

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

Wednesday, December 16, 2015

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, December 16, 2015. 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, Board Chair
Steve Sexton, City of Burlington, Mayor Vice Chair
Mike Anderson, City of Sedro Woolley, Mayor
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Dale Ragan, City Mount Vernon, Council Member
Rick DeGloria, City of Burlington, Council Member
Soren Jensen, Labor Representative (non-voting member)

Members Absent

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Finance Manager
Al Schaner, Maintenance Manager
Troy Fair, Operation Manager
Carolyn Chase, Planner
Chris Chidley, IT Manager
Mary Lozeau, Clerk to the Board

Member of Public:

Colette Arvidson
Andrew Arvidson
Allen Pitcher-Oakland
Donna Pitcher-Oakland

Providing Legal Counsel:

Richard Langabeer

I Public Comment:

Colette Arvidson, resident of Anacortes thanked Skagit Transit for notifying Donna Pitcher Oakland Service Options for South Fidalgo Island would be presented to the Board members today. Colette noted Donna Pitcher-Oakland received one day notice of the meeting and requested more notice so other residents could also attend in the future.

Allen Oakland, resident of South Fidalgo Island stated his spouse is in need of service for her independence. Mr. Oakland asked for more notice when South Fidalgo Island service is being discussed.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

November Payroll Direct Deposits and Checks # 15543 - # 15556	\$ 537,726.77
November Direct federal withholding transfer	\$ 116,979.97
November Checks # 31341 - #31437	\$ 165,637.67

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

III Executive Session

Chair Boudreau announced that the Board would adjourn for an Executive Session to discuss property acquisition. Chair Boudreau stated that the estimated time for the session is 10 minutes.

The Executive Session began at 1:08 p.m.

At 1:18 p.m. Chair Boudreau stated an additional 10 minutes was needed.

At 1:29 p.m. Chair Boudreau stated an additional 5 minutes was needed.

Chair Boudreau reconvened the meeting into open session at 1:34 p.m. and asked the Board if any action would be taken.

Mr. Dahlstedt moved to approve Resolution 2015-09 1) Establishing Just Compensation for the Real Property Located at 11784 Bay Ridge Drive, Burlington, Skagit County, Washington; 2)

Authorizing Skagit Transit System to Acquire The Property; and 3) Authorizing Skagit Transit System To Exercise Its Power Of Eminent Domain In The Event A Negotiated Purchase Cannot be Achieved. Mr. DeGloria seconded the motion. The motion passed unanimously.

IV Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$909,212 sales tax revenue in the month of November. This compares with \$865,008 in November of 2014. This is a 5.11% or \$44,205 increase over last year with a year to date increase of 7.02% or \$611,935.

Ms. Pleasant stated expenses included Revenue Vehicle parts and supplies, ergonomic equipment and furniture. Fuel is within budget and all other expenses were as expected.

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

b) Public Hearing for 2016 Fiscal Year Budget Public Comment

Chair Boudreau asked if staff received any public comment. Mr. O'Brien reported staff received one comment from the CAC regarding a \$5,000 reduction line item for marketing. Mr. O'Brien stated staff did not spend what was budgeted for 2015 and removed the item. Ms. Janicki asked for sub total revenues before adding reserves transferred in to allow for revenue to revenue comparisons. Mr. Sexton asked for year-end expected revenue figures to view how it is compared. Ms. Pleasant stated this year to date increase is 7% compared to last year 5% increase actual to actual. Ms. Pleasant noted we are looking at 7-10% increase in actual sales tax revenue at end of year. Mr. Sexton stated it would be a better indicator for the Board in a different format. Chair Boudreau asked for a review on the expense side double digit increases for two items. Ms. Pleasant stated there is a 28% increase in the utilities. 2015 was the first full year Skagit Transit fully operated all Park & Rides. The 2015 Budget was lower and we had to increase to cover actual costs for 2016. Ms. Pleasant noted Leases & Rentals increased for rental equipment needed for repairs at South Mount Vernon and Chuckanut Park & Rides and exterior work needed at Skagit Station.

