

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

Wednesday, August 15, 2018

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Chair Dahlstedt called the meeting to order at 1:02 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Lisa Janicki, Skagit County Commissioner
Laurie Gere, City of Anacortes, Mayor (Vice Chair)
Rick DeGloria, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Manager of Finance & Admin
Allan Schaner, Maintenance/Facilities Manager
Brad Windler, Service Development Planner
Whitney Fernandes, Clerk to the Board

Members Absent:

Ron Wesen, Skagit County Commissioner

Member of Public:

None

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of July Meeting Minutes
- b) Approval of Claims and Payroll
 - July Payroll Direct Deposit and Checks #16002 – 16016\$769,275.06
 - July Direct Federal withholding transfer\$142,144.32
 - July Claims Checks and ACH #35702- #35853\$366,197.71

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for July 2018

Ms. Pleasant stated Skagit Transit received \$ 1,128,472 sales tax revenue in the month of July which compares with \$997,871 in July of 2017. Ms. Pleasant stated this is a 13.09 % or \$130,601 increase over last year with a year to date increase of 10.44% or \$677,163. Ms. Pleasant stated Skagit Transit also received \$309,589 Federal and State grant reimbursements.

Ms. Pleasant stated capital expenses were a compressor replacement at Skagit Station and the design and engineering project for the new MOA. Ms. Pleasant stated fuels are currently within budget and all other expenses were as expected.

Ms. Pleasant stated the Reserve Accounts currently are:

July 2018

Operating	\$ 2,218,014
Facilities	400,000
Capital Replacement	3,961,949
Non-Designated	2,144,725
 Total Reserves =	 \$ 8,724,688

Ms. Boudreau moved to approve the July Monthly Budget Update. Ms. Hudson seconded the motion. The motion passed unanimously.

b) Approve Resolution No. 2018-07 Authorizing Disposal of Surplus Vehicles

Mr. Schaner stated resolution number 2018-07 identifies 10 Vanpool Vehicles that have met their useful life benchmark and are now surplus to the vanpool program. Mr. Schaner stated in accordance with Skagit Transit's policy and procedures for disposition of surplus property, two (2) vehicles will be prepared for sale through an open or sealed bid auction and eight (8) will be transferred to Skagit Transit's maintenance and operation departments to assist in transit support operations.

Mr. Schaner stated resolution number 2018-07 also identifies four (4) transit support staff vehicles to be surplus and will be prepared for sale through open or sealed bid auction.

Mr. Schaner stated pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer and the only such auction house in close proximity to Skagit Transit for transferring the Vehicles is Bellingham Public Auto Auction, LLC (formerly Berglund and Jones Auctioneers, Inc.). Mr. Schaner stated auction the dates are to be arranged at a later date, possibly the first Saturday in September.

Mr. Schaner stated the budget impact is unknown at this time.

Mr. Schaner stated the first Saturday of September is the tentative date for auction.

Ms. Hudson inquired what 'transit support operations' means. Mr. Schaner stated Skagit Transit has several staff vehicles that have met their useful life benchmark and are now surplus. Mr. Schaner stated these Vanpool vans will replace those staff vehicles and will be used as shift change vehicles for coach operators and a vehicle for the Safety Supervisor.

Ms. Boudreau moved to approve Resolution 2018-07 Authorizing Disposal of Surplus Vehicles. Ms. Johnson seconded the motion. The motion passed unanimously.

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

Mr. Dahlstedt opened the Public Hearing for the Six Year Transit Development Plan at 1:09 p.m. and asked for public comment. Mr. Dahlstedt noted no members from the public were present and no comments were received. Mr. Dahlstedt closed the public comment period at 1:09 p.m.

d) Approve Resolution No. 2018-08 Approving the 2018-2023 Transit Development Plan

Mr. Windler stated no later than September 1st each year, transit agencies in the State of Washington are required to submit a 6-Year Transit Development Plan (TDP) to the Washington State Department of Transportation. Mr. Windler stated the public hearing is scheduled for the August 15th Board of Directors meeting.

Mr. Windler stated Skagit Transit released a draft Transit Development Plan (TDP) for a 30-day public comment period on July 18, 2018 and no public comments were submitted on the draft plan.

