

**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:

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Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

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Whitney Davis, Clerk of Skagit Transit Board