

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

Wednesday, April 19, 2017

The Skagit Transit Board of Directors met in regular session in Mount Vernon, WA. Mayor Wagoner called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Keith Wagoner, City of Sedro Woolley, Mayor (Chair)
Ron Wesen, Skagit County Commissioner
Will Reichardt, Skagit County Sherriff
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Council Member
Jill Boudreau, City of Mount Vernon, Mayor
Lauri Gere, City of Anacortes, Mayor
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Manager of Finance & Admin
Al Schaner, Manager of Maintenance & Facilities
Troy Fair, Manager of Operations
Brad Windler, Service Development Planner
Chris Chidley, IT Manager
Mary Lozeau, Clerk to the Board

Members Absent:

Ken Quam, City of Mount Vernon Council Member
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)
Lisa Janicki, Skagit County Commissioner

Member of Public:

Providing Legal Counsel:

I Public Comment:

A written public comment was presented to the Board members from Joe Kunzler. Mr. O'Brien stated routes 185, 195, and 750 ridership is being monitored. Staff will send a letter to Mr. Kunzler.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

March Payroll Direct Deposits and Checks # 15859 - # 15867	\$ 600,140.43
March Direct Federal withholding transfer\$ 124,445.95
March Claims Checks and ACH # 33349 - # 33518	\$ 311,190.24

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

III Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$792,993 sales tax revenue in the month of March. This compares with \$714,330 in March of 2016. This is an 11% or \$78,663 increase over last year with a year to date increase of \$12.7% or \$317,897. Skagit Transit also received \$61,971 in federal grant reimbursements.

Ms. Pleasant stated Capital Expenses included three bus stop shelters and Skagit Station Upgrade Project. Fuel is within budget and all other expenses were as expected.

Ms. Gere moved to approve the Monthly Budget Update. Mr. DeGloria seconded the motion. The motion passed unanimously.

b) Report of Grants Projects and Awards

Mr. O'Brien stated on September 15, 2010, the Board passed Resolution 2010-09 authorizing 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. The awarded funds are Federal Fiscal Years 2015 and 2016 FTA Section 5339 program funds apportioned to Skagit Transit from Washington State DOT - \$114,964. Skagit Transit will program these funds to assist in the replacement of up to five vanpool vehicles. The funds have a 20% match requirement.

Mr. O'Brien noted Federal Transit Administration (FTA) Section 5307 Formula Funds FY2017 – Estimated total \$1,637,203. Currently \$955,035 is available for obligation, the remaining amount will

be made available after congressional action on transportation funding. Urbanized Area Grant Funding to be used for operating support of Fixed Route and Para transit services. The funds have a 50% match requirement.

Ms. Boudreau made a motion to approve the grant project and budget, and authorize the Executive Director to sign the grant agreement. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Report of Grant Projects

Mr. O'Brien stated on February 17, 2016 the Board approved the design and engineering services project to remodel the newly acquired facility located at 11784 Bay Ridge Drive in Burlington for relocation of Skagit Transit's maintenance, operations and administration activities. The funding information in the report included the Federal Fiscal Year (FFY) 2015 FTA 5307 and 5339 program funds in the amount of \$325,843, the report also stated that the project was a multi-year phase project and additional funds would be programmed in the future.

Mr. O'Brien reported the program funds that will be added to the project are Federal Fiscal Year 2016 FTA Section 5307 and 5339 program funds apportioned to Skagit Transit from Puget Sound Regional Council - \$322,905. A portion for the value of the property previously acquired will be used for matching requirements.

