

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

Wednesday, June 21st, 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
Colleen Kennedy, Labor Representative (non-voting member)
Peter Browning, Skagit County Commissioner
Bill Aslett, City of Burlington, Councilmember

Members Present via Teleconference

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Judy Jones, Community Advisory Committee (Chair, non-voting member)
Julia Johnson, City of Sedro Woolley, Mayor
Mark Hulst, City of Mount Vernon, Councilmember

Members Absent:

Ron Wesen, Skagit County Commissioner
Steve Sexton, City of Burlington, Mayor
Matt Miller, City of Anacortes, Mayor (Vice-Chair)

Providing Legal Counsel:

None

Staff Present

Aggie Juarez, Director of Facilities
Laura Klein, Clerk of the Board
Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, Information Technologies

Staff Present via Teleconference:

Crystle Stidham, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Chris Chidley, Director of Information Technology
Greg Latham, Director of Vehicle Maintenance
Jo-Ann Wynne, Contracts Manager
Whitney Davis, Fare Revenue Supervisor
Abby Bissell, HR Generalist
Mika Bergman, Maintenance Support

Members of Public Present

None

Members of the Public Present via Teleconference:

Danny Hagen, Skagit County Assessor

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of May Meeting Minutes
- b) Approval of May 31st Special Meeting Minutes
- c) May Payroll Direct Deposit and Checks # 17083-17089 \$1,137,143
 May Direct Federal withholding transfer \$244,926
 May Claims Checks and ACH #44443-44593 \$466,519

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for May

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,466,166 in sales tax, \$859903 in grant revenue and \$67,548 in Fare Revenue in the month of April. Capital expenditure totaled \$32,221. The reserve account balance is \$21,609,494.

Mr. Browning moved to approve the May Monthly Budget Update. Mr. Aslett seconded the motion. The motion passed unanimously.

b) Approve Entering into an Interlocal Purchase Agreement for Security Cameras

Mr. Chidley read the report as stated in the packet. Ms. Johnson asked about costs incurred by this agreement. Mr. Chidley assured that no costs will be incurred by entering the agreement, but costs will be incurred for installation of the cameras and a second board approval will be sought when the purchase quote is complete. Ms. Johnson asked a second question pertaining to the decision to move forward with Verkada as the vendor as opposed to others. Mr. Chidley explained that staff had done research for their air quality monitoring systems in the Skagit Station bathrooms. This led to the discovery that Verkada had air sensors that could detect smoke in the bathrooms and a speaker that could emit auditory warnings. Verkada also does camera and door control access that integrate together. It was suggested that we implement these systems together to enhance security. Ms. Johnson asked about the cameras and privacy. Mr. Chidley clarified that the cameras will not be in the bathrooms, they will be in the lobby, replacing the existing camera in the lobby. You can see people go in and out, but never inside the bathroom. Mr. Browning asked how this will deter people from smoking. Mr. Chidley said that the system has an audible tone to evacuate the bathroom. It also sends a log to the security team so they can respond and address the situation. Mr. Browning also asked if Verkada was the only company that produced this product. Mr. Chidley explained that this agreement is for a vendor recommended by Verkada. This is a pre-negotiated state contract. There is no need to go through bids.

Ms. Janicki requested that a policy regarding cameras and video retention be developed and reviewed before deciding on this agreement. She also mentioned that the language in the report said "Collective Bargaining" when that was not the appropriate word. That phrase was struck from the report.

Ms. Boudreau mentioned that it would be more appropriate to discuss this item after the board has had a chance to review the policy regarding cameras and video retention.

Ms. Johnson moved to table this agenda item pending the board's receipt of the policy regarding cameras. Mr. Aslett seconded the motion. The motion passed unanimously.

c) Grant Funded Outreach Position

This report was submitted shortly before the board meeting and was asked to be included in the June meeting.

Ms. Stidham read the report as stated. The purpose of this position is to bridge the gap between Skagit Transit and the portion of the population who does not speak English as a first language.

Ms. Janicki moved to add the item to the agenda. Mr. Aslett seconded. The motion passed unanimously.

Ms. Stidham mentioned that this grant was applied for before her tenure, but she approves it and asks the board to approve the grant funded temporary position.

Ms. Janicki moved to approve the outreach position. Ms. Johnson seconded. The motion passed unanimously.

4 Information Items

a) Financial Impact of Security Contract

Ms. Stidham said that the board asked questions at the special meeting that she was not prepared for at the time. One question was how much money was left over from the previous security contract. Approximately \$300,000 was left over from the Kaeka contract. \$100,000 of that was from the amount that was over the do not exceed amount, leaving \$200,000 left. Kaeka was not amenable to a month-to-month contract that cost \$28,000. The remaining balance was \$170,000. The other question was about the financial impact of the Allied contract through the remainder of this year. The financial impact is \$220,000.

b) MOA2 Update

There has been a crew onsite since May 20th. We are still on track to complete the project as scheduled. The windows have been ordered.

c) Federal Transportation Administration (FTA) Drug & Alcohol Audit July 11 & 12

FTA representatives will be on site July 11th and 12th. Documents were submitted as requested in mid-June.

d) WSDOT Grants

NW WA Regional Public Transportation study. This \$160,000 grant will allow us to conduct a study of operational efficiencies and our commuter routes. Skagit Transit's match is \$40,000. Island Transit and WTA have each committed \$10,000 to the project leaving Skagit with the remaining \$20,000. Ms. Stidham would like the study to be comprehensive of all Skagit's routes. This item will be put up for board approval once the contracts are completed.

Ms. Boudreau asked about the scope of work for this project. Ms. Stidham stated that the scope of work was being developed and will be presented to the contractor prior to the final quote. The last comprehensive route study was in 2008.

Ms. Stidham stated that Skagit Transit received \$2.2 million in paratransit and special needs grants. This grant will be used for operational and capital costs. Can be used for ADA upgrades, vehicles, and similar items.

Ms. Stidham stated that Skagit Transit received \$2.6 million for fixed route bus replacement. Skagit Transit's match of \$665,000 will come from the paratransit grant.

e) CAC Field Trip on Route 101 July 17th

Mr. Windler stated that the CAC will take a field trip on the 101 route to the Burlington Senior Center, then have the July meeting to go over the transit development plan. The board was invited to this meeting.

f) 90-day Review

Ms. Stidham stated that she had been here for 90 days. She constructed a 30-, 60-, and 90-day action plan and the staff has been successful in the goals that were set in this action plan. The executive team had an all-day planning session to work on SMART Goals, TDP and other strategic measures. Skagit Transit will send out a survey for times for the board retreat.

g) Community Advisory Committee Report

Ms. Jones reiterated the CAC meeting on July 17th. Still looking at bus shelter styles.

h) May Ridership Report

Mr. Windler has highlighted the increase in youth ridership with 27% growth over this time last year.

Mayor Boudreau adjourned the meeting at 11:43 a.m.



Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:



Laura Klein, Clerk of Skagit Transit Board