

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

Wednesday, July 20, 2016

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

**Members Present:**

Steve Sexton, City of Burlington, Mayor, Board Chair  
Rick DeGloria, City of Burlington, Council Member  
Laurie Gere, City of Anacortes, Mayor  
Keith Wagoner, City of Sedro-Woolley, Mayor (Vice-Chair)  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Will Reichardt, Skagit County Sheriff  
Soren Jensen, Labor Representative (non-voting member)

**Staff Present**

Motoko Pleasant Admin & Finance Manager  
Brad Windler, Service Development Planner  
Troy Fair, Operations Manager  
Al Schaner, Maintenance Manager  
Mary Lozeau, Clerk to the Board

**Members Absent:**

Kenneth Dahlstedt, Skagit County Commissioner  
Dale Ragan, City of Mount Vernon Council Member  
Jill Boudreau, City of Mount Vernon Mayor

**Member of Public:**

Alan Oakland  
Donna Pitcher-Oakland

**Providing Legal Counsel:**

**I Public Comment:**

Donna Pitcher-Oakland stated she has been riding the South Fidalgo Connector and noted she is pleased with the service and the union drivers are very helpful. Ms. Pitcher-Oakland stated she believes the low ridership is due to lack of advertising. Ms. Pitcher-Oakland noted on June 26, 2016 she submitted flyers she created to promote the new service to Skagit Transit and has not received an approval or a comment yet. Ms. Pitcher-Oakland stated Moka Joe's Coffee shop at March's Point has provided Skagit Transit with advertising information about their business and events. Ms. Pitcher-Oakland explained she is unsure why Skagit Transit would advertise a private business and not allow her to advertise new service. Ms. Pitcher-Oakland stated she feels this is a conflict of interest. Ms. Pitcher-Oakland thanked Mr. Windler for giving her the sign bus stop locations in Anacortes. Ms. Pitcher-Oakland informed the Board she has worked with Eyes and Ears Corporation to make Anacortes ADA compliant with cones and flags near curbs. Ms. Pitcher-Oakland suggested Valuepak Corporation as an economical way to advertise the new South Fidalgo Connector service and offered to contribute \$100.00 toward the cost and recommended others also contribute. Ms. Pitcher-Oakland made a request for a public meeting to educate and explain the new service with instructions on how to register and schedule a ride. Ms. Pitcher-Oakland made several suggestions for location and time to hold the public meeting. Ms. Pitcher-Oakland recommended Skagit Transit provide transportation to the meeting. Ms. Pitcher-Oakland recommended van style vehicles be used to provide South Fidalgo Connector service instead of paratransit style buses.

Mr. Windler thanked Ms. Pitcher-Oakland for the suggestions and noted that Skagit Transit has no policy in place that allows advertising for private entities. Mr. Windler noted public and non-profit agencies have posted information on buses and bus shelters and to his knowledge Moka Joe's has never posted information promoting their business. Mr. Windler reported the June ridership numbers for the South Fidalgo service did meet the threshold of two riders per hour set by the Board. Mr. Windler stated he is arranging a second public meeting to continue to promote the new South Fidalgo Connector service. Mr. Windler noted venues he has contacted have not responded. Mr. Windler informed the Board Skagit Transit's Mobility Specialist has visited over 100 organizations and associations in effort to promote the new South Fidalgo Connector service.

**II Consent / Action Items:**

a) Approval of Minutes

b) Approval of Claims and Payroll

June Payroll Direct Deposits and Checks # 15703 - # 15723.....	\$	589,313.55
June Direct Federal withholding transfer.....	...\$	125,244.09

June Checks # 32186 - # 32297 ..... \$ 232,250.89

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

#### IV Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$913,222 sales tax revenue in the month of June. This compares with \$827,243 in June of 2015. This is a 10.4% or \$85,978 increase over last year with a year to date increase of 6.9% or \$315,250.

Ms. Pleasant stated Capital Expenditures included Trapeze Next Stop Warranty and Maintenance Fees and Skagit Station Wiring Project. Fuel is within budget and all other expenses were as expected.

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

b) Resolution 2016-05 Fiscal Year 2016 Budget Amendment

Ms. Pleasant stated the 2016 Budget was approved by the Board at the December 2015 meeting. The budget amendment is needed to update state and federal grants received, additional operating expenses, and capital expenses including additional property purchase for new Maintenance Operations Administration (MOA) facility. Ms. Pleasant reported the Operating Revenues total change is \$160,203 and Operating Expenses total change is \$150,346.

Ms. Janicki asked if the operating revenue state appropriation for Everett Connector received was \$500,000.00. Ms. Pleasant answered the \$500,000.00 received was for two years and noted some will be spent in 2016 and the remainder in 2017. Ms. Janicki inquired if the software licensing fee is the new software recently purchased and if we anticipate \$76,000.00 in maintenance fees. Ms. Pleasant noted that is correct, and the purchase was approved at the June Board meeting to pay for the warranty and maintenance for the new software.

**Ms. Gere moved to approve Resolution 2016-05 Fiscal Year 2016 Budget Amendment. Mr. DeGloria seconded the motion. The motion passed unanimously.**

c) Fare Free Day for Project Homeless Connect

Mr. Fair stated Project Homeless Connect is a one-day annual event that engages the local community to build sustainable partnerships to help end homelessness. Free services will be provided by local non-profits, businesses, and volunteers. Mr. Fair reported the event will take place on Friday, September 9, 2016 at Skagit Valley College. Event organizers have asked if Skagit Transit will continue support of the event by operating fare free on September 9th. Mr. Fair noted in past years, the day has been advertised as a "Try Transit" day where new riders can explore transit fare free.

