

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

Wednesday June 16, 2021

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

Members Present

Marge Root, Labor Representative (non-voting member)

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
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
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Members of Public via Teleconference:

Joe Kunzler
Pam Carlson - SCOG

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler shared his support for the purchase of the 35-foot Fixed Route bus on the agenda and commended staff for how they have handled the pandemic. Mr. Kunzler shared his gratitude for the return to full service and stated he saw perfect mask compliance while riding Skagit Transit buses.

2 Consent / Action Items:

- a) Approval of May Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|---|-----------|
| May Payroll Direct Deposit and Checks #16582 – 16591..... | \$747,856 |
| May Direct Federal withholding transfer | \$150,773 |
| May Claims Checks and ACH #40670 – 40814..... | \$447,944 |

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for May

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,374,603 in sales tax in the month of May. Skagit Transit also received \$767,132 in federal grants. Capital Expenditures of note included six Mechanic Tool Boxes for \$147,770 and \$10,671 for construction trailers. The reserve account balance is \$10,930,797.

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

b) Approve Resolution 2021-03 – Fiscal Year 2021 Mid-Year Budget Amendments

Mr. Flores read the report as presented in the agenda packet. Items of note include and increase of \$5,890,214 in operating revenues, \$10,000 increase in operating expenses, a decrease of \$2,447,848 in capital revenues and a decrease of \$2,126,059 in capital expenses. Mr. Flores explained that Skagit Transit was turned down for a grant to purchase four new buses, however staff will apply for this grant again next year. Mr. Flores explained there is flexibility in the Federal Vehicle Replacement Schedule and Skagit Transit's Vehicle Replacement Schedule.

Mr. Sexton inquired if staff's sales tax projections were based on the first four months of 2021 adding that the City of Burlington is also working on sale's tax projections for the remainder of 2021 as well as 2022. With current record sales tax revenues and stimulus funds it's hard to predict for future planning.

Mr. Browning moved to approve Resolution 2021-03 – Fiscal Year 2021 Mid-Year Budget Amendments. Ms. Gere seconded the motion. The motion passed unanimously.

c) Approve Request to Purchase One 35 Foot Fixed Route Bus

Mr. O'Brien read the report as presented in the agenda packet. The 2021 capital budget provides for the purchase of one (1) replacement 35-Ft Low Floor Fixed Route Diesel Bus. State Contract #06719-01 is available for the purchase of Heavy-Duty Transit Buses and was awarded to 8 contractors including Gillig. Mr. O'Brien stated Skagit Transit intends to purchase one 35-foot Fixed Route bus from Gillig. The budget impact would be a cost of \$499,006 of local funds.

Ms. Johnson moved to approve the Request to Purchase One 35 Foot Fixed Route Bus. Mr. Browning seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Ms. Jones extended an invitation to the Board to attend future CAC meetings. Ms. Jones also shared the committee has passed a revision to the by-laws which will be presented to the Board for approval in the July meeting. Ms. Jones also extended an invitation for the Board to meet with CAC members at the new coffee shop at Skagit Station with the opportunity to ride Skagit Transit buses. Lastly Ms. Jones shared the Transit Advisory Body Workshop's target date is September 11, 2021.

6 Executive Directors Report

Mr. O'Brien commended Mr. Flores, Ms. Smith and the entire staff on the excellent work which resulted in a perfect triennial audit. Mr. O'Brien explained that typically audits are every two years, however Skagit Transit has such a good record that audits only happen every three years.

Mr. O'Brien shared that Skagit is involved in the EAP Emergency planning for the County regarding how to respond if the dam breaks.

The Construction of MOA 2 begins July 12th and security personnel is in place to oversee the construction. The project is slated to be finished in 22 weeks.

Skagit Transit just completed shuttle service on Guemes Island while the ferry was in dry dock. Mr. O'Brien shared that staff provided 1,163 rides, approximately 40 rides per day and put just over 3,000 miles on the bus in the four weeks of service provided.

Mr. O'Brien suggested the Board begin discussing virtual or hybrid meetings soon as the state prepares to lift restrictions. Ms. Boudreau clarified this will be a full discussion – action item in the coming meetings. Ms. Janicki

suggested to have discussion on revising the time of the board meetings to allow more time for discussion without pushing the Skagit Council of Government meetings.

Mr. Wesen stated he is on the Pioneer Picnic planning committee and requested Skagit Transit partnership with transporting people from the parking lot to the event which is slated to take place on August 5th in La Conner.

Ms. Root shared that passengers as well as drivers are very happy to be back to full-service and she has received nothing but positive feedback. Mr. O'Brien added that Federal mandates still require drivers to wear masks and they have all had a great attitude and had perfect compliance.

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

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit Board