

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

Wednesday, July 15, 2015

The Skagit Transit Board of Directors met in regular session in Anacortes on Wednesday, July 15, 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, Chair
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Will Reichardt, Skagit County Sheriff
Mike Anderson, City of Sedro Woolley, Mayor
Lauri Gere, City of Anacortes, Mayor
Steve Sexton, City of Burlington, Mayor, Vice Chair
Dale Ragan, City Mount Vernon, Council member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Finance Manager
Troy Fair, Operations Manager
Al Schaner, Maintenance Manager
Carolyn Chase, Planner
Mary Lozeau, Clerk of the Board

Member of Public:

Members Absent

Kenneth Dahlstedt, Skagit County Commissioner

Providing Legal Counsel

I Public Comment: None.

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - June Payroll Direct Deposits and Checks # 15410 - # 15430..... \$ 557,071.86
 - June Direct federal withholding transfer..... \$ 116,581.07
 - June Checks # 30801 - #30908..... \$ 434,436.53

Mr. Anderson moved to approve all Consent / Action items. Mr. Ron Wesen seconded the motion. The motion passed unanimously.

III Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$827,243 in sales tax revenue in the month of June. This compares with \$763,694 in June of 2014. This is a 6.1% or \$63,549 increase over last year with a year to date increase of 6.1% or \$275,133. Ms. Pleasant reported Skagit Transit received \$36,996 State and Federal grant reimbursement.

Ms. Pleasant stated expenses included SEPA Permit Processing fee and Trapeze Annual Maintenance fee. Capital expenses included two new fixed Paratransit vehicles and Trapeze Pass Ranger. Fuel is within budget and all other expenses were as expected.

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

b) Resolution 2015-04 Fiscal Year 2015 Budget Amendment

Ms. Pleasant stated the 2015 budget was approved by the Board of Directors at the December 2014 Board meeting. The budget amendment for 2015 is needed to update state and federal grants received, additional operating expenses per the new union contract, and capital expenses including new MOA facility purchase. Ms. Pleasant reported based on reimbursement received and current grant information staff needs to adjust grant revenue by \$87,501. Ms. Pleasant noted the amendment also includes revenue for funds transfer from the reserve account to pay for the new

MOA facility as approved by the Board. Ms. Pleasant noted the adjustment for operating expenses include retro payout and 2% cost of living for representative employees, and two fixed route and three paratransit drivers. Ms. Pleasant stated capital budget amendment includes new MOA building and LED parking lights at Skagit Station. Ms. Pleasant noted the budget already approved for software purchase for streets AVA will be carried over to 2016.

Ms. Janicki stated it would have been more helpful if the resolution showed the original Budget, increase and/or decrease, and amended Budget amount instead of the tables.

Ms. Janicki moved to approve Resolution 2015-04 Fiscal Year 2015 Budget Amendment. Mr. DeGloria seconded the motion. The motion passed unanimously.

c) Approve MS Software Upgrade Purchase

Ms. Pleasant reported the 2015 Budget for the IT Department includes funds for various software upgrades. Skagit Transit's existing Microsoft (MS) software requires upgrading. The IT Manager has identified seven types of MS licenses needed for continued optimal performance of the Agency's desktop environment.

Ms. Pleasant noted Skagit Transit maintains a Cooperative Purchasing Agreement with the State of Washington's Department of Enterprise Services (DES) in order to purchase goods and services from their competitively let contracts. Microsoft products are available for purchase by State and local governments through DES' Master Contract #T11-MST-579 with CompuCom Systems, Inc. at discounted prices.

Ms. Pleasant stated procurement staff's price analysis of these MS products readily available on the open market determined that DES-CompuCom pricing is fair and reasonable and the most economical choice for Skagit Transit.

Ms. Janicki moved to approve MS Software Upgrade Purchase through the DES Master Contract #T11-MST-579. Mr. Ragan seconded the motions. The motion passed unanimously.

d) Approve Transmission Overhaul Purchase

Mr. Schaner stated the 2015 Budget for Maintenance Department shop equipment includes funds for engine and transmission overhauls. The Parts Supervisor requested an overhaul on the Voith transmissions in buses #121, 122 and 123 used on Fixed Route. Staff received three quotes for this service and Voith Turbo, Inc. was the lowest quote received. Per Policy, any purchase exceeding \$25,000 requires full Board approval prior to making the purchase.

Mr. Ragan inquired where Voith Turbo, Inc. is located. Mr. Schaner stated York PA and Sacramento CA.

Mr. Anderson moved to authorize the Contracts Administrator to issue a purchase order to Voith Turbo, Inc. for the transmission overhauls. Ms. Janicki seconded the motion. The motion passed unanimously.

e) Draft Transit Development Plan Update

Mr. O'Brien stated Skagit Transit's draft Transit Development Plan (TDP) has been released for public comment. Any interested party may provide comments on this document to Skagit Transit in writing or make comments in person at the August 19th Board meeting. Staff will be asking the Board to approve the TDP in August. Mr. O'Brien noted the deadline for TDP submittal to WSDOT is September 1st.

Mr. O'Brien reported staff updates its six-year TDP annually as required by RCW 35.58.2795. The current draft document identifies planned activities for the period 2015 to 2020. 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.

IV Information Items:

Mr. O'Brien acknowledged the operations department for reducing the numbers of paratransit ride denials and provided comparisons for June 2014 and June 2015.

VI Unfinished Business:

Ms. Chase provided the board members with an update on the new MOA facility. Contracts are being prepared for the appraisal and review appraisal. The work is to be done by September 14, 2015.

Ms. Chase stated that the land use application for SEPA and a Special Use Permit has been submitted. A public comment period for the permits ends on July 24, 2015 and staff expects our public hearing in October. The title search has been performed and will be reviewed with our attorney the week of August 4th. Ms. Chase noted an environmental site assessment Phase I has been ordered. Ms. Chase noted conversations have begun with on-call Engineering firm regarding the completions of a concept plan that would hone in on the additional land needs from the property owner to the north.

VII New Business:

Chair Boudreau adjourned the meeting at 1:35 p.m.

Mayor Jill Boudreau, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board