

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

Wednesday, September 21, 2016

The Skagit Transit Board of Directors met in regular session in Concrete, WA. Mayor Jill Boudreau 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 (Chair) arrived late
Laurie Gere, City of Anacortes, Mayor
Jill Boudreau, City of Mount Vernon, Mayor
Dale Ragan, City of Mount Vernon, Council Member
Kenneth Dahlstedt, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner

Members Absent:

Keith Wagoner, City of Sedro Woolley, Mayor (Vice Chair)
Rick DeGloria, City of Burlington, Council Member

Staff Present

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

Member of Public:

Colette Arvidson
Brooke Pederson

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - August Payroll Direct Deposits and Checks # 15743 - # 15763 \$ 596,590.24
 - August Direct Federal withholding transfer\$ 126,296.69
 - August Checks # 32421 - # 32558 \$ 321,154.99

Mr. Sexton 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

Mr. O'Brien reported Skagit Transit received \$1,004,048 sales tax revenue in the month of August. This compares with \$944,190 in August of 2016. This is a 6.34% or \$59,858 increase over last year with a year to date increase of 5.84% or \$385,471. Skagit Transit also received \$1,727,966 Federal and State grant reimbursements.

Mr. O'Brien stated Expenses included Annual Maintenance Fee for Trapeze software and Skagit Station upgrade and remodel. Fuel is within budget and all other expenses were as expected.

Mr. Dahlstedt moved to approve the Monthly Budget Update. Ms. Boudreau seconded the motion. The motion passed unanimously.

- b) Resolution 2016-07 Authorize Disposal of Surplus Vehicles

Mr. Schaner stated staff has identified five surplus vehicles for disposal. One Paratransit coach and four Vanpool vans that has been declared excess; all having exceeded their useful lives and scheduled to be replaced with new vehicles.

Mr Schaner stated staff requests disposal of these assets by sale through an open or sealed bid auction. Pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Berglund and Jones Auctioneers, Inc. in Bellingham. Auction dates to be arranged at a later date. Mr. Wesen thanked staff for providing the vehicle mileage and noted vehicle 819 2007 Chevrolet Uplander mileage appears to be wrong. Mr. Schaner answered the mileage on the report is missing a digit and stated he would correct the mileage.

Ms. Boudreau moved to approve Resolution 20016-07 Disposal of Surplus Vehicles with the correction of the mileage on vehicle 819. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Resolution 2016-08 Service Performance Policy

Mr. Windler informed the Board Skagit Transit has a finite number of revenue hours and miles available to be put into service. Managing the allocation of these resources is crucial to the success and long-term financial stability of the agency. Performance Standards are a useful tool in the consistent evaluation and treatment of routes and can be used to guide the effective and efficient provision of public transportation. Mr. Windler noted Service Performance Standards will help staff and the Board of Directors prioritize investments and support the Agency's Mission; to enhance the quality of life in our service area by excelling in the efficient and effective provision of safe, accessible, reliable, and attractive public transportation services by courteous and professional employees.

Mr. Windler stated the objective of the Service Performance Standards Policy is to guide resource investment in the most cost-effective way possible and to ensure that all services are fulfilling their role in the transit network.

Ms. Boudreau stated she appreciates having a policy and standards to measure a routes and asked what the logic is behind measuring the previous year rather than three previous years. Mr. Windler answered 2015 had some substantial route changes in the middle of the year and noted comparing routes today with 2013 and 2014 might be comparing apples and oranges. Ms. Boudreau asked if expansion or removal of a route is considered would the decision be subject to Board action. Mr. O'Brien answered all service changes require Board action. Ms. Boudreau stated the performance standards using prior year information will change every year and inquired if there is a better way to measure performance. Mr. Windler stated if the Board desires a multi-year standard can be used. Mr. Sexton noted a three year rolling average is more substantial and accurate than using one year information and not subject to variances from year to year. Mr. O'Brien added the price of fuel is a big factor on our ridership on the connector routes which are currently down. Mr. Windler stated we can review charts from previous three years from bottom and see if consistently performing below average, or higher.

Ms. Boudreau stated she likes having standards as a guide. Mr. Ragan asked if adopted, at what point the Board looks at the results of all the routes and discusses what to do with the low performers. Mr. O'Brien stated staff is constantly reviewing routes and suggested a review be presented to the Board annually.

Ms. Boudreau stated she prefers to continue to review and understand the policy and recommended not taking action today. Ms. Boudreau requested the service performance policy be added to the October Board agenda.

VII Information Items:

a) Skagit County Library

Ms. Pederson, Upper Skagit Library Director thanked Skagit Transit and Board members for providing free rides to the library for summer reading participants. Ms. Pederson noted the public libraries in Skagit County are pleased to have a partnership with Skagit Transit in their endeavor to engage children and families in summer learning.

b) Washington State Audit

Mr. O'Brien informed the Board the State Audit Exit Interview was completed. Mr. O'Brien noted he is proud of staff for another clean audit.

VIII Unfinished Business:

VIII New Business:

Vice Chair Wagoner adjourned the meeting at 1:37 p.m.

Mayor Steve Sexton, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board