

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

Wednesday, August 17, 2016

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

Members Present:

Rick DeGloria, City of Burlington, Council Member
Laurie Gere, City of Anacortes, Mayor
Jill Boudreau, City of Mount Vernon, Mayor
Dale Ragan, City of Mount Vernon, Council Member
Keith Wagoner, City of Sedro-Woolley, Mayor (Vice-Chair)
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant Admin & Finance Manager
Brad Windler, Service Development Planner
Troy Fair, Operations Manager
Mary Lozeau, Clerk to the Board

Member of Public:

Alan Oakland
Donna Pitcher-Oakland

Members Absent:

Steve Sexton, City of Burlington, Mayor (Chair)
Kenneth Dahlstedt, Skagit County Commissioner

Providing Legal Counsel:

I Public Comment:

Donna Pitcher-Oakland stated she recently observed people walking on Hwy 20 and made the assumption they were unaware of the South Fidalgo Connector. Ms. Pitcher-Oakland requested more marketing of the new service and suggested ads in Island Hospital newsletter, Clam Digger weekly publication, and A for Anacortes. Mr. Windler stated a second public meeting to promote the service is scheduled Saturday, September 17, 2016 11:00 a.m. – 1:00 p.m. at the Dewey Beach Community Center.

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - July Payroll Direct Deposits and Checks # 15724 - # 15742 \$ 577,513.69
 - July Direct Federal withholding transfer \$ 120,191.55
 - July Checks # 32298 - # 332420 \$ 280,098.22

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

IV Full Discussion/Action Items:

- a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$878,590 sales tax revenue in the month of July. This compares with \$868,228 in July of 2016. This is a 1.2% or \$10,362 increase over last year with a year to date increase of 5.8% or \$325,613. Skagit Transit also received \$370,471 Federal and State grant reimbursements.

Ms. Pleasant stated Expenses included Engineer and Appraisal fees for new MOA property. Fuel is within budget and all other expenses were as expected.

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

b) Approve Purchase of One Staff Vehicle

Mr. O'Brien stated On July 20, 2016, the Board approved the 2016 budget amendment which includes \$37,000 for the purchase of one staff vehicle to replace Vehicle #918, a 2005 Ford Taurus. Skagit Transit intends to purchase one 2017 Ford Explorer from Columbia Ford, Longview, WA through WA State Contract #03613.

Skagit Transit maintains a Cooperative Purchasing Agreement with the State of Washington in order to purchase goods and services from their competitively let contracts.

Mr. Wesen inquired if the vehicle has any special options. Mr. O'Brien stated all-wheel drive, undercoating, and ECO engine.

Ms. Boudreau moved to approve the purchase of 2017 Ford Explorer from Columbia Ford, Longview, WA through WA State Contract #03613. Ms. Gere seconded the motion. The motion passed unanimously.

c) Award Compensation Study Services Contract #16-008

Mr. O'Brien reported a Request For Proposals (RFP) #16-008 was published June 29, 2016 to solicit responses from qualified consultants for providing a comprehensive review of Skagit Transit's current compensation, classification, benefit and pay structure for all non-represented positions, including recommendations for necessary revisions. Benchmarked positions will be compared to positions in other transits, similar in private and public industries, and local and regional markets. Mr. O'Brien stated the benefit comparison will minimally include comparisons of retirement plans, health and welfare benefits, and paid time off plans.

Mr. O'Brien noted legal advertisement was published in the Skagit Valley Herald June 30, 2016 and public notices were posted at Skagit Station and the MOA. The RFP was made available on Skagit Transit's website, including the official Solicitation Notice that was sent to 32 consulting firms on the Vendor Bid List.

Mr. O'Brien reported two proposals were received by the July 28th deadline. Evaluations were held at the MOA on August 3rd and proposals were scored by a five-member Evaluation Committee. Cabot Dow Associated scored the highest and staff recommends the compensation study be awarded to Cabot Dow.