Chair Boudreau asked for additional comments. Hearing none the Public Hearing was closed.

c) Resolution 2015-08 Fiscal Year 2016 Budget

Mr. Anderson moved to approve Resolution 2015-08 Fiscal Year 2016 Budget. Mr. Gere seconded the motion. The motion passed unanimously.

d) Election of Chair and Vice Chair

Chair Boudreau stated other policy Board have decided the Vice Chair takes the Chair position and inquired if that decision was made for this Board. Mr. O'Brien stated in the past both positions were voted upon annually and noted he is open to Vice Chair moving to Chair position for continuity. Ms. Gere stated the continuity from Vice Chair to Chair is favorable to her.

Ms. Gere moved to nominate Mr. Sexton the current Vice Chair as 2016 Board Chair. Ms. Janicki seconded the motion. The motion passed unanimously.

Ms. Janicki moved to nominate Mr. Wagoner as Vice Chair. Mr. Sexton seconded the motion. The motion passed unanimously.

VI Citizens' Advisory Committee:

Ms. Chase reported she attended the December 8th meeting. There was discussion of the 2016 Draft Budget and agenda items for the first quarter meetings.

VII Information Items:

a) Presentation of South Fidalgo Island Service Options

Ms. Chase presented South Fidalgo Island Service Options for the Board members to consider implementing in the future. Ms. Chase informed the Board Skagit Transit began a demand response type of Pocket Service in rural areas of the County in 2003 and expanded in 2007 and 2009. Ms. Chase explained South Fidalgo Island residents received two-day pocket service which was scheduled in advance. Statistics show that Fidalgo Island service saw an average of 1.7 boardings per hour between 2010 and 2012. As a comparison, ADA paratransit averaged 2.4 boardings per hour in 2014. Skagit Transit began moving away from Pocket Service and towards Flex Routes. Ms. Chase noted South Fidalgo Island Pocket Service was cut in December of 2012.

Ms. Chase reported since the request to resume service to South Fidalgo Island in August 2015 staff has gathered public input in a variety of ways. Staff received 13 completed on-line surveys, 39 feedback cards, and 3 personal communications. Ms. Chase noted staff received 29 responses for households within South Fidalgo that said they could use transit service. Several others indicated they may use it in the future. While the most popular destination mentioned was Anacortes, many mentioned wanting to get to Mount Vernon, Burlington, Oak Harbor or Bellingham.

Ms. Chase presented a taxi voucher pilot program, a South Fidalgo Connector beyond ADA Demand Response Service, and a final option of no service for the Board to consider. Mr. Sexton stated it is difficult considering extending services and noted it is a tradeoff when people move to remote areas with the expectation the services is extended to them at our expense while jeopardizing service needs in more urban areas. Mr. Anderson stated his concern with extending a taxi voucher service to this outlying area and Skagit Transit would need to be prepared to provide same service to other areas. Ms. Chase stated this area is beyond what Skagit Transit is required to serve and we would definitely want to begin as a pilot program and determine if it is sustainable and being used.

Chair Boudreau agreed a pilot program would be necessary and noted Skagit Transit tried serving the Big Lake area and had to cancel the service due to low ridership. Chair Boudreau requested the topic to be added to the January agenda for more discussion and asked staff bring more information on cost of taxi ride.

VIII Unfinished Business:

Mr. O'Brien stated staff conducted another bid for Port-a-Potties for Chuckanut and Marchs Point Park & Ride. The prices came in more reasonable at \$11,600.00 for five years at both locations. Staff will move forward with the installation.

VIII New Business:

Mr. O'Brien presented thanked Mr. Anderson for supporting Skagit Transit for several years as a Board Member and presented a plaque of appreciation.

Chair Boudreau adjourned the meeting at 2:18 p.m.

Mayor Jill Boudreau, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board