

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

Wednesday, June 20, 2018

The Skagit Transit Board of Directors met in regular session in Sedro Woolley, WA. Mayor Gere called the meeting to order at 1:04 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
Melinda Hunter, Labor Representative (non-voting member)

Staff Present

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

Members Absent:

Mary Hudson, City of Mount Vernon, Councilmember
Ron Wesen, Skagit County Commissioner

Member of Public:

Mark Hamilton, Skagit Council of Governments

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of May Meeting Minutes
- b) Approval of Claims and Payroll
 - May Payroll Direct Deposit and Checks #15977 – 15985.....\$698,772.02
 - May Direct Federal withholding transfer.....\$142,663.16
 - May Claims Checks and ACH #35391- #35561 \$1,429,235.84

Ms. Boudreau 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 May 2018

Ms. Pleasant stated Skagit Transit received \$1,113,189 sales tax revenue in the month of May which compares with \$969,453 in May of 2017. Ms. Pleasant stated this is a 14.32% or \$143,736 increase over last year with a year to date increase of 10% or \$453,773. Ms. Pleasant stated Skagit Transit also received \$520,818 State and Federal grant reimbursements.

Ms. Pleasant stated expenses were the annual maintenance fee for Trapeze Software and Skagit Transit website upgrade project. Ms. Pleasant stated capital expenditures were graphics for new buses (vehicle # 771, 772 & 773), radio handset kits and programming, seven (7) replacement Vanpool vans and the

design and engineering of the new MOA building. Ms. Pleasant stated fuels are currently within budget and all other expenses were as expected.

Ms. Pleasant stated reserve accounts currently are:

	May 2018
Operating	\$ 2,137,897
Facilities	400,000
Capital Replacement	3,947,959
Non-Designated	2,210,949
Total Reserves =	\$ 8,696,805

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

b) Purchase of Modular Building

Mr. O'Brien stated Skagit Transit is in need of additional office space at MOA to provide a secure work area for the Safety Supervisor and the Safety Training Coordinator currently housed in the IT department modular building with two IT employees and all their IT equipment. Mr. O'Brien stated due to safety sensitive issues, along with overcrowding, Skagit Transit requires additional office space for them.

Mr. O'Brien stated as a Governmental entity, Skagit Transit is able to procure off the KCDA Contract #15-255 and use Pacific Mobile Structures to satisfy the procurement requirements. Mr. O'Brien stated the modular building is 10 X 30 and includes two offices, ADA Ramp and Stairs. Mr. O'Brien stated Skagit Transit is asking the Board to approve this contract in the amount of \$67,281.94 including tax.

Mr. O'Brien stated due to the current construction environment, Skagit Transit cannot secure an office trailer, even to rent. Mr. O'Brien stated the price quote for renting a trailer for an office space would be \$18,648 including delivery and set up, monthly rent of \$831 per month and a removal fee. Mr. O'Brien also stated the trailer would be in unknown condition. Mr. O'Brien stated the trailer that Skagit Transit is requesting to purchase would be brand new and available in late August or early September. Mr. O'Brien stated Skagit Transit could also use the building as an office for the wash rack at the new MOA location if there were budget constraints.

Ms. Janicki inquired why there would be a need for this modular building as an office for the wash rack at the new facility. Mr. O'Brien stated Skagit Transit's plan is to surplus the modular building if the extra space at the new building is not needed.

Ms. Janicki inquired if there were some employees currently working out of the new MOA. Mr. O'Brien stated some employees of the Facilities and Maintenance departments are currently operating out of the new building. Mr. O'Brien stated there are also vanpool vans and surplus vehicles being stored there. Mr. O'Brien stated when construction begins for the remodel of the building, those employees will need a space to work out of until the project is complete. Ms. Boudreau stated when considering the purchase price versus the cost to rent the building, with the surplus value, there is potential to break even. Mr. O'Brien stated that is the hope of Skagit Transit. Mr. O'Brien stated it would cost Skagit Transit approximately \$10,000 a year to rent the building, and that would be dependent upon availability to obtain one for rent. Ms. Janicki inquired if the price included hook up, restrooms or plumbing in the building. Mr. O'Brien stated there is not, it is just office space that requires only electricity.

Ms. Gere moved to approve the Purchase of a Modular Building. Ms. Boudreau seconded the motion. The motion passed unanimously.

c) Approve Resolution No. 2018-05 Authorizing the Sale of Surplus 2004 29ft Gillig Low Floor Transit Coach

Mr. Schaner stated Resolution No. 2018-05 identifies one 29ft transit coach that staff has declared excess and ready for surplus by sale.

Mr. Schaner stated Twin Transit the public transportation provider for the cities of Centralia and Chehalis has contacted all of WA States Transit Agencies requesting the purchase of excess used transit coaches available for sale/transfer.

Mr. Schaner stated Skagit Transit has identified one 2004 Gillig Low Floor Transit coach available to Twin Transit. Mr. Schaner stated the sale price will be at fair market value.

Ms. Boudreau moved to approve resolution 2018-05 Authorizing the Sale of Surplus 2004 29ft Gillig Low Floor Transit Coach. Ms. Janicki seconded the motion. The motion passed unanimously.

IV Executive Session

Chair Dahlstedt announced that the Board would adjourn for an Executive Session to discuss the Executive Director's employment contract. Mr. Dahlstedt stated the estimated time for the session is 15 minutes and the Board will reconvene in open session at approximately 1:30 p.m.

At 1:15 p.m. the Executive Session began.

Mr. Dahlstedt reconvened the meeting into open session at 1:25 p.m.

Ms. Boudreau moved to approve the five (5) year extension of the Executive Director's employment contract. Ms. Johnson seconded the motion. The motion passed unanimously.

V Community Advisory Committee Report

Due to emergency circumstances, the Community Advisory Committee report was postponed until the July Board meeting.

VI Executive Directors Report

Mr. O'Brien stated the sale of the property to the North of the new MOA has been finalized and the eminent domain is completed, a deposit will be made June 21, 2018 at the Skagit County Superior Court and the land will be titled to Skagit Transit. Mr. O'Brien stated Skagit Transit will not have to pay interest on the time taken to secure the land.

Ms. Boudreau inquired about the effects of the new tobacco free policy at Skagit Station. Mr. O'Brien stated the new policy has been implemented, and there are no problems or complaints. Mr. O'Brien stated the policy is posted and displayed well, and people are using the designated receptacle located at the South end of the property.

Mr. O'Brien stated Amtrak is going to work with Skagit Transit in putting big screen televisions in the lobby of the station with live train schedule information displayed and an estimated time of arrival.

VII Information Items:

VIII Unfinished Business:

IX New Business:

The ReMix Software presentation was postponed until the July Board meeting due to complication with the internet connection.

Commissioner Dahlstedt adjourned the meeting at 1:30 p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Fernandes,
Clerk of Skagit Transit Board