

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

Wednesday, May 16, 2018

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Commissioner Dahlstedt called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Jeanne Younquist, Skagit County Auditor
Lisa Janicki, Skagit County Commissioner
Chris Loving, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember
Laurie Gere, City of Anacortes, Mayor (Vice Chair)
Melinda Hunter, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Allan Schaner, Maintenance/Facilities Manager
Motoko Pleasant, Manager of Finance & Admin
Mark Kennedy, Operations Manager
Whitney Fernandes, Clerk to the Board
Brad Windler, Service Development Planner

Members Absent:

Member of Public:

Stacy Clauson, WSDOT

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll
 - April Payroll Direct Deposit and Checks #15969 - 15976\$709,641.75
 - April Direct Federal withholding transfer\$148,470.96
 - April Claims Checks and ACH #35227- #35390 \$1,759,083.48

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for April 2018

Ms. Pleasant stated Skagit Transit received \$873,844 sales tax revenue in the month of April which compares with \$764,402 in April of 2017. Ms. Pleasant stated this is a 14.3% or \$109,442 increase over last year with a year to date increase of 8.7% or \$310,038.

Ms. Pleasant stated Skagit Transit paid 2018 Property Assessment and capital expenses which were bus shelters, one (1) 40' Diesel bus (vehicle #181) and seven (7) paratransit buses. Ms. Pleasant stated fuels are currently at budget and all other expenses were as expected.

Ms. Pleasant stated reserve accounts currently are:

	<u>April 2018</u>
Operating	\$ 2,134,694
Facilities	400,000
Capital Replacement	3,941,392
Non-Designated	2,207,634
Total Reserves =	\$ 8,683,720

Ms. Gere moved to approve the March Monthly Budget Update. Ms. Hudson seconded the motion. The motion passed unanimously.

b) Fare Free Day for Project Homeless Connect

Mr. Windler stated Project Homeless Connect is a one-day event that aims to engage the local community and build sustainable partnerships to help end homelessness. Mr. Windler stated free services will be provided by local non-profits, businesses, and volunteers and the event will take place on Friday, August 24th, 2018. Mr. Windler stated event organizers have asked if Skagit Transit will continue support of the event by operating fare free on August 24th. Mr. Windler stated at last year's event, 975 individuals including 399 children were able to connect with social and medical services. Mr. Windler stated organizers reported over 20% of adult attendees identified the bus as their transportation to the event. Mr. Windler stated fare free transit service removes transportation as a barrier to accessing this event.

Mr. Windler stated the budget impact for a fare free day would be approximately \$600 cash, not including monthly passes.

Ms. Hudson moved to approve the fare free day for Project Homeless Connect. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Approve Resolution No. 2018-04 Authorizing Disposal of Surplus Vehicles

Mr. Schaner stated resolution No. 2018-04 identifies 7 Paratransit Vehicles that staff has declared excess and ready for surplus disposal by sale through an open or sealed bid auction.

Mr. Schaner stated pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. Mr. Schaner stated the only such auction house in close proximity to Skagit Transit for transferring the Vehicles is Bellingham Public Auto Auction, LLC (formerly Berglund and Jones Auctioneers, Inc.). Mr. Schaner stated auction Dates are to be arranged at a later date.

Ms. Boudreau moved to approve the Tobacco Free Campus Policy. Ms. Gere seconded the motion. The motion passed unanimously.

d) Report of Grant Projects and Awards

Mr. O'Brien stated Resolution 2010-09 authorizes the Executive Director to sign grant agreements upon Board approval of the report detailing the project, amount of grant award and budget impact to the agency. Mr. O'Brien stated the following funds have been awarded:

Federal Transit Administration (FTA) Section 5339 Formula Funds FY2017 –\$1,375,000 for the construction of the Maintenance Operations and Administration facility located at 11784 Bay Ridge Drive

in Burlington. Mr. O'Brien stated Skagit Transit will use a portion of the value of the project property as in-kind match.

Ms. Boudreau inquired about the resolution number being from 2010. Mr. O'Brien stated that the resolution 2010-09 was approved in 2010 authorizing the Executive Director to sign grant agreements upon award. Mr. O'Brien stated these grant funds were just released by the FTA. Ms. Boudreau clarified these funds were previously applied for, with the intention of using them on the construction of MOA-2.

