

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

Wednesday, March 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
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Mark Hulst, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Bill Aslett, City of Burlington, Councilmember

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Chief Executive Officer
Crystle Stidham, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Jennifer Davidson, Director of Human Resources
Mark Kennedy, Director of Operations
Aggie Juarez, Director of Facilities
Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, Information Technologies
Jill Isaacson, Operations Supervisor
Alan Brooks, Operations Supervisor
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Chris Chidley, Director of Information Technologies
Greg Latham, Director of Maintenance
Joe Macdonald, Director of Safety & Training
Marcy Smith, Grants Manager
Melinda Hunter, Operations Supervisor
Abby Bissell, Human Resources Generalist
Laura Klein, Human Resources
Tanner Moyer-Parsons, Dispatcher

Members of Public Present

None

Members of the Public Present via Teleconference:

None

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of February Minutes
 - b) Approval of Claims and Payroll
- | | |
|---|-------------|
| February Payroll Direct Deposit and Checks #17061 - 17067 | \$1,113,898 |
| February Direct Federal withholding transfer | \$237,656 |
| February Claims Checks and ACH #43914 - 44092 | \$1,346,193 |

Ms. Johnson 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 February

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,470,642 in sales tax and \$216,604 in grant revenue in the month of February. Mr. Stamey explained capital expenditures included \$ 38,493 for MOA-2 Professional Services and Leased Equipment, and \$771,475 for HB Hansen PA 11 and PA 12. Mr. Stamey noted 95% of the payment applications were for the work on the new roof. The reserve account balance is \$21,359,914.

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

b) Commitment of Local Match to Federal Transit Administration FY23 Buses and Bus Facilities Grant Program

Mr. Stamey read the report as presented in the agenda packet. Staff is preparing a grant application requesting funding assistance to complete the final phase of construction on the MOA-2 Facility. Staff is requesting Board approval to submit an Agency Letter of Commitment for the local match required for the grant. The budget for Phase 3 construction is estimated at \$16,000,000 and would require a \$6,000,000 local match if the grant is awarded.

Ms. Boudreau clarified that the obligation of local funds would only be required if the grant was awarded.

Mr. Browning moved to approve the commitment of local match to Federal Transit Administration FY23 Buses and Bus Facilities Grant Program. Mr. Miller seconded the motion. The motion passed unanimously.

c) Approve Fleet-Wide Coach Wi-Fi Gateway Upgrade Hardware Purchase

Mr. Chidley read the report as presented in the agenda packet. In September 2022, the Board approved attaining quotes for upgrading fleet-wide mobile gateways to 5G. The original estimation of 72 units needed has been reduced to 65 units and the estimate received came back at \$229,500 including tax and all hardware from Green Ramp Group LLC. Mr. Chidley explained grant funds are available for this purchase and there is no budget impact.

Ms. Janicki asked if Crystle felt this technology was comparable to her previous agency. Ms. Stidham shared her support and noted Wi-Fi was implemented at her previous agency just prior to her starting at Skagit Transit.

Mr. Sexton inquired if the grant had already been awarded to Skagit Transit. Mr. Chidley stated it is an Operational grant and confirmed that the grant must be used by June 2023 or the funding will be lost. Mr. Sexton clarified there was sufficient grant funding to cover the cost. Mr. Stamey confirmed the award covered the expense and noted it was included in the 2023 budget.

Mr. Wesen inquired why the number of units needed was reduced. Mr. Chidley stated he was ambitious with the spare ratio and it didn't warrant the extra units that will not be used.

Mr. Sexton inquired financial responsibility if there are supply chain issues and the grant cannot be executed by the June deadline. Mr. Chidley stated he was working directly with the manufacturer and the vendor supplying the equipment and they estimate that items will arrive by May. Mr.

Chidley explained that there were some items that may arrive late and the cost occurrence for items arriving late would be minimal.

Ms. Janicki moved to approve the fleet-wide coach Wi-Fi gateway upgrade hardware purchase. Mr. Wesen seconded the motion. The motion passed unanimously.

Ms. Johnson made a motion to add an agenda item approving a new Community Advisory Committee Member. Mr. Browning seconded the motion. The motion passed unanimously.

d) Approval of New CAC Members

Mr. Windler stated the Committee Advisory Committee (CAC) has received a new application for membership. The CAC met with the candidate and is recommending the Board approve BJ Carol's membership.

Mr. Wesen inquired how many members were on the CAC. Mr. Windler confirmed there are currently 11 members, BJ would make 12 but there is capacity of up to 16 members.

Mr. Browning made a motion to approve the new CAC member. Ms. Janicki seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

The Community Advisor Committee met the night prior and the March meeting minutes were not available at the time the agenda packet was sent out. The February CAC meeting minutes were included in the Board packet. Ms. Jones provided highlights of their meeting from the previous evening.

6 Information Items

a) Third Party Engineering Review Findings

Ms. Stidham shared her support for Mayor Boudreau, Mayor Miller and the ongoing support from the Board. Staff received the third party peer review from OAC and no additional issues were reported that would cause any project delays. Ms. Janicki noted the request for confirmation of constructability. Ms. Stidham also noted staff is waiting to receive a new schedule and timeline from HB Hansen. Ms. Stidham and Mr. Juarez noted there is currently work going on to remove rust and clean up the construction site.

b) KBA Contract Amendment/Extension

Mr. Stidham stated staff has discovered Skagit Transit is out of contract with KBA Construction Management and staff is working to resolve that issue. Ms. Boudreau noted KBA was also unaware that the contract had expired. Ms. Janicki noted the delays that have extended the timeline of this project longer than anticipated.

c) February Ridership Report

A copy of the February Ridership Report was included as a link for all Board members. Mr. Windler noted year to date ridership is up 20.24% over 2022. Mr. Browning inquired about factors that may be contributing to the increase. Mr. Windler explained youth riding free and

Western Washington University students are a large contributing factor for the increase in ridership.

Mr. Miller requested the names of the routes be included in the ridership report as to make it clear which route services each area. Ms. Stidham noted plans to modify and improve the ridership report to improve readability.

Mr. O'Brien presented Commissioner Janicki with an award and thanked her for her service as the Board of Director's Chairperson. Mr. O'Brien thanked the Board for their support of the agency and service to the community.

Ms. Boudreau and Ms. Davidson announced the Skagit Transit employee meeting on Saturday March 18th at the Skagit Casino.

Mr. Wesen requested Skagit Transit provide a bus and driver for the annual Pioneer Picnic in La Conner on August 3, 2023.

Mayor Boudreau adjourned the meeting at 11:34 a.m.

Attest:

Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board