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1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. PUBLIC COMMENT
5. CONSENT / ACTION ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- a) Approval of August Meeting Minutes Page 2-6
- b) Approval of Claims and Payroll
August Payroll Direct Deposit and Checks #16726 - 17019\$1,261,948
August Direct Federal withholding transfer \$303,997
August Claims Checks and ACH #43037 - #43188..... \$354,644

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for August..... Page 7-8
- b) Approve Third Suspension for MOA-2 Construction Project..... Page 9
- c) WSDOT Grant Projects and Awards Page 10 Page 10
- d) Proposal to Reimburse CDL Permit Testing Fees Page 11
- e) Fleet-wide Coach Wifi Upgrade Page 12
- f) Updated Resolution 2022-11 Approving the Purchase of Microsoft 365 Page 13-14

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATION ITEMS

- a) DRS Update..... Page 15

9. EXECUTIVE DIRECTORS REPORT

10. ADJOURNMENT

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

Wednesday August 17, 2022

The Skagit Transit Board of Directors met in regular session in Burlington, WA and via teleconference. Vice Chair Mayor Miller called the meeting to order at 11:01 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

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

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Lisa Janicki, Skagit County Commissioner (Chair)
Mark Hulst, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Executive Director
Chris Stamey, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Jennifer Davidson, HR Manager
Greg Latham, Maintenance Manager
Chris Chidley, IT Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board
Nicolas Bergman, IT Technician

Staff Present via Teleconference:

Joe Macdonald, Manager of Safety & Training
Les O'Neill, Operations Supervisor
Hailie Hotchkiss, Operations Supervisor
Jim Young, Operations Supervisor
Jo-Ann Wynne, Contracts and Procurement Coordinator

Members of Public Present

Soren Jensen

Members of the Public Present via Teleconference:

Chris Jones, CAC
Joe Kunzler

1 Public Comment:

Mr. Jensen greeted the Board and shared his concerns regarding the transfer to the Department of Retirement Systems (DRS) for employees who may not work an additional five years and if there would be an option to opt out of DRS.

Mr. Jones shared his support for Skagit Transit and the requests staff was presenting and expressed his support for a salary survey, in particular for drivers. Lastly, Mr. Jones shared his desire for staff to continue to hire qualified individuals with disabilities.

3 Consent / Action Items:

- a) Approval of July Meeting Minutes
 - b) Approval of August Workshop Meeting Minutes
 - c) Approval of Claims and Payroll
- | | |
|---|-----------|
| July Payroll Direct Deposit and Checks #16716 - 16725 | \$992,665 |
| July Direct Federal withholding transfer..... | \$179,566 |
| July Claims Checks and ACH #42835 - 43036..... | \$645,259 |

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

4 Full Discussion/Action Items:

- a) Monthly Budget Update Report for July

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,420,266 in sales tax in the month of July. Skagit Transit also received \$14,889 in Federal Operating grants. Capital expenditures included the Sedro Woolley Park & Ride Restroom Project and MOA-2 Construction Management Costs. Fuel is trending at \$284,090 over the budgeted amount, salaries and wages are trending at \$433,618 under budget and benefits are trending at \$62,161 under budget. The reserve account balance is \$20,976,572. Phase 1 of the MOA-2 project is 40% complete and construction is currently suspended.

Mr. Sexton noted recent changes to the fare structure and the added information on fare revenues and requested ridership data be included as well. Mr. Miller added his appreciation for the historic perspective which illustrates year over year trends. Mr. O'Brien stated staff will include the monthly ridership report with the agenda packets.

Ms. Boudreau moved to approve the July Monthly Budget Update as presented. Mr. Sexton seconded the motion. The motion passed unanimously.

b) Resolution 2022-08 Approving Sign-on, Retention, and Referral Bonuses

Mr. O'Brien shared Skagit Transit's appreciation for existing employees and stated they have been through a lot in the last few years. Mr. Stamey read the report as presented in the agenda packet and explained the difficulties staff has experienced hiring and retaining employees while competing with neighboring transit agencies offering bonuses, incentives and better benefits packages. Mr. Stamey explained staff is requesting the following: a retention bonus of \$3,500 for employees, a \$2,500 sign-on bonus for drivers – with \$500 after completion of their Commercial Driver's License (CDL), \$500 after completion of remaining training, and the remaining \$1,500 after the completion of probation, and lastly a \$1,000 referral bonus to any employee that assists in the recruitment of a new hire – with \$250 after hiring and the remaining \$750 after the new hire completes their probationary period.

