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# Skagit Transit Board of Directors Agenda

Regular Meeting  
July 21, 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 June Meeting Minutes ..... Page 2-4
- b) Approval of Claims and Payroll
  - June Payroll Direct Deposit and Checks #16592 – 16600.....\$760,999
  - June Direct Federal withholding transfer .....\$154,083
  - June Claims Checks and ACH #40815 – #40963 .....\$295,788

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for June..... .Page 5
- b) Resolution 2021-04 Authorizing the Surplus of Vehicles and Vehicle Parts ..... Page 6-8
- c) Award Construction Contract for the SW Food Bank Pullout Project..... Page 9
- d) Award Construction Contract for the SW Park & Ride Restroom Project..... Page 10
- e) Public Transportation Agency Safety Plan ..... Page 11
- f) Community Advisory Committee By-Law Revision..... Page 12

7. INFORMATIONAL ITEMS

- Public Transportation Agency Safety Plan Packet
- 2021 Transit Development Plan – Brad Windler

- 8. COMMUNITY ADVISORY COMMITTEE REPORT
- 9. EXECUTIVE DIRECTORS REPORT
- 10. ADJOURNMENT

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

Wednesday June 16, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Marge Root, Labor Representative (non-voting member)

**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  
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  
Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

**Members of Public via Teleconference:**

Joe Kunzler  
Pam Carlson - SCOG

**Providing Legal Counsel:**

None

**1 Public Comment:**

Mr. Kunzler shared his support for the purchase of the 35-foot Fixed Route bus on the agenda and commended staff for how they have handled the pandemic. Mr. Kunzler shared his gratitude for the return to full service and stated he saw perfect mask compliance while riding Skagit Transit buses.

**2 Consent / Action Items:**

- a) Approval of May Meeting Minutes
  - b) Approval of Claims and Payroll
- |   |           |
|---|-----------|
| May Payroll Direct Deposit and Checks #16582 – 16591..... | \$747,856 |
| May Direct Federal withholding transfer .....             | \$150,773 |
| May Claims Checks and ACH #40670 – 40814.....             | \$447,944 |

Ms. Johnson 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 May

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,374,603 in sales tax in the month of May. Skagit Transit also received \$767,132 in federal grants. Capital Expenditures of note included six Mechanic Tool Boxes for \$147,770 and \$10,671 for construction trailers. The reserve account balance is \$10,930,797.

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

b) Approve Resolution 2021-03 – Fiscal Year 2021 Mid-Year Budget Amendments

Mr. Flores read the report as presented in the agenda packet. Items of note include and increase of \$5,890,214 in operating revenues, \$10,000 increase in operating expenses, a decrease of \$2,447,848 in capital revenues and a decrease of \$2,126,059 in capital expenses. Mr. Flores explained that Skagit Transit was turned down for a grant to purchase four new buses, however staff will apply for this grant again next year. Mr. Flores explained there is flexibility in the Federal Vehicle Replacement Schedule and Skagit Transit's Vehicle Replacement Schedule.

Mr. Sexton inquired if staff's sales tax projections were based on the first four months of 2021 adding that the City of Burlington is also working on sale's tax projections for the remainder of 2021 as well as 2022. With current record sales tax revenues and stimulus funds it's hard to predict for future planning.

**Mr. Browning moved to approve Resolution 2021-03 – Fiscal Year 2021 Mid-Year Budget Amendments. Ms. Gere seconded the motion. The motion passed unanimously.**

c) Approve Request to Purchase One 35 Foot Fixed Route Bus

Mr. O'Brien read the report as presented in the agenda packet. The 2021 capital budget provides for the purchase of one (1) replacement 35-Ft Low Floor Fixed Route Diesel Bus. State Contract #06719-01 is available for the purchase of Heavy-Duty Transit Buses and was awarded to 8 contractors including Gillig. Mr. O'Brien stated Skagit Transit intends to purchase one 35-foot Fixed Route bus from Gillig. The budget impact would be a cost of \$499,006 of local funds.

**Ms. Johnson moved to approve the Request to Purchase One 35 Foot Fixed Route Bus. Mr. Browning seconded the motion. The motion passed unanimously.**

**4 Community Advisory Committee Report**

Ms. Jones extended an invitation to the Board to attend future CAC meetings. Ms. Jones also shared the committee has passed a revision to the by-laws which will be presented to the Board for approval in the July meeting. Ms. Jones also extended an invitation for the Board to meet with CAC members at the new coffee shop at Skagit Station with the opportunity to ride Skagit Transit buses. Lastly Ms. Jones shared the Transit Advisory Body Workshop's target date is September 11, 2021.

**6 Executive Directors Report**

Mr. O'Brien commended Mr. Flores, Ms. Smith and the entire staff on the excellent work which resulted in a perfect triennial audit. Mr. O'Brien explained that typically audits are every two years, however Skagit Transit has such a good record that audits only happen every three years.

