

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

Wednesday, May 19, 2010

The Skagit Transit Board of Directors met in regular session on Wednesday, May 19, 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; and Mayor Ed Brunz, City of Burlington.

Mayor Bud Norris, City of Mount Vernon and Mayor Mike Anderson, City of Sedro Woolley arrived at 1:07 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; and Mary Lozeau, Clerk of Board.

Members of the Public: None.

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of Minutes of April Board Meeting.
- b) Approval of Claims and Payroll \$ 388,871.15
 - April Payroll Checks # 13511 through # 13534 ~~\$ 296,117.68~~
 - \$ 84,094.34
 - April direct federal withholding transfer ~~\$ 83,691.10~~
 - April Claims Checks # 23743 through # 23866..... ~~\$ 255,518.86~~

Commissioner Sharon Dillon moved to approve all Consent / Action items. Mayor Dean Maxwell seconded the motion. The motion passed unanimously.

III Full Discussion/Action Items:

- a) Monthly Budget Update

Motoko Pleasant reported Skagit Transit received \$548,868 sales tax revenue in the month of April. This compares with \$267,617 in April of 2009 and is a 105% increase over last year with a year to date increase of 92.7%. Motoko noted Skagit Transit also received \$94,705 grant reimbursement for County Connector and South Mount Vernon Park & Ride Projects. Motoko reported expenses included promotional items for South Mount Vernon Park & Ride Opening. Capital Expenditures included Skagit Station Remodel Project, South Mount Vernon Park & Ride, and engine overhaul for vehicle #992. Motoko noted fuels are currently under budget and total reserves are at \$6.6 million.

Mayor Dean Maxwell moved to approve the Monthly Budget Update. Commissioner Sharon Dillon seconded the motion. The motion passed unanimously.

b) Amendment to Interagency Agreement between Skagit Transit and Skagit Council of Governments

Dale O'Brien stated on February 21, 2007 the Board approved an Interagency Agreement (IA) 06-027 for the purchase of Services between Skagit Council of Governments (SCOG) and Skagit Transit. Dale noted Skagit Transit and SCOG have agreed to amend the project scope and budget of the Agreement to include a feasibility study to be performed on Skagit Transit's property in Alger to determine the best cost benefit use of the land as a Park and Ride facility. Dale stated the budget amendment will increase the budget from \$13,549 to \$53,549. Dale noted Skagit Transit will seek allowable cost reimbursements up to \$53,549 and if the project is performed under budget Skagit Transit will not benefit from those costs savings through this amendment. Dale stated the feasibility study will assist Skagit Transit in submitting a detailed scope of work, project schedule, and budget for competitive grant application submissions.

Mayor Dean Maxwell moved to approve the Amendment to Interagency Agreement between Skagit Transit and Skagit Council of Governments for a feasibility review of Park & Ride facility located in Alger. Commissioner Ron Wesen seconded the motion. The motion passed unanimously.

c) Approve Purchase of Security Cameras for Buses

Ben Haigh reported buses have been receiving a sizable increase in graffiti/vandalism since 4th quarter 2009 and cost is continuing to escalate. Staff has spent well over \$5,000.00 in repair and down time to restore seats, replace windows, and remove scratched in graffiti. Ben stated to stop or apprehend the people responsible for this type of damage, other transit agencies have installed camera systems on their buses and have found vandalism activities almost ceased. Ben noted the cameras have also proved to be a deterrent for false claims against the agencies and aids in accident investigation and claims. Ben stated staff seeks to purchase Apollo 6 Video cameras for 17 coaches in its Fixed Route fleet for \$96,272 through an existing contract that King County has with Apollo Video Technology of Woodinville, WA. Skagit Transit has an Interlocal Agreement with King County that provides opportunities to purchase various equipment and supplies using King County's competitively awarded contracts. Mayor Norris stated the cameras are well worth the price and agreed having cameras installed will reduce vandalism.

Mayor Bud Norris moved to approve the purchase of Security Cameras for Buses. Mayor Mike Anderson seconded the motion. The motion passed unanimously.

IV Citizen's Advisory Committee Report:

Dennis Digges reported he attended the last CAC meeting and the members made suggestions for more bus stops. Dennis stated the June meeting has been cancelled due to construction at Skagit Station.

V Information Items:

Commissioner Kenneth Dahlstedt awarded Alfredo Martinez, Dial-a-Ride Driver with a plaque recognizing his dedication to his passengers. Alfredo's concern for his passenger may have saved a life when he knew something was wrong when she was not ready for a scheduled pick up. Alfredo contacted dispatch and Skagit Valley Kidney Center. Para-medics were sent to the passenger's home. Without Alfredo's keen sense of awareness the passenger may not have received the medical attention she needed. Alfredo was thanked by the Board members for his care and concern toward passengers and giving a little more in the performance of his job.

Unfinished Business:

Dale O'Brien stated the Skagit Station Remodel Project will have a pre-construction meeting tomorrow and construction is scheduled to begin next week.

VII New Business:

None.

Commissioner Kenneth Dahlstedt adjourned the meeting at 1:35 p.m.

Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau
Clerk of Skagit Transit