Ms. Gere made a motion to approve the funding amount of \$322,905 to be added to the project of design and engineering services for the remodel of the new Maintenance Operations and Administration Facility. Mr. DeGloria seconded the motion. The motion passed unanimously.

d) Concession License Agreement #17-003 Big Daddy's Eats and Treats

Mr. O'Brien informed the Board since last July, the 436 square foot space at Skagit Station designated as the concession area has remained vacant. Last month, an interest inquiry was made by Fred Barnum, owner of Big Daddy's Eats and Treats which operates various hot dog carts in the City of Mount Vernon. Mr. Barnum and his wife, Virginia, are anxious to begin operating a small kitchen concession at our facility and proactively started the process of seeking approval from the Skagit County Health Department. Mr. O'Brien noted approval was given April 12, 2017 to operate a Small Food Category 1 food service to serve espresso drinks and pre-packaged baked goods and snacks. In the future, hot dogs and commercially produced soups may be added with approval by Skagit Transit and the Health Dept.

Mr. O'Brien stated the Concession License Agreement is not a lease agreement. In exchange for a monthly license fee agreed to by the Parties, Skagit Transit grants the Concessionaire an individual, revocable, exclusive, and non-transferable license and privilege to occupy the concession area and the adjoining space in the lobby area. Concessionaire will help keep this section of the lobby area and the concession area clean and maintained and will be allowed use of the Agency-provided garbage and recycling receptacles on the property. Mr. O'Brien noted the Concessionaire is responsible to pay for its own electricity and phone/internet connections while Skagit Transit pays for all other utilities and services at the Station in which the Concessionaire can enjoy.

Mr. O'Brien stated this Agreement further allows the Concessionaire to cater food and drinks for the Community Meeting Room located at the Station to include prepping non-cooked food items.

Ms. Boudreau made a motion for the Executive Director to execute Concession License Agreement #17-003 with Big Daddy's Eats and Treats. Mr. Wesen seconded the motion. The motion passed unanimously.

e) Limited Services Agreement with Wickkiser International Companies, Inc.

Mr. O'Brien stated on April 20, 2011, the Board approved a new Limited Services Agreement (LSA #11-010) between Skagit Transit and Wickkiser which grants Wickkiser permission to operate limited passenger service within the Skagit County Public Transit Benefit Area. Wickkiser is restricted to passenger service at specific stops between the cities of Anacortes and Burlington, not to exceed twelve round trips per day. Mr. O'Brien noted Airporter passenger service between Burlington and SeaTac and points in between are excluded from this Agreement. Agreement #11-010 expired and a

Restated Limited Services Agreement (RLSA #17-002) was drafted and approved as to form by legal counsel on March 29, 2017.

Ms. Boudreau inquired if a private company must obtain permission. Mr. O'Brien answered if they are going to operate a service open to the public in our Public Transportation Benefit Area (PTBA) they need to have an agreement with Skagit Transit.

Mr. Sexton made a motion to approve execution of the Restated Limited Services Agreement #17-002 with Wickkiser. Mr. DeGloria seconded the motion. The motion passed unanimously.

f) Interlocal Agreement Between Skagit Transit and the City of Mount Vernon Police Department

Mr. O'Brien informed the Board Skagit Transit and the City of Mount Vernon have been working towards a solution in controlling the increasing loitering problem at Skagit Station by non-users of the facility. The presence of the security guards is not a strong enough deterrent for some loiterers. Mr. O'Brien stated the most favorable solution is to have an actual police presence at the Station to help as a deterrent and provide transportation users a better sense of safety.

Mr. O'Brien stated currently, there is a vacant 150 square foot office at Skagit Station (former MV Chamber of Commerce office) that the City of Mount Vernon could use for its new three year pilot program which would employ a licensed social worker who is embedded with public safety personnel. Since this office was included in the original project scope of the federal grant that assisted in funding the Station, Skagit Transit requested incidental use of this space from the FTA on August 23, 2016.

Mr. O'Brien noted FTA concurrence was granted October 17, 2016 approving incidental use of the vacant office space to be used by the Mount Vernon Police Department to house a licensed social worker and public safety officer at the Station.

Mr. Wagoner asked if the safety officer is a police officer. Ms. Boudreau answered patrol officers could use the office space and the city is not guaranteeing patrol officer presence for any particular hours. Ms. Boudreau anticipates the social worker will primarily use the office space. Sheriff Reichardt inquired if the office will have police department exterior signage. Ms. Boudreau answered signage is not planned for this office space since it might imply someone could go there for an emergency.

