

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

Wednesday January 20, 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
Judy Jones, Community Advisory Committee Chair (non-voting member)

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember
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:

Mark Kennedy, Operations Manager
Chris Chidley, IT Manager

Members of Public via Teleconference:

Joe Kunzler
Pam Carlson, SCOG

Providing Legal Counsel:

None

1 Public Comment:

None

2 Consent / Action Items:

- a) Approval of December Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|----------------------------------------------------------------|-----------|
| December Payroll Direct Deposit and Checks #16522 – 16534..... | \$766,428 |
| December Direct Federal withholding transfer | \$159,390 |
| December Claims Checks and ACH #40035 – 40159..... | \$218,360 |

Ms. Johnson moved to approve all Consent / Action items. Ms. Gere seconded the motion. The motion passed unanimously.

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for December

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,165,696 in sales tax in the month of December. There were no federal or state grants received. The reserve account balance is \$10,925,381.

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

4 Community Advisory Committee Report

Mr. O'Brien informed the Board that the CAC meeting minutes would be included with the agenda packet going forward.

Ms. Jones greeted those present at the Board meeting and stated she was proud and honored to serve as the 2021 CAC chair. Ms. Jones read the report as it was presented with the agenda packet and welcomed discussion.

6 Executive Directors Report

Mr. O'Brien stated effective today, staff is advertising for phase 1 construction on MOA-2 with bid opening on March 3, 2021. Staff will present and request approval to move forward with the lowest bidder at the March 17th Board meeting.

Mr. O'Brien reminded the Board that Legends is renting space from Skagit Transit in the MOA-2 building, which will not interfere with construction of phase 1. Legends is working to complete their new warehouse on Josh Wilson Road, and planning to finish in July or August. Mr. O'Brien stated once Skagit Transit is able to secure funds to complete phase 2, the building will be vacant and ready to move forward with construction in a rapid fashion.

Mayor Boudreau stated she will sign all documents that have been approved at this Board meeting.

Mayor Boudreau adjourned the meeting at 1:09 p.m.

Attest:

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board