

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

Wednesday February 16, 2022

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

Members Present

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner (Chair)
Peter Browning, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Dave Thomas, Skagit County Assessor

Members Absent:

Ron Wesen, Skagit County Commissioner
Mark Hulst, City of Burlington, Councilmember
Rick DeGloria, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)
Jose Reeves, Labor Representative (non-voting member)

Providing Legal Counsel:

None

Staff Present

Whitney Davis, Clerk to the Board
Mark Kennedy, Operations Manager

Staff Present via Teleconference:

Arden Flores, Manager of Finance & Administration
Greg Latham, Maintenance Manager
Joe Macdonald, Safety & Training Manager
Chris Chidley, IT Manager
Jennifer Davidson, Human Resources Manager
David Miller, Operations Supervisor
Les O'Neill, Operations Supervisor
Cheryl Willis, Marketing & Public Affairs

Members of Public via Teleconference:

Joe Kunzler
Grant Johnson, SCOG

1 Public Comment:

Mr. Kunzler stated he liked the new Zoom set-up for the meeting and added his support of the legislative package that would include free ridership for youth.

2 Consent / Action Items:

- a) Approval of January Meeting Minutes
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #16659 - 16670\$1,029,285
 - January Direct Federal withholding transfer \$183,093
 - January Claims Checks and ACH #41876 - 42026 \$811,130

Ms. Boudreau 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 January

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,183,262 in sales tax in the month of January. Skagit Transit also received \$1,122,324 in Federal and State grants. Capital expenditures included MOA2 design and construction management costs. The reserve account balance is \$16,938,266. Mr. Flores noted staff will present a financial update for the MOA-2 project at the March Board meeting.

Mr. Miller inquired if fare revenues were included with the budget update. Mr. Flores explained all detailed financial information is included in the finance recap. Mr. Browning inquired if the increase in revenues was due to an increase in the tax rate, or an increase in sales. Mr. Flores stated Skagit Transit received .2% tax rate and the increase in revenue is due to people purchasing more.

Mr. Browning moved to approve the January Monthly Budget Update as presented. Mr. Miller seconded the motion. The motion passed unanimously.

b) Award Recommendation Chuckanut Park and Ride HVAC and Generator Upgrades 21-001-P

Mr. Chidley read the report as presented in the agenda packet. Items of note include an estimated Construction Cost Range of \$155,000 to \$175,000 to upgrade the Chuckanut Park and Ride HVAC and generator system. Two bids were received. After the necessary procedures to check for responsiveness and responsibility were complete, staff determined Colvico Inc. was the lowest responsive and responsible bidder and recommends the Construction Contract #21-001-P Chuckanut Park and Ride HVAC and Generator Upgrades be awarded to Colvico Inc. of Spokane, WA.

Ms. Janicki requested clarification regarding budget capacity as the low bid was more than the original estimate that was budgeted for. Mr. Flores stated the estimate was received in early 2021 and due delays and supply issues related to COVID, staff will need to bring a budget amendment to the Board for this project.

Ms. Boudreau moved to award Recommendation Chuckanut Park and Ride HVAC and Generator Upgrade 21-001-P. Mr. seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Ms. Janicki stated the notes from the CAC meeting were included with the agenda packet and noted the mention of the Stuff the Bus Food Drive taking place at the Cascade Mall in Burlington on February 26th at 11:00. Ms. Janicki noted an additional donation location at Pioneer Market in Sedro Woolley and shared her appreciation for community support events such as this.

5 Executive Directors Report

Ms. Janicki stated she discussed adjusting the meeting time to 11:00 a.m. or 11:30 a.m. with Mr. O'Brien in order to allow additional time to discuss agency business without pushing the 1:30 start time of the transportation policy board meetings. Ms. Boudreau requested the Board consider this so that the meetings are not rushed as well as avoiding violations to the Open Public Meetings Act when not starting SCOG meetings at the published start time and expressed her support for changing the meeting times. Ms. Janicki inquired if there were any Board members opposed to this potential change. Ms. Boudreau stated she was happy to make a motion for this change if necessary. Ms. Janicki stated with the support of the Board the March meeting will be planned for 11:00.

Mr. Kennedy stated in the last eight weeks, staff has received more positive customer comments regarding service, including three bouquets of flowers than received in all of 2021 and some specifically mention support from the Board of Director's.

Mr. Sexton reminded the Board he requested an update on the planning process for new routes in the January Board meeting and was hoping there would be an update in an upcoming meeting. Mr. Kennedy stated staff is working on a presentation that will be given at the March meeting regarding the route planning process.

Commissioner Janicki adjourned the meeting at 1:26 p.m.

Attest:

Commissioner Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board