

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

Wednesday, September 20, 2017

The Skagit Transit Board of Directors met in regular session in Lyman, WA. Mayor Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions. Mayor Wagoner, Chair arrived at 1:04 p.m.

**Members Present:**

Keith Wagoner, City of Sedro Woolley, Mayor (Chair)  
Jill Boudreau, City of Mount Vernon, Mayor  
Will Reichardt, Skagit County Sheriff  
Jeanne Youngquist, Skagit County Auditor  
Lauri Gere, City of Anacortes, Mayor  
Katie Jungquist, Skagit County Treasurer  
Joe DeGloria, City of Burlington, Council Member  
Marge Root, Labor Representative (non-voting member)

**Staff Present**

Dale O'Brien, Executive Director  
Motoko Pleasant, Manager of Finance & Admin  
Troy Fair, Manager of Operations  
Al Schaner, Manager of Maint & Facilities  
Chris Chidley, IT Manager  
Brad Windler, Service Development Planner  
Mary Lozeau, Clerk to the Board

**Members Absent:**

Lisa Janicki, Skagit County Commissioner  
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)  
Ron Wesen, Skagit County Commissioner  
Steve Sexton, City of Burlington, Mayor  
Rick DeGloria, City of Burlington, Council Member  
Ken Quam, City of Mount Vernon, Council Member

**Member of Public:**

**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 # 15895- # 15901 ..... \$680,600.49
  - August Direct Federal withholding transfer ..... \$147,310.89
  - August Claims Checks and ACH # 34068 - # 34221 ..... \$275,958.94

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

**III Full Discussion/Action Items:**

- a) Monthly Budget Update

Ms. Pleasant stated Skagit Transit received \$1,060,841 in sales tax revenue in the month of August. This compares with \$1,004,048 in August of 2016. Ms. Pleasant noted this is a 5.66% or \$56,793 increase over last year with a year to date increase of 8.13% or \$567,617. Skagit Transit also received \$50,909 in federal and state grant reimbursements.

Ms. Pleasant reported expenses included Annual Maintenance Fees for Trapeze software. Ms. Pleasant noted fuel is within budget.

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

b) 2017 – 2019 Washington State DOT Vanpool Investment Program Funds

Mr. O'Brien stated on September 15, 2010, the Board passed Resolution 2010-09 authorizing the Executive Director to sign grant agreements upon Board approval of the project and funding of the grant award. Staff is requesting Board approval for the award of 2017-2019 Washington State DOT Vanpool Investment Program (VIP) funds to Skagit Transit. Washington State DOT VIP funds in the amount of \$191,750, for the purchase of up to 10 replacement vanpool vehicles. Grant funds assisting in this project cannot exceed \$19,175 per vehicle. The grant requires a minimum of 35% match to the total project cost. Mr. O'Brien noted 35% of the total project is estimated \$295,000 and the minimum impact to the budget is \$103,250.

**Ms. Boudreau moved to approve the grant project and budget and authorize the Executive Director to execute the grant agreement. Ms. Gere seconded the motion. The motion passed unanimously.**

c) Approve Interlocal Agreement between Skagit Transit and City of Mount Vernon #17-014

Mr. Chidley reported Skagit Transit's current strategy is to replace its high cost fiber connections for its Wide Area Network (WAN) with lower cost alternatives, strategically re-map its WAN, and establish multiple connections to various facilities. Mr. Chidley noted on June 21, 2017, the Board approved an Interlocal Agreement between Skagit Transit and the City of Burlington for dark fiber connectivity between the MOA, Chuckanut Park and Ride, MOA-2 at the Port of Skagit, and Skagit Station.

Mr. Chidley stated the City of Mount Vernon's Fiber System can provide a dark fiber connection to replace the existing, and more expensive, Wave fiber at the South Mount Vernon Park and Ride (SMVP&R), and further integrate SMVP&R, Skagit Station, and the rented office space on 310 Pine St. to Burlington via the City of Mount Vernon's rights of way to terminate into the City of Burlington's colocation site. Mr. Chidley noted fiber at the SMVP&R is currently \$280 per month, excluding tax.

Mr. Chidley stated pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act, Skagit Transit requests to enter into an Interlocal Cooperative Agreement with the City of Mount Vernon for the provision of these connections. Skagit Transit will pay a monthly rental fee per connection. Additional fees will apply for installation, splicing, termination of equipment, certification or permits for bringing fiber into the SMVP&R. Mr. Chidley reported the budget impact would be a monthly savings of \$194.56.

**Ms. Boudreau moved to approve Interlocal Agreement #17-014 with the City of Mount Vernon for dark fiber connectivity to the City's Fiber System. Ms. Gere seconded the motion. The motion passed unanimously.**

**IV Community Advisory Committee Report**

**V Information Items:**

Mr. O'Brien informed the Board State Auditors just finished an audit of Skagit Transit. Board members are invited to an exit interview. Skagit Transit received a clean audit with no findings.

Chair Wagoner stated he received an inquiry about Skagit Transit's Emergency Management Plan and asked Mr. O'Brien to give an update. Mr. O'Brien reported that the Emergency Management Program was updated in 2014. In the fall of 2016, Homeland Security came onsite and did an assessment of our system. Staff will bring a red line copy to the October Board meeting. Mr. O'Brien noted the Safety Program covers our Maintenance Operations Administrative (MOA) and all other facilities. Skagit Transit is under the control and direction Skagit County Emergency Management System. In the event of an emergency, the Executive Director would go to Skagit County Emergency Management office to receive direction, which is given to the Operations Manager at the MOA Base.

**VI Unfinished Business:**

**VII New Business:**

**Chair Wagoner adjourned the meeting at 1:13 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