**Mr. Wagoner moved to operate local routes fare free on September 9, 2016 in support of Project Homeless Connect. Mr. DeGloria seconded the motion. The motion passed unanimously.**

#### VII Information Items:

a) County Connector Enhancement Project

Mr. Windler reminded the Board members Skagit Transit currently operates the County Connector services in partnership with Island Transit and the Whatcom Transit Authority (WTA). Mr. Windler noted these connector routes have increased the connectivity in our region which has increased

economic vitality and mobility of our citizens. These services operated by Skagit Transit have consistently attracted between 9000 and 10,000 riders per month. Mr. Windler reported in 2015 Whatcom Council of Governments (WCOG) conducted a survey and provided valuable guidance on how to improve the existing services. Mr. Windler noted given Skagit Transit's centralized location our agency is the logical choice to be the lead agency to upgrade many of services provided under the County Connector umbrella.

Mr. Windler stated Skagit Transit has been working with our partners through the Farmhouse Gang which consists of a number of public agencies that cooperate on county connector services and also agencies whose clients are served by the county connector service. Mr. Windler noted the group has been discussing upgrades and improvements to the Connector service and Skagit Transit will be submitting an application for a Regional Mobility Grant to WSDOT that will go through the legislative process. Mr. Windler reported every two years the Regional Mobility Grant program accepts new applications for funding and we currently have a window of opportunity to expand and improve our service.

Mr. Windler reported Skagit Transit operates the 80X Mount Vernon to Bellingham, the 90X Mount Vernon to Everett, and 40X Mount Vernon to Anacortes. The limitations to our current service is a mid-day drop in service creating a gap in our weekday service. The 90X provides access at Everett Transit Station to other transportation modes of service such as the Sounder Train, Sound Transit and Community Transit.

Mr. Windler stated the WCOG survey of riders found that 40% want increased mid-day service on the 90X to Everett and 27% requested better weekend service. The WA State Ferry shared some survey data that indicates 33% ferry passengers are going to and from Skagit County to access medical care and shopping. 11-12% are going to and from Whatcom County, and 7.4% boarded without a car. Mr. Windler noted staff has been working on a proposed schedule to the Anacortes ferry terminal that will meet roughly 50% of ferries.

Mr. Windler provided the Board members with proposed service enhancement solutions. On the 90X to Everett add three mid-day weekday trips and introduce weekend service from Mount Vernon to Everett consisting of five trips per day. Mr. Windler stated interlining new mid-day trips will provide better connectivity between Bellingham to Everett which is a one seat ride for the passengers.

Mr. Windler stated the enhancements for the 80X to Bellingham staff proposes to add one additional weekday mid-day trip which has a mid-day gap that provides no service north or southbound and interline trips operated by Skagit Transit with the 90X. Staff will re-write Saturday schedule and add one and half new trips to Bellingham and introduce Sunday service. Mr. Windler noted the proposed service solutions for the 80X and 90X requires no new equipment.

Mr. Windler stated staff proposes a new route from Skagit Station to the Anacortes Ferry Terminal which will provide seven weekday trips and five weekend trips. This new route will stop near the Anacortes hospital and the shopping district in Burlington. Mr. Windler stated the San Juan Islands receives one million visitors per year and Skagit Transit proposes to continue to connect the Islands with transit south and northbound and Amtrak and Greyhound services at Skagit Station.

Mr. Windler reported interagency cooperation with the WTA and Island Transit have been positive and the WTA will be adding service to the 80X on weekends. The WSDOT Ferry Service is supportive and Skagit Transit is asking for letters of support from WTA and San Juan County. Mr. Windler stated funding for the Regional Mobility Grant from WSDOT awards two years of funding with an option to apply for an additional two years for a total of four years. Skagit Transit will provide a 35% local match. Mr. Windler noted the timeline involves applying in September and WSDOT makes a recommendation to legislature in December. If our grant is awarded funding would be available in July of 2017. Mr. Windler reported if our grant is not approved and funding not awarded Skagit Transit's local match will cover most 90X mid-day trips and cover half of weekend service.

Mr. Wagoner inquired about ridership on morning trips to Everett. Mr. Fair stated the 90X June numbers include roundtrip data consisting of 358 riders on the 4:50 a.m. run, 405 riders on the 5:15 a.m. run, and 437 riders on the 5:40 run. Mr. Fair noted the mid-day trip has 756 riders at 1:50 p.m. Mr. Sexton asked what the dollar amount is for the 35% match. Mr. Windler answered for two year Grant request between \$1.6 million and \$2.1 million depending if submitting grant for direct operating

expenses or fully allocated. Mr. Wesen asked if a fare is collected on the 90x to Everett. Mr. Windler answered the fare is \$2.00 each way and \$50.00 for a monthly pass.

Mr. Windler distributed a draft 2016 – 2021 Transit Development Plan (TDP) which identifies how the agency will meet state and local long-range priorities for public transportation through capital improvements, operating changes, and other programs. The Plan conforms to the State's transportation system policy goals (RCW 47.04.280) and supports local comprehensive planning and economic objectives within Skagit County. TDP's are updated annually on or before September 1, 2016. Mr. Windler noted a thirty day open comment period has begun and staff is accepting comments from the public and the Board members. Mr. Winder stated the Plan will be brought to the August 17<sup>th</sup> Board meeting for approval.

**VIII Unfinished Business:**

Ms. Lozeau reminded the Board members the Composition Review is Wednesday, July 27, 2016 at 1:00 p.m. at Skagit Station.

**VIII New Business:**

**Chair Sexton adjourned the meeting at 1:46 p.m.**

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Mayor Steve Sexton, Chair  
Skagit Transit Board of Directors

Attest:

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Mary Lozeau,  
Clerk of Skagit Transit Board