

Join the meeting from your computer, tablet or smartphone.

**Skagit Transit  
Board of Directors  
Agenda**

**Regular Meeting**  
January 19, 2022  
1:00 p.m.

<https://us02web.zoom.us/j/86092215677>

Or go to zoom.com and enter meeting ID:  
860 9221 5677

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL OF MEMBERS
- 4. EXECUTIVE SESSION
- 5. PUBLIC COMMENT
- 6. 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 December Meeting Minutes ..... Page 2-4
- 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

- 7. FULL DISCUSSION/ACTION ITEMS
  - a) Monthly Budget Update Reports for December ..... Page 5-6
  - b) FY2022 Budget Amendment No. 1 ..... Page 7-8
- 8. COMMUNITY ADVISORY COMMITTEE REPORT
- 9. EXECUTIVE DIRECTORS REPORT
- 10. ADJOURNMENT

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

Wednesday December 15, 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**

Lisa Janicki, Skagit County Commissioner (Vice Chair)  
Ron Wesen, Skagit County Commissioner  
Peter Browning, Skagit County Commissioner  
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  
Judy Jones, Community Advisory Committee (Chair, non-voting member)  
Marge Root, Labor Representative (non-voting member)

**Members Absent:**

Mark Hulst, City of Mount Vernon, Councilmember  
Chris Loving, City of Burlington, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Arden Flores, Manager of Finance & Administration  
Whitney Davis, Clerk to the Board  
Soren Jensen, Coach Operator  
Jose Reeves, Coach Operator

**Staff Present via Teleconference:**

Dale O'Brien, Executive Director  
Mark Kennedy, Operations Manager  
Greg Latham, Maintenance Manager  
Joe Macdonald, Safety & Training Manager  
Aggie Juarez, Facilities Manager  
David Miller, Operations Supervisor  
Les O'Neill, Operations Supervisor  
Brad Windler, Planning & Outreach Supervisor  
Jo-Ann Wynne, Contracts & Procurement

**Members of Public via Teleconference:**

Chris Jones, CAC Member  
Grant Johnson, SCOG  
R. Josh Nylander

**1 Public Comment:**

None.

**2 Consent / Action Items:**

- a) Approval of November Meeting Minutes
- b) Approval of Claims and Payroll
  - November Payroll Direct Deposit and Checks #16635 – 16644 ..... \$799,046
  - November Direct Federal withholding transfer ..... \$169,812
  - November Claims Checks and ACH #41583 – 41723 ..... \$698,009

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

**3 Full Discussion/Action Items:**

- a) Monthly Budget Update Report for November

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,326,386 in sales tax in the month of November. Skagit Transit also received \$608,007 in Federal and State Operating grants. Capital expenditures included the Sedro Woolley Food Bank bus pullout construction costs and MOA2 design and construction management costs. The reserve account balance is \$14,936,152.

Mr. Wesen requested clarification on the budget spent on the design and construction costs. Mr. Flores stated the budget is on pace with construction completion at roughly 50%.

**Ms. Gere moved to approve the November Monthly Budget Update as presented. Ms. Janicki seconded the motion. The motion passed unanimously.**

b) Resolution 2021-06 2021-2024 Title VI Program Update

Mr. Windler read the report as presented in the agenda packet. This update follows FTA Circular 4702.1B to ensure benefits and services provided by Skagit Transit are consistent with the provisions of the Title VI of the Civil Rights Act of 1964.

**Mr. Wesen moved to approve Resolution 2021-06 2021-2024 Title VI Program Update. Mr. Browning seconded the motion. The motion passed unanimously.**

c) Resolution 2021-07 Fiscal Year 2022 Budget

Mr. Flores presented the budget as prepared with the agenda packet. Ms. Johnson clarified staff expects the year end projections for the reserve account balance of \$17 million. Mr. Flores stated staff is waiting to receive grant reimbursements which will be transferred to the reserve account balance.

Mr. Sexton clarified that the reserve account balance does not include the operating cash on hand which staff maintains at approximately \$3-\$4 million. Mr. Flores explained that information is included in the finance recap but going forward that information would be included with the monthly budget update.

Ms. Johnson inquired about funds being transferred from reserves to fund phase II construction of the MOA2 facility. Mr. Flores explained that \$6 million will be moved from reserves to fund phase II of the project, and the remaining reserves coming into 2023 would be roughly \$11 million.