Mr. O'Brien shared that Skagit is involved in the EAP Emergency planning for the County regarding how to respond if the dam breaks.

The Construction of MOA 2 begins July 12<sup>th</sup> and security personnel is in place to oversee the construction. The project is slated to be finished in 22 weeks.

Skagit Transit just completed shuttle service on Guemes Island while the ferry was in dry dock. Mr. O'Brien shared that staff provided 1,163 rides, approximately 40 rides per day and put just over 3,000 miles on the bus in the four weeks of service provided.

Mr. O'Brien suggested the Board begin discussing virtual or hybrid meetings soon as the state prepares to lift restrictions. Ms. Boudreau clarified this will be a full discussion – action item in the coming meetings. Ms. Janicki

suggested to have discussion on revising the time of the board meetings to allow more time for discussion without pushing the Skagit Council of Government meetings.

Mr. Wesen stated he is on the Pioneer Picnic planning committee and requested Skagit Transit partnership with transporting people from the parking lot to the event which is slated to take place on August 5<sup>th</sup> in La Conner.

Ms. Root shared that passengers as well as drivers are very happy to be back to full-service and she has received nothing but positive feedback. Mr. O'Brien added that Federal mandates still require drivers to wear masks and they have all had a great attitude and had perfect compliance.

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

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

Attest:

\_\_\_\_\_  
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 Jun 2021

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

Revenues:

Skagit Transit received \$1,306,522 in sales tax revenues for the month of June 2021. This brings total collections for the year to \$7,110,499. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
Jun	1,306,522	879,465	1,076,851
Jan – Jun	7,110,499	5,759,710	6,222,196

The June 2021 collections is 49% higher than June 2020 and 21.3% higher than June 2019. The 2021 totals so far is 23.4% higher than 2020 and 14% higher than 2019.

We also received \$86,320 in Federal and State Operating Grants.

Expenses:

- ◆ Capital Expenditures
  - Security Camera Upgrades - \$26,509
  - MOA2 Design and Construction Mgmt Costs - \$24,060
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	June 2021	June 2020	June 2019
Operating	5,018,373	3,410,949	2,191,039
Facilities	400,000	400,000	400,000
Capital Replacement	4,009,181	1,104,415	2,347,709
Non-Designated	1,503,920	502,023	1,275,710
<b>TOTAL</b>	<b>10,931,474</b>	<b>5,417,387</b>	<b>6,214,458</b>

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

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Greg Latham, Maintenance Manager

**SUBJECT:** Approve Resolution No. 2021-04 Authorizing the surplus of Vehicles and Vehicle Parts

### INFORMATION:

Resolution No. 2021-04 identifies fifteen (15) vans in the Vanpool program, five (5) vehicles in the Staff vehicle fleet, and one (1) Fixed Route Coach that have met their useful life benchmark and are now surplus. In conjunction with these surplus vehicles, Skagit Transit has also identified excess parts inventory that is obsolete and can no longer be used. These parts are accounted for and held in four (4) pallet boxes. In accordance with Skagit Transit's policy and procedures for disposition of surplus property, all vehicles and parts will be prepared for sale through an open or sealed bid auction.

Pursuant to RCW 46.70, the auctioneer shall be a licensed and bonded vehicle dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC (Formerly Berglund and Jones Auctioneers, Inc.). Scheduled Auction dates are August 1-7<sup>th</sup> 2021 and September 1-7<sup>th</sup> 2021.

### RECOMMENDATION:

Approve Resolution No. 2021-04 authorizing the surplus of Vehicles and Vehicle Parts

### BUDGET IMPACT:

Unknown at this time.

**RESOLUTION NO. 2021-04**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS  
AUTHORIZING THE SURPLUS OF VEHICLES AND VEHICLE PARTS**

**WHEREAS**, RCW 43.19.1919 authorizes the sale, donation, or exchange of property that is no longer used; and

**WHEREAS**, Resolution No. 62 of the Skagit Transit System details the policy and procedures for disposition of surplus property; and

