

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

Wednesday February 17, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Mark Hulst, City of Mount Vernon, Councilmember
Marge Root, Labor Representative (non-voting member)
Judy Jones, Community Advisory Committee Chair (non-voting member)

Members Absent:

Chris Loving, City of Burlington, Councilmember

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Greg Latham, Maintenance Manager
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Mark Kennedy, Operations Manager
Chester Curry, Security Manager
Jo-Ann Wynne, Contracts and Procurement Coordinator
Nicolas Bergman, IT Technician

Members of Public via Teleconference:

Joe Kunzler
Pam Carlson, SCOG
Anthony Whitesides

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler expressed his displeasure with the comment time at the Skagit Council of Government's Skagit 2045 Plan meeting and the low priority ranking of the MOA-2 facility. He noted the need to prioritize the Skagit Transit MOA-2 facility completion and expressed his gratitude for Skagit Transit staff and service levels provided with the limited funding that is available.

2 Consent / Action Items:

- a) Approval of January Meeting Minutes
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #16535 – 16547 \$913,485
 - January Direct Federal withholding transfer \$164,780
 - January Claims Checks and ACH #40141 – 40206 \$106,320

Mr. Sexton 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 January

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,083,444 in sales tax in the month of January. There were no federal or state grants received. Expenses of note include \$21,622 for the design costs of the Sedro Woolley Park and Ride restrooms. The reserve account balance is \$10,926,623.

Ms. Gere moved to approve the January Monthly Budget Update. Ms. Janicki seconded the motion. The motion passed unanimously.

b) Approve Resolution 2021-01 Authorizing the Surplus of Equipment

Mr. Latham read the report as presented in the agenda packet. Items of note include three (3) Paratransit vehicles that have met their useful life benchmark and are now surplus. The vehicles will be prepared for sale through auction.

Ms. Johnson moved to approve Resolution 2021-01 authorizing the surplus of equipment. Mr. Browning seconded the motion. The motion passed unanimously.

c) Approve the Purchase of Mechanic's Tools

Mr. Latham read the report as presented in the agenda packet. Staff is requesting approval from the board to purchase six (6) Mechanic Tool Sets for the Maintenance Department in place of providing an annual tool allowance for each Mechanic and budgeting for tool replacement each year. Mr. Latham stated budget limitations lead to the purchase of inferior tools that break more frequently.

Mr. Latham explained Skagit Transit maintains a Master Contracts Usage Agreement with the State Department of Enterprise Services in order to utilize their competitively let contracts for various items and services with more economical pricing.

Ms. Janicki inquired if it was standard for mechanics to use their own tools and what loss control measures would be in place for agency owned tools. Mr. O'Brien explained two mechanics would be assigned to one tool box, which would be inventoried each shift. Mr. O'Brien explained the amount of money allotted to Mechanic's each year is not sufficient to purchase high quality tools which lead to the agency paying more to replace tools, as well as down-time.

Mr. Hulst stated normal day-to-day hand tools are the responsibility of the technicians in his mechanical repair shop. He shared that he found shop-owned tools to be more abused and lost more frequently whereas when mechanics make the investment themselves they are purchasing more quality tools along with taking better care of them. Mr. Latham stated Skagit Transit takes pride in every tool that comes in the door, making sure that tools are accounted for and not abused. Mr. Hulst inquired who would be responsible for replacing agency-owned tools when lost or damaged. Mr. Latham stated if there is a repeated incident, he would work with the employee.

Mr. Sexton inquired if this would involve a bargaining unit. Mr. O'Brien clarified that the shop is non-union. Mr. O'Brien explained that having two mechanics assigned to each tool set increases each Mechanic's accountability and he supports having the responsibility of replacement be that of the last Mechanic that was liable for it.

Mr. Flores stated staff discussed the inventory responsibility of the tools, and with his experience as an auditor, there will be an audit system in place with a set of internal controls and procedures to safeguard the tools with a check out process and a spot audit process on a regular basis. Mr. Latham stated he contacted Whatcom Transit Authority (WTA) which has used company supplied tools since the early 2000's and asked them about the loss of tools. Mr. Latham stated the issue is non-existent and they have not had an issue with lost tools.

Mr. Wesen inquired how many tools were included in each set. Mr. Latham stated they are 700-piece Master Fleet Technician Snap On Industrial Tool Box that would be purchased on a state contract.

Ms. Janicki moved to approve the purchase of Mechanic's Tools. Ms. Gere seconded the motion. The motion passed with Mr. Hulst and Ms. Johnson opposed.

4 Executive Directors Report

Mr. O'Brien introduced Chester Curry, the new Security Manager.

Mr. O'Brien stated staff held a pre-bid meeting on February 9th for the first phase of construction on the MOA-2 facility. There were 11 attendees, and six contractors toured the facility that day. The bid opening is March 3rd and staff will bring bids received to the board at the March 17th meeting for approval to move forward.

Mr. O'Brien informed the Board of the Stuff the Bus Food Drive that Skagit Transit is participating in with Helping Hands Food Bank. The event is happening at the Cascade Mall on Saturday, February 27th from 12pm – 2pm. Ms. Boudreau expressed her support for the event.

5 Community Advisory Committee Report

Ms. Jones stated the next meeting is scheduled for March 9th at 4:30 and welcomed the Board members to attend.

Ms. Jones stated the committee is working with Ana, the Director of the Disability Mobility Initiative to present at the April 13th meeting. Ms. Jones stated she works with Disability Rights of Washington and her initiative is seeking sustainable funding for mass transit state wide.

Ms. Jones stated the committee is discussing an advisory body Zoom workshop, an emersion experience which would include riding buses with a CAC member and a subcommittee that would assist staff with route coordination with adjacent transit agencies.

Ms. Boudreau expressed her support for having speakers attend meetings to inform the committee on different topics.

Mayor Boudreau adjourned the meeting at 1:25 p.m.

Attest:

Whitney Davis, Clerk of Skagit Transit Board

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors