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**Skagit Transit  
Board of Directors  
Agenda**

**Regular Meeting**  
March 17, 2021  
1:00 p.m.

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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 February Meeting Minutes ..... Page 2- 4
- b) Approval of Claims and Payroll  
February Payroll Direct Deposit and Checks #16548 – 16558..... \$758,202  
February Direct Federal withholding transfer ..... \$152,662  
February Claims Checks and ACH #40207 - #40329..... \$626,424

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for February..... .Page 5
- b) Resolution 2021-02 Chuckanut Camera Upgrade & System Improvements..... Page 6-7
- c) Reduction of Service for Route 750..... Page 8

7. DEMONSTRATION OF REAL TIME INFO – MYRIDE

8. EXECUTIVE DIRECTORS REPORT

9. CAC REPORT

10. ADJOURNMENT

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

Wednesday February 17, 2021

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

**Members Present**

**Members Present via Teleconference**

Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner (Vice Chair)  
Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Steve Sexton, City of Burlington, Mayor  
Laurie Gere, City of Anacortes, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Mark Hulst, City of Mount Vernon, Councilmember  
Marge Root, Labor Representative (non-voting member)  
Judy Jones, Community Advisory Committee Chair (non-voting member)

**Members Absent:**

Chris Loving, City of Burlington, Councilmember

**Staff Present**

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

**Staff Present via Teleconference:**

Mark Kennedy, Operations Manager  
Chester Curry, Security Manager  
Jo-Ann Wynne, Contracts and Procurement Coordinator  
Nicolas Bergman, IT Technician

**Members of Public via Teleconference:**

Joe Kunzler  
Pam Carlson, SCOG  
Anthony Whitesides

**Providing Legal Counsel:**

None

**1 Public Comment:**

Mr. Kunzler expressed his displeasure with the comment time at the Skagit Council of Government's Skagit 2045 Plan meeting and the low priority ranking of the MOA-2 facility. He noted the need to prioritize the Skagit Transit MOA-2 facility completion and expressed his gratitude for Skagit Transit staff and service levels provided with the limited funding that is available.

**2 Consent / Action Items:**

- a) Approval of January Meeting Minutes
- b) Approval of Claims and Payroll
  - January Payroll Direct Deposit and Checks #16535 – 16547 ..... \$913,485
  - January Direct Federal withholding transfer ..... \$164,780
  - January Claims Checks and ACH #40141 – 40206 ..... \$106,320

**Mr. Sexton moved to approve all Consent / Action items. Ms. Johnson 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 \$1,083,444 in sales tax in the month of January. There were no federal or state grants received. Expenses of note include \$21,622 for the design costs of the Sedro Woolley Park and Ride restrooms. The reserve account balance is \$10,926,623.

**Ms. Gere moved to approve the January Monthly Budget Update. Ms. Janicki seconded the motion. The motion passed unanimously.**

b) Approve Resolution 2021-01 Authorizing the Surplus of Equipment

Mr. Latham read the report as presented in the agenda packet. Items of note include three (3) Paratransit vehicles that have met their useful life benchmark and are now surplus. The vehicles will be prepared for sale through auction.

**Ms. Johnson moved to approve Resolution 2021-01 authorizing the surplus of equipment. Mr. Browning seconded the motion. The motion passed unanimously.**

c) Approve the Purchase of Mechanic's Tools

Mr. Latham read the report as presented in the agenda packet. Staff is requesting approval from the board to purchase six (6) Mechanic Tool Sets for the Maintenance Department in place of providing an annual tool allowance for each Mechanic and budgeting for tool replacement each year. Mr. Latham stated budget limitations lead to the purchase of inferior tools that break more frequently.

Mr. Latham explained Skagit Transit maintains a Master Contracts Usage Agreement with the State Department of Enterprise Services in order to utilize their competitively let contracts for various items and services with more economical pricing.

Ms. Janicki inquired if it was standard for mechanics to use their own tools and what loss control measures would be in place for agency owned tools. Mr. O'Brien explained two mechanics would be assigned to one tool box, which would be inventoried each shift. Mr. O'Brien explained the amount of money allotted to Mechanic's each year is not sufficient to purchase high quality tools which lead to the agency paying more to replace tools, as well as down-time.