**WHEREAS**, Skagit Transit has identified the following vehicles to be excess equipment:

Vehicle #	Year	Make	Model	Vin #	Mileage
401	2013	Chev.	Express 15 Passenger	1GAZG1FG6E1115385	102,632
403	2014	Chev.	Express 15 Passenger	1GAZG1FG4E1116390	117,998
404	2014	Chev.	Express 15 Passenger	1GAZG1FG5E1115913	155,838
405	2015	Chev.	Express 15 Passenger	1GAZGZFF6F1277606	64,982
406	2015	Chev.	Express 15 Passenger	1GAZGZFFXF1277110	86,321
407	2015	Chev.	Express 15 Passenger	1GAZGZFFXF1278144	133,191
895	2013	Chev.	Express 15 Passenger	1GAZG1FG9E1115591	135,419
896	2013	Chev.	Express 15 Passenger	1GAZG1FG0E1115639	120,835
897	2013	Chev.	Express 15 Passenger	1GAZG1FG6E1114947	143,011
898	2013	Chev.	Express 15 Passenger	1GAZG1FG0E1115267	124,120
899	2013	Chev.	Express 15 Passenger	1GAZG1FGXE1115082	186,861
923	2009	Ford	Escape XLS 4WD	2C4RDGCG6DR761012	100,575
937	2008	Chev.	Express 12 Passenger	1GAHG35K281189677	167,292
944	2012	Chev.	Express 12 Passenger	1GAZGYFAXC1194979	109,682
956	2012	Chev.	Express 15 Passenger	1GAZG1FG4C1195508	125,205
957	2013	Chev.	Express 15 Passenger	1GAZG1FG4E1116664	127,276
1004	2012	Dodge	Grand Caravan	2C4RDGCG8CR353741	139,121
1005	2012	Dodge	Grand Caravan	2C4RDGCG1CR353743	133,330
1008	2012	Dodge	Grand Caravan	2C4RDGCG7CR353746	137,664
1017	2013	Dodge	Grand Caravan	2C4RDGCG6DR761012	134,852
151	2015	Arboc	Spirit of Mobility	1GB6G5BL2E1198564	301,965

**WHEREAS**, Skagit Transit has also identified excess vehicle parts inventory that is obsolete and can no longer be used. These Parts are kept and accounted for in four (4) separate pallets and with a combined total cost of \$38,998.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Skagit Transit Board of Directors hereby authorizes the surplus and disposal of the above referenced Vehicles and Vehicle Parts in a manner consistent with Skagit Transit Resolution No. 62 (policy on surplus and disposal of Skagit Transit property).

**PASSED** in open public meeting this 21<sup>st</sup> day of July 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 C. Traxler, Counsel to Skagit Transit

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Dale O'Brien, Executive Director  
Aggie Juarez, Manager of Facilities

**SUBJECT:** Award Construction Contract #21-007-F for the construction of the Sedro Woolley Food Bank Pullout.

### INFORMATION:

Skagit Transit posted and published an Invitation For Bid (IFB) #21-007-F on June 4<sup>th</sup>, 2021 for the construction of the Sedro Woolley Food Bank Pullout in Sedro Woolley, WA.

Advertisement was published in the Builders Exchange of Washington, and the Skagit Valley Herald on June 4<sup>th</sup> and 8<sup>th</sup>, 2021. Sealed bids were received and opened July 8<sup>th</sup>, 2021 at Skagit Transit in Burlington, WA. Sealed bids were opened promptly via a Zoom bid opening at 2:00 pm.

The project had an estimated Construction Cost Range of \$90,000 to \$105,000. A total of three (3) bids were received. All bids were opened and read aloud during the meeting.

The bid summary tabulation is as follows:

No.	Contractor	Ext. Bid	
1	Bayshore Construction Company LLC	\$100,091	<b>Low Bidder</b>
2	Fisher Construction Group Inc.	\$184,071.81	
3	Talakai Construction Company LLC	\$136,778	

After completing the necessary procedures to check for responsiveness and responsibility, Skagit Transit determined that Bayshore Construction Company LLC. is the lowest responsive and responsible bidder.

### RECOMMENDATION:

Skagit Transit staff recommends that the construction contract for the Sedro Woolley Food Bank Pullout, Construction Contract #21-007-F be awarded to Bayshore Construction Company LLC. of Arlington, WA.

### BUDGET IMPACT:

None – Included in FY 2021 Budget

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Dale O'Brien, Executive Director  
Aggie Juarez, Manager of Facilities

**SUBJECT:** Award Construction Contract #21-009-P for the construction of the Sedro Woolley Park and Ride Restroom.

### INFORMATION:

Skagit Transit posted and published an Invitation For Bid (IFB) #21-009-P on June 4<sup>th</sup>, 2021 for the construction of the Sedro Woolley Park and Ride Restroom in Sedro Woolley, WA.

Advertisement was published in the Builders Exchange of Washington, and the Skagit Valley Herald on June 4<sup>th</sup> and 8<sup>th</sup>, 2021. Sealed bids were received and opened July 8<sup>th</sup>, 2021 at Skagit Transit in Burlington, WA. Sealed bids were opened promptly via a Zoom bid opening at 2:00 pm.

A single bid was received. The estimated Construction Cost Range was \$145,000 to \$151,700. The bid was opened and read aloud during the meeting.

