

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

Wednesday April 20, 2022

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

Members Present

Jill Boudreau, City of Mount Vernon, 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

Lisa Janicki, Skagit County Commissioner (Chair)
Ron Wesen, Skagit County Commissioner
Mark Hulst, City of Mount Vernon, Councilmember

Members Absent:

Julia Johnson, City of Sedro Woolley, Mayor
Peter Browning, Skagit County Commissioner
Rick DeGloria, City of Burlington, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Chris Chidley, IT Manager
Jennifer Davidson, Human Resources Manager
Mark Kennedy, Operations Manager
Brad Windler, Planning and Outreach Supervisor

Staff Present via Teleconference:

Aggie Juarez, Facilities Manager
Greg Latham, Maintenance Manager
David Miller, Operations Supervisor
Jason Tepper, Operations Supervisor
Jo-Ann Wynne, Contracts and Procurements Coordinator

Members of Public via Teleconference:

Grant Johnson, SCOG
Kevin Murphy, SCOG
Chris Jones, Community Advisory Committee
Ray

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of March Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|--|-----------|
| March Payroll Direct Deposit and Checks #16681 - 16691 | \$816,102 |
| March Direct Federal withholding transfer..... | \$165,859 |
| March Claims Checks and ACH #42188 - 42378..... | \$430,720 |

Mr. Sexton 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 March

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,227,470 in sales tax in the month of March. Skagit Transit also received \$1,123,813 in Federal grants. Capital expenditures included MOA2 construction management costs and TripSpark Software. Mr. Flores explained fuel is trending approximately 34% over the budgeted amount due to higher gas prices which equates to roughly \$75,000. This is offset by the approximate \$200,000 surplus salary budget Skagit Transit is experiencing due to staffing shortages. Staff is going to monitor fuel expenses and present a plan at the mid-year budget amendment. The reserve account balance is \$16,940,842. Mr. Flores also included an update on the MOA-2 project noting 40% of Phase 1 construction is complete.

Ms. Janicki requested a breakdown of fuel expenses with regards to the price increase as well as a result of increased service.

Mr. Sexton moved to approve the March Monthly Budget Update as presented. Mr. Miller seconded the motion. The motion passed unanimously.

b) 2022 FTA 5307 FLEX Funds Grant Award

Mr. Windler read the report as presented. Skagit Transit has been awarded \$304,300 from Skagit Council of Governments and staff plans to use the funding for projects including a bus canopy over the island at March's Point Park and Ride, consultant surveys to add sidewalks or platforms along Memorial Highway and Right of Way surveys to determine locations for additional bus stop amenities. The funds in this grant award require a local match totaling \$53,700.

Mr. Wesen inquired if there was an estimate for the cost of the complete project at March's Point, noting the design and engineering fees were high. Mr. Windler stated staff does not have an overall estimate but received the design estimate from Pertee Engineering.

Mr. Sexton moved to approve the 2022 FTA 5307 FLEX Funds Grant Award. Mr. Hulst seconded the motion. The motion passed unanimously.

c) Resolution 2022-03 Adoption of Juneteenth Holiday

Mr. O'Brien read the report as presented. Items of note include the addition of one paid holiday to the schedule of recognized holidays in the Skagit Transit Personnel Policies Manual with an approximate budget impact of \$36,993 annually.

Ms. Janicki requested clarification of a Floating Holiday. Ms. Davidson and Mr. O'Brien explained that staff working full service holidays can use the holiday pay at their leisure since they are working on the holiday itself.

Mr. Hulst moved to approve Resolution 2022-03 Adopting Juneteenth Holiday. Mr. Miller seconded the motion. The motion passed unanimously.

d) Approve Deadline Extension to Submit a Claim Regarding MOA-2 Construction Proposal Request (PR) #02

Mr. O'Brien read the report as presented in the agenda packet. Staff is requesting approval to extend the deadline for submission of claims associated with PR#02 to June 14, 2022. Mr. O'Brien added that staff has met with TCF Architecture and they have agreed to reduced their billing by \$30,000.

Ms. Janicki inquired if this would be the last request for an extension and clarified that the extension is for the cost estimate for the revisions to the contract. Mr. O'Brien confirmed the extension is for the estimates for the necessary revisions as well as combatting the supply chain issues. Mr. O'Brien explained that the contractor is submitting plans for a new roof, siding and insulation and design concerns with a price proposal. There will not be any additional extensions.

Mr. Wesen inquired if staff felt confident that the designs would be finished by the deadline. Mr. O'Brien stated the mock-up of the siding and insulation would be complete Friday and staff was hopeful and optimistic that submissions would be finished by June 14.

Mr. Wesen moved to approve the Deadline Extension to Submit a Claim Regarding MOA-2 Construction Proposal (PR) #02. Mr. Sexton seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Mr. Jones read the report as included with the agenda packet. Ms. Janicki thanked Mr. Jones and shared her appreciation for the written report that is included as well as the Committee's involvement.

5 Information Items

Mr. Windler presented Skagit Transit's Planning Process as included with the agenda packet and noted that Skagit Transit is at the start of the Strategic Planning Process. Ms. Janicki inquired about the schedule for adopting a new plan. Mr. Windler explained staff is hoping to present the plan in October or November with rider satisfaction surveys starting in June.

Ms. Boudreau inquired about how Skagit Transit coordinates with City Jurisdictions when planning routes. Mr. Windler explained staff attends Public Works meetings and discusses service planning and improvements. Beginning Fall of 2021 staff has started reaching out to planning staff of different jurisdictions to discuss suggestions and ideas. Ms. Boudreau expressed her support of continuing to work closely with Development and Planning staff as they are more involved with long-term and expansion plans. Mr. Sexton echoed Ms. Boudreau and shared his desire for regular communication with the Planning Departments.

6 Executive Directors Report

Mr. O'Brien discussed the removal of the mask mandates for public transportation, and noted they are now optional.

Mr. O'Brien explained the State of Washington Transportation Bill requires Public Transportation Agencies to have a Fare Free Policy for youth 18 and under by October 1, 2022. Skagit Transit will receive \$5,000,000 through this funding which staff will designate for MOA-2. Mr. O'Brien stated staff will present more information on this in the May Board Meeting.

Mr. O'Brien noted ridership is up 40% and added that 600 rides which normally ride the Paratransit service are utilizing Fixed Route services. Passenger feedback is very positive. Mr. O'Brien added that the Outreach Department has been working with Concrete School District to provide transportation during the summer season.

Mr. Sexton inquired how providing free ridership to youth is not gifting of public funds. Mr. O'Brien explained this is determined by state law and stated he would have to discuss that with legal counsel. Mr. Miller requested information on the impact on fares with the implementation of a youth fare free policy for the May meeting. Mr. Miller also inquired more about the Concrete service. Mr. O'Brien explained that staff is looking at making small adjustments to the existing route and adding a stop at the schools.

Commissioner Janicki adjourned the meeting at 11:49 a.m.

Attest:

Commissioner Lisa Janicki, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board