

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

Wednesday, April 20, 2016

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Mayor Jill Boudreau 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, Board Chair
Rick DeGloria, City of Burlington, Council Member
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner
Dale Ragan, City of Mount Vernon, Council Member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant Admin & Finance Manager
Al Schaner, Maintenance Manager
Mary Lozeau, Clerk to the Board

Member of Public:

Carol Ehlers

Providing Legal Counsel:

Members Absent:

Laurie Gere, City of Anacortes, Mayor
Keith Wagoner, City of Sedro-Woolley, Mayor (Vice-Chair)

I Public Comment:

Carol Ehlers of W. Fidalgo Island informed the Board she has been involved in the public participation process in Skagit County since 1988. Ms. Ehlers stated she recently attended a senior citizen educational course on senior driving safety. Ms. Ehlers reported the class addressed when it is time to hang up your car keys and shared a Smart Driver booklet from the course. Ms. Ehlers requested whatever transit service provided within five miles of Mount Vernon is also provided within five miles of Anacortes. Ms. Ehlers stated there is an assumption that Mount Vernon and Burlington provide all the sales tax. Ms. Ehlers continued the assumption is Anacortes residents do not purchase items in Mount Vernon and Burlington and Anacortes sales tax money is worthless. Ms. Ehlers noted she reviewed the Transportation Analysis Zone (TAZ) which has no public input. Ms. Ehlers requested when conducting transportation planning that data be collected from both Skagit Transit and Skagit Council of Governments. Ms. Ehlers requested that the agencies continue to collect accurate information from public meetings to be used for the borderline decision process.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

March Payroll Direct Deposits and Checks # 15634 - # 15656	\$ 580,437.48
March Direct federal withholding transfer.....	\$ 114,607.79
March Checks # 31762 - #31889.....	\$ 276,463.57

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

IV Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$714,330 sales tax revenue in the month of March. This compares with \$688,979 in March of 2015. This is a 3.7% or \$25,351 increase over last year with a year to date increase of 4.3% or \$102,093.

Ms. Pleasant stated expenses included Trapeze Street Software and Computer Hardware. Fuel is within budget and all other expenses were as expected.

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

b) Award Diesel Engine Replacements Contract #16-001

Mr. Schaner stated Skagit Transit's Diesel Engine Overhaul Services Contract #10-010-F expired January 31, 2016 with no option terms remaining. Management determined that the new engine contract shall be for replacement engines only new or remanufactured versus overhauls, which have been historically proven to be more expensive.

Mr. Schaner noted Invitation For Bids (IFB) #16-001 was published and advertised in the Skagit Valley Herald's legal section on March 17, 2016. Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to 15 vendors on the Vendor Bid List. A complete copy of the IFB and two subsequent Addenda were also posted on the website. Mr. Schaner stated only a single responsive bid was received by Cummins, Inc. and was opened on April 4, 2016 in open public meeting in the MOA Administrative offices. A Price Analysis determined the prices offered are fair and reasonable.

Mr. Dahlstedt moved to award the Diesel Engine Replacements Contract #16-001 to Cummins, Inc. Ms. Janicki seconded the motion. The motion passed unanimously.

VI Citizens' Advisory Committee:

Mr. O'Brien reported the committee met last week and discussed updating the bylaws.

VII Information Items:

a) 2015 Ride Pass Program Update

Mr. O'Brien stated the Skagit Transit Ride Pass Program was approved by the Board and began distributing passes to agencies for distribution in 2015. The agencies who were awarded the passes distributed the passes to their program recipients to assist in transportation needs in accessing employment, medical appointments, daycare, or vehicle breakdown. Mr. O'Brien reported of the 10,000 passes that were awarded 7,394 passes were distributed. Unused passes were returned to Skagit Transit. Mr. O'Brien noted many of the awarded agencies expressed their appreciation of the program and hope to see it continue.

VIII Unfinished Business:

Mr. O'Brien informed the Board a letter was sent to the property owner adjacent to the new MOA facility to inform them Skagit Transit is potentially interested in purchasing two acres. The letter advised the property owner Skagit Transit would like to have the two acres appraised to determine current market value.

VIII New Business:

Chair Sexton adjourned the meeting at 1:21 p.m.

Mayor Steve Sexton, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board