

# RECORD OF THE PROCEEDINGS SKAGIT TRANSIT BOARD OF DIRECTORS

Wednesday, August 16th, 2023

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

## Members Present

Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Lisa Janicki, Skagit County Commissioner  
Colleen Kennedy, Labor Representative (non-voting member)  
Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor

## Members Present via Teleconference

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

## Members Absent:

Bill Aslett, City of Burlington, Councilmember  
Mark Hulst, City of Mount Vernon, Councilmember

## Providing Legal Counsel:

None

## Staff Present

Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Crystle Stidham, Chief Executive Officer  
Chris Chidley, Director of Information Technology  
Brad Windler, Planning Supervisor  
Greg Latham, Director of Vehicle Maintenance  
Aggie Juarez, Director of Facilities  
Joe Macdonald, Director of Safety and Training

## Staff Present via Teleconference:

Abby Bissell, HR Generalist

## Members of Public Present

Soren Jensen, Coach Operator

## Members of the Public Present via Teleconference:

Meil, "000000000", "Madeline", "Skagit". "My Guy",  
Brad Tinges, Jim Heffern, "Ray", "Marcia", "Public",  
"1Public", "Public2", "J&M", "Swak", "Wayne", "AB",  
"JW"

*Mayor Boudreau gave an update to the other board members as she was not present at the last board meeting. Mayor Miller and Mayor Boudreau are meeting weekly with the CEO of Skagit Transit to be updated on what is going on with the agency, ask questions, and provide oversight during the transition of a new director. Clark Nuber, a public accounting firm, has been contracted to assist with the finance functions. Mayor Boudreau has asked them to help with the reporting and efficiencies of current processes to identify things that we could do better. Mayor Boudreau has also asked staff to assemble all governance documents including by-laws, amendments to by-laws, and resolutions so that it is all in one place. The intention is that by the end of this year, there will be a conversation or a board retreat around by-laws and processes. Staff have also been asked to look into putting the recordings of the board meetings on the Skagit Transit website. It is helpful to have the actual recorded minutes available as documented minutes can only record so many things. Mayor Boudreau asked for at least the 2023 meetings to be posted and moving forward with all future recorded meetings. Mayor Boudreau wanted the board to know that she had a conversation with Colleen Kennedy before the board meeting and wanted to reiterate that as the board chair she is willing to sit down with the union group and listen to any concerns. Mayor Boudreau also wanted to reiterate that there will be consistent Labor Management meetings going forward. The Board asked for a Board Chair Report to be added to the agenda as a standing item.*

## **1 Public Comment:**

Soren Jensen commented asking about the Labor representative not being paid for Board meetings. A similar comment was made by him at the July Board meeting. Mr. Jensen claimed that on Wednesday, March 16, 2016, the Board voted for this to happen. The payments had been regular until this year when Mr. Jensen claimed the payments stopped. Mr. Jensen urged the Board to make sure the Labor representative was paid.

Mr. Jensen also commented that at the last meeting Ms. Kennedy read a statement regarding a vote of no confidence in leadership. The minutes reflected this as “dissatisfaction with leadership”. Mr. Jensen asked for the letter to be included in the minutes. *The Board did not direct the Clerk to change the minutes to include the full letter.*

Mr. Jensen also commented that he has seen emails coming from SKOG and is concerned about a half-million dollar grant disappear that was allocated for Skagit Transit. Mr. Jensen would like the Board to look at why this happened.

Colleen Kennedy commented that some of the new positions that Skagit Transit has had recently including Executive Assistant, Ops Manager, Interim Administrative Assistant, and Project Manager. Ms. Kennedy was told that the Board had approved all these positions, but can't find them anywhere in the minutes. Ms. Kennedy asked why so much help was needed for the CEO when the agency hasn't really grown.

Ms. Kennedy also commented that things are being blamed on driver shortages and claimed that there is no driver shortage and that the drivers are not being utilized appropriately.

Ms. Kennedy also commented that there is another request for technology in today's agenda. Ms. Kennedy feels that the technology Skagit Transit already has needs to “work and it doesn't”. Ms. Kennedy also claims that the technology request on the agenda is one that the union has not seen and feels that it should be tabled.

Ms. Kennedy also reiterated Mr. Jensen's comment about the difference between “dissatisfaction” and a vote of no confidence. Ms. Kennedy commented that the clerk asked for a copy of the letter.

*Mayor Boudreau corrected Ms. Kennedy and said that the board did not approve the positions in question, but that the Executive Director had the authority to shift job duties to existing positions. Mayor Boudreau then clarified that no new FTEs were added, but job positions were reclassified instead.*

## **2 Consent / Action Items:**

- a) Approval of July Meeting Minutes
- b) Approval of Claims and Payroll – June 2023

Mayor Miller asked the Clerk to amend the minutes to reflect that his comments were not directed at the union representative but were instead directed to the organization in general.

