

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

Wednesday, April 21, 2010

The Skagit Transit Board of Directors met in regular session on Wednesday, April 21, 2010. Commissioner Kenneth Dahlstedt called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

**Present: Commissioners Kenneth Dahlstedt, Sharon Dillon, and Ron Wesen; Skagit County; Mayor Dean Maxwell, City of Anacortes; Mayor Ed Brunz and Tonya Bieche; City of Burlington; Mayor Bud Norris, and Councilperson Scott McMullen, City of Mount Vernon.**

**Mayor Mike Anderson, City of Sedro Woolley arrived at 1:13 p.m.**

**Skagit Transit Representatives: Dale O'Brien, Executive Director; Motoko Pleasant, Manager of Finance & Administration; Ben Haigh, Maintenance & Facilities Manager; Dennis Digges, Operations Manager; Richard Langabeer, Legal Counsel; and Tami Rice, Receptionist.**

**Members of the Public: None.**

**I Public Comment:**  
None.

**II Consent / Action Items:**

- a) Approval of Minutes of March Board Meeting.
- b) Approval of Claims and Payroll
  - March Payroll Checks # 13490 through # 13510 ..... \$ 362,596.70
  - March direct federal withholding transfer ..... \$ 72,429.10
  - March Claims Checks # 23630 through # 23742 ..... \$ 252,816.78

**Commissioner Sharon Dillon moved to approve all Consent / Action items. Mayor Ed Brunz seconded the motion. The motion passed unanimously.**

**III Full Discussion/Action Items:**

a) Monthly Budget Update

Motoko Pleasant stated Skagit Transit received \$541,063 sales tax revenue in the month of March. This compares with \$292,858 in March of 2009 and is a 84.75% increase over last year with a year to date increase of 89.46%. Motoko noted Skagit Transit also received \$346,373 grant reimbursement. Motoko reported expenses included repair of revenue vehicles. Capital Expenditures included Skagit Station Renovation Project, South Mount Vernon Park & Ride Project, engine overhaul, new service vehicle, and new computers. Motoko noted fuels are currently under budget and total reserves are at \$6.6 million.

**Mayor Ed Brunz moved to approve the Monthly Budget Update. Commissioner Sharon Dillon seconded the motion. The motion passed unanimously.**

b) Resolution 2010-01 Approve Surplus of Vanpool Vehicles

Ben Haigh stated staff has identified two vanpool vehicles as surplus for disposal which have exceeded their useful life and have been replaced. Ben noted staff requests disposal of these assets by sale through an open or sealed bid auction. Ben reported the auction house that meets RCW 46.70 is Berglund and Jones Auctioneers of Bellingham. There was a discussion of the mileage of the vehicles.

**Mayor Dean Maxwell moved to approve Resolution 2010-01 authorizing the Executive Director to dispose of surplus vehicles through an auction process. Commissioner Sharon Dillon seconded the motion. The motion passed unanimously.**

c) Purchase Fixed Route Coach

Ben Haigh reported on May 20, 2009, the Board passed Resolution #2009-05 authorizing the Executive Director to sign a Federal/State Capital Consolidated Grant Agreement for the purchase of one heavy duty bus to assist with new weekend service. The Washington State Department of Transportation (WSDOT) awarded Grant GCA6208 for \$314,550, with a 20% match of \$78,638 required by Skagit Transit. The funding source for this Grant is from the Federal Transit Administration (FTA) Section 5316 – Job Access & Reverse Commute (JARC) – Small Urban. Ben stated staff proposes to piggyback off the San Mateo County Transit District Contract No. 09-SAMTR-M-001 for the purchase of one 35' Low Floor bus from Gillig LLC of Hayward, CA. San Mateo is the Lead Agency for this bus contract. Ben noted five other participating Consortium Members are in this Contract and one of them, Hampton Roads Transit (HRT) of Norfolk, VA, is willing to assign one of its bus options to Skagit Transit. Ben stated Skagit Transit would purchase the bus directly from Gillig and utilize the pricing, terms and conditions of the established Contract. Ben noted no Interlocal Agreement with the Lead Agency is necessary. Ben concluded this method of procurement is preferred as it complies with FTA regulations, conserves Agency resources, and ensures Skagit Transit receives an economical price for the bus desired. There was a discussion of Burlington receiving the sales tax for the bus purchase.

**Mayor Ed Brunz moved to approve the purchase of one 35' coach from Gillig by accepting the bus option assignment from HRT. Mayor Bud Norris seconded the motion. The motion passed unanimously.**

d) Executive Session – Discuss Public Contract and Possible Legal Action

Commissioner Kenneth Dahlstedt stated the Executive Session is to discuss a public contract and possible legal action and estimated the meeting to last ten to fifteen minutes. **The Executive Session started at 1:10 p.m. and ended at 1:28 p.m.**

**Mayor Dean Maxwell moved to approve Ebenal as low bidder for the Skagit Station Remodel Project using FSI Management to be the On-site Construction Manager. Mayor Bud Norris seconded the motion. The motion passed unanimously.**

#### IV Citizen's Advisory Committee Report:

Dale O'Brien reported he attended the last CAC meeting and learned the committee members are concerned about Wal-Mart bus stops. Dale described slight adjustments on Route 207/208 to eliminate crossing Freeway Drive into Wal-Mart parking lot. Dale stated the CAC members discussed using fareboxes on Dial-a-Ride vehicles to generate additional revenue.

**V Information Items:**

Dale O'Brien stated vandalism has increased on the buses in particular Route 300 to Job Corp and 80X to Bellingham. Dale noted that Washington State Transit Insurance Pool (WSTIP) recommended installing camera's which have proven to reduce vandalism with other Agencies. Dale reported staff has conducted research on installing cameras and learned to retrofit our buses it would cost approximately \$4500.00 per bus. Dale noted in the last three months \$3000.00 has been spent repairing vandalism damage. Mayor Norris stated the City of Mount Vernon uses cameras and has found the cameras help to reduce crime and vandalism and pay for themselves.

**Unfinished Business:**

Dale O'Brien reported the FTA has denied the request to remove the Park & Ride designation at Skagit Station to improve the parking situation. Dale stated charging a parking fee is acceptable provided the money is used at Skagit Station. There was a discussion of providing enough parking for meeting room renters and utilizing an independent parking company to manage the parking and collecting fees. Dale noted staff will continue to research the subject and bring more details to the Board for a decision.

**VII New Business:**

None.

**Commissioner Kenneth Dahlstedt adjourned the meeting at 1:43 p.m.**

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Kenneth Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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Mary Lozeau  
Clerk of Skagit Transit