

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

Wednesday August 18, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:00 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  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner (Vice Chair)  
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  
Mark Hulst, City of Mount Vernon, Councilmember  
Chris Jones, Community Advisory Committee (Vice-Chair, non-voting member)

**Members Absent:**

Chris Loving, City of Burlington, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Dale O'Brien, Executive Director  
Arden Flores, Manager of Finance & Administration  
Joe Macdonald, Manager of Safety & Training  
Chris Chidley, IT Manager  
Chester Curry, Security Manager  
Dean Dupris, Operations Supervisor  
Alan Brooks, Operations Supervisor,  
David Miller, Operations Supervisor,  
Les O'Neill, Operations Supervisor  
Rick White, Coach Operator  
Heidi Saldivar, Coach Operator  
Moises Cerillo, Coach Operator  
Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

Brad Windler, Planning and Outreach Supervisor

**Members of Public via Teleconference:**

Joe Kunzler  
Patrick Donnelly

**1 Public Comment:**

Mr. Kunzler shared his support for moving to hybrid meetings after the pandemic is over, and requested the online access to the meetings remain.

**2 Consent / Action Items:**

- a) Approval of July Meeting Minutes
- b) Approval of Claims and Payroll
  - July Payroll Direct Deposit and Checks #16601 – 16606..... \$890,577
  - July Direct Federal withholding transfer ..... \$165,811
  - July Claims Checks and ACH #40964 – 41119 ..... \$327,511

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

**3 Full Discussion/Action Items:**

- a) Monthly Budget Update Report for July

Mr. Flores read the report as presented in the agenda packet and noted the total collections for 2021 was listed wrong. The correct figure for overall sales tax collections should be \$8,410,485. Mr. Flores stated the updated budget report with this correction will be sent to the Board.

Items of note include Skagit Transit received \$1,299,986 in sales tax in the month of July. Skagit Transit also received \$618,798 in Federal and State Operating grants. Capital expenditures included security camera upgrades, MOA2 design and construction management costs and Streets/MyRide Information software. The reserve account balance is \$10,932,117.

**Mr. Browning moved to approve the June Monthly Budget Update as presented. Ms. Gere seconded the motion. The motion passed unanimously.**

b) Public Transportation Agency Safety Plan

Mr. Macdonald read the report as presented in the agenda packet and noted that the Plan packet was included in the July Meeting materials for review. Mr. Macdonald requested Board approval for the plan and explained that once approved, he will submit the plan to the Washington State Department of Transportation and the Skagit Council of Governments.

**Ms. Johnson moved to approve the Public Transportation Agency Safety Plan. Mr. Browning seconded the motion. The motion passed unanimously.**

c) Resolution 2021-05 Approve the 2021-2026 Transit Development Plan

Mr. Windler read the report as presented in the agenda packet and presented Skagit Transit's 6 Year Development Plan. Mr. Windler noted that one public comment was received and was forwarded to the Board for review.

Ms. Boudreau opened the Public Hearing for the Six Year Transit Development Plan and asked for any additional public comments at 1:12.

Mr. Kunzler requested that staff prioritize completing the MOA2 Facility and stated the new facility will need large enough to accommodate charging infrastructure for electric buses or the ability to support hybrid fuel cell buses. Mr. Kunzler stated the agency needs to relocate out of the flood plain. Mr. Kunzler also expressed his support for new bus routes that staff is planning.

Ms. Boudreau closed the Public Hearing at 1:14.

**Mr. Wesen moved to approve Resolution 2021-05 Approving the 2021-2026 Transit Development Plan. Mr. Sexton seconded the motion. The motion passed unanimously.**

**4 Community Advisory Committee Report**

The Community Advisory Committee report was included in the agenda packet. Mr. Jones greeted the Board and stated he would entertain any questions or comments on the report. Mr. Jones stated Ms. Jones is hoping to return in September.

**5 Informational Items**

Honoring 25 Years of Safe Driving

Mr. Macdonald stated with great pleasure that he is recognizing three Skagit Transit employees that have reached a significant safety milestone of 25 years safe driving with no preventable accidents. Mr. Macdonald explained that less than ten percent of transit driver achieve this record and stated the average coach operator will spend 75,000 – 80,000 miles per year behind the wheel of their coach through all kinds of weather and traffic conditions and different capacities of passengers.

Mr. Macdonald and Mr. O'Brien presented Moises Cerillo, Heidi Saldivar and Rick White with a plaque, a special uniform jacket and a monetary bonus from the Washington State Transit Insurance Pool (WSTIP) and thanked them for their outstanding commitment to safety, customer service and their professional approach to their jobs.

Ms. Johnson offered her congratulations and stated their achievement is extraordinary and thanked them for their good work. Mr. Browning added his thanks and noted how impressive he feels their accomplishment is. Ms. Gere shared thanks from the City of Anacortes and stated the service they provide is appreciated.

**6 Executive Directors Report**

Mr. O'Brien stated phase I construction is currently in day 38 of 210-day construction and current work being done is removing the siding and taking down walls. The Board approved bid for phase I was \$2,885,000 and approximately 10% of the budget has been spent so far. In the coming days steel will be delivered for the mezzanine in the maintenance area. Work is currently ahead of schedule and the contractors are doing an excellent job. Phase I is slated to be complete in February of 2022, with phase II beginning in 2022 and staff hopes to have the project completed in 2023. Mr. O'Brien explained staff will discuss phase II and phase III with the Board in the coming months.

Mr. O'Brien explained the Skagit Transit IT Manager, Mr. Chidley, met with the IT Department at Burlington Chambers and stated the technology will be able to support hybrid meetings. Ms. Boudreau requested discussion on hybrid meetings resume in September and maintain virtual meetings for September. Ms. Johnson expressed her agreement. Ms. Boudreau also expressed her support to retain an online ability after meeting in-person resumes.

**Mayor Boudreau adjourned the meeting at 1:24 p.m.**

\_\_\_\_\_  
Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

\_\_\_\_\_  
Whitney Davis, Clerk of Skagit Transit Board