Mr. Windler stated the TDP identifies planned activities for the period 2018 to 2023 and annual updates reflect changing funding realities, policy goals, and new opportunities. Mr. Windler stated projects must be listed in the TDP to be eligible for state and federal grants.

Mr. Windler stated the program update will have no impact on the 2018 budget.

Ms. Johnson stated that ridership numbers are down, and inquired what Skagit Transit has planned to increase ridership. Mr. Windler stated that is being addressed in the Strategic Plan. Mr. Windler stated he will be bringing a draft of the Strategic Plan to the next Board Meeting in September after he has had a chance to work with the county demographics more. Mr. Windler stated there will be a 30 day comment period prior to adoption of the strategic plan by the Board in October. Mr. Windler stated as part of Skagit Transit's Strategic Plan, staff has held several outreach meetings as well as a ridership survey which asked the community for feedback regarding desired service improvements. Mr. Windler stated Skagit Transit received six core recommendations from the riders which will be part of the Strategic Plan. Mr. Windler stated each year Skagit Transit hopes to address service improvements from a prioritized list as funding becomes available through grant funds and local resources.

Mr. Windler stated some feedback was in regards to more frequency in rural areas and Skagit Transit plans to address service improvements to the 185/195 routes and weekend service on the 717 route.

Ms. Johnson inquired if there was a discussion regarding transitioning to electric busses. Mr. Windler stated it was included in the planned activities that heavy duty coaches will be upgraded to electric as funding and support facilities permit.

Mr. Schaner stated Skagit Transit is looking into an electric coach that has the capability to run throughout the day without needing to be charged until it returns to the bus yard for the evening. Mr. Schaner stated charging infrastructure is an item that is being considered with the construction of the new MOA. Mr. Schaner stated Skagit Transit is waiting as Gillig bus manufacturer works to complete a vehicle that has the range drive far enough to operate the day without needing charging infrastructure in many locations. Mr. Schaner stated Gillig's prototype will be the same as the diesel buses except it will not have a diesel drive train, instead it will have a Cummins electric drive train. Mr. Schaner stated Cummins is located just south of Renton and technical support would be in state.

Mr. O'Brien stated other transit agencies that are operating electric buses are currently experiencing many issues. Mr. O'Brien stated Link Transit in Wenatchee is returning five electric buses to the manufacturer because they don't have enough power to operate them. Mr. O'Brien stated the cost of the quick charge infrastructure is greater than the cost of the bus.

Mr. Dahlstedt stated he has been looking into all electric ferries and advances with Japanese technology that could increase the carrying capability up to four times that of the batteries.

Mr. Schaner stated Skagit Transit is waiting for the best technology that will suit the needs of Skagit County. Mr. Schaner stated Skagit Transit would like the best product that is available and the most reliable as well as the most cost effective.

Ms. Johnson moved to approve Resolution 2018-08 Approve 2018-2023 Transit Development Plan. Ms. Gere seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler stated the Community Advisory Committee is on summer break and did not meet this month.

V Executive Directors Report

Mr. O'Brien stated the exit conference with the State auditors was Tuesday July 24th and thanked councilmembers Ms. Hudson and Mr. DeGloria for their attendance. Mr. O'Brien stated the state auditors

issued one finding, which was already addressed during the FTA triannual review in 2017 and Skagit Transit has taken steps to correct it.

Mr. O'Brien stated the finding was in regards to the vendor that Skagit Transit purchased vehicles from. Mr. O'Brien stated when using federal funds purchases must be from approved vendors. Mr. O'Brien stated Skagit Transit did not obtain a written certification or review the federal website to make sure the vendor was not suspended or debarred.

Mr. O'Brien stated the annual State Transportation Conference is next week in Kennewick. Mr. O'Brien stated six Skagit Transit Employees will be attending and have the opportunity to network with people from other transit agencies throughout the state. Mr. O'Brien stated they will be leaving on Sunday and the conference goes through Wednesday.

Mr. O'Brien stated he hopes to be able to bring a draft of the new MOA building to the September Board Meeting.

VI Information Items:

None.

VII Unfinished Business:

None.

VIII New Business:

None.

Commissioner Dahlstedt stated he will sign all documents that have been approved at this Board meeting.

Commissioner Dahlstedt adjourned the meeting at 1:22 p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Fernandes,
Clerk of Skagit Transit Board