

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

Wednesday, February 15, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Chair Mayor Boudreau called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Jackie Brunson, Skagit County Treasurer

Members Absent:

Ron Wesen, Skagit County Commissioner
Steve Sexton, City of Burlington, Mayor
Bill Aslett, City of Burlington, Councilmember
Mark Hulst, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Jennifer Davidson, Director of Human Resources
Greg Latham, Director of Vehicle Maintenance
Mark Kennedy, Director of Operations
Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, Information Technologies
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Chris Chidley, Director of IT
Aggie Juarez, Director of Facilities
Abby Bissell, Human Resources Generalist
Les O'Neill, Operations Supervisor
Melinda Hunter, Operations Supervisor
Jo-Ann Wynne, Contacts and Procurement Coordinator
Mika-Ela Bergman, Maintenance Support Technician
Laura Klein, Human Resources

Members of Public Present

Members of the Public Present via Teleconference:

Brandon Stone

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of January Minutes
 - b) Approval of January Special Meeting Minutes
 - c) Approval of Claims and Payroll
- | | |
|--|-------------|
| January Payroll Direct Deposit and Checks #17054 - 17060 | \$1,326,954 |
| January Direct Federal withholding transfer | \$237,527 |
| January Claims Checks and ACH #43763 - 43913..... | \$896,445 |

Ms. Janicki 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. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,313,183 in sales tax and \$432,241 in grant revenue in the month of January. Mr. Stamey explain expenses included \$31,836 in capital expenditures, \$458,163 for the annual WSTIP insurance payment and annual dues and subscriptions of \$15,611. The reserve account balance is \$21,280,722.

Mr. Browning noted the significant increases in the reserve account balance over the last three years and inquired if that was in anticipation for the building project. Mr. Stamey stated the reserves will be used for the capital building project as well as to offset local match for grant funding.

Ms. Johnson moved to approve the January Monthly Budget Update. Mr. Browning seconded the motion. The motion passed unanimously.

b) Approval of New Community Advisory Committee Member

Mr. O'Brien stated the individual was not in attendance at the CAC meeting on 2/14 and this report will be tabled until a future meeting.

c) Approve Purchase of Five Paratransit Coach Replacements

Mr. Latham read the report as presented in the agenda packet. Staff is requesting Board approval to purchase the five replacement Paratransit coaches through Washington Stated DES Contract #06719 for Transit Buses. The total price for the five coaches is \$1,013,748 with \$750,000 coming from grant funds, and \$263,748 coming from local funds.

Mr. Browning inquired if propane vehicles were less expensive to operate than gas or diesel and how long it will be until Skagit Transit is able to incorporate electric vehicles. Mr. Latham explained that staff is in the process of completing a feasibility study for alternative fuels. Mr. Latham added that it costs \$0.14 per mile to operate the propane coaches vs. \$0.50 per mile to operate a diesel coach.

Ms. Janicki inquired about the older Paratransit coaches that are being replaced. Mr. Latham explained the old coaches that have met their useful life benchmark will be sent to public auction, after the new coaches arrive and not before receiving Board approval. Ms. Janicki clarified that vehicles go to auction as needed and not on a calendar schedule.

Mr. Browning moved to approve the purchase of five Paratransit coach replacements. Mr. Miller seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

The Community Advisor Committee met the night prior and the minutes were not available at the time the agenda packet was sent out. The January CAC meeting minutes will be included in the March Board packet.

6 Information Items

Mr. O'Brien asked Mr. Kennedy to update the Board on information regarding electric capabilities at MOA-2. Mr. Kennedy explained that he met with Puget Sound Energy (PSE) recently and was informed it will be several years before Skagit Transit will be able to accommodate electric buses. The sub-station that MOA-2 pulls power from is not capable of supplying the power needs at this point. Mr. Kennedy added that staff is also conducting a feasibility study on hydrogen fueled buses as well. Mr. O'Brien added that the new Amazon facility is asking for 800 electric vehicle charging stations and PACCAR is asking to double their power input.

Mr. O'Brien stated the constructability review of the MOA-2 project is underway. It is to be completed within four weeks by OAC which is a subcontractor for KBA Construction, with a cost not to exceed \$15,000.

Mr. Windler read the report on Microtransit planning grants as presented in the agenda packet. Staff will be applying for a grant to hire consultants to create a business model for how Skagit Transit could offer Microtransit services in Skagit County. The objectives of the grant are to develop general operating parameters of this service, evaluate various vehicle models, develop budgets for operating and capital needs of this service and to make policy/operating recommendations based on industry best practices for areas such as fare structure and collection, community partnerships, and dispatch center capabilities. Mr. Windler explained applications for this grant are due March 10th, 2023 and funding is awarded later this year. This is a competitive grant process with a minimum 10% local match for a grant. Grants that have a higher than required local match will score favorably and we would recommend a 20% local match. Staff is still working on an exact budget but expect the overall range to be between \$120,000 and \$200,000. If we submit an application with a 20% match, then the local contribution would be between \$24,000 and \$40,000 based on that expected range. Any local match needed would be requested as part of a budget amendment that would be brought to the board of directors at a future meeting.

Mr. Windler noted that since this report was created and sent to the Board, staff has met with consultants and determined that Skagit Transit would be on the low end of the range for the expense, possibly less than indicated.

Ms. Janicki noted all the candidates for the new CEO position discussed Microtransit and shared that she felt this would be a great opportunity for Skagit Transit.

Mr. Browning stated the County is working to identify food deserts or areas where individuals live too far away from resources and don't have access to healthy food. This may be a great opportunity for partnership to help identify needs in the county for individuals with limited transportation.

Ms. Boudreau requested staff discuss this grant opportunity with the new CEO prior to submitting on March 10th.

Mr. O'Brien noted Fixed Route Ridership is up 20.65% and in December of 2023 the Paratransit service carried 5,386 passengers as compared to 3,696 passengers in December of 2022 which is an increase of 45.73%. Mr. O'Brien added that there were 891 Paratransit trips on the Fixed Route service which is a tremendous savings to the agency.

The January Ridership Report was included in the meeting materials distributed to Board members.

Ms. Davidson stated everything is on track for Crystle to start as the new CEO on March 1st and added that there will be a retirement celebration in Dale's honor on March 28th from 1:00-3:00 at Skagit Station.

Mayor Boudreau adjourned the meeting at 11:23 a.m.

Attest:

Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board