

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

Wednesday, September 16, 2015

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, September 16, 2015. Council Member Dale Ragan called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

**Members Present**

Kenneth Dahlstedt, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Mike Anderson, City of Sedro Woolley, Mayor  
Brad Adams, City of Anacortes, Council Member  
Rick DeGloria, City of Burlington, Council Member  
Dale Ragan, City Mount Vernon, Council Member

**Staff Present**

Motoko Pleasant, Finance Manager  
Carolyn Chase, Planner  
Troy Fair, Operations Manager  
Al Schaner, Maintenance Manager  
Mary Lozeau, Clerk to the Board

**Member of Public:**

Carolyn Ehlers, Fidalgo Island

**Members Absent**

Jill Boudreau, City of Mount Vernon, Mayor, Chair  
Laurie Gere, City of Anacortes, Mayor  
Steve Sexton, City of Burlington, Mayor  
Soren Jensen, Labor Representative (non-voting member)

**Providing Legal Counsel:**

**I Public Comment:**

Carol Ehlers of Fidalgo Island thanked Skagit Transit and Carolyn Chase, Planner for the community meeting held in Anacortes on Monday, September 14<sup>th</sup>. Ms. Ehlers stated that it is rare for anyone to come to Anacortes to ask what is needed.

**II Consent / Action Items:**

- a) Approval of Minutes
- b) Approval of Claims and Payroll
  - August Payroll Direct Deposits and Checks # 15458 - # 15487 ..... \$ 554,950.95
  - August Direct federal withholding transfer ..... \$ 115,230.10
  - August Checks # 31010 - #31103 ..... \$ 266,275.73

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

**III Full Discussion/Action Items:**

- a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$944,190 sales tax revenue in the month of August. This compares with \$847,091 in August of 2014. This is a 11.46% or \$97,099 increase over last year with a year to date increase of 7.17% or \$441,293. Skagit Transit also received \$184,925 federal capital grant reimbursement.

Ms. Pleasant stated expenses included revenue vehicle parts and supplies. Capital expenditures included three new vans for the Vanpool program. Fuel is within budget and all other expenses were as expected.

**Mr. DeGloria moved to approve the Monthly Budget Update. Mr. Dahlstedt seconded the motion. The motion passed unanimously.**

- b) Report of Grant Projects and Awards

Ms. Pleasant stated on September 15, 2010, the Board passed Resolution 2010-09 authorizing the Executive Director to sign grant agreements upon Board approval of the report detailing the project,

amount of grant award and budget impact to the Agency. Ms. Pleasant reported the two grants have been awarded.

The Washington State Legislation appropriated \$831,000 in multi modal funds to Skagit Transit for transit system enhancements for the 2015-2017 biennium. Ms. Pleasant stated the funding will be used to add three electric vehicle charging stations and necessary electrical infrastructure to Skagit Station, purchase and install security cameras at March Point Park & Ride and purchase two 35 foot fixed route coaches. Skagit Transit will match the grant funds with an 80/20 ratio.

Ms. Pleasant stated the second grant awarded is State Special Needs Formula Funds for \$657,790. This program funds capital and operating projects that meet the transit needs for the low income, disabled and senior populations in our communities.

Ms. Pleasant noted the funding will be used for one replacement paratransit vehicle, assistance in paratransit operation expenses, the purchase of one van for use in the community van outreach program, and assistance in operational and administration expenses of the community van outreach program. Matching funds are not required for State Special Needs funds.

Mr. Wesen inquired if Skagit Station has enough power needed for the three electric charging stations. Mr. Schaner answered the power system is being updated. Mr. Anderson stated he has a hard time finding available parking at Skagit Station and noted he doesn't want to give up parking spaces for charging stations. Mr. Anderson suggested placing the charging stations at Cook Road or South Mount Vernon Park & Ride locations. Mr. Ragan agreed and stated this decision needs more discussion. Mr. Dahlstedt suggested accepting the funding and continue the discussion on the location of the charging stations. Ms. Pleasant stated staff would need to ask the state if it is an option to move the chargers to a different location. Mr. Schaner noted typically these charging stations are located in high retail areas providing shopping for the users of the charging stations.

**Mr. Wesen moved to approve the funding and other items of the project and authorize the Executive Director to sign the grant agreements with the caveat to discuss location at the October Board meeting. Mr. Dahlstedt seconded the motion. The motion passed unanimously.**

**c) Public Hearing for Six Year Transit Development Plan Public Comment**

Mr. Ragan opened the Public Hearing for the Six Year Transit Development Plan at 1:13 p.m. Ms. Ehlers of west Fidalgo Island stated that she agrees with the Mayor of Sedro Woolley noting that it is almost impossible to get to Skagit Station and park a vehicle. Carol stated that she has used the train in the past in other cities as a method of transportation, however people from west Fidalgo cannot. If we drive our vehicles there is inadequate parking at Skagit Station to leave your vehicle for a period of time. Ms. Ehlers noted she has been told that you can take the bus from Marches Point Park & Ride to Skagit Station to catch the Amtrak Train. Ms. Ehlers stated Marches Point Park & Ride has improved with more lights and fencing to keep the well-known long term vandalism down however there are no cameras for security. Ms. Ehlers reported there are funds available to add cameras but the South Marches Point Road is so primitive you cannot put wiring in to install cameras and make proper connections. Ms. Ehlers stated many attendees at this meeting belong to committees and are aware of the condition of South Marches Point Road. Ms. Ehlers encouraged the committee members to discuss with transportation people adding a bicycle route on South Marches Point Road so you can install the wiring for security cameras so we can feel safe to leave our vehicles to use the bus to get the Skagit Station to use the Amtrak Train.