Mr. Hulst stated normal day-to-day hand tools are the responsibility of the technicians in his mechanical repair shop. He shared that he found shop-owned tools to be more abused and lost more frequently whereas when mechanics make the investment themselves they are purchasing more quality tools along with taking better care of them. Mr. Latham stated Skagit Transit takes pride in every tool that comes in the door, making sure that tools are accounted for and not abused. Mr. Hulst inquired who would be responsible for replacing agency-owned tools when lost or damaged. Mr. Latham stated if there is a repeated incident, he would work with the employee.

Mr. Sexton inquired if this would involve a bargaining unit. Mr. O'Brien clarified that the shop is non-union. Mr. O'Brien explained that having two mechanics assigned to each tool set increases each Mechanic's accountability and he supports having the responsibility of replacement be that of the last Mechanic that was liable for it.

Mr. Flores stated staff discussed the inventory responsibility of the tools, and with his experience as an auditor, there will be an audit system in place with a set of internal controls and procedures to safeguard the tools with a check out process and a spot audit process on a regular basis. Mr. Latham stated he contacted Whatcom Transit Authority (WTA) which has used company supplied tools since the early 2000's and asked them about the loss of tools. Mr. Latham stated the issue is non-existent and they have not had an issue with lost tools.

Mr. Wesen inquired how many tools were included in each set. Mr. Latham stated they are 700-piece Master Fleet Technician Snap On Industrial Tool Box that would be purchased on a state contract.

Ms. Janicki moved to approve the purchase of Mechanic’s Tools. Ms. Gere seconded the motion. The motion passed with Mr. Hulst and Ms. Johnson opposed.

**4 Executive Directors Report**

Mr. O’Brien introduced Chester Curry, the new Security Manager.

Mr. O’Brien stated staff held a pre-bid meeting on February 9<sup>th</sup> for the first phase of construction on the MOA-2 facility. There were 11 attendees, and six contractors toured the facility that day. The bid opening is March 3<sup>rd</sup> and staff will bring bids received to the board at the March 17<sup>th</sup> meeting for approval to move forward.

Mr. O’Brien informed the Board of the Stuff the Bus Food Drive that Skagit Transit is participating in with Helping Hands Food Bank. The event is happening at the Cascade Mall on Saturday, February 27<sup>th</sup> from 12pm – 2pm. Ms. Boudreau expressed her support for the event.

**5 Community Advisory Committee Report**

Ms. Jones stated the next meeting is scheduled for March 9<sup>th</sup> at 4:30 and welcomed the Board members to attend.

Ms. Jones stated the committee is working with Ana, the Director of the Disability Mobility Initiative to present at the April 13<sup>th</sup> meeting. Ms. Jones stated she works with Disability Rights of Washington and her initiative is seeking sustainable funding for mass transit state wide.

Ms. Jones stated the committee is discussing an advisory body Zoom workshop, an emersion experience which would include riding buses with a CAC member and a subcommittee that would assist staff with route coordination with adjacent transit agencies.

Ms. Boudreau expressed her support for having speakers attend meetings to inform the committee on different topics.

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

Attest:

\_\_\_\_\_  
Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
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 February 2021

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

Revenues:

Skagit Transit received \$1,291,522 in sales tax revenues for the month of February 2021. This is 5.4% higher than the \$1,225,646 collected in February of 2020. Total Sales Taxes collected so far for 2021 are \$2,375,875 which is 5.2% higher than Sales Taxes collected during the first two months of 2020.

We also received \$94,822 in State Operating Grants, and \$865,645 In Federal Operating Grants.

Expenses:

- ◆ Capital Expenditures
  - Sedro Woolley Park & Ride restrooms – design costs - \$20,598
  - Chuckanut Park and Ride HVAC Upgrades – \$9,126
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	Feb 2021	Feb 2020
Operating	\$ 5,016,710	\$ 2,220,189
Facilities	400,000	400,000
Capital Replacement	4,007,720	2,384,368
Non-Designated	<u>1,503,422</u>	<u>1,292,515</u>
Total Reserves:	\$ 10,927,852	\$ 6,297,073

**RECOMMENDATION:**

Staff recommends the Board approve the monthly budget reports.