**Ms. Johnson moved to approve Resolution 2021-07 Fiscal Year 2022 Budget. Mr. Browning seconded the motion. The motion passed with Mr. Sexton opposed.**

d) Approve Skagit Transit COVID-19 Vaccination or Testing Policy

Mr. O'Brien and Mr. Macdonald presented Skagit Transit's Policy as prepared for the Board. Ms. Boudreau stated the policy was very comprehensive. Mr. Wesen clarified the implementation of this policy will not go into effect until Federal or State Mandates are implemented. Mr. Macdonald stated the policy needs to be approved by the board so that it can be implemented if Federal or State mandates go into effect.

Mr. Wesen asked if Skagit Transit was able to keep drivers on the road and routes were operating regularly. Mr. O'Brien commended the driver's and stated no routes have been closed or reduced.

**Ms. Gere moved to approve the Skagit Transit COVID-19 Vaccination or Testing Policy. Ms. Johnson seconded the motion. The motion passed unanimously.**

**4 Community Advisory Committee Report**

Ms. Jones presented the minutes as prepared with the agenda packet. Items of note included the 2022 Officer elections: Judy Jones will be the Committee Chair and Doris Brevoort will serve as Vice-Chair.

Ms. Jonson thanked the Community Advisory Committee for the work they do.

**5 Executive Directors Report**

Mr. O'Brien stated staff has begun recruitment for the HR Manager position and has three strong candidates that will go through interviews. Mr. O'Brien also shared that Fixed Route ridership is up 51.1% and Paratransit ridership is up 46.1% over 2020 and there have been no Paratransit ride denials.

**6 Election of Vice-Chair**

Ms. Boudreau informed the Board that Vice-Chair Commissioner Janicki will become the Chair for the January meeting and requested nominations for the 2022 Vice-Chair position.

**Ms. Johnson nominated Anacortes Mayor Matt Miller for the 2022 Vice-Chair position. Ms. Janicki seconded the motion. The motion passed unanimously.**

**7 Executive Session**

Chair Boudreau announced that the Board would adjourn for an executive session to discuss the proposed AFSCME LOCAL 176-T Dispatch 2022-2024 Contract. Ms. Boudreau stated the estimated time for the session is 15 minutes and the Board will reconvene in open session at approximately 1:50 p.m.

At 1:35 the executive session began. Ms. Boudreau reconvened the meeting into open session at 1:43 p.m.

Ms. Boudreau requested a motion to accept the ratification of the agreement for the 176T Dispatcher Bargaining Unit.

**Mr. Browning made a motion to pass the AFSCME LOCAL 176-T Dispatch Contract as proposed. Ms. Gere seconded the motion. The motion passed unanimously.**

**Mayor Boudreau adjourned the meeting at 1:44 p.m.**

Attest:

\_\_\_\_\_  
Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
Whitney Davis, Clerk of Skagit Transit Board

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Arden Flores, Manager of Finance and Administration  
**SUBJECT:** Budget Update for December 2021

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

Revenues:

Skagit Transit received \$1,247,453 in sales tax revenues for the month of December 2021. This brings total collections for the year to \$15,047,907. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
<b>Dec</b>	1,247,453	1,165,696	1,124,835
<b>Jan – Dec</b>	15,047,907	12,936,313	13,094,838

The Dec 2021 collections is 7.01% higher than Dec 2020 and 10.9% higher than Dec 2019. The 2021 total is 16.32% higher than 2020 and 14.9% higher than 2019.

We also received \$1,862,559 in Federal and State Grants. This includes \$1,524,324 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).

Expenses:

- ◆ Capital Expenditures
  - MOA2 Construction Costs - \$172,037
  - MOA2 Design and Construction Mgmt Costs - \$70,773
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Ending Cash:

Dec 2021	Dec 2020	Dec 2019
4,323,597	4,357,901	5,109,874

Reserves:

	Dec 2021	Dec 2020	Dec 2019
Operating	5,020,762	5,015,514	2,214,092
Facilities	6,400,000	400,000	400,000
Capital Replacement	4,011,760	4,006,803	2,376,696
Non-Designated	1,504,636	1,503,064	1,289,007
<b>TOTAL</b>	<b>16,937,158</b>	<b>10,925,381</b>	<b>6,279,795</b>

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

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Arden Flores, Manager of Finance and Administration

**SUBJECT:** Approve Resolution No. 2022-01- Fiscal Year 2022 Budget Amendment No. 1

**INFORMATION:**

The FY 2022 Budget was approved by the Board of Directors during the December 2021 Board meeting. The following modifications to the approved Budget are presented for approval.