Ms. Ehlers noted another topic she wanted to discuss is publishing notices in Anacortes American at no cost. Ms. Ehlers explained an email to GoSkagit will add the notice for free and shared a recent publication of the Anacortes American with notices.

Ms. Ehlers reminded the Board members of two county wide policies that govern cities, counties, and transit. Ms. Ehlers stated policy 3.7 indicates a senior citizen and handicapped transportation system shall be provided an adequate budget to provide for those who through age or disability are unable to transport themselves. Ms. Ehlers noted the second policy 3.6 development of a recreational transportation network shall be encouraged and coordinated between state and local governments and private enterprises. Ms. Ehlers reported the county is in the middle of a multi-year shoreline management project. Ms. Ehlers noted according to the rider guide a passenger can get to the shoreline in LaConner and Anacortes however a passenger cannot get to Deception Pass State Park

using transit. Ms. Ehlers suggested providing transit access to Deception Pass State Park and the request of the people on the east side of State Route 20 to combine both county wide policies.

Ms. Ehlers stated her final point she wanted to bring forward is the use of grey in the rider guide. Ms. Ehlers noted the use a grey means within city boundaries and the area where paratransit service is provided. Ms. Ehlers requested staff look carefully at the use of grey and make necessary changes in the next update of the rider guide.

Mr. Ragan asked for more public comment. No additional comments were received. Mr. Ragan closed the Public Hearing was closed at 1:29 p.m.

**d) Resolution 2015-06 Approving the Six Year 2015-2020 Transit Development Plan**

Mr. Wesen inquired if some of Ms. Ehlers comments can be incorporated in the Transit Development Plan. Ms. Chase answered the use of gray in the rider guide can be changed in the next printing of the rider guide. Ms. Chase noted many of the topics Ms. Ehlers shared were discussed at the September 14th community meeting in Anacortes and will be brought to the October Board meeting.

**Ms. Janicki moved to approve Resolution 2015-06 adopting the Six Year Transit Development Plan. Mr. DeGloria seconded the motion. The motion passed unanimously.**

**e) Amendment #4 for Diesel Engine Overhaul Services Contract #10-010-F**

Mr. Schaner reported on January 19, 2011 the Board awarded Contract #10-010-F to Cummins, Inc. for the provision of Diesel Engine Overhaul Services. The Contract scope further provides for the purchase of remanufactured ReCon engines as an alternate to an overhaul. Mr. Schaner noted in 2012, Skagit Transit purchased three buses from the Whatcom Transportation Authority (Bus #121 – 123) that operate a Cummins ISL CM850 engine.

Bus #122 had its engine overhauled by Cummins in August 2015. Mr. Schaner stated based on experience and historical data, Maintenance staff determined that purchasing a remanufactured engine is less expensive than an overhaul so quotes were obtained from Cummins on August 26, 2015 for the purchase of two ReCon engines for buses 121 and 123.

Mr. Schaner reported in preparation for the purchase, staff became aware that the ISL CM850 engine is not under Contract. A Contract Amendment is required to add this type of engine to the existing Contract. Per Policy, any contract change costing \$25,000 or more requires full Board approval. Skagit Transit is holding the overhaul invoice, in the amount of \$29,549.95, until an Amendment is executed by the Parties.

**Mr. Wesen moved to authorize the Executive Director to execute Amendment #4 to Contract #10-010-F. Mr. Anderson seconded the motion. The motion passed unanimously.**

**IV Citizens' Advisory Committee:**

Ms. Chase stated she attended the September 9th meeting. Guest speaker Mark Hamilton from Skagit Council of Government discussed the Regional Transportation Plan. Ms. Chase reported Joy Kane was elected the new chair for the Committee. The committee discussed playing a more active role in providing advice to Board of Directors and they will be providing recommendations on Board agenda items.

**V Information Items:**

Mr. Brian Soneda of Skagit County Libraries thanked Skagit Transit and the Board members for continued support of youth and families in Skagit County by providing free bus rides to children with a summer reading program log.

Mr. Ragan shared letter from a concerned citizen who has voiced a complaint to management regarding a Skagit Transit vehicle passing him on a road in Sedro Woolley that was chip sealed. Due to loose gravel, signs were posted no passing and 25 mile speed limit. Mr. Ragan asked staff to look in to this matter and determine if damages occurred to the vehicle and bring a report to Board.

**VI Unfinished Business:**

**VII New Business:**

**Mr. Ragan adjourned the meeting at 1:41 p.m.**

Attest:

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Mary Lozeau,  
Clerk of Skagit Transit Board

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Mayor Jill Boudreau, Chair  
Skagit Transit Board of Directors