Mr. Sexton made a motion to authorize the Executive Director to enter into an Interlocal Cooperative Agreement #17-005 with the Mount Vernon Police Department. Mr. DeGloria seconded the motion. The motion passed unanimously.

g) Resolution 2017-03 Authorize Disposal of Surplus Vehicles

Mr. Schaner stated Resolution 2017-03 identifies four surplus vehicles for disposal: one staff/service van, one Paratransit bus, and two Fixed Route buses that Skagit Transit staff have declared excess; all having exceeded their useful lives and scheduled to be replaced with new vehicles.

Mr. Schaner stated staff requests disposal of these assets by sale through an open or sealed bid auction. Pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. Mr. Schaner noted the only such auction house in close proximity to Skagit Transit for transferring the vehicles is Berglund and Jones Auctioneers, Inc. in Bellingham.

Mr. Wagoner asked if this requires an actual auctioneer and noted the City of Sedro Woolley has successfully auctioned off items at publicsurplus.com. Mr. Schaner answered staff is aware of public surplus.com and noted Berglund and Jones Auctioneers produces better money for our vehicles. Sheriff Reichardt asked what the typical use of an auctioned transit vehicles. Mr. Schaner answered some people use them for storage or convert them into an RV. The smaller GM cutaway vehicles are typically purchased by churches since they do not require a CDL licensed driver to operate them. Mr. O'Brien noted five of our Gillig buses are operating at WWU as campus shuttle vehicles.

Ms. Boudreau made a motion to approve Resolution 2017-03 authorizing the Executive Director to dispose of surplus vehicles. Ms. Gere seconded the motion. The motion passed unanimously.

h) Fare Free Day National Dump the Pump Day June 15, 2017

Mr. Windler informed the Board the American Public Transportation Association, which is the trade association that represents transit agencies in Washington DC, has coordinated a nationwide

marketing campaign to promote transit instead of driving alone in cars. It is called National Dump the Pump Day and it will be celebrated on June 15th 2017. Mr. Windler stated the Community Advisory Committee is asking the Skagit Transit Board of Directors to make this day fare free on all local routes. The Community Advisory Committee is wanting to use this day to promote transit in Skagit County and is going to coordinate having its members out at Skagit Station and the Park & Ride lots to promote riding transit.

Ms. Boudreau made a motion to approve operating local routes fare free on June 15, 2017 in support of National Dump the Pump Day. Mr. Wesen seconded the motion. The motion passed unanimously

i) Fare Free Day Project Homeless Connect August 25, 2017

Mr. Windler stated the Project Homeless Connect is a one-day event that aims to engage the local community and build sustainable partnerships to help end homelessness. Free services will be provided by local non-profits, businesses, and volunteers. The event will take place on Friday, August 25th, 2017. Mr. Windler noted event organizers have asked if Skagit Transit will continue support of the event by operating fare free on August 25th. At last year's event, 946 individuals from 333 households were able to connect with social and medical services. Fare free transit service removes transportation as a barrier to accessing this event.

Ms. Boudreau made a motion to approve operating local routes fare free on August 25, 2017 in support of Project Homeless Connect. Mr. Sexton seconded the motion. The motion passed unanimously.

IV Executive Session:

Chair Wagoner announced that the Board would adjourn for an Executive Session to discuss real estate acquisition and labor. Mr. Wagoner stated that the estimated time for the session is 10 minutes.

At 1:37 p.m. the Executive Session began.

Mr. Wagoner reconvened the meeting into open session at 1:42 p.m. No action was taken.

V Community Advisory Committee Report:

Mr. Windler reported he attended the last Community Advisory Committee meeting on Tuesday, April 11th. The committee discussed marketing ideas and offering a fare free day on June 15, 2017 in conjunction with Dump the Pump day.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Mayor Wagoner adjourned the meeting at 1:45 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board