The bid summary tabulation is as follows:

No.	Contractor	Ext. Bid	
1	Talakai Construction LLC	\$157,096	Low Bidder

After completing the necessary procedures to check for responsiveness and responsibility, Skagit Transit determined that Talakai Construction Company LLC. is the lowest responsive and responsible bidder.

### RECOMMENDATION:

Skagit Transit staff recommends that the construction contract for the Sedro Woolley Park and Ride Restroom, Construction Contract #21-009-P be awarded to Talakai Construction Company LLC. of Seattle, WA.

### BUDGET IMPACT:

None – Included in FY 2021 Budget

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Joe Macdonald, Manager of Safety and Training

**SUBJECT:** Public Transportation Agency Safety Plan review and update

### BACKGROUND AND INFORMATION:

On July 18, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective July 18, 2019.

Transit operators must certify that they have a safety plan in place meeting the requirements of the rule by December 31<sup>st</sup>, 2020.

The initial version of this document was approved by the Skagit Transit Board of Directors on August 19, 2020.

The plan must be reviewed and approved by Skagit Transit's Governing Board. Upon approval by the Board, the plan must then be submitted to the Washington State Department of Transportation (WSDOT), and the Skagit Council of Governments (SCOG).

### RECOMMENDATION:

Staff recommends that the Board review the updated version of the Public Transportation Agency Safety Plan in order to vote on approval in August, 2021.

### BUDGET IMPACT:

None. Skagit Transit already has all the elements necessary to carry out this plan in place.

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Brad Windler, Planning and Outreach Supervisor  
**SUBJECT:** Revision of Community Advisory Committee Bylaws

### INFORMATION:

The Bylaws of the Skagit Transit Community Advisory Committee (CAC) have been reviewed and revised by the Committee. The revisions include:

- Allowance for officers to take a Leave of Absence if they are temporarily unable to fulfil their duties.
- Allowance for CAC members to remove an officer for any reason if needed, and provides for the timing of an election to replace that position.

At its June meeting, the CAC moved to revise the Bylaws.

### RECOMMENDATION:

Staff recommends approving the revised CAC Bylaws.

### BUDGET IMPACT:

None.

The June Minutes of the CAC were approved as presented.

Dave Miller, Operation Supervisor was a guest at our meeting.

A public comment was made by Doris, who stated that she had contact with a man who was trying to get from Mount Vernon to Marysville by bus. She thought it would be helpful for Skagit Transit to consider some type of articulation agreement with Community Transit to solve this need.

Brad stated that cash fare boxes have been too expensive to maintain. As of June 28, paper passes are eliminated on the buses.

Options are to get Umo cards or buy passes through the Skagit Transit portal on the web site or contact Customer Service. It is also possible to load money for passes on cell phones.

Skagit Transit is still accepting cash for one-time fares.

Cheryl Willis accepted the Outstanding Community Support Award on behalf of Skagit Transit from the food bank community. Many local and high-ranking officials were on hand to offer their support regarding this well-deserved award.

Dave Miller indicated that the company Signs of Seattle has been chosen to make accessible signage for bus stops. It will take approximately a year for these to be in place. They will have standard English printed information as well as information in Braille and will be rounded and facing away from any nearby street. Every stop will have one of these signs and the information will be permanent and not change. The signs will be 36 inches from the ground and these will come with a life-time warranty.

Brad and Cheryl are both working on the September Riders' Guide and it should be out soon.

Bus stop signs have now been delivered along with related materials and should be available next month.

The projects for the restroom and pull-out for the food bank in Sedro-Woolley are going to bid now.

The Skagit Transit Development Plan should be coming out shortly.

The CAC made a motion that Skagit Transit Board meetings continue with Zoom availability.

As of January 2022, Route 207 going north on Laventure is going to add a loop onto Francis Road with a right-hand turn on 30th and curve back to Martin Rd near Centennial Elementary onto Hoag Rd.

There will also be a bus in both Sedro-Woolley and Burlington to maintain circular and connecting routes.

Doris stated that the Northgate link for Sound Transit should start working as of October 2nd.

During our Round Table Doris suggested that there should be better articulation from Seattle to Marysville and vice versa.

Joe A. Kunzler suggested that an attempt be made to recruit high-school or college participants to serve on the CAC.

Brad is suggesting a sub-committee outside CAC meeting times for staff to meet with CAC members and discuss increasing service changes and rider guide changes.

Brad is hoping the first meeting would be in later August through Veterans' Day.

He also indicated that ridership was approximately 22,000 riders in June with July improving from that number.

Pre-COVID ridership was about 60,000 to 70,000 monthly.

Though not present due to illness, Judy Jones wanted to assure the Board that she hopes to continue to work out arrangements for board members to meet when possible at the Skagit Station Coffee Shop and for opportunities to ride with any of them on custom-determined bus routes.

Respectfully Submitted

Chris Jones- Co-Chair