**Mr. Miller moved to approve all Consent / Action items. Mr. Wesen seconded the motion. The motion passed unanimously.**

## **3 Full Discussion/Action Items:**

- a) Approve Monthly Budget Update for June 2023

Ms. Stidham read the Monthly Budget Update as presented in the Board Agenda Packet. Ms. Stidham wanted to clarify that staff has not been able to present July's report as the Clark Nuber representatives have not been able to close out July's financial statements yet.

**Mr. Browning moved to approve the Monthly Budget Update. Mr. Wesen seconded the motion. The motion passed unanimously.**

- b) Approve Resolution 2023 – 05: 2023 – 2028 Transit Development Plan

Mr. Windler read the Resolution as presented in the Board Agenda Packet. Ms. Stidham commented that the document presented does not contain the reserves. The updated TDP was presented to the board at the meeting.

**Mr. Wesen moved to approve the Transit Development Plan. Mr. Miller seconded the motion. The motion passed unanimously.**

c) Approve Purchase of Five Fixed Route Coaches

Ms. Stidham requested that this item be moved to the September meeting. Instead, Ms. Stidham recommended that the New CAC member report be read and approved instead. Agenda item 6c was stricken from record and a motion was made by Ms. Janicki and seconded by Mr. Wesen to add the CAC item to the agenda. The motion passed unanimously.

d) Approve Award 23-014 for Construction of Marketplace Drive Bus Stop

Mr. Juarez read the report as presented in the Board Agenda Packet.

**Mr. Browning moved to approve the construction of Marketplace Drive Bus Stop. Ms. Johnson seconded the motion. The motion passed unanimously.**

e) Approve Entering into Interlocal Purchasing Agreement with WSIPC

Mr. Chidley read the report as presented in the Board Agenda Packet.

Mr. Wesen asked how much the staff expects to save in this agreement. Mr. Chidley responded that it would be difficult to tell how much would be saved as with an interlocal agreement, the prices are set by contract.

Ms. Boudreau asked if this would save time in procurement. Mr. Chidley responded affirmatively.

**Mr. Miller moved to approve entering an Interlocal Purchasing Agreement with WSIPC. Ms. Janicki seconded the motion. The motion passed unanimously.**

f) Approve Federal Fiscal Year 2023 FTA Areas of Persistent Poverty Funding Award

Ms. Stidham read the report as presented in the Board Agenda Packet. Ms. Stidham stated that local funds would be used to achieve the 80/20 match.

Mayor Boudreau clarified that what is being approved is a study, not a decision on MicroTransit. Ms. Stidham added that the study would be done with a comprehensive operational analysis.

Mr. Wesen had a question on the cancellation policy and how many passengers are needed to keep a route going. Fidalgo was going at one time but is no longer. Mr. Windler answered that the fixed route standards were set aside by COVID and we are waiting to see because the standards are set by the previous year and Skagit Transit is still recovering from COVID interruptions. The standards can be revisited. A 6 month pilot project in Fidalgo was done in 2016.

Mayor Boudreau wanted to reiterate on the record that this request did not come from the CEO. The Board was asking for information on this type of service. The Board had been discussing this program for years after seeing other counties' program.

**Ms. Johnson moved to approve the FTA Areas of Persistent Poverty Funding Award for 2023. Mr. Browning seconded the motion. The motion passed unanimously.**

g) Approve Remix Software Expansion

Mr. Windler read the report as presented in the Board Agenda Packet.

Mr. Wesen asked about the “unlimited” number of users and how often it is used. Mr. Windler said he uses it quite a bit to look at rider demographics to make sure our services reach them. For scheduling, shifts are reassigned 3-4 times a year, along with mini-bids throughout the year.

Ms. Janicki asked if this was an add-on to the remix software and what is being used now for scheduling. Mr. Windler said scheduling is handled “pretty much in excel”. Ms. Janicki asked if further action was needed by the board to approve a sole-source procurement. Mr. Windler said there is paperwork to file, but no further action is needed at this time.

**Ms. Janicki moved to approve the sole source purchase of the expansion of the Remix Software. Mr. Browning seconded the motion. The motion passed unanimously.**

*Mayor Boudreau mentioned that in light of concerns raised around technology, the board would like to ask staff to prepare an overview of all technologies currently being used. This presentation should be in September or October and include the annual costs of this technology.*

h) Approve Security Video Systems Policy

Mr. Chidley read the report as presented in the Board Agenda Packet.

Ms. Boudreau asked if the policy was reviewed by the risk pool – WSTIP.