Ms. Boudreau expressed her appreciation to staff for hosting the previous workshop to discuss these topics and noted the struggle many industries and agencies are experiencing with hiring. Ms. Boudreau shared her support for the salary survey and increasing wages, however that should happen after the survey is complete. Ms. Boudreau shared her support of the bonuses staff is presenting with notes to the budgetary offsets.

Mr. Sexton inquired if the retention bonus was for all employees and if it was equal for all employees. Mr. Sexton noted the City of Burlington offered retention bonuses to city departments based on 3% of their salary to benefit long standing employees. Mr. Stamey shared staffs desire to present consistency and eliminate disparity. Mr. Miller shared his support of the bonuses and shared his desire to wait for the salary survey to implement salary increases. Mr. Wesen echoed the comments and shared his agreement to create consistency in terms of the bonuses.

Mr. Sexton moved to approve Resolution 2022-08 approving sign-on, retention, and referral bonuses. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Resolution 2022-09 for the Adoption of Department of Retirement Systems

Mr. Stamey read the report as presented in the agenda packet. Items of note include the request to transition from the 401(A)-plan offered through Empower to the Department of Retirement Systems (DRS) Public Employees Retirement Systems (PERS). Mr. Stamey explained Skagit Transit is the only Washington State Transit system not participating in PERS and staff is confident this improvement to the benefits packets will help attract and retain qualified employees.

Ms. Johnson noted her support for the adoption of PERS and agreed it would improve benefit offerings and likely help attract and retain the workforce.

Mr. Miller addressed the public comment received and noted discussion took place in the Friday workshop to ensure current employee's retirements would be protected with the transition to PERS. Mr. Wesen inquired if both retirement system could be in place simultaneously. Ms. Davidson stated both retirement options could not run concurrent and staff is still determining the unique individual scenarios. Mr. Wesen clarified his desire to ensure current employees would not be diminished with this transition. Ms. Davidson stated staff is looking into the abilities for employees to maintain their existing retirement accounts, and noted this resolution is necessary to be able to have those discussions and determine what options are available. Mr. Miller echoed the sentiments that the Board wishes to ensure all employees are protected with this change.

Ms. Boudreau shared her support for transitioning to this program and inquired how long this transition will take and if staff should rewrite the resolution. Mr. Miller shared his confidence that the resolution allows staff to move forward to research the different options and implementation details would be presented later.

Ms. Boudreau inquired if there was a retirement planning benefit for employees planning to retire in the short-term. Ms. Davidson stated staff is hosting a benefits fair in September where representatives from benefit program representatives will be available to employees. Mr. O'Brien noted Empower representative have been on site each year to provide a retirement planning resource to employees.

Mr. Wesen clarified that staff will present more information prior to the start of 2023 with clear details of the implementation.

Ms. Boudreau moved to approve Resolution 2022-09 for the adoption of Department of Retirement Systems. Ms. Johnson seconded the motion. The motion passed unanimously.

d) Resolution 2022-10 Authorizing Disposal of Surplus Vehicles

Mr. Latham read the report as presented in the agenda packet. Items of note include one Fixed Route bus that has met its useful life benchmark and is not surplus and ready to be sent to auction.

Mr. Wesen clarified a replacement vehicle was on hand prior to authorizing the surplus. Mr. Latham confirmed that the replacement vehicle has been added to the fleet already. Mr. Sexton noted the mileage on the bus and asked it that was expected. Mr. Latham explained that those are the state standards before the vehicle can become surplus.

Mr. Sexton moved to approve Resolution 2022-10 authorizing the disposal of surplus vehicles. Ms. Boudreau seconded the motion. The motion passed unanimously.

e) Approve Purchase of Three (3) Vanpool Replacement Vans

Mr. Latham read the report as presented in the agenda packet. Staff is requesting approval to purchase three 15-passenger vans for the Vanpool program as included in the 2022 budget plans.

Ms. Boudreau moved to approve the purchase of three Vanpool replacement vans. Ms. Johnson seconded the motion. The motion passed unanimously.

f) Resolution 2022-11 for the Purchase of Microsoft 365 Cloud Migration and Licensing Update

Mr. Chidley read the report as presented in the agenda packet. Staff is requesting approval to purchase Microsoft 365 with the implementation provided by Right! Systems.

Ms. Boudreau inquired about two sources of procurement. Mr. Chidley explained Right! Systems is professional services under state contract, CDWG does not offer the professional implementation services. Right! Systems does not have state contract pricing for licensing so purchasing was siloed. Ms. Boudreau clarified the \$35,000 annually was for cloud subscription services.

