

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

Wednesday, May 15, 2019

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Chair Gere called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Laurie Gere, City of Anacortes, Mayor (Chair)
Jill Boudreau, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Steve Sexton, City of Burlington, Mayor
Sandy Perkins, Skagit County Auditor
Jackie Brunson, Skagit County Treasurer
Dave Thomas, Skagit County Assessor
Chris Loving, City of Burlington, Councilmember
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Motoko Pleasant, Manager of Finance & Admin
Allan Schaner, Maintenance/Facilities Manager
Brad Windler, Planning and Outreach Supervisor
Mark Kennedy, Operations Manager

Members Absent:

Whitney Davis, Clerk to the Board
Kenneth Dahlstedt, Skagit County Commissioner (V. Chair)
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Erin Moberg, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember

Members of Public:

None

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll

April Payroll Direct Deposit and Checks #16112 – 16125	\$808,062.70
April Direct Federal withholding transfer	\$149,756.84
April Claims Checks and ACH #37075 - #37264	\$3,575,441.64

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for April 2019

Ms. Pleasant stated Skagit Transit received \$844,641 sales tax revenue in the month of April which compares with \$873,844 in April of 2018. Ms. Pleasant stated this is a 3.34% or \$29,203 decrease over last year with a year to date increase of 3.57% or \$138,628. Ms. Pleasant stated Skagit Transit also received \$162,652 Federal Capital Grant Reimbursement.

Ms. Pleasant stated expenses included 2019 property assessment, six (6) 29 foot diesel buses, signage and window tint for supervisor vehicle, five (5) Vanpool vans, and design and engineering for new MOA building. Ms. Pleasant stated fuels are currently within budget and all other expenses were as expected.

Ms. Pleasant stated the reserve account balances are: Operating \$2,182,011, Facilities \$400,000, Capital Replacement \$2,336,363, and Non-Designated \$1,270,496. Ms. Pleasant stated on April 16, there was a \$985,000 and \$1,700,000 fund transfer out of the Non-Designated reserves and Capital Replacement account to pay for six (6) Diesel Buses in the amount of \$2,963,214.34.

Ms. Boudreau moved to approve the May Monthly Budget Update. Ms. Johnson seconded the motion. The motion passed unanimously.

b) Library Summer Reading Program

Mr. Windler stated Skagit Transit received a letter from the Skagit County Libraries asking for participation in the Summer Reading Program, which runs June 1 through August 31, 2019. Mr. Windler stated this program allows students that are participating to ride the bus for free to and from the libraries. Mr. Windler requested the Board's approval and stated the Board has approved this program in years past.

Ms. Boudreau moved to approve the Library Summer Reading Program. Mr. Loving seconded the motion. The motion passed unanimously.

Ms. Gere inquired about the ridership for the program in 2018. Mr. Windler stated he will find out the ridership information and provide it to the Board members.

IV Community Advisory Committee Report

Mr. Windler stated the committee proposed several recommendations for the fare increase. Mr. Winder stated the staff will bring the committee's recommendations and other public comments to the next Board meeting.

V Executive Directors Report

None.

VI Information Items:

Ms. Johnson thanked Skagit Transit for having the public meeting in Sedro-Woolley and stated she appreciated the staff for answering all questions in detail. Ms. Johnson stated the meeting was very well done.

VII Unfinished Business:

None.

VIII New Business:

Ms. Gere recommended to change the location of the Board Meeting in June to the Burlington City Hall from currently scheduled location of Lyman Town Hall. Ms. Gere stated the Board will reschedule one of the later Board meetings to be held at Lyman.

Mayor Gere stated she will sign all documents that have been approved at this Board meeting.

Mayor Gere adjourned the meeting at 1:07 p.m.

Mayor Laurie Gere, Chair
Skagit Transit Board of Directors

Attest:

Whitney Davis,
Clerk of Skagit Transit Board