Mr. Sexton moved to approve the report of grant projects and awards. Ms. Gere seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler stated the CAC has been meeting on a monthly basis with current work being done on the ridership satisfaction survey as part of Skagit Transit's Strategic Plan. Mr. Windler stated the committee has been providing feedback regarding which essential questions to ask riders. Mr. Windler stated he shared some of the potential service changes that the Board discussed at the March workshop with the committee. Mr. Windler stated he asked the members to consider the potential changes and bring feedback to the June meeting which will be during the planning phase of the strategic plan. Mr. Windler stated committee members have also been helping hand out surveys to riders.

Ms. Hudson asked when surveys were being distributed. Mr. Windler stated they were being distributed over the next week and would remain available on the Skagit Transit website for the next week. Mr. Windler stated CAC members would be in Anacortes and Sedro Woolley and he would be handing out surveys to the 90X riders.

V Executive Directors Report

Mr. O'Brien stated representatives of each department met with the consultants at the second design meeting on Monday, May 14th where a schematic drawing was presented. Mr. O'Brien stated this building will accommodate Skagit Transit's growth beyond twenty years. Mr. O'Brien stated the building will need additional insulation in order to meet energy codes, and this was known at the time of purchase. Mr. O'Brien stated a second draft will be presented at the next meeting with the consultants in a few weeks with a cost estimate in June. Mr. O'Brien stated there is a grant deadline on July 19th that Skagit Transit is applying for to receive extra funds to help with finishing the building.

Mr. O'Brien stated May 17th at Skagit Station, Washington State Patrol and Department of Homeland Security will have k-9 dogs doing drill practice from 8:00a.m. until noon. Mr. O'Brien stated a group of 60 students will be arriving on the 9:00a.m. Amtrak at Skagit Station and will be present for the drills.

Ms. Janicki inquired if the Remix software that was presented to the Board at the workshop in March could be shown to the Board again so that members that were not present at the workshop could see the program and the layers of demographics available. Ms. Janicki also inquired if there was an outward facing use of the software that members of the public had access to. Mr. Windler stated at this time the software is used for internal purposes only, however he plans to bring the software to public meetings as it is a great tool that can respond to changes in real time showing the impacts of increasing or changing service. Mr. O'Brien stated the Remix software would be at the next Board meeting in Sedro Woolley.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Ms. Boudreau stated the City of Mount Vernon had put in a request for a sheltered bus stop on Riverside Drive, and inquired how Skagit Transit processes the requests for shelters as well as if there was money in the budget for covering a surveyor if needed. Mr. O'Brien stated there is a budget for five new shelters each year and Skagit Transit is applying for a grant through SKOG for bus stop standards. Ms. Boudreau inquired if the land used for the bus stop is considered 'right of way' or if it was a legal taking of property by a transit agency. Mr. O'Brien stated the majority is always right of way. Mr. Windler stated if a stop were added on private property, the agency would have to purchase the property or enter into a hold harmless agreement which is not favored by the insurance agency. Mr. Windler stated the best practice is to stay with public right of way or publicly owned land at all times. Mr. Windler stated there is 30 feet of right of way from the center line. Mr. Windler stated the old shelters used by Skagit Transit are 5'x10' and the new cantilever shelters are 3'x10' which allows the shelters to fit in smaller spaces.

Mr. Sexton stated there is a need for a sheltered stop on Fairhaven Avenue in Burlington at the Visitor Information Center. Mr. Sexton inquired as to the process for determining which locations receive the shelters that have been budgeted for. Mr. O'Brien stated the decision is based on requests received, and then a determination is made as to the best location nearest where the bus stops. Mr. Windler stated he would contact city staff in order to process Mr. Sexton's request for a stop at the visitor center. Mr. O'Brien stated some of the shelters have solar panels that charge a light inside the shelter, and be sure to include that in the request if it is desired. Mr. Dahlstedt clarified requests for stops and shelters would go through Mr. Windler.

Ms. Younquist shared her appreciation for Skagit Transit providing transportation for the Secretary of State and the members of the Washington State Association of County Auditors when they were in town for a finance conference. Ms. Younquist complimented Skagit Transit for their efforts made at her request.

Mayor Boudreau adjourned the meeting at 1:21 p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Fernandes,
Clerk of Skagit Transit Board