Ms. Boudreau moved to approve Resolution 2022-11 for the purchase of Microsoft 365 Cloud Migration and Licensing Update. Mr. Sexton seconded the motion. The motion passed unanimously.

g) Public Hearing for Six Year Transit Development Plan

Mr. Miller opened the public hearing for the six-year Transit Development Plan (TDP) and asked for any public comments.

Mr. Windler stated one public comment was received just this morning and read the emailed comment to the Board. Mr. Kunzler's email expressed his concerns regarding the connection between Sedro Woolley and the 90X County Connector route to Everett, in addition to a decline in taxi service which is now unavailable to assist in those connections. Mr. Kunzler also expressed his displeasure with the service to the Washington State Ferries. Mr. Kunzler shared his support for Skagit Transit with regards to investing in retaining and recruiting employees, and his support of the upcoming route 300 and 301 changes. Lastly, he commended Skagit Transit with regards to how staff responded to the COVID-19 pandemic.

No other public comments were received.

Mr. Miller closed the public hearing.

h) Resolution 2022-12 Approving the 2022-2027 Transit Development Plan

Mr. Windler read the report as presented in the agenda packet and presented Skagit Transit's six-year Transit Development Plan.

Ms. Boudreau asked if staff had any plans to evaluate parking capacities at Skagit Station in downtown Mount Vernon. Mr. Windler stated that is something staff will ask consultants to look at in the upcoming Regional Transit Study that will evaluate facilities that serve regional routes. Mr. O'Brien noted there are 103 parking spaces at Skagit Station, and pre-pandemic when Amtrak passengers were able to catch the train at the station, parking was insufficient. Mr. O'Brien stated when Amtrak starts running again, staff will monitor the parking capacities.

Ms. Boudreau inquired about the potential to additional electric vehicle charging stations. Mr. Windler noted staff has obtained a grant to study the fleet transition plan for zero emissions and staff is preparing to evaluate charging requirements in June of 2023.

Mr. Sexton moved to approve Resolution 2022-12 approve the 2022-2027 Transit Development Plan. Ms. Boudreau seconded the motion. The motion passed unanimously.

6 Community Advisory Committee Report

Ms. Jones highlighted information from the minutes included in the agenda packet. Ms. Jones made note of low-tech advertising solutions, a Concrete field trip in September or October, committee recruitment ideas, upcoming route adjustments, Stuff the Bus events and the Week Without Driving Challenge sponsored by the Disability Mobility Initiative which encourages elected leaders to participate the week of September 19-September 25.

8 Executive Directors Report

Mr. O'Brien shared the Stuff the Bus events that Skagit Transit participated in and noted a total of \$50,000 for the purchase of food which will support Cutting Hunger on the Weekend (CHOW) Program, as well as 275 pounds of food to benefit the Helping Hands Food Bank. Skagit Transit also participated in a diaper drive at the Skagit County Fairgrounds for the Diaper Bank of Skagit County sponsored by United Way.

Mr. O'Brien thanked the Board for all of their support.

Mr. Wesen requested an update on the MOA-2 Facility. Mr. O'Brien stated the roof has been ordered, siding will be delivered within the next two weeks, and construction will resume with the new roof in September.

Mr. Reeves inquired about the completion of the Restroom Facility at the Sedro Woolley Park and Ride and if it would be completed by the implementation of the upcoming route changes at the end of the month. Mr. Kennedy stated staff is waiting for approval from PSE and is hopeful the project will be completed soon.

Mayor Miller adjourned the meeting at 11:57 a.m.

Attest:

Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Stamey, Manager of Finance and Administration
SUBJECT: Budget Update for August 2022

INFORMATION: The monthly budget reports are presented for your review. Items of interest are:

Revenues:

Sales Tax:

Skagit Transit received \$1,481,083 in sales tax revenues for the month of August 2022. This is 7.9% higher than the \$1,372,015 received in August 2021, and 25.2% higher than the \$1,183,385 received in August 2020. Fiscal Year 2022 totals so far are 9.6% higher than 2021 and 32.4% higher than 2020.

| | 2022 | 2021 | 2020 |
|----------------|------------|-----------|-----------|
| August | 1,481,083 | 1,372,015 | 1,183,385 |
| Jan-Aug | 10,723,659 | 9,782,500 | 8,100,945 |

Federal Operating Grants:

We received \$1,064,009 in Federal Operating Grant Revenue in August. \$925,929 in America Rescue Plan Act funding, \$55,328 of Federal Indirect WSDOT PTD (Public Transportation Division) funding, and \$82,742 in CARES (Coronavirus Aid Relief Economic Security) funding.

