

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

Wednesday, December 21, 2022

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Chair Commissioner Janicki called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Lisa Janicki, Skagit County Commissioner (Chair)  
Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor  
Soren Jensen, Labor Representative (non-voting member)

**Members Present via Teleconference**

Jill Boudreau, City of Mount Vernon, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Mark Hulst, City of Mount Vernon, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Dale O'Brien, Executive Director  
Chris Stamey, Manager of Finance & Administration  
Mark Kennedy, Operations Manager  
Joe Macdonald, Safety & Training Manager  
Jennifer Davidson, HR Manager  
Nicolas Bergman, IT Technician  
Whitney Davis, Clerk to the Board  
Les O'Neill, Operations Supervisor  
Alan Brooks, Operations Supervisor

**Staff Present via Teleconference:**

Greg Latham, Maintenance Manager  
Brad Windler, Planning & Outreach Supervisor  
Abby Bissel, Human Resources Generalist

**Members of Public Present**

Gary Buchanan, Prothman  
Crystle Stidham-Tinges  
Brad Tinges

**Members of the Public Present via Teleconference:**

Chris Jones, CAC  
Brandon Stone  
Patrick Donnelly

**1 Public Comment:**

Mr. Jones shared his appreciation for the Board of Director's support regarding the salary survey that was recently approved.

**2 Consent / Action Items:**

- a) Approval of November Meeting Minutes
- b) Approval of Claims and Payroll
  - November Payroll Direct Deposit and Checks #17038 - 17046..... \$878,288
  - November Direct Federal withholding transfer ..... \$183,470
  - November Claims Checks and ACH #43459 - 43624 ..... \$1,317,077

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

**3 Executive Session:**

Chair Janicki announced that the Board would adjourn for an Executive Session to discuss the proposed AFSCME LOCAL 176-T 2023-2025 Contract and the selection of a new Chief Executive Officer. Ms. Janicki stated the estimated time for the session is 30 minutes and the Board will reconvene in open session at approximately 11:35 a.m.

At 11:35 a.m. Ms. Davidson announced an additional 10-15 minutes was needed in the executive session. At 11:47 Ms. Janicki reconvened the meeting into open session.

Ms. Janicki stated the Board will make a decision in open session and moved to adjourn the public meeting.

**Mr. Sexton made a motion to move into contract negotiations with Crystle Stidham-Tinges for the position of CEO of Skagit Transit. Mr. Browning seconded the motion. The motion passed unanimously.**

Ms. Boudreau noted her support for the candidate and shared her opinion that she would be a good fit.

**Mr. Browning made a motion to approve the three-year contract with AFSME 176. Mr. Sexton seconded the motion. The motion passed unanimously.**

#### 4 Full Discussion/Action Items:

##### a) Monthly Budget Update Report for November

Mr. Stamey 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 \$78,372 in Federal Operating grants. Mr. Stamey noted an incorrect representation in fare collection figures and shared Vanpool Fares for the month of November were not keyed into the financial system at the time the report was calculated. The actual November fare collections were \$46,686 and the Jan-Nov fare collections totaled \$619,304. Currently fare revenue is trending 4.0% or \$26,340 above budget projections for Jan – November 2022. Fare revenue is budgeted at 3.3% of 2022 total operating expense budget. Mr. Stamey stated Capital expenditures included MOA-2 Construction Management Costs. Fuel is currently \$367,005 over the budgeted amount, salaries and wages are \$794,626 under budget and benefits are \$511,630 under budget. The reserve account balance is \$21,141,654. Mr. Stamey provided an update of expenses for the construction of the MOA-2 facility.

Mr. Sexton confirmed the federal funds through the American Rescue Plan Act (ARPA) have been depleted and noted the comparison of fare collections of January through November in 2019 vs 2022 as a good tool to compare pre-covid collections to current.

**Mr. Browning moved to approve the November Monthly Budget Update with the adjustments presented. Mr. Miller seconded the motion. The motion passed unanimously.**

##### b) Approve Resolution 2022-15 Fiscal Year 2022 Budget Amendment

Mr. Stamey read the report as presented in the agenda packet. Mr. Stamey noted the Operating Expenses presented are off-set with sales tax revenue as more has been received than budgeted. Mr. Stamey stated staff is requesting to increase the budget \$1,022,000 for expenses including overtime, fuel, lubricants, tires and tubes and software expenses greater than budgeted. Mr. Stamey noted all amendments were made regarding Operations, and the Capital budget will remain as intended.

Mr. Sexton inquired about amending the revenue budget. Mr. Stamey noted staff's intention to convey the revenue off-set, collecting greater revenues than originally budgeted allows staff to off-set overage expenses. Mr. Stamey added that sales tax revenue accounts for 80% of the revenue budget. Mr. Sexton clarified the amendment for salaries and wages would have capacity to cover payroll expenses through December.

**Mr. Wesen moved to approve Resolution 2022-15 amending the fiscal year 2022 budget. Mr. Browning seconded the motion. The motion passed unanimously.**

c) Public Hearing for 2023 Budget

No public comment was received.

**Mr. Browning moved to close the public hearing. Mr. Wesen seconded the motion. At 12:09 the public hearing was closed.**

d) Approve Resolution 2022-16 Fiscal Year 2023 Budget

Mr. Stamey read the report as presented in the agenda packet. Mr. Stamey noted Mayor Boudreau submitted an email with questions on the budget and discussed the projected increase in fare revenues, the frequency of use for the parking lot striper included in the budget, operating reserves and an explanation of why the reserves are so flush, dependency on grants and the concern that funding will not sunset, and lastly a decrease in Fixed Route ridership and an increase in Paratransit ridership with consideration of the difference in operational costs on each system.

Mr. Stamey noted a correction under the Operation budget revenues and the correct figure is \$21,648,774.

Mr. Sexton inquired how certain staff was regarding receiving the projected figures for capital revenue projections. Mr. Stamey explained that in years past, capital revenues received were less than budgeted due to an inability to incur the expenses to receive reimbursement through the grants due to supply issues and project delays. Mr. Stamey explained the grants are multi-year.

**Mr. Browning moved to approve Resolution 2022-16 fiscal year 2023 budget. Mr. Sexton seconded the motion. The motion passed unanimously.**

## 5 Community Advisory Committee Report

A report of the Community Advisory Committee (CAC) Meeting minutes was included in the agenda packet. Ms. Janicki noted her appreciation of the committee's involvement with the recruitment of the new CEO.

## 6 Election of Vice-Chair

Ms. Boudreau volunteered to serve as vice-chair. Mr. Sexton noted that if she were not elected for the following term, it would affect her ability to serve as Board Chair in 2024.

Ms. Boudreau volunteered to serve as Board Chair in 2023 and Mayor Miller could serve a second year as Vice-Chair.

**Ms. Boudreau nominated herself to serve as Board Chair and Mayor Miller serve as Vice-Chair. Mr. Sexton seconded the motion. The motion passed unanimously.**

Mr. O'Brien shared his appreciation for the Board's support over the years and his commendation for the agency's management.

**Commissioner Janicki adjourned the meeting at 12:32 p.m.**

Attest:

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Lisa Janicki, Chair Skagit Transit Board of Directors

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Whitney Davis, Clerk of Skagit Transit Board