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**Skagit Transit
Board of Directors
Agenda**

Regular Meeting
December 15, 2021
1:00 p.m.

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

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860 9221 5677

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

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for November Page 4
- b) Resolution 2021-06 Title VI Program Update..... Page 5-6
- c) Resolution 2021-07 Fiscal Year 2022 Budget Page 7-9
- d) Approve Skagit Transit COVID-19 Vaccination or Testing Policy Page 10

7. INFORMATION ITEMS

- a) Title VI Program Draft – for review
- b) Skagit Transit COVID-19 Vaccination or Testing Policy

8. COMMUNITY ADVISORY COMMITTEE REPORT

9. EXECUTIVE DIRECTORS REPORT

10. NEW BUSINESS

- a) Election of Vice-Chair

11. EXECUTIVE SESSION

12. ADJOURNMENT

**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

SKAGIT TRANSIT

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

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

Revenues:

Skagit Transit received \$1,326,386 in sales tax revenues for the month of November 2021. This brings total collections for the year to \$13,800,454. The following table compares these information to what was collected in 2020 and 2019.

	2021	2020	2019
Nov	1,326,386	1,253,814	1,090,556
Jan – Nov	13,800,454	11,770,617	11,970,003

The Nov 2021 collections is 5.8% higher than Nov 2020 and 21.65% higher than Nov 2019. The 2021 totals is 17.2% higher than 2020 and 15.3% higher than 2019.

We also received \$608,007 in Federal and State Grants.

Expenses:

- ◆ Capital Expenditures
 - SW Food Bank Bus Pullout Construction Costs - \$102,073
 - MOA2 Design and Construction Mgmt Costs - \$253,752
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

Reserves:

The current Reserve Account balances and prior year comparisons are:

	Nov 2021	Nov 2020	Nov 2019
Operating	5,020,424	5,014,882	2,210,810
Facilities	4,400,000	400,000	400,000
Capital Replacement	4,011,194	2,506,437	2,372,567
Non-Designated	1,504,535	1,502,874	1,287,117
TOTAL	14,936,152	9,424,193	6,270,494

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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Brad Windler, Planning and Outreach Supervisor

SUBJECT: Resolution 2021-06 2021-2024 Title VI Program Update

INFORMATION:

This Title VI Program update is conducted in compliance with FTA Circular 4702.1B dated October 1, 2012, to ensure that benefits and services provided by Skagit Transit are distributed consistent with the provisions of Title VI of the Civil Rights Act of 1964. This program update is distributed to WSDOT and the FTA.

RECOMMENDATION:

Staff requests that the Board approve the Title VI Program update.

BUDGET IMPACT:

None

RESOLUTION NO. 2021-06

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING
2021-2024 TITLE VI PROGRAM UPDATE**

WHEREAS, to be in compliance with FTA Circular 4702.1B dated October 1, 2012, and;

WHEREAS, to ensure that benefits and services provided by Skagit Transit are distributed consistent with the provisions of Title VI of the Civil Rights Act of 1964.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors approve approves the 2021-2024 Title VI Program Update.

PASSED in open public meeting this 15th day of December, 2021.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Jill Boudreau, Board Chair

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Attorney for Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
Arden Flores, Manager of Finance and Administration
SUBJECT: Approve Resolution 2021-07 – Fiscal Year 2022 Budget

INFORMATION:

A fiscal year 2022 Budget presentation was given during the November 2021 Regular Board Meeting and the proposed 2022 Budget was presented for your review during the Board Meeting. Highlights, projections and changes to this budget include:

Revenue Highlights:

- Sales tax revenues estimated at \$14,000,000.
- Fare revenues estimated at \$592,564
- Total State and Federal grant revenues are expected at \$11,881,259.

