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## Skagit Transit Board Of Directors Agenda

Regular Meeting  
January 20, 2021  
1:00 p.m.

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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 December Meeting Minutes ..... Page 2-4
- b) Approval of Claims and Payroll
  - December Payroll Direct Deposit and Checks #16522 – 16534 ..... \$766,428
  - December Direct Federal withholding transfer ..... \$159,390
  - December Claims Checks and ACH #40035 - #40159..... \$218,360

6. FULL DISCUSSION/ACTION ITEMS
  - a) Monthly Budget Update Reports for December ..... .Page 5
7. COMMUNITY ADVISORY COMMITTEE REPORT
8. EXECUTIVE DIRECTORS REPORT
9. ADJOURNMENT

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

Wednesday December 16, 2020

The Skagit Transit Board of Directors met in regular session via teleconference. Vice 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**

Ron Wesen, Skagit County Commissioner  
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)  
Steve Sexton, City of Burlington, Mayor  
Laurie Gere, City of Anacortes, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Sandy Perkins, Skagit County Auditor  
Jackie Brunson, Skagit County Treasurer  
Chris Jones, Community Advisory Committee Chair (non-voting member)

**Members Absent:**

Kenneth Dahlstedt, Skagit County Commissioner (Chair)  
Lisa Janicki, Skagit County Commissioner  
Rick DeGloria, City of Burlington, Councilmember  
Mark Hulst, City of Mount Vernon, Councilmember  
Soren Jenson, Labor Representative (non-voting member)

**Staff Present**

Dale O'Brien, Executive Director  
Arden Flores, Manager of Finance & Administration  
Brad Windler, Planning & Outreach Supervisor  
Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

Chris Chidley, IT Manager

**Members of Public via Teleconference:**

Judy Jones  
Joe Kunzler

**Providing Legal Counsel:**

None

**1 Public Comment:**

Mr. Kunzler shared his appreciation for virtual meetings and stated he hopes they will continue. Mr. Kunzler expressed his support for a plan to fund and finish the new MOA-2 facility.

**2 Consent / Action Items:**

- a) Approval of Workshop Meeting Minutes
- b) Approval of November Meeting Minutes
- c) Approval of Claims and Payroll

November Payroll Direct Deposit and Checks #16513 – 16521 .....	\$745,442
November Direct Federal withholding transfer .....	\$152,520
November Claims Checks and ACH #39887 – 40034 .....	\$184,720

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 \$1,253,814 in sales tax in the month of November and received \$964,494 in federal and state grants. The reserve account balance is \$9,424,193.

Ms. Gere moved to approve the November Monthly Budget Update. Mr. Sexton seconded the motion. The motion passed unanimously.

b) Approve Resolution 2020-07 Fiscal Year 2021 Budget

Mr. Flores read the report as presented in the agenda packet. Estimated revenue highlights include sales tax revenue estimated at \$11,186,095, fare revenues estimated at \$545,000 and state, federal and local grant revenues estimated at \$10.6 million. Estimated expense highlights include three new full-time employees, one of which is temporary, a 2% cost of living allowance (COLA), and \$8.8 million in capital expenses to pay for five buses, two Paratransit vehicles, phase 1 construction of the new MOA-2 facility, purchase of additional land adjacent to MOA-2 facility and mechanic tool sets. Mr. Flores noted staff is leaving the line item to purchase the additional property adjacent to MOA, but will likely make a budget amendment to take it out at a later time.

Mr. Flores noted the changes from the original proposed budget include total grant revenues increased by \$75,800 due to a spreadsheet error. The correct amount should be \$10,653,947 instead of \$10,578,147.

Ms. Brunson noted that on the Fixed Route budget, the salary and wages expense is going down and inquired as to why the FICA expense is showing nearly a 5% increase. Mr. Flores stated there were employees cross-trained between Fixed Route and Paratransit and drivers have transferred between service departments which could have contributed to the decrease. Mr. Flores stated he will look into it and get back to the Board.

**Mr. Sexton moved to approve Resolution 2020-07 Fiscal Year 2021 Budget. Mr. Wesen seconded the motion. The motion passed unanimously.**

**4 Community Advisory Committee Report**

Mr. Jones read the following report: The committee decided to retain Joe A. Kunzler as Special Projects Assistant until a review of bylaws could occur. Judy Jones is the elected Chair for 2021 and Chris Jones will serve as co-chair. Judy Jones will contact committee members prior to January 2021 to discuss anticipated topics.

Brad explained that he and Cheryl have discussed accessibility issues with vendors regarding ADA requirements with positive feedback. The committee decided upon two choices for new bus stop signs--choice A and then alternately choice B. The committee also decided to wait until February 2021 to host a guest speaker from the Washington State Ferries to present relevant transit information.

Brad then updated the committee regarding Skagit Transit finances, stating that, overall, the agency has done well. All drivers have been retained throughout the pandemic and the agency has saved some money relative to fuel costs due to reduced paratransit ridership. The agency is ready to satisfy the need for more service, as soon as Skagit County Health Department officials update guidance allowing for such upgrades.

**5 Information Items**

Mr. Windler presented two graphic designs for Skagit Transit bus stop sign replacement options. Mr. Windler explained that as staff prepares to implement a real-time, digital information system next year, bus stop identification numbers must be assigned to each stop. Mr. Windler stated staff has engaged in a process internally to create a new design that will be larger, more visible, allow space for stop identification numbers and better accommodate the visually impaired. Mr. Windler added passengers will be able to access real-time information regarding the status and location of the bus. Mr. O'Brien noted connecting route information will also be listed on the stop signs. Ms. Boudreau inquired about the timeline for implementation for the new signs. Mr. Winder stated they will be installed in the first quarter of next year.

**6 Executive Directors Report**

Mr. O'Brien stated staff met with TCF Architecture and the construction management company yesterday to discuss moving forward with updating the bid documents for phase 1 of the MOA-2 facility. Mr. O'Brien stated staff is hoping to have bid documents ready by mid-January. After bids are received, staff will bring them to the Board for approval. Mr. O'Brien stated staff is planning for construction to begin in March or early April.

Mr. O'Brien stated Fixed Route ridership is still significantly down and staff is concentrating service toward main hours and locations. Passengers have been very cooperative following the requirements, there have been no complaints from the public regarding current service levels or fares. Mr. O'Brien added that Paratransit ridership has seen a small increase and there has not been any negative feedback regarding the fares that were implemented this year.

Mayor Boudreau stated she will sign all documents that have been approved at this Board meeting.

**Mayor Boudreau adjourned the meeting at 1:20 p.m.**

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Commissioner Ken Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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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 December 2020

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

Revenues:

Skagit Transit received \$1,165,696 in sales tax revenues for the month of December 2020. This is 3.6% higher than the \$1,124,835 collected in December 2019. Total sales tax collections for 2020 are \$12,936,313 which is 1.21% lower than the \$13,094,838 collected during the year 2019.

There were no federal or state grants received during the month

Expenses:

- ◆ Fuel - well within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	Dec 2020	Dec 2019
Operating	\$ 5,015,514	\$ 2,214,092
Facilities	400,000	400,000
Capital Replacement	4,006,803	2,376,696
Non-Designated	<u>1,503,064</u>	<u>1,289,007</u>
Total Reserves:	\$ 10,925,381	\$ 6,279,795

**RECOMMENDATION:**

Staff recommends the Board approve the monthly budget reports.