

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

Wednesday, December 21, 2016

The Skagit Transit Board of Directors met in regular session in Anacortes, WA. Mayor Steve Sexton called the meeting to order at 1:04 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

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

Staff Present

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

Members Absent:

Member of Public:

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - November Payroll Direct Deposits and Checks # 15805 - # 15822..... \$ 607,763.27
 - November Direct Federal withholding transfer..... \$ 129,499.01
 - November Claims Checks and ACH # 32815 - # 32969 \$ 390,279.88

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

III Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$1,002,178 sales tax revenue in the month of November. This compares with \$909,212 in November of 2015. This is a 10.2% or \$92,966 increase over last year with a year to date increase of 7.27% or \$677,739. Skagit Transit also received \$24,790 in state and federal grant reimbursement.

Ms. Pleasant stated Expenses included compensation study and new MOA appraisal. Capital Expenses included four vanpool vehicles. Fuel is within budget and all other expenses were as expected.

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

b) Resolution 2016-12 Establish Spending Authority for Managers

Mr. O'Brien stated on November 16, 2016, the Board approved Resolution 2016-10 authorizing an increase in the Agency's procurement thresholds and spending limits for the Executive Director and Board of Directors. The spending limit of the Department Managers was omitted and has not officially increased since Resolution 2000-13 authorized the managers' delegated spending authority up to \$2,500 per single item. Mr. O'Brien noted over the years, it became internal practice to increase the managers' spending authority to match the current micro-purchase threshold. The most recent increase in the micro-purchase threshold from \$3,000 to \$5,000 should reflect in writing the official spending authority for all Department Managers.

The Executive Director has delegated authority to all Department Managers for spending up to \$5,000 per single item. This increase allows the managers to purchase, and authorize purchases for, budgeted items individually costing up to this amount without obtaining additional approval from the Executive Director.

Skagit Transit's Procurement Policy and Procedures require accountability for capital purchases, competitive pricing, and separation of duties to ensure all procurements are legal and provide for fair and open competition. Managers are accountable for their department operating budgets while the Manager of Finance and Administration monitors the capital budget. Ms. Janicki asked who defines the micro-purchase threshold. Ms. Pleasant answered the guidelines are set by Federal Transit Administration. Mr. Ragan asked if the expenditures are on a credit card. Mr. O'Brien answered most are purchase orders and some are credit cards. The managers have a credit card limit between \$4000.00 to \$5000.00 and supervisors limit is \$2000.00.

Ms. Gere made a motion approve Resolution 2016-12 establishing spending authority for managers. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

IV Executive Session:

Mr. O'Brien informed the Board the Executive Session is cancelled.

V Citizens Advisory Committee Report:

Mr. Windler reported the committee met last week and nominated Lynn Jordan as chair and Valerie Rose will continue as vice-chair. The committee is working on a calendar of projects for 2017.

VI Information Items:

Mr. O'Brien informed the Board the appraisal for the additional three acres being considered for purchase is going to the FTA for concurrence. The next step is to hire a design engineer.

VII Unfinished Business:

VIII New Business:

Mr. O'Brien reminded the Board vice-chair Wagoner will be the chair in 2017 and asked for nominations for vice-chair.

Mr. Wagoner nominated Mr. Dahlstedt. Mr. Dahlstedt accepted. Ms. Janicki seconded the nomination. The nomination passed unanimously.

Chair Sexton adjourned the meeting at 1:16 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board