Ms. Kennedy asked to see the policy.

**Ms. Boudreau recommended that the Board table this request until the next meeting.**

i) Approve New FTE – Project Manager

*Item skipped for time constraints and moved to after the executive session.*

Ms. Stidham read the report as presented in the Board Agenda Packet. Ms. Stidham added that she recently discovered that most of Skagit Transit’s bus stops are not ADA compliant and that this position could help with that.

Ms. Boudreau asked if this position would take the place of current contracted project management for MOA2. Ms. Stidham answered affirmatively.

Mr. Miller asked if this was a direct dollar offset and how this can be shown to the board? Ms. Stidham stated that a new contract with KBA has not been signed and staff is trying to contract them through the end of 2023. A cost saving of \$200,000 is expected in 2023. Ms. Stidham listed other projects that this position could help and save money as opposed to outside contractors. Mr. Miller stated that he would need more time before a decision can be made. Ms. Stidham clarified that there is no Professional Engineer currently on staff.

Mr. Sexton asked about the ADA compliance and if ADA compliance is part of a contracted bid for upgrading bus stops and questioned the need to have an ADA certified engineer on staff.

Ms. Janicki commented that the Board would like a whitepaper on the projects that this FTE would be working on. She also commented that the assumption is that this position’s pay and benefits would be 100% allocated to construction projects, but in reality, there will always be some admin components to this position. In all the numbers will still be favorable but having a “forever employee”, it would be nice to see a multi-year look.

**This item was tabled until September.**

j) Request for New CAC Members

Mr. Windler read the report that was given to the Board at the meeting.

CAC Chair Judy Jones was present online, but due to technical difficulties, was not able to comment. Mr. Windler confirmed that there was unanimous approval at the CAC meeting.

**Mr. Miller moved to approve the two additions of new CAC members. Ms. Johnson seconded the motion. The motion passed unanimously.**

**4 Executive Session – Potential Litigation (RCW 42.30.110 (1)(a)(i))**

The Board met in Executive Session to discuss Potential Litigation per RCW 42.30.110. The Executive Session began at 11:41 am with the intention of ending at 12:11 pm. Board returned to regular session at 12:11 pm.

*Mayor Miller departed at 12:17pm.*

**5 Information Items**

a) Financial Update

Ms. Stidham stated that Skagit Transit has hired Clark Nuber to help with financial reports and day to day financial operations. Interviews for the Accounting Manager position are Friday and staff is hopeful that a successful candidate will be found. The annual state audit has begun and estimated time to completion is 4-6 weeks.

b) MOA2 Update

Ms. Stidham stated that an RFQ went out at the end of July for a new architect for phases 2 and 3. We are still on track to complete phase one in early 2024.

c) Operations Update

Work is being cancelled on a daily basis, but we have a class of 6 new drivers that are progressing through training and will graduate in 3-5 weeks. We will be fully staffed in October when the next class graduates.

Mayor Boudreau requested for the September meeting how we fill shortages when we have them and how route cancellations are decided.

d) FTA Drug & Alcohol Policy

Ms. Stidham stated that minor changes were needed to our policy following the FTA audit. The new policy was presented in the Board Packet for the Board to review for approval in the September Board meeting.

Mr. Wesen asked if the risk pool has received the revised policy. Ms. Stidham stated that it has not been sent, but the changes made were very minor, giving an example of having security included in the random pool.

e) Public Transportation Agency Safety Plan Update

Mr. Macdonald read a statement about the report. There were no position changes. Mr. Macdonald asked the Board to review the plan for approval at next month's meeting.

f) CAC Report

The written report was included in the packet and the CAC chair is available for questions.

g) Ridership Report

Mr. Windler stated that the report is in the packet and can take any questions regarding the report.

*Ms. Kennedy had a question about the information that was sent out, regarding delays in service.*

*Ms. Stidham stated that there were scheduled service changes in August, but because there are route cancellations, it was opted to delay those route changes until January of 2024 when the agency will be fully staffed.*

*Ms. Kennedy asked about postponing the 615 service. Ms. Kennedy thought there was grant money given to Skagit Transit from the tribe for that to happen. She also asked about the rider guides that are already printed. Ms. Stidham said that Skagit Transit did not get grant money from the tribe. Federal funding was received, and the grant was reduced accordingly. It is an operational grant. Staff have stickers to cover the service changes in the rider guide. The existing rider guides will not be changed. The website has been updated to reflect these changes.*

**Mayor Boudreau adjourned the meeting at 12:30 p.m.**

Attest:



Laura Klein, Clerk of Skagit Transit Board

*For*   
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Jill Boudreau, Chair Skagit Transit Board of Directors