Fare Revenue:

| | 2022 | 2021 | 2020 | 2019 |
|----------------|---------|---------|-----------|---------|
| August | 49,994 | 51,461 | 43,878 | 85,445 |
| Jan-Aug | 436,840 | 392,898 | 366,287 | 616,911 |
| Budget | 592,964 | 545,000 | 1,084,850 | 884,850 |

Currently fare revenue is trending 10.5% or \$44,531 above budget projections for Jan – August 2022. Fare revenue is budgeted at 3.3% of 2022 total operating expense budget.

Expenses:

- ◆ Capital
 - MOA 2 Construction Management Costs & Permit Renewal - \$18,076
 - Sedro-Woolley Park & Ride Management Costs - \$815
- ◆ Fuel – Trending at \$319,943 over the budgeted amount
- ◆ Salaries/Wages – Trending at \$7,028 under budget
- ◆ Benefits – Trending at \$28,602 under budget
- ◆ All other expenses were as expected

Ending Cash:

| August 2022 | August 2021 | August 2020 |
|-------------|-------------|-------------|
| 5,296,779 | 7,337,318 | 6,218,027 |

Reserves:

| | August 2022 | August 2021 | August 2020 |
|---------------------|-------------------|-------------------|------------------|
| Operating | 5,038,385 | 5,019,385 | 4,012,645 |
| Facilities | 10,400,000 | 400,000 | 400,000 |
| Capital Replacement | 4,056,211 | 4,010,070 | 2,005,112 |
| Non-Designated | 1,509,807 | 1,504,224 | 1,002,275 |
| TOTAL | 21,004,403 | 10,933,679 | 7,420,032 |

MOA2 Phase 1 Construction Finances Update:

Construction Contractor: HB Hansen Construction Inc.

Original Contract Amount: \$2,885,000 + Tax

Total Approved Change Orders: \$1,553,775

1. \$4,458 Electrical, concrete site wall, and slab patching
2. \$17,773 HSS Column in conflict with existing, CFS brackets
3. \$40,136 Slab patch hooks, footing RFI, material cost escalations
4. \$6,408 Gate hardware, roof insulation mockup
5. \$1,485,000 New Roofing

Total payment to Contractor: \$1,533,579

Project % of completion: 40% - Project is currently suspended

RECOMMENDATION: Staff recommends the Board approve the monthly budget report.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director

SUBJECT: Approve Additional Extension to Suspend the MOA2 Construction Project.

INFORMATION:

During the June 2022 Board meeting, the Board approved an extension to suspend the MOA2 Construction Project by an additional 90 days. This was so that Proposal Request #02 could be reviewed and approved. This resulted in decreased costs as it eliminated the need to have contractors on site in the absence of work.

The initial 90 day suspension was supposed to expire on September 12, 2022. However, staff is requesting an extension until November 18, 2022 as additional time is needed to receive materials.

The roofing contractor will be on site to begin the installation of the new insulated roof beginning October 17th and at that point the suspension will stop. The approximate cost for the suspension through October 17th is \$10,500.

Recommendation:

Staff recommends the Board approve the additional extension to suspend the MOA2 Construction Project.

Budget Impact:

\$10,500

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Report of WSDOT Grant Projects and Awards

INFORMATION:

Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the project scope and budget of the award.

The following information is presented for Board approval:

2021-2023 WSDOT Supplemental State Special Needs Formula Funds - \$214,832

The funds are available to apply to capital and operating projects; and are available for the reimbursement of expenditures occurring prior to June 30, 2023.

Skagit Transit will apply these funds to operating assistance.
No match is required.

2021-2023 Transit Support Grant Program - \$485,270

Funds awarded under the Move Ahead Washington and the Climate Commitment Act, administered by Washington State DOT.

The funds are available for capital and operating project expenditures occurring prior to June 30, 2023.

Skagit Transit will apply these funds to two projects
Fleet-wide Coach WiFi Upgrade – Not to exceed \$316,000
Operating Assistance - \$169,270
No match is required.

RECOMMENDATION:

Staff recommends the Board approve the grant projects and budgets, and authorize the Executive Director to sign the grant agreements.

