Meeting Minutes Page 2-4
- b) Approval of Claims and Payroll
 - October Payroll Direct Deposit and Checks #16626 – 16634..... \$931,530
 - October Direct Federal withholding transfer \$174,999
 - October Claims Checks and ACH #41434 – #41582 \$732,404

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for OctoberPage 5

7. INFORMATION ITEMS

- a) Budget Powerpoint Presentation
- b) FY2022 Draft Budget Initial Submission

8. COMMUNITY ADVISORY COMMITTEE REPORTS

9. EXECUTIVE DIRECTORS REPORT

10. ADJOURNMENT

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

Wednesday October 20, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:02 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Marge Root, Labor Representative (non-voting member)

Staff Present

Whitney Davis, Clerk to the Board

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner (Vice Chair)

Peter Browning, Skagit County Commissioner

Ron Wesen, Skagit County Commissioner

Jill Boudreau, City of Mount Vernon, Mayor (Chair)

Laurie Gere, City of Anacortes, Mayor

Julia Johnson, City of Sedro Woolley, Mayor

Mark Hulst, City of Mount Vernon, Councilmember

Staff Present via Teleconference:

Dale O'Brien, Executive Director

Arden Flores, Manager of Finance & Administration

Greg Latham, Maintenance Manager

Joe Macdonald, Safety & Training Manager

Mark Kennedy, Operations Manager

Members Absent:

Steve Sexton, City of Burlington, Mayor

Chris Loving, City of Burlington, Councilmember

Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members of Public via Teleconference:

Joe Kunzler

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler shared his appreciation for all Skagit Transit employees that are vaccinated. Mr. Kunzler also noted the Community Advisory Committee will be electing next year's officers at the November meeting.

2 Consent / Action Items:

a) Approval of September Meeting Minutes

b) Approval of Claims and Payroll

September Payroll Direct Deposit and Checks #16618 – 16625..... \$801,108

September Direct Federal withholding transfer \$167,416

September Claims Checks and ACH #41168 – 41433..... \$636,090

Ms. Gere 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 September

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,374,801 in sales tax in the month of September. Skagit Transit also received \$735,809 in Federal and State Operating grants which includes \$699,486 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. Capital expenditures include the MOA 2 Construction costs and the MOA 2 Design and Construction Management costs. The reserve account balance is \$12,934,378.

Ms. Janicki inquired if any of the MOA 2 construction costs were processed through Professional and Technical Services noting that line item is over budget. Ms. Janicki noted the Bus Stops were also considerably over budget and Security Services is fully expended with one quarter remaining. Mr. Flores stated the MOA 2 Construction costs are all budgeted as Capital expenditures and he would follow up with regards to the budget items in question.

Ms. Johnson moved to approve the September Monthly Budget Update as presented. Ms. Janicki seconded the motion. The motion passed unanimously.

b) Approve Commitment of Local Match to FTA FY21 Buses and Bus Facilities Grant Program

Mr. O'Brien read the report as presented in the agenda packet. Skagit Transit staff is preparing an application to FTA's FY 2021 Buses and Bus Facilities Grant Program for funding to complete the final phase of construction of the MOA 2 Facility. This grant requires a local match and an agency letter of commitment. Phase 3 construction of the MOA 2 Facility is estimated at \$16,000,000 with \$10,000,000 in FTA requested funds and \$6,000,000 in local transit sales tax revenue as match. The obligation of these funds will take place in budget year 2023.

Ms. Boudreau clarified that this was an application for a grant program that requires commitment if the grant is awarded to Skagit Transit, and staff won't know if the grant is awarded until mid-2022.

Ms. Janicki noted a large current reserve account balance and with regards to current reserve funds budgeted for phase II, inquired about the reserve account balance should the grant be awarded and \$6 million of local funds be required. Mr. Flores stated the \$6 million match is already budgeted once Skagit Transit captures the remaining CAARES funds.

Mr. Wesen inquired if the \$6 million would be included in the 2022 or 2023 budget. Mr. Flores stated staff will present the 2022 budget at the November Board meeting which includes phase II construction including the revenues staff anticipates receiving to pay for the construction. Staff also anticipates phase II of construction taking all of 2022 to complete.

Ms. Gere moved to approve the Commitment of Local Match to FTA FY21 Buses and Bus Facility Grant Program. Mr. Browning seconded the motion. The motion passed unanimously.

c) Approve the Purchase of One Staff Vehicle

Mr. O'Brien read the report as presented in the agenda packet. Staff is requesting to purchase a new Ford Explorer to replace the Executive Director's current staff vehicle which will be repurposed for use by the Facilities Manager. The Facilities Manager's current F250 truck will be repurposed for use by the Facilities team for towing the dump trailer, concrete mixer, pressure washer and landscaping trailer. It is also outfitted with a snow plow and will be used to spread deicer, deliver bus stop shelters, garbage pickup at all bus stops and used to haul and install bus stop poles. The current Chevy Colorado truck used by the Facilities team has met its useful life benchmark and will be surplus.

