

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

Wednesday, May 17, 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

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Staff Present

Crystle Stidham, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Mark Kennedy, Director of Operations
Aggie Juarez, Director of Facilities
Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)
Lisa Janicki, Skagit County Commissioner
Julia Johnson, City of Sedro Woolley, Mayor
Sandy Perkins, Skagit Auditor (standing in for Peter Browning, Skagit County Commissioner)

Staff Present via Teleconference:

Joe Macdonald, Director of Safety and Training
Brad Windler, Planning and Outreach Supervisor
Jennifer Davidson, Director of Human Resources
Greg Latham, Director of Vehicle Maintenance
Jo-Ann Wynne, Contracts Manager
Mika Bergman, Maintenance Support Technician
Ryan Quast, Electronic Systems Technician

Members Absent:

Bill Aslett, City of Burlington, Councilmember
Mark Hulst, City of Mount Vernon, Councilmember
Ron Wesen, Skagit County Commissioner

Members of Public Present

None

Members of the Public Present via Teleconference:

None

Providing Legal Counsel:

None

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll
 - April Payroll Direct Deposit and Checks # 17076-17082 \$1,297,536
 - April Direct Federal withholding transfer \$262,649
 - April Claims Checks and ACH #44248-44442..... \$698,752

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for April

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,195,022 in sales tax, \$7,124 in grant revenue and \$59,088 in Fare Revenue in the

month of April. Capital expenditures totaled \$180,197. The reserve account balance is \$21,521,301.

Mr. Sexton inquired about the fare revenue being stated as an increase when it was a decrease. Mr. Stamey apologized for the mistake and corrected that the fare revenue was in fact a decrease over last year.

Ms. Janicki inquired about the financial recap report that was not present in the board packet materials. By mistake, it was not included and was emailed out to board members immediately following the meeting.

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

b) Approve Increase in Operator Staffing

Ms. Stidham read the report as presented in the agenda packet. Ms. Stidham called the board's attention to the route handouts that were distributed at the meeting.

Mayor Sexton requested information like this to be presented to the board before additional routes are added so they know what the additional costs will be. Mr. Sexton also inquired about the financial impact of the increase being \$180,000 over six months. He inquired if this was prior to any grant funding and Ms. Stidham confirmed this. Ms. Stidham also assured the board that any route changes will come before the board prior to implementation in the future.

Mr. Sexton moved to approve an increase in operator staffing. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Executive Session

Ms. Boudreau requested that the executive session be moved to before the informational item section in the agenda. Board approved this change. The board was invited into executive session regarding litigation or potential litigation (RCW 42.30.110). Session was called for 10 minutes beginning at 11:12 a.m. and ending at 11:21 a.m. All parties returned to open session at 11:23 a.m.

5 Information Items

a) MOA2 Update

Ms. Stidham gave an update on the progress of the MOA2 project. Ms. Stidham stated that crews were finishing tasks and moving on to other projects related to MOA2. Staff were assured by construction management that by May 30th, there will be a full crew on site. Staff has requested a full inventory of all materials on site relating to the project to ensure materials are being ordered proactively in the face of supply chain issues. Staff were told that despite the delays, the estimated completion date of April 2024 has not changed.

Mayor Sexton departed at 11:25 a.m.

b) Security Update

Ms. Stidham read a statement saying Skagit Transit would not be renewing their contract with the current security services provider. The provider agreed to continue services through the

end of May. Skagit Transit is working on a contract with a new provider. Ms. Stidham is confident that Skagit Transit will be able to work out a contract with this new provider.

c) Community Advisory Committee Report

Ms. Boudreau noted that she is glad to see the CAC looking at new bus shelter designs. Ms. Jones did reiterate that the committee is excited to look at new bus shelter designs. There are eight designs that were reviewed and discussed. More bus stop improvements were discussed at the CAC meeting.

d) April Ridership Report

Mr. Windler pointed out that youth ridership was over 46,000, highlighting that the fare free youth program is showing results. He also made the board aware that the Ride Pass Grant program statistics are included in the ridership report and that month-to-month data about that program will be available.

Ms. Janicki inquired about the Western Washington University staff and students riding for free and what prompted that population specifically to be highlighted in the report. Also asked what the impetus and impact is for allowing WWU to ride for free. Mr. Windler responded that Skagit Transit has traditionally had strong ridership out of WWU, and we share the 80X route with WTA. A two-year pilot program with WTA and WWU is coming to an end and Skagit Transit is trying to negotiate a five-year contract with them to continue this service. The university is paying on the students' behalf, so the rides are not free. Skagit Valley College has a similar program where the college buys passes from Skagit Transit and provides free passes to students who request it. Ms. Janicki asked if other places are positioned in a similar way such as the refinery to where we could offer a similar program. Mr. Windler responded that Skagit Transit can consider other arrangements like the WWU arrangement and that the outreach program has been reaching out to other employers and organizations to expand this program. The Mount Vernon Library has signed on to be an Umo card distributor for youth. Umo is the name of the company that produces electronic accounts and cards that hold bus fares.

Ms. Jones commented in the virtual chat that Skagit Transit should reach out to DSHS for card distribution as well.

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

Attest:



Laura Klein, Clerk of Skagit Transit Board



Jill Boudreau, Chair Skagit Transit Board of Directors