

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

Wednesday October 19, 2022

The Skagit Transit Board of Directors met in regular session in Burlington, WA and via teleconference. Chair Commissioner Janicki called the meeting to order at 11:04a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Lisa Janicki, Skagit County Commissioner (Chair)  
Peter Browning, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor  
Jose Reeves, Labor Representative (non-voting member)

**Members Present via Teleconference**

Judy Jones, Community Advisory Committee (Chair, non-voting member)  
Dave Thomas, Skagit County Assessor

**Members Absent:**

Ron Wesen, Skagit County Commissioner  
Jill Boudreau, City of Mount Vernon, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Mark Hulst, City of Mount Vernon, Councilmember  
Rick DeGloria, City of Burlington, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Dale O'Brien, Executive Director  
Greg Latham, Maintenance Manager  
Mark Kennedy, Operations Manager  
Joe Macdonald, Safety & Training Manager  
Jennifer Davidson, HR Manager  
Nicolas Bergman, IT Technician  
Abby Bissell, Human Resources Generalist  
Brad Windler, Planning and Outreach Supervisor  
Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

Chris Stamey, Manager of Finance & Administration  
Aggie Juarez, Facilities Manager  
Marcy Smith, Grants Coordinator  
Mika Bergman, Maintenance Support Technician  
Melinda Hunter, Operations Supervisor

**Members of Public Present**

Gary Prothman  
Josh Nylander, WTA IT Manager

**Members of the Public Present via Teleconference:**

Chris Jones, CAC

**1 Public Comment:**

Mr. Jones shared his appreciation for Skagit Transit, noting the continuing need for additional drivers. Mr. Jones shared his support for staff and the Board of Director's efforts to recruit additional drivers.

**2 Consent / Action Items:**

- a) Approval of September Meeting Minutes
  - b) Approval of Claims and Payroll
- |  |           |
|--|-----------|
| September Payroll Direct Deposit and Checks #17020 – 17028 ..... | \$873,550 |
| September Direct Federal withholding transfer .....              | \$186,512 |
| September Claims Checks and ACH #43189 – 43340 .....             | \$325,713 |

**Mr. Sexton moved to approve all Consent / Action items. Mr. Miller seconded the motion. The motion passed unanimously.**

***Due to time constraints agenda items were presented and discussed in an alternate order than presented in the agenda packet. Additionally, some items were skipped in the interest of time. The minutes will reflect the order in which items were presented in the meeting.***

### **3 Full Discussion/Action Items:**

a) Monthly Budget Update Report for September

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,471,789 in sales tax in the month of September. Skagit Transit also received \$941,867 in Federal Operating grants. Capital expenditures included MOA-2 Construction Management Costs. Fuel is trending at \$144,018 over the budgeted amount, salaries and wages are trending at \$39,744 under budget and benefits are trending at \$12,870 under budget. The reserve account balance is \$21,043,457. Phase 1 of the MOA-2 project is still at 40% completion, but construction on the roof replacement has started.

Ms. Janicki requested a budget amendment be presented to accurately authorize the overages in operating expenses due to the price of fuel.

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

b) WSDOT Grant Award and Project

Mr. O'Brien summarized the report that was presented in the agenda packet regarding grant awards and the projects they will be applied to.

**Mr. Browning moved to approve the WSDOT grant project and award. Mr. Sexton seconded the motion. The motion passed unanimously.**

c) Purchase 7 Vanpool Replacements

Mr. O'Brien summarized the report that was presented in the agenda packet regarding the purchase of seven Chrysler Pacifica replacement vans through the Washington State Department of Enterprise Services for the Vanpool program.

**Mr. Browning moved to approve the purchase of 7 Vanpool replacement vans. Mr. Sexton seconded the motion. The motion passed unanimously.**

d) Award On-Call Engineering and Planning Services Agreement #22-012

Mr. Windler summarized the report that was presented in the agenda packet awarding an on-call engineering and planning service agreement to Kimley-Horn and Associates, Inc. of Everett Washington.

**Mr. Miller moved to approve the award of on-call engineering and planning services agreement #22-012. Mr. Browning seconded the motion. The motion passed unanimously.**

e) Zero-Emissions Fleet Transition Plan

Mr. Windler summarized the report that was presented in the agenda packet. Mr. Windler explained federal legislation requires Skagit Transit to submit a fleet transition plan if the agency plans to apply for any grant funds to purchase vehicles or infrastructure related to zero-emissions technology. Mr. Windler noted the importance of the time as Skagit Transit is currently in the process of constructing a new Maintenance, Operations and Administration (MOA) facility and added the plan will be designed by the on-call engineering consultant. Lastly Mr. Windler noted planned expenditures covered by the grant would need to be submitted by June 30, 2023.

**Mr. Browning moved to approve the zero-emissions fleet transition plan. Mr. Miller seconded the motion. The motion passed unanimously.**

**4 Executive Session**

Chair Janicki announced that the Board would adjourn for an Executive Session to discuss the recruitment of a new Executive Director. Ms. Janicki stated the estimated time for the session is 45 minutes and the Board will reconvene in open session at approximately 12:15 p.m.

At 12:22 Ms. Davidson announced an additional 5-10 minutes was needed in the executive session. At 12:28 Ms. Janicki reconvened the meeting into open session.

Ms. Janicki stated the Board has not made any decisions and moved to adjourn the public meeting.

**5 Community Advisory Committee Report**

A report of the Community Advisory Meeting minutes was included in the agenda packet. Information was not presented in the meeting.

**Commissioner Janicki adjourned the meeting at 12:30 p.m.**

Attest:

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Lisa Janicki, Chair Skagit Transit Board of Directors

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Whitney Davis, Clerk of Skagit Transit Board