Mr. O'Brien also noted the Chevy Colorado was involved in an accident and anticipates up to 18 weeks until delivery of the Ford Explorer. This has led staff to request this vehicle sooner than planned.

Skagit Transit maintains a Cooperative Purchasing Agreement with the State of Washington in order to purchase goods and services from their competitively let contacts. The new Explorer will be purchased through contract #05916 with a budget impact of \$43,136.35.

Ms. Gere moved to approve the Purchase of One Staff Vehicle. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

A quorum was not present at the September meeting leading to no action taken and no report. Items of note from the October meeting include suggestions discussed for route improvements to the 90X and other possible service changes. Updates were given regarding regionalization of the Umo system between Skagit Transit and Whatcom Transit with use by Western Washington University and Skagit Valley College. Staff also provided updates on the Sedro Woolley Food Bank pull-out stop project and construction on the Sedro Woolley Park and Ride Driver Comfort Station. Staff attended the Skagit Valley College student fairs and issued Fall Quarter Student passes and participated in the Concrete Festival with a decorated bus. Ms. Jones also noted the committee was reminded of upcoming annual elections.

5 Information Items

a) Free Umo Cards for Passengers with Fee for Replacement Cards

Ms. Davis read the report as presented in the agenda packet. Staff in informing the Board of the intentions to offer the plastic reloadable Umo fare cards free to passengers and only charge for replacement cards. Ms. Davis gave a brief overview of the Umo system and the cost of operating the former GFI fare ticketing system with a comparison showing a savings of \$116,676.10 annually after offering the Umo cards for free.

Ms. Davis noted the Umo Fare Cards were not a part of the Skagit Transit Fare Policy, but staff wanted to make the Board aware of the change in process and proceed with the blessing of Board members.

Mr. Wesen inquired how many Umo users were using the card vs the app. Ms. Davis explained as of September, 78.4% of Umo users were paying their bus fare via the card, and 27.8% were using the mobile app. Ms. Boudreau verified no Board members opposed.

6 Executive Directors Report

Mr. O'Brien stated construction of the MOA 2 is continuing but there are delays for some materials such as steel causing the estimated completion of phase I to be extended to March 2022 instead of February. Mr. O'Brien stated ridership is increasing with a 58% increase in Fixed Route Ridership and noted there have been no denials for Paratransit rides. Mr. O'Brien expressed his gratitude for Drivers, noted the buses are clean, there is excellent mask compliance, no complaints received and stated the Operations department is doing a wonderful job.

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

Attest:

Whitney Davis, Clerk of Skagit Transit Board

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Arden Flores, Manager of Finance and Administration
SUBJECT: Budget Update for October 2021

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

Revenues:

Skagit Transit received \$1,316,766 in sales tax revenues for the month of October 2021. This brings total collections for the year to \$12,474,068. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
Oct	1,316,766	1,212,646	1,169,573
Jan – Oct	12,474,068	10,516,803	10,879,447

The Oct 2021 collections is 8.6% higher than Oct 2020 and 12.5% higher than Oct 2019. The 2021 totals so far is 18.6% higher than 2020 and 14.6% higher than 2019.

We also received \$850,433 in Federal and State Operating Grants. This total includes \$749,943 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).

Expenses:

- ◆ Capital Expenditures
 - Bus Shelters - \$71,998.43
 - MOA2 Construction Costs – \$365,463
 - MOA2 Design and Construction Mgmt Costs - \$62,806
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	Oct 2021	Oct 2020	Oct 2019
Operating	5,020,047	5,014,130	2,207,529
Facilities	4,400,000	400,000	400,000
Capital Replacement	4,010,651	2,506,600	2,368,439
Non-Designated	1,504,422	1,502,648	1,285,228
TOTAL	14,935,120	9,422,778	6,261,196

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

CAC REPORT

November 9, 2021

- I. No guests, and no public comments.
- II. Nominations for CAC officers took place, with voting to occur via mail-in or phone call.
- III. Prioritization of recommendations for upcoming bus routes: These will also be sent by each committee member to Brad and Cheryl for documentation purposes.
- IV. Staff report on the addition of maps to kiosks at Skagit Station and Chuckanut park-and-ride. WWU ridership has increased in October. Sedro-Woolley Food Bank pull-out shelter and bench are soon to be in place.
- V. Region Awareness Committee: A need was expressed for better connections into Seattle, especially when trying to get to work from Skagit County earlier in the morning. One gave example of taking two hours from Mt. Vernon to reach her teaching job at an elementary school, because of the time of day. Although doable, not time effective. There is also concern about interacting with the SW ferries by another member.
- VI. A long-time member has given his resignation from the committee, due to other current commitments
- VII. Adjourn.
- VIII.

Respectfully Submitted,

Judy Jones

CAC Chair