

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

Wednesday, January 18, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Chair Mayor Boudreau called the meeting to order at 11:01 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Steve Sexton, City of Burlington, Mayor

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember
Bill Aslett, City of Burlington, Councilmember
Jose Reeves, Labor Representative (non-voting member)

Providing Legal Counsel:

None

Staff Present

Dale O'Brien, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Jennifer Davidson, Director of Human Resources
Mark Kennedy, Director of Operations
Chris Chidley, Director of Information Technologies
Brad Windler, Planning and Outreach Supervisor
Chester Curry, Security Manager
Brian Morgan, Security Supervisor
Andy Litke, Security Supervisor
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Marcy Smith, Grants Manager
Abby Bissell, HR Generalist
Les O'Neill, Operations Supervisor
Jo-Ann Wynne, Contracts and Procurement Coordinator
Jim Young, Operations Supervisor
Hailie Hotchkiss, Operations Supervisor

Members of Public Present

Gary Buchanan, Prothman
Chris Cammock, Mount Vernon Police Chief
David Schackleton, Mount Vernon Police Lieutenant

Members of the Public Present via Teleconference:

Chris Jones, CAC

1 Public Comment:

Mount Vernon Chief of Police Chris Cammock and Lieutenant David Schackleton presented Mr. O'Brien with an award and shared their gratitude for his support of the Police Department and citizens of Mount Vernon and congratulated him on his upcoming retirement.

Mr. Jones shared his appreciation for Skagit Transit staff and Paratransit services.

2 Consent / Action Items:

- a) Approval of December Minutes
- b) Approval of Claims and Payroll
 - December Payroll Direct Deposit and Checks #17047 - 17053 \$971,038
 - December Direct Federal withholding transfer \$213,779
 - December Claims Checks and ACH #43625 - 43762..... \$290,695

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

Ms. Boudreau requested to rearrange agenda items and requested to move the Executive Session up prior to the full discussion and action items.

3 Executive Session

At 11:08 Chair Boudreau announced that the Board would adjourn into Executive Session. Mayor Boudreau stated the purpose of the executive session is to consider the qualifications of an applicant for public employment and the estimated time for executive session is approximately 20 minutes. At 11:28 Ms. Boudreau made a public announcement that an additional 10 minutes was needed. At 11:38 attendees were notified executive session was complete. The open meeting was reconvened at 11:42 after all attendees were able to return to the open public meeting.

4 Full Discussion/Action Items:

a) Monthly Budget Update Report for December

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,420,986 in sales tax in the month of December. Mr. Stamey stated sales tax covered 93% of the agencies total actual operating expenses and after factoring fare revenues of \$666,174, Skagit Transit was 3.3% grant dependent in 2022. Mr. Stamey stated Capital expenditures included \$14,138 for MOA-2 Construction Management Costs. The 2022 total fuel expense was \$1,391,442, salaries and benefit combined are \$486,536 under budget, and all other expenses were as to be expected. The reserve account balance is \$21,206,775. Mr. Stamey stated the new roof at MOA-2 will be finished in the next two weeks.

Ms. Boudreau stated that she and Ms. Janicki met with staff to discuss MOA-2 and set up an on-site meeting to develop a clear path to completion that will be transparent to the Board.

Ms. Janicki clarified the new roof was not part of the original contract, so the project completion rate does not include the completion of the roof.

Ms. Janicki moved to approve the December Monthly Budget Update. Ms. Johnson seconded the motion. The motion passed unanimously.

b) Approve Resolution 2023-01 Authorizing Participation in Department of Retirement Systems (DRS) Deferred Compensation Program (DCP)

Ms. Davidson read the report as presented. Staff is requesting Board approval to offer employees the opportunity to enroll in the Department of Retirement Systems Deferred Compensation Program which is a tax deferred DCP 457 plan that would allow employees the opportunity to save for retirement.

Ms. Boudreau noted there is no matching component to the agreement. Ms. Davidson confirmed there is no budget impact. Ms. Boudreau inquired about a Roth option. Ms. Davidson stated DRS plans to roll out a Roth program at the end of the year.

Ms. Johnson moved to approve Resolution 2023-01 authorizing participation in Department of Retirement Systems Deferred Compensation Program. Mr. Sexton seconded the motion. The motion passed unanimously.

c) Approve Fare Free Day for Point in Time Count and Stand Up & Be Counted Day

Mr. Windler read the report as presented. Staff is requesting approval to operate local routes fare free Thursday, January 26th to removed transportation as a barrier to individuals that would like to attend the Point in Time Count Day that offers services to help end homelessness.

Mr. Sexton moved to approve a fare free day for point in time count and stand up and be counted day. Ms. Johnson seconded the motion. The motion passed unanimously.

Ms. Boudreau stated staff has requested to add a report revising to the purchase of seven Vanpool Replacement vans to the agenda. Mr. Sexton made a motion to add the agenda item. Ms. Johnson seconded the motion. The motion passed unanimously.

d) Purchase of 7 Vanpool replacement Vans Revision

Mr. Stamey stated on October 19, 2022, the Board approved the purchase of seven (7), 7 passenger Chrysler Pacifica vans utilizing the Washington State Department of Enterprise Services Contract 05916 for Motor Vehicles to purchase vans from Northsound Dwayne Lane in Everett, Washington.

Staff submitted the order on October 25, 2022, however, due to “limited production allocation” the order was cancelled December 1, 2022, by the manufacturer.

Staff was notified by Northsound Dwayne Lane, that there was an opportunity to purchase seven Chrysler Pacifica Touring L with an upgraded trim package for an additional \$3,865 each, increasing the total by \$30,713 after taxes.

Staff recommends the Board approve the purchase of seven (7) replacement, 7 passenger Chrysler Pacifica Touring L vans through Washington State Department of Enterprise Services Contract # 05916 for Motor Vehicles. Delivery of the vehicles will take place in Burlington so the sales tax will be paid locally.

The budget impact for the seven replacement vans totals \$344,000.61, grant funds cover \$216,000 leaving a remaining \$128,713 of local funds for the purchase.

Ms. Janicki confirmed the Vanpool program is a cost-recovery program and inquired if this would affect Vanpool rates. Ms. Janicki shared her support for the program and stated it would be good to refresh the Board on the program.

Mr. Sexton inquired if staff knew if the vans originally ordered would be available. Mr. Stamey shared the struggle staff has had to acquire any vehicles, including a shop truck. Staff has looked into other manufacturers and any other options available. Mr. Stamey noted these vans are still not guaranteed to be received. Mr. Sexton shared the difficulty of acquiring ambulances and added the price could increase more if the regular trim package vans became available at a later time.

Mr. Stamey stated Skagit Transit received \$277,820 in Vanpool fare collections and expenses for the year including salaries, benefits, insurance, and fuel totaled \$197,562 leaving a profit of \$80,258. Ms. Janicki noted the capital expenses were not included in those expenses.

Ms. Janicki made a motion to approve the revision to purchase 7 Vanpool Replacement Vans. Ms. Johnson 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. Jones noted the committee is working to recruit additional members and discussed upcoming route changes and creative plans to augment services with minimal driver additions.

6 Information Items

- a) Mr. Windler provided a presentation on grants that staff has submitted to the WSDOT Consolidated Grant Program.

Ms. Boudreau stated she received confirmation from Prothman that a verbal agreement was reached with the new CEO candidate and updates would be provided when available.

Mayor Boudreau adjourned the meeting at 12:18 p.m.

Attest:

Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board