

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

Wednesday, June 16, 2010

The Skagit Transit Board of Directors met in regular session on Wednesday, June 16, 2010. Mayor Ed Brunz called the meeting to order at 1:03 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Present: Skagit County Auditor Jeanne Youngquist for Commissioner Sharon Dillon; Skagit County Clerk Nancy Scott for Commissioner Kenneth Dahlstedt; Skagit County; Mayor Mike Anderson, Sedro Woolley; Mayor Ed Brunz and Councilperson Joanne Valentine, City of Burlington; Councilperson Scott McMullen, City of Mount Vernon.

Mayor Bud Norris, City of Mount Vernon and Mayor Dean Maxwell, City of Anacortes arrived at 1:06 p.m.

Skagit Transit Representatives: Dale O'Brien, Executive Director; Motoko Pleasant, Manager of Finance & Administration; Dennis Digges, Operations Manager; Laura Reichel, Accountant, and Mary Lozeau, Clerk of Board.

Members of the Public: None.

I Public Comment:
None.

II Consent / Action Items:

- a) Approval of Minutes of May Board Meeting.
- b) Approval of Claims and Payroll

13557	\$ 362,513.32
May Payroll Direct Deposits and Checks # 13535 - #13549	\$ 270,643.40
May direct federal withholding transfer.....	\$ 73,051.65
May Claims Checks # 23867 - # 24000	\$1,412,332.42

Mayor Mike Anderson moved to approve all Consent / Action items. Councilperson Scott McMullen seconded the motion. The motion passed unanimously.

III Full Discussion/Action Items:

- a) Monthly Budget Update

Motoko Pleasant reported Skagit Transit received \$640,641 sales tax revenue in the month of May. This compares with \$342,966 in May of 2009 and is a 91.46% increase over last year with a year to date increase of 86.79%. Motoko noted Skagit Transit also received \$229,853 grant reimbursement. Motoko reported expenses included Trapeze software maintenance fee. Capital Expenditures included Skagit Station Remodel Project, South Mount Vernon Park & Ride, and purchase of seven Dial-a-Ride vehicles. Motoko noted fuels are currently under budget and total reserves are at \$6.6 million.

Councilperson Scott McMullen moved to approve the Monthly Budget Update. Councilperson Joanne Valentine seconded the motion. The motion passed unanimously.

b) Resolution 2010-02 Authorize Executive Director to sign grant agreements

Dale O'Brien stated the grantors require that the Board authorize the Executive Director to sign and accept the awarded grants. Dale reported the 2010 Operating General Grant \$937,584 Federal Section 5307 Urbanized Area Grant Funding is to be used for operating support of Fixed Route, Dial-A-Ride and Vanpool services, and requires 50% match of \$937,584. Dale stated the Capital Construction Chuckanut Park & Ride \$3,305,025 State Regional Mobility 2009-2011 Grant Funding will be used for the construction phase of Chuckanut Park & Ride. The match requirement is 10% of total project, \$854,673 and \$850,000 of this match has been met with the purchase of land with local funds in July 2007. Dale noted the remaining \$4,673 will be met with federal grant funds. Dale noted Capital Construction Chuckanut Park & Ride 2010 \$400,000 Federal Section 5309 Grant Funding to be used for construction phase of Chuckanut Park and Ride. Dale added this requires a 20% match of \$100,000 and we will meet this match requirement with state grant funds.

Mayor Bud Norris moved to authorize Executive Director to sign grant agreements. Mayor Dean Maxwell seconded the motion. The motion passed unanimously.

c) Award Consultant Agreement #10-004 for Alger Park & Ride Feasibility Study

Dale O'Brien reported On May 19, 2010, the Board approved a project scope and budget amendment to Interagency Agreement #06027 with the Skagit Council of Governments (SCOG) to perform a feasibility study on the Alger Park & Ride facility. SCOG is supplementing Skagit Transit with \$40,000 for the feasibility study. On May 13, 2010, Skagit Transit utilized the Municipal Research and Services Center (MRSC) Consultant Roster and released a Request for Qualifications (RFQ) #10-004 to fifteen consultants specializing in feasibility studies. Dale noted four submittals were received by the May 25th deadline. Members of Skagit Transit's management staff formed a Selection Committee to evaluate the applicants. Dale stated the Committee met on May 27, 2010 and determined that the most highly qualified consultant is Perteet Engineering of Everett, WA. Dale noted on June 4, 2010 Perteet submitted two proposals for consideration, a Recommended Approach Scope of Work at \$51,194 and a Streamlined Approach Scope of Work at \$33,676 which will more than address the RFQ requirements, the constraints, and future need of the project site, anticipated costs associated with future project development, and the information necessary for grant application submission.

Mayor Mike Anderson moved to award Consultant Agreement 10-004 to Perteet Engineering. Councilperson Scott McMullen seconded the motion. The motion passed unanimously.

IV Citizen's Advisory Committee Report:

Dale O'Brien reported the Citizen's Advisory June meeting was cancelled due to Skagit Station remodel project. Dale noted the July meeting will be held at Maintenance Operations Administration building in Burlington.

V Information Items:

Dale O'Brien stated the Skagit Station Remodel Project is on schedule.

Unfinished Business:

None.

VII New Business:

None.

Mayor Ed Brunz adjourned the meeting at 1:19 p.m.

Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau
Clerk of Skagit Transit