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Chris Chidley, IT Manager

**SUBJECT:** Approve Resolution 2021-02 - Budget Update No. 1 - Chuckanut Park and Ride Camera Upgrade & System Improvements

### **BACKGROUND AND INFORMATION:**

The need for new cameras at the Chuckanut Park and Ride became somewhat dire over the past winter when more than a few cameras that were installed when the park and ride was constructed in 2011 died and are not powering back on. Paying tribute to the cameras we have currently installed, over half of them are still running today 10 years later. The time for a major upgrade at this facility is now and it can't wait any longer. The upgrade plans for Chuckanut include replacing equipment on 19 poles that include larger equipment boxes to install network switches to enable the installation of more than just one camera on each pole as it is configured today. Using our experience from similar upgrades done at Skagit Station and South Mount Vernon Park and Ride we are confident in the budgetary numbers proposed. The average cost for each pole will be around \$4,800. With the help of our facilities department all the installation work will be performed by Skagit Transit employees. Over the years the need for increased coverage also requires that we pay some added attention to Skagit Station and other facilities camera systems.

### **RECOMMENDATION:**

Skagit Transit staff recommends approving resolution 2021-02 an additional (not to exceed) \$95,000 for the 2021 capital budget to purchase equipment required to upgrade Chuckanut park and ride and augment camera coverage as needed system wide.

### **BUDGET IMPACT:**

**Not to exceed \$95,000**

**RESOLUTION NO. 2021-02**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS TO APPROVE BUDGET UPDATE NO. 1 - PURCHASE OF EQUIPMENT FOR CAMERA UPGRADES IN 2021**

**WHEREAS**, Skagit Transit staff has identified the need for upgrades to Chuckanut Park and Ride cameras and various locations improved:

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT**, the Skagit Transit Board of Directors hereby authorizes Skagit Transit staff to increase the capital budget not to exceed \$95,000 for the purchase of camera equipment upgrades.

**PASSED** in open public meeting this 17th day of March, 2021.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Jill Boudreau, Chair

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

**ATTEST TO FORM:**

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

**APPROVED AS TO FORM:**

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

# SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Brad Windler, Planning and Outreach Supervisor  
**SUBJECT:** Reduction of Service for Route 750

## BACKGROUND

Skagit Transit has operated rural services for a number of years in an effort to connect rural residents with the urban areas of Skagit County. Providing this service comes with an expectation of low ridership given the limited population of rural areas. However, we have also maintained a balance with being cost effective in the service that we provide.

For several years, staff has been monitoring the Route 750 due to lower than expected productivity. In 2018, Skagit Transit enacted a number of improvements that were requested as a part of the public outreach surrounding the 2018 Strategic Plan. The agency was asked to enact 3 improvements, which the agency did in the fall of 2018.

- Move Route 750 service from Friday to Tuesday to connect with services that were only available on Tuesdays in Concrete.
- Add more round trips. So we expanded to four round trips from just two.
- Provide residents more time in the urban areas. Under the old service, riders had 4 hours from when they arrived in Sedro Woolley to catch the bus back to Marblemount. The new schedule expanded this window to 6.5 hours.

Ridership has continued to be lower than expected with some months having ridership in single digits. Operating a service once a week requires that a bus be set aside for this service and also adds complexity as to how we schedule coach operators. This gives this route an outsized impact on our operations. Route 750 was temporarily discontinued as part of Skagit Transit's COVID service reduction plan.

During this service reduction, we have received many requests and questions from riders about restoring a variety of routes. However, we have not received a single request for the Route 750 that any staff is aware of. Many routes will take time to recover their ridership after the pandemic and this means operating an empty vehicle for considerable period with limited prospects for growth. Given that Route 750 ridership was already very low, staff recommends that we discontinue the Route 750 effective immediately.

## RECOMMENDATION:

Staff recommends that the Route 750 be discontinued effective immediately.

## BUDGET IMPACT:

There will be no impact to the 2021 budget.