

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

Wednesday November 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

Marge Root, Labor Representative (non-voting member)

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Dave Thomas, Skagit County Assessor
Jackie Brunson, Skagit County Treasurer
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Lisa Janicki, Skagit County Commissioner (Vice Chair)
Ron Wesen, Skagit County Commissioner
Laurie Gere, City of Anacortes, Mayor
Mark Hulst, City of Mount Vernon, Councilmember
Chris Loving, City of Burlington, Councilmember

Staff Present

Whitney Davis, Clerk to the Board
Chris Chidley, IT Manager

Staff Present via Teleconference:

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Mark Kennedy, Operations Manager
Greg Latham, Maintenance Manager
Joe Macdonald, Safety and Training Manager

Members of Public via Teleconference:

Carolyn Moulton, City of Anacortes

Providing Legal Counsel:

None

1 Public Comment:

Mr. Kunzler shared his resignation from the Community Advisory Committee after six years of service. He shared his disappointment in the removal of the Shopper Shuttle from consideration for 2022 and his communications with the San Juan Ferry Advisory Committee. Mr. Kunzler expressed his support of the 2019 fare reforms which helped support the Paratransit service and provided help for working families with the option of the youth summer pass. Mr. Kunzler discussed climate emergency and spoke of the current flooding events and suggested marketing Skagit Transit's needs to the community. Lastly, Mr. Kunzler shared his support and appreciation for Skagit Transit and his desire for support of agency functions.

2 Consent / Action Items:

- a) Approval of October Meeting Minutes
- b) Approval of Claims and Payroll

October Payroll Direct Deposit and Checks #16626 – 16634	\$931,530
October Direct Federal withholding transfer	\$174,999
October Claims Checks and ACH #41434 – 41582	\$732,404

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 October

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,316,766 in sales tax in the month of October. Skagit Transit also received \$850,433 in Federal and State Operating grants which includes \$749,943 from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021. Capital expenditures included bus shelters, MOA2 construction costs and MOA2 design and construction management costs. The reserve account balance is \$14,935,120.

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

4 Information Items

a) Budget PowerPoint Presentation

Mr. Flores presented the 2022 Budget plans as included with the Board packet. The Board discussed operating budget items including a request for cost of living increase, the addition of four new employees, increase in insurance premiums and plans to work with WTA when upgrading radio systems for drastic improvements in communication with drivers. Mr. Flores gave a brief update on the status of construction on the MOA2 facility and provided different grant scenarios that staff is working with when considering the budget for completion of the facility.

b) FY2022 Draft Budget Initial Submission

Mr. Flores provided the draft budget for review and informed the Board action would be taken to approve the budget at the December meeting.

5 Community Advisory Committee Report

Ms. Jones shared the committee held nominations for the 2022 officer positions and results will be announced at the December Community Advisory Committee (CAC) meeting. Ms. Jones stated the CAC discussed prioritization of recommendations for future route improvements, WWU ridership increased in October and the Sedro Woolley Food Bank sheltered bus stop is near completion. Ms. Jones stated the Region Awareness Sub-Committee discussed the need for better connections to Seattle, especially outside of peak commuting hours, as well as better connections with the Ferries.

6 Executive Directors Report

Mr. O'Brien shared Skagit Transit staff came to the aid of a Greyhound bus that had become stranded in flood waters with 38 individuals on board. Staff transported the individuals to Skagit Station and sheltered them until staff then transported them to Everett. A driver and a Supervisor were working until 12:30am to provide support to these individuals and get them where they needed to go.

Mayor Boudreau adjourned the meeting at 1:56 p.m.

Attest:

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board