BUDGET IMPACT:

None

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Joe Macdonald, Manager of Safety and Training
SUBJECT: Proposal to Reimburse CDL Permit Testing Fees

BACKGROUND AND INFORMATION:

Staff continue to identify areas which are seen as barriers to hiring qualified individuals for positions that require a Commercial Driver's License (CDL). One of these areas are the fees incurred by potential employees when securing a CDL Learner's permit. These fees can be anywhere from \$75.00 to \$146.00.

Skagit Transit currently reimburses the cost of taking a CDL skills test (\$250.00), however the fees mentioned above can be challenging for some individuals. Reimbursing these fees would remove one more barrier in recruiting potential employees.

Skagit Transit would only reimburse this testing fee one time per each potential employee. If the potential employee were to fail the test on their first try, fees for all subsequent re-tests would be the responsibility of that employee.

RECOMMENDATION:

Staff recommends that the Board approve the plan to reimburse the CDL permit fees for new employees who require a CDL.

BUDGET IMPACT:

Maximum of \$5,840.00 per year (Assuming four full Trainee classes per year of ten employees per class).

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Chidley, Manager of Information Technology
SUBJECT: Fleet-wide Coach WiFi Upgrade

INFORMATION:

Upgrading fleetwide mobile gateways to 5G is an essential step in keeping up to date with cell phone protocols while at the same time providing new Guest WiFi services to our passengers.

This project will replace units currently in service that are unable to adequately support both Guest WiFi and performance of agency specific data needs.

Our project to upgrade to 5G mobile gateways will include dual radios. This will assist in separating and adequately supporting both customer WiFi service and Agency data needs.

A fleetwide upgrade of 72 units is desired.

RECOMMENDATION:

Staff recommends the Board approve the Fleet-wide Coach WiFi Upgrade project to move forward.

BUDGET IMPACT:

The project total is estimated around \$291,000 not to exceed \$316,000. Grant funds that are available will be applied to this project reducing out of pocket spending.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Manager of Information Technology

SUBJECT: Approve Resolution 2022-11 Amendment 1 for the Purchase of Microsoft 365 Cloud Migration and Licensing Update

INFORMATION:

Last month the Board approved resolution 2022-11 for the purchase of Microsoft licensing and migration project. As the order was being place a large error was found where as the incorrect licensing type was quoted resulting in an increase of \$29,000. As this increase was unexpected we need board approval before making the purchase.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2022-11 Amendment 1 authorizing the purchase of Microsoft 365 Cloud Migration and Licensing Update.

BUDGET IMPACT:

The project total is not to exceed \$160,000.
There is a zero budgetary impact due to staff offsetting the expense with the savings from the radio project which was \$185,000 under budget.

RESOLUTION #2022-11 AMENDMENT 1

A RESOLUTION AUTHORIZING THE PURCHASE OF MICROSOFT 365

WHEREAS, Skagit Transit is currently using Microsoft Office products that are in need of upgrade to maintain a current, secure toolset for its employees,.

WHEREAS, Microsoft Office 365 Cloud will provide current technologies including providing email accounts and access to internal information from outside our network to Coach Operators;.

WHEREAS, Microsoft Office 365 upgrade will allow staff to utilize Teams which will improve communications with more current technologies and provide each department its own platform to share information;.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit System hereby approves the purchase Microsoft 365 Cloud software with adequate licensing, along with professional services for implementation of this upgrade.

PASSED in open public meeting this 21st day of September, 2022.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Lisa Janicki, Chair Skagit Transit Board of Directors

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Jennifer Davidson, Human Resources Manager
SUBJECT: Department of Retirement Systems Update

INFORMATION:

On August 17, 2022 the Board approved resolution 2022-09 which approves transitioning to the Washington State Department of Retirement Systems (DRS).

The Board requested updates related to the transition process from Empower to DRS. The Board has requested that Skagit Transit ensure minimal impact to the employees.

Currently, Skagit Transit is in the beginning stages of research to present to the board the least impactful options to ensure minimal impact to the employees of Skagit Transit.

These options will relate directly to the impact of purchasing previous service credits. Options include:

- A) Employer pays all previous service costs (both member and employer contributions)
Payment must be completed within 15 years from entry into PERS.
- B) Employer and member share previous service cost. Payment must be completed within five years from entry into PERS.
- C) Member pays all previous service costs (both member and employer contributions).
Payment must be completed within five years from entry into PERS.

Skagit Transit is in conversation with both Empower related to the transition process away from the 401(a) programs as well as DRS to determine educational outreach to assist employees with the transition from the defined contribution to the defined benefit plan.