

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

Wednesday January 19, 2022

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Janicki called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Rick DeGloria, City of Mount Vernon, Councilmember
Marge Root, Labor Representative (non-voting member)

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner (Chair)
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Steve Sexton, City of Burlington, Mayor
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Peter Browning, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Mark Hulst, City of Burlington, Councilmember

Staff Present

Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Jennifer Davidson, Human Resources Manager
David Miller, Operations Supervisor

Members of Public via Teleconference:

Joe Kunzler
Chris Jones – CAC
Grant Johnson - SCOG

Providing Legal Counsel:

None

1 Executive Session

Chair Janicki announced that the Board would adjourn for an executive session to discuss the Memorandum of Understanding between Skagit Transit and AFSCME LOCAL 176-T regarding the wage portion of the current Operators Contract. Ms. Janicki stated the estimated time for the session is 10 minutes and the Board will reconvene in open session at approximately 1:13 p.m.

At 1:03 the executive session began. Ms. Boudreau reconvened the meeting into open session at 1:13 p.m.

Ms. Janicki noted no action was taken.

2 Public Comment:

Mr. Kunzler requested meetings be available on YouTube and noted Community Transit has made their meetings available on YouTube.

3 Consent / Action Items:

- a) Approval of December Meeting Minutes
- b) Approval of Claims and Payroll

December Payroll Direct Deposit and Checks #16645 – 16658.....	\$823,889
December Direct Federal withholding transfer	\$172,053
December Claims Checks and ACH #41724 – 41875.....	\$514,398

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

4 Full Discussion/Action Items:

a) Monthly Budget Update Report for December

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,247,453 in sales tax in the month of December. Skagit Transit also received \$1,862,559 in Federal and State Operating grants. Capital expenditures included MOA2 design and construction management costs. The reserve account balance is \$16,937,158.

Ms. Janicki noted that in the supplemental financial information sent out under the federal grants section both under federal grant operating assistance and federal capital contributions year to date at December 31st were substantially less than what had been budgeted and asked if those federal funds were going to be realized in full. Mr. Flores explained the budget was based on the MOA 2 project being completed and noted the grants are on a reimbursement basis and will be charged based on ongoing construction. Mr. Flores stated the grant funds were carried over to the 2022 budget.

Ms. Janicki inquired about the Operating grant noting \$4 million is under received including operating. Mr. Flores stated staff was trying to predict how much federal stimulus funds would be received in 2021. Mr. Flores stated staff hopes to recoup those funds in the first half of 2022.

Mr. Wesen moved to approve the December Monthly Budget Update as presented. Ms. Johnson seconded the motion. The motion passed unanimously.

b) Resolution 2022-01 – Fiscal Year 2022 Budget Amendment No. 1

Mr. Flores read the report as presented in the agenda packet. Items of note include and additional 2% Cost of Living Allowance for represented employees in the amount of \$93,929, a decrease of \$132,145 due to a credit memo received from Washington State Transit Insurance Pool, an increase of \$31,833 for Automated Passenger Counters (APC) for five buses and a decrease of \$70,000 to correct expense for replacement cameras. Mr. Flores stated staff is requesting a decrease of \$38,216 in operating expenses. Mr. Flores clarified the IT budget for the Camera replacements were originally included with the budget for the Kenwood Radios and this correction is separating the budget line items and staff is requesting an increase of \$31,833 in capital expenses.

Mr. Wesen inquired if the APC's cost more than anticipated. Mr. Flores stated staff did not have an estimate when preparing the budget. Mr. Wesen confirmed the amended amount was in fact the actual cost.

Ms. Boudreau moved to approve Resolution 2022-01 Fiscal Year 2022 Budget Amendment No. 1. Mr. Wesen seconded the motion. The motion passed unanimously.

5 Community Advisory Committee Report

No quorum was present at the Community Advisory Committee meeting on January 11th. The minutes from the discussion were included in the agenda packet.

6 Executive Directors Report

Mr. O'Brien introduced Jennifer Davidson, Skagit Transit's new Human Resources Manager to the Board.

Mr. O'Brien notified the Board that due to supply problems, the completion of phase I of the MOA 2 project has been delayed until March or possibly later. Mr. O'Brien stated staff will present a video update of the progress of the MOA 2 project at the February Board meeting.

Ms. Janicki and Ms. Johnson welcomed Ms. Davidson to the community and to the Board.

Mr. Sexton requested staff and the Board review how routes are added, noting the Burlington Planning Department was not made aware of route additions and improvement plans throughout Burlington. Mr. Sexton noted there should be better collaboration between the cities and Skagit Transit.

Ms. Janicki agreed and noted the Board should have functional knowledge and be more conversant in route planning. Ms. Janicki noted that legislature and various bills considering and requiring changes based on where existing routes or transit hubs are.

Mr. Wesen agreed and noted there is development happening throughout the county and the Board should be involved with the route planning.

Ms. Johnson stated she was grateful to staff at Skagit Transit and noted they did a great job communicating with the City of Sedro Woolley and implementing route improvements, adding stops and widening routes to better serve residents.

Commissioner Janicki adjourned the meeting at 1:37 p.m.

Attest:

Commissioner Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board