Expense Highlights:

- Four (4) additional full time employees.
- 4% Cost of Living Allowance (COLA) increase for Non-Drivers. 2% for Drivers as per Collective Bargaining Agreement
- Total Capital Budget of \$14.96 million including:
 - One (1) Fixed Route and Five (5) Paratransit Buses
 - Three (3) VP Vans, One (1) Service vehicle, and One (1) Staff vehicle
 - Phase I Construction remainder and Phase 2 Construction of MOA2 facility
 - Communication Equipment Upgrades and Network Server Upgrades

Changes from the original proposed budget:

- Total operating Expense decrease of \$29,105. This is due to an updated Insurance premium estimate received from Insurance pool.

RECOMMENDATION:

Staff recommends the Board approve resolution 2021-07 approving the fiscal year 2022 Budget.

RESOLUTION 2021-07

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS
APPROVING THE FISCAL YEAR 2022 BUDGET**

WHEREAS, the required public hearing for the budget is to take place prior to adoption on December 15, 2021; and

WHEREAS, on December 15, 2021 the Skagit Transit Board of Directors did approve and authorize the required expenditures for the operation of Skagit Transit.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit, that:

Section 1 The budget for Skagit Transit for the fiscal year 2022 is hereby adopted and approved as follows:

Operating Budget	
Revenues	\$23,080,926
Operating Expenses	\$17,558,178
Capital Budget	
Revenues	\$ 3,433,897
Capital Expenses	\$ 14,958,738
Transfer from reserves	6,002,093

Section 2 If any provision of this Resolution or the application of any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 3 This Resolution shall be in force and take effect on January 1, 2022.

PASSED in open public meeting this 15th day of December, 2021.

**SKAGIT TRANSIT
SKAGIT COUNTY, WASHINGTON**

By _____
Jill Boudreau, Board Chair

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Attorney for Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Skagit Transit Vaccination, Testing, and Face Covering Policy

BACKGROUND AND INFORMATION:

On November 4th, 2021, President Biden announced a requirement for all employers with 100 or more employees to mandate that their employees either be fully vaccinated against the COVID-19 virus, or submit to weekly testing and face coverings.

This mandate was issued by OSHA (Occupational, Safety, and Health Administration). Although the mandate has been challenged in court by 27 State Attorneys General, and is currently in litigation in the 6th United States Circuit Court of Appeals in Ohio, Skagit Transit must have a policy in place should the mandate be ruled legal, or if the State of Washington were to issue a similar mandate.

Skagit Transit staff used a template provided by the Federal Government in crafting this policy, and has bargained the impact of the mandate with our Employee Union.

RECOMMENDED ACTION:

Staff recommends that the Board approve the Skagit Transit Vaccination, Testing, and Face Covering Policy.

CAC REPORT

December 14, 2021

- I. No guests, no public comments.
- II. New CAC officers for 2022: Chair Judy Jones, and Vice-Chair Doris Brevoort
- III. Brad formally announced the prioritized service recommendations for route changes in 2022, which will be passed on to the appropriate transit staff. He also gave an overview of the most recent driver recruitment.
- IV. Looking ahead: Skagit Transit will need the assistance of CAC members to establish a presence as service changes take place, located strategically at various bus transfer points, in order to answer ridership questions about the new service changes. Our help will also be needed in helping to distribute ridership satisfaction surveys, with members suggesting various means for publicizing these route changes and assistance available. The agency will also be developing its Facebook presence.
- V. Region Awareness Committee: There have been positive connector experiences, and attention is being paid to the current developments with adjacent transit agencies. Brad also reported on current interaction and planning with the North Sound Transportation Alliance.
- VI. Round Table: Members were reminded of Skagit Transit's upcoming holiday hours. The discussions centered around positive rider experiences, and ideas for driver recruitment. Joe asked members to make a motion to ask transit staff to circulate mailers to libraries in the county regarding the 2022 summer youth pass, in hopes of increasing ridership. Motion approved. As this is his last meeting with CAC, Joe also thanked Skagit Transit for its fine bus service. Doris suggests that the agency consider creating a 90X commuter run going straight on the freeway to the Station, instead of going through downtown Everett.
- VII. Meeting adjourned.

Respectfully Submitted,

Judy Jones

CAC Chair