

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

Wednesday March 17, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

**Members Present via Teleconference**

Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Lisa Janicki, Skagit County Commissioner (Vice 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  
Dave Thomas, Skagit County Assessor  
Sandy Perkins, Skagit County Auditor  
Judy Jones, Community Advisory Committee Chair (non-voting member)  
Jose Reeves, Labor Representative (non-voting member)

**Members Absent:**

Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
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  
Brad Windler, Planning & Outreach Supervisor  
Cheryl Willis, Marketing & Public Affairs Specialist

**Members of Public via Teleconference:**

Pam Carlson, SCOG  
Joe Kunzler

**Providing Legal Counsel:**

None

**1 Public Comment:**

Mr. Kunzler expressed his reluctant support for the reduction of route 750. Mr. Kunzler thanked staff for the quality work on the MyRide app and complimented the photography displayed on the website. Lastly, Mr. Kunzler thanked Commissioner Wesen for attending the March 9<sup>th</sup> CAC meeting.

**2 Consent / Action Items:**

- a) Approval of February Meeting Minutes
  - b) Approval of Claims and Payroll
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|---|-----------|
| February Payroll Direct Deposit and Checks #16548 – 16558 ..... | \$758,202 |
| February Direct Federal withholding transfer.....               | \$152,662 |
| February Claims Checks and ACH #40207 – 40329.....              | \$626,424 |

**Ms. Janicki 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 February

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,291,522 in sales tax in the month of February. Skagit Transit also received \$94,822 in State

Operating Grants and \$865,645 in Federal Operating Grants. Capital expenditures included the Sedro Woolley Park & Ride restroom design costs and Chuckanut Park & Ride HVAC upgrades. The reserve account balance is \$10,927,852.

**Ms. Gere moved to approve the February Monthly Budget Update. Mr. Sexton seconded the motion. The motion passed unanimously.**

b) Resolution 2021-02 Chuckanut Camera Upgrade & System Improvements

Mr. Chidley read the report as present in the agenda packet. Mr. Chidley noted that the cameras that were installed in 2011 are no longer working and staff is requesting to replace the equipment on 19 poles to include larger equipment boxes. The average cost for each pole is approximately \$4,800 with a total budget impact of \$95,000.

Ms. Boudreau stated this is good piece of infrastructure and asked if staff had plans to perform rolling replacements. Mr. Chidley stated staff has had plans for rolling replacements, however due to uncertainties of the effects of COVID, staff had put this on hold. Mr. Chidley explained that the effects of winter conditions increased the need to make improvements.

**Mr. Hulst moved to approve Resolution 2021-02 Chuckanut Camera Upgrade and System Improvements. Ms. Johnson seconded the motion. The motion passed unanimously.**

c) Reduction of Service for Route 750

Mr. Windler read the report as presented in the agenda packet. Mr. Windler explained that ridership of the route has been drastically low, regardless of several route improvements made by staff. This service was eliminated during COVID reductions and staff has not received a single request or question regarding Route 750 to Marblemount. Mr. Windler stated staff recommends eliminating this service.

Ms. Boudreau stated the Board does not take lightly to eliminating or reducing services. Ms. Janicki stated this route services her district and spoke to the difficulties of getting from place to place up river, however the incredibly low ridership numbers show that there needs to be a more efficient way of people to get to town to take care of their needs.

Mr. Sexton inquired about the cost of the route expansion and what the cost difference would be if the route was restored to previous service levels versus eliminating the service completely. Mr. Windler stated in 2019 the cost per trip was \$131 however he was unsure of the annual budget cost. Mr. Flores stated he could calculate that annual cost and send it to the Board after the meeting. Mr. Sexton stated the lack of demand for the route justifies the reduction. Mr. O'Brien stated on average there was one rider utilizing the route.

**Mr. Sexton moved to approve the Reduction of Service for Route 750. Ms. Johnson seconded the motion. The motions passed unanimously.**

**4 Demonstration of Real Time Info – MyRide & UMO Apps**

Mr. Windler demonstrated the system that allows riders to access real time information letting them know how soon they can expect the bus at any given location. Mr. Windler stated this information is available via smart phone as well as a kiosk on the bus pad and the TV in the Skagit Station breakroom. Mr. Windler explained that the kiosks are equipped with features that allows passengers that are visually impaired to access the information.

Ms. Johnson commended the article in the Skagit Valley Herald featuring Skagit Transit offering real time updates and stated she is glad the information is being disseminated. Ms. Boudreau commended staff for getting this feature implemented.

## 5 Executive Directors Report

Mr. O'Brien stated during the bid process for phase 2 of the MOA-2 construction, there were some errors in the documentation that created a protest from one of the contractors. Mr. O'Brien stated staff has spoken with the consultant and attorney and made the decision to re-bid the contract in an effort to ensure a fair process to all the contractors bidding. Mr. O'Brien stated staff plans to go out for re-bid the second week of April and will bring the results to the board at the May meeting. Mr. O'Brien stated this is a very minimal impact to the project timeline, and in the meantime, Skagit Transit is still receiving approximately \$14,000 per month in rent from Legends for use of the MOA-2 facility.

Ms. Boudreau expressed her support for staff's decision to re-bid the project to ensure fairness and provide transparency of use with public funds.

Mr. O'Brien explained that staff is discussing returning service levels mid-year and this will require board approval so staff will keep the board apprised. Mr. Sexton inquired if Skagit Transit is expecting to receive any additional Federal funding. Mr. O'Brien confirmed that staff is expecting to receive more Federal grant funding. Staff is planning to use local funds to pay for phase 2 of the construction on MOA-2 largely in part to the money saved from the reduction in service and money already received. Mr. O'Brien stated completing phase 2 will increase the chances of obtaining grant funds for phase 3 to finish the new facility.

Ms. Janicki requested the discussion of the board beginning to meet for in-person meetings again as well as discussing adjusting the meeting time at next month's meeting.

## 6 Community Advisory Committee Report

Ms. Jones presented the report included with the agenda packet. Items of note included updates of the MyRide real-time and Umo app, changes to the service in the Lyman/Hamilton/Concrete area, an interline connection to the 90X, the success of the Stuff the Bus Food Drive and future speakers.

Ms. Jones noted the next meeting is April 13<sup>th</sup> and thanked Commissioner Wesen for attending the March 9<sup>th</sup> meeting.

**Mayor Boudreau adjourned the meeting at 1:28 p.m.**

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Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

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Whitney Davis, Clerk of Skagit Transit Board