

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

Wednesday, May 17, 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
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Council Member
Lisa Janicki, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Ken Quam, City of Mount Vernon Council Member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

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

Members Absent:

Jill Boudreau, City of Mount Vernon, Mayor
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)

Member of Public:

Joe Kunzler

Providing Legal Counsel:

Richard Langabeer

I Public Comment:

Mr. Joe Kunzler of Sedro Woolley stated that he generally supports Skagit Transit since he is unable to drive and frequently uses the bus system. Mr. Kunzler stated a strategic plan is needed to determine priorities such as increased frequency of buses, advertising on the buses, raising the sales tax, and continued service to Bow, Alger, and Marblemount for the next five, ten, and fifteen years. Mr. Kunzler noted it is a pleasure to communicate with Mr. Windler, Skagit Transit Planner on these topics.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

April Payroll Direct Deposits and Checks # 15868 - # 15876	\$ 642,408.56
April Direct Federal withholding transfer\$ 141,158.88
April Claims Checks and ACH # 33519 - # 33670.....	\$ 2,082,636.23

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

III Executive Session:

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

At 1:05 p.m. the Executive Session began.

At 1:23 Mr. Wagoner stated another 10 minutes is needed.

Mr. Wagoner reconvened the meeting into open session at 1:32 p.m.

IIII Full Discussion/Action Items:

a) Resolution 2017-04 Acquisition of Property for MOA Facility

Mr. Wagoner stated Resolution 2017-04 is before the Board to authorize special legal counsel to begin and prosecute condemnation action in a manner provided by law. This Resolution authorizes final action as authorized by RCW 8.25.290. Mr. Wagoner noted the property is 2.96 acres of lot 5C Bay Ridge Business Park. The property owner is Wallace Bay View Park Properties LLC. Mr.

Wagoner stated notice of final action was given to the owner by certified mail and published in Skagit Valley Herald as required by the statute. This property is necessary for the operation of Skagit Transit Maintenance Operations and Administrative facility.

Mr. Wagoner noted the owner of the property is allowed to speak on his/her own behalf. Mr. Wagoner inquired if anyone presenting this property is present to speak. No one came forward.

Ms. Janicki stated considering the length of time we have been in negotiations on the particular parcel of property this resolution provides a parallel path if needed. Ms. Janicki stated our goal is to settle this through negotiation.

Ms. Janicki moved to approve Resolution 2017-04 for the acquisition by eminent domain of certain portions of property within its public transportation benefit area in Skagit County, Washington, necessary for a new maintenance, operations and administrative facility; providing for condemnation, appropriation, taking and damaging of land and property rights necessary therefore, providing for, the cost thereof and directing the initiation of appropriate proceedings in the manner provided by law for said condemnation. Mr. Wesen seconded the motion. The motion passed unanimously.

b) Monthly Budget Update

Mr. O'Brien reported Skagit Transit received \$764,402 sales tax revenue in the month of April. This compares with \$781,054 in April of 2016. This is a 2.13% or \$16,652 decrease over last year with a year to date increase of 9.21% or \$301,245.

Mr. O'Brien stated Capital Expenses included Skagit Station Upgrade Project, two 35' diesel buses and two 29' diesel buses. Fuel is within budget and all other expenses were as expected.

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

c) Approve Interlocal Agreement for Mutual Responsibilities in Carrying Out the Metropolitan Transportation Planning Process in the Skagit Council of Governments Metropolitan Planning Area 17-006.

Mr. O'Brien stated Federal requirements referenced in Title 23 CFR and Title 49 CFR mandates the cooperation for planning and programming among the Metropolitan Planning Organization (MPO), the State, and the public transportation provider within the Metropolitan Planning Area (MPA) in carrying out the metropolitan transportation planning process through a written agreement which clearly defines each party's responsibilities.

Mr. O'Brien reported Chapter 39.34 RCW, Interlocal Cooperation Act, allows for the following parties to enter such agreement for the Skagit MPA: Washington State Department of Transportation (WSDOT), Skagit Council of Governments (SCOG) and Skagit Transit. The Federal Transit Administration (FTA) requires the agreement to address Skagit Transit's responsibilities, development and sharing of information for Skagit Transit's financial plans, and the development of the Skagit Transit's annual listing of obligated projects. Mr. O'Brien noted FTA recommends the agreement to state if Skagit Transit intends to utilize the MPO's public involvement process to meet FTA Section 5307 program of projects public involvement requirement.

Ms. Janicki moved to authorize the Executive Director to sign the Interlocal Agreement between WSDOT, SCOG and Skagit Transit for compliance with federal planning and programming regulations. Mr. DeGloria seconded the motion. The motion passed unanimously.

d) Library Summer Reading Program

Mr. O'Brien stated for several years Skagit Transit has provided free ridership on relevant routes to children participating in the Skagit County Public Library Summer Reading Program. The reading program runs June 19th to August 31st. Mr. O'Brien stated staff would like to continue this partnership with Skagit County Public Library.

Ms. Gere moved to approve providing free ridership for children participating in the Skagit County Summer Reading Program. Ms. Janicki seconded the motion. The motion passed unanimously.

V Community Advisory Committee Report:

Mr. Windler reported he attended the last Community Advisory Committee meeting. The committee thanked the Board for fare free day supporting Dump the Pump.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Mayor Wagoner adjourned the meeting at 1:48 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board