

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

Wednesday, March 15, 2017

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

**Members Present:**

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

**Staff Present**

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

**Members Absent:**

Ken Quam, City of Mount Vernon Council Member  
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)

**Member of Public:**

**Providing Legal Counsel:**

Richard Langabeer

**I Public Comment:**

**II Consent / Action Items:**

- a) Approval of Minutes
- b) Approval of Claims and Payroll
  - February Payroll Direct Deposits and Checks # 15850 - # 15858 ..... \$ 622,970.45
  - February Direct Federal withholding transfer ..... \$ 133,032.33
  - February Claims Checks and ACH # 33206 - # 33348 ..... \$ 303,421.37

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

**III Full Discussion/Action Items:**

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$1,138,659 sales tax revenue in the month of February. This compares with \$989,453 in February of 2016. This is a 15.08% or \$149,206 increase over last year with a year to date increase of \$13.48% or \$239,234. Skagit Transit also received \$118,231 in federal grant reimbursements.

Ms. Pleasant stated Operating Expenses included Simme Seats for bus stops. Capital Expenses included Skagit Station Remodel, reconditioning engine, and vanpool van. Fuel is within budget and all other expenses were as expected.

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

b) Approval of Interlocal Cooperative Agreement between Skagit Transit and Skagit County

Mr. Schaner informed the Board for over fourteen years, Skagit Transit has maintained an Interlocal Cooperative Agreement with Skagit County to utilize the services of their Inmate Work Crew Program overseen by the Jail Division with the Sheriff's Office. Each agreement entered has a five-year term and provides Skagit Transit's Vehicle Servicer with a small work crew to assist with the nighttime cleaning and fueling of the Agency's buses.

Mr. Schaner stated Skagit Transit and Skagit County desire to enter a restated version of the Agreement for another five-year term from January 1, 2017 through December 31, 2021. Skagit County agrees to continue providing four inmates per night, six nights per week, for an annual cost of \$20,000; or \$100,000 for a full five-year term.

**Mr. Wesen made a motion to authorize the Executive Director to enter into an Interlocal Cooperative Agreement #17-001 with Skagit County. Mr. DeGloria seconded the motion. The motion passed unanimously.**

c) Resolution 2017-02 Drug & Alcohol Abuse Policy

Mr. O'Brien stated on March 13 and 14, 2017 the Federal Transit Administration (FTA) conducted a Triennial Review of Skagit Transit. The Triennial Review revealed the Drug and Alcohol Abuse Policy does not have proof of policy adoption by governing body or other final authority.

At the request of the FTA Auditor, Board Resolution approving the policy will be added as an Appendix to the policy.

**Ms. Boudreau made a motion to approve the Drug and Alcohol Abuse Policy. Ms. Gere seconded the motion. The motion passed unanimously.**

#### **IV Executive Session:**

Chair Wagoner announced that the Board would adjourn for an Executive Session to discuss real estate acquisition. Mr. Wagoner stated that the estimated time for the session is 20 minutes.

At 1:30 p.m. the Executive Session began.

At 1:40 Mr. Wagoner stated another 10 minutes is needed.

Mr. Wagoner reconvened the meeting into open session at 1:46 p.m. No action was taken.

#### **V Community Advisory Committee Report:**

Mr. Windler reported he attended the last Community Advisory Committee meeting on Tuesday, March 14<sup>th</sup>. The committee discussed marketing ideas and offering a fare free day on June 15, 2017 in conjunction with Dump the Pump day.

#### **VI Information Items:**

a) 2016 Ride Pass Grant Program Report

Mr. O'Brien informed the Board the 2016 Ride Pass Program report is in the agenda packet.

b) 2016 Service Performance Standards

Mr. Windler shared Service Performance Standards data comparing average boarding's per hour on connector, urban, and rural routes. Mr. Windler noted three routes, Alger Route 195, Bow-Edison/Bayview Route 185, and Marblemount Route 750 have low performance data. Mr. Windler stated staff will continue to monitor these routes and conduct public outreach. Staff will bring this to the May meeting for action at that time. Mr. Windler reported staff has service changes planned for September 1<sup>st</sup> and if changes and service reinvestment are warranted and approved by the Board there will be time for public notice. Mr. Sexton requested not using average passenger data for all routes since city routes with higher passengers can skew the numbers. Mr. Windler stated the average used to compare for those routes only include rural routes. Ms. Janicki inquired why historical data on Route 750 is down significantly in 2016 from 2015. Mr. O'Brien stated in 2015 Route 750 operated as Flex Route Service with paratransit and fixed route passengers in one vehicle.

**VII Unfinished Business:**

**VIII New Business:**

**Mayor Wagoner adjourned the meeting at 2:00 p.m.**

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Mayor Keith Wagoner, Chair  
Skagit Transit Board of Directors

Attest:

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Mary Lozeau,  
Clerk of Skagit Transit Board