Operating Expenses	Approved	Amended	Increase (Decrease)	Explanation
Salaries/Benefits	13,685,206	13,779,135	93,929	To increase Drivers Cost of Living Allowance (COLA) by 2%
Casualty/Liability	437,322	305,177	(132,145)	Credit memo received from Transit Insurance Pool decreasing the amount of the annual premium
<b>Total Changes – OP EXP</b>			<b>(38,216)</b>	

Capital Expenses	Approved	Amended	Increase (Decrease)	Explanation
Revenue Vehicles/Eqpt	1,400,580	1,432,333	31,833	Automated Passenger Counters (APC) for five (5) Buses
IT Budget – Kenwood Radios	386,905	316,905	(70,000)	To correct expense category. Amount for replacement cameras was included with budgeted amount for Kenwood radios
IT Budget – P&R Replacement Cameras	0	70,000	70,000	See above
<b>Total Changes – CAP EXP</b>			<b>31,833</b>	

Staff recommends the Board approve the modifications to the FY 2022 Budget.

**RESOLUTION NO. 2022-01**  
**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS**  
**APPROVING AMENDMENT OF THE FISCAL YEAR 2022 BUDGET**

**WHEREAS**, Resolution 2021-07 approved the annual budget for Fiscal Year 2022; and

**WHEREAS**, it has become necessary to amend the Fiscal Year 2022 Budget.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, by the Board of Directors of Skagit Transit that the 2022 Budget is hereby amended as follows:

Operating Budget	Original	Amended	Increase/(Decrease)
Revenues	23,080,926	23,080,926	0
Expenses	17,558,178	17,519,962	(38,216)
Capital Budget			
Revenues	3,433,897	3,433,897	0
Expenses	14,958,738	14,990,571	31,833

**PASSED** in open public meeting this 19th day of January 2022.

**SKAGIT TRANSIT SYSTEM**  
**SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
 Lisa Janicki, Board Chair

By \_\_\_\_\_  
 Dale S. O'Brien, Executive Director

**ATTEST TO FORM:**

\_\_\_\_\_  
 Whitney Davis, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

\_\_\_\_\_  
 Dannon C. Traxler, Counsel to Skagit Transit



## CAC REPORT

January 11, 2022

No quorum at this time.

Notice: The 2021 Third quarter satisfaction survey findings compiled by the Skagit Council Of Governments will be e-mailed to the CAC members, once they are finalized, possibly within the next two weeks.

### **Current Projects**

#### Ridership Maps:

These are soon to be ready for critiquing by CAC members, and Brad is asking feedback be sent to him. Brad will also be checking with the statewide Insure resource, a transit agency knowledge base, on how to make these maps accessible to blind ridership, who do not have access to images, needing textual input.

#### Proposed Field Trip:

This is a trip to be scheduled after the pandemic during warmer weather. CAC members would be boarding the 70 X, then transferring to the 717, stop off for a snack and hold that month's CAC meeting. This would allow members to experience a bit of transit travel to and from Concrete. We may also try to have Mayor Jason Miller as that month's featured guest speaker, as he has shown himself to be very creative regarding public transit in smaller communities.

#### Help Wanted:

CAC members are asked to assist Skagit Transit in three areas. First, to help distribute satisfaction surveys at various transit points and Skagit Station. Second, to assist ridership at various transit points and Skagit station with route change information as it occurs. And, third, to follow and share Skagit transit links and events on Facebook and Twitter, as the agency is enlarging its online footprint.

### Guest Speakers:

The committee would like to follow up on entertaining recommended guest speakers from last year, and these will be scheduled throughout 2022. We hope to have the first speaker from the Council of Governments, Jason Miller from Concrete, as mentioned above, and someone from the county's emergency management department.

### **Staff Report**

Stuff The Bus event to be held February 26 in the Cascade Mall Parking lot. A suggestion was made to use this opportunity to pass out Skagit Transit literature. Cheryl will also be checking with Pioneer Place Market to see if a food donations bin can be arranged in future.

The WWU Transportation Day has been cancelled, with a future meeting time to be scheduled.

Fourteen thousand Passes are being distributed to various local social service agencies who have applied for them, and serve Skagitonians who need bus pass assistance through the annual Grant Pass Program. This year, paper passes have the QR code on them for tracking purposes through UMO.

Respectfully Submitted,

Judy Jones

CAC Chair