Mr. Ragan asked how many employees are non-represented. Mr. O'Brien answered Skagit Transit has 131 employees and 55 are non-represented. Mr. Ragan stated the price is high for 55 employees. Mr. O'Brien noted the benefit and paid time off study is for all employees and the represented employees are currently bargaining their contract with a wage study being conducted. Mr. O'Brien stated this total compensation study and will review our current compensation package of wages and benefits. The benefit review is for the entire agency including represented employees. This study will also review and update current job classification structure including recommendations for developing new or revised job descriptions. Ms. Lozeau noted some job descriptions have not been updated since 2005. The last salary study was completed in 2008 and at that time job descriptions were not reviewed and updated. This study will ensure Skagit Transit is compliant with recent DOL overtime exemption rules and FLSA standards. Once the job descriptions are revised they will be reviewed with comparable agencies. Mr. O'Brien reported Cabot Dow recently conducted a compensation study for Link Transit, Island Transit, Community Transit, and City of Burlington and they are familiar with transit agencies. Ms. Boudreau stated initially the price seemed to be high and after further review of the scope of the study including reviewing and updating old job descriptions this is a best practice of a professional organization. Mr. Wesen inquired about the major difference between the two proposals. Mr. O'Brien stated primarily the difference in price and the thoroughness of the proposals. Ms. Gere inquired how long the study will take. Mr. O'Brien answered it will be completed in mid-December.

Ms. Boudreau moved to award the compensation study services contract #16-008 to Cabot Dow Associates. Mr. DeGloria seconded the motion. The motion passed unanimously.

d) Public Hearing for Six Year Transit Development Plan Public Comment

Mr. Wagoner opened the Public Hearing for the Six Year Transit Development Plan at 1:19 p.m.

No comments were received.

Mr. DeGloria moved to close the public hearing. Mr. Wesen seconded the motion.

Mr. Wagoner closed the Public Hearing closed at 1:21 p.m.

e) Resolution 2016-06 Approve the Six Year 2016 – 2021 Transit Development Plan

Mr. Windler informed the Board no later than September 1st each year, transit agencies in the State of Washington are required to submit a six year transit development plan (TDP) to the Washington State Department of Transportation. Skagit Transit released a draft TDP for a 30-day public comment period on July 19, 2016. One individual submitted comments on the draft plan. These comments and staff responses to the comments were presented to the Board in a report.

Mr. Windler stated the TDP identifies planned activities for the period 2016 to 2021. Annual updates reflect changing funding realities, policy goals, and new opportunities. Projects must be listed in the TDP to be eligible for state and federal grants.

Ms. Boudreau moved to approve Resolution 2016-06 Six Year 2016-2021 Transit Development Plan. Ms. Gere seconded the motion. The motion passed unanimously.

VII Information Items:

a) Grants Update

Mr. Windler stated February 17, 2017 the Board approved \$325,843 of Federal Fiscal Year 2015 FTA Section 5307 and 5339 funds to be used for the purpose of design and engineering of Skagit Transit's new Maintenance, Operations, and Administration (MOA) facility. It was reported at the time the project would need additional funds and they would be programmed in the future. It was also reported the project would use \$81,460 in local funds a match. Mr. Windler stated Skagit Transit was recently awarded \$322,905 in Federal Fiscal Year 2016 FTA Section 5307 funding through the earned share apportionment of FTA funding from Puget Sound Regional Council. These funds have been added to the project through the State Transportation Improvement (STIP) process and the grant application is ready for submission to the Federal Transit Administration. The total available grant funding for this project is \$648,748. Skagit Transit will use the value of the project property as the match to this grant.

Mr. Windler reported on September 16, 2015 the Board approved a Community Van Program startup funded by a Special Needs grant for increased alternative transportation services. This program will help bridge the transportation gap for potential user groups providing program services. Skagit Transit will provide a 12 passenger van for agency approved non-profit and government agencies that serve the special needs community. Skagit Transit collaborated with Washington State Transit Insurance Pool to create and receive approval for an operational Community Van Project. The program started in August and will be temporary and operate until the current grant cycle ends.

b) Composition Review

Mr. O'Brien reported the Board Composition Review was conducted on July 27, 2016. Mayor Boudreau and Commissioner Janicki attended the meeting. RCW 36.57A055 was reviewed. There was discussion regarding elected officials from each city and what constitutes a majority of the members present to have a quorum at the review.

Commissioner Janicki and Mayor Boudreau did not see a need to change the composition and due to the lack of current board members at the meeting the existing Board composition should not be changed.

VIII Unfinished Business:

VIII New Business:

Vice Chair Wagoner adjourned the meeting at 1:29 p.m.

Mayor Steve Sexton, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board