

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

Wednesday, January 18, 2017

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Mayor Keith Wagoner called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Keith Wagoner, City of Sedro Woolley, Mayor (Chair)
Lisa Janicki, Skagit County Commissioner
Will Reichardt, Skagit County Sherriff
Laurie Gere, City of Anacortes, Mayor
Rick DeGloria, City of Burlington, Council Member
Katie Jungquist, Skagit County Treasurer
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Manager of Finance & Admin
Troy Fair, Operations Manager
Brad Windler, Service Development Planner
Al Schaner, Maintenance & Facilities Manager
Mary Lozeau, Clerk to the Board

Members Absent:

Jill Boudreau, City of Mount Vernon, Mayor
Ron Wesen, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)
Steve Sexton, City of Burlington, Mayor

Member of Public:

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - December Payroll Direct Deposits and Checks # 15823 - # 15839..... \$ 567,039.37
 - December Direct Federal withholding transfer.....\$ 120,884.79
 - December Claims Checks and ACH # 32970 - # 33092 \$ 954,484.77

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

Ms. Pleasant reported Skagit Transit received \$876,136 sales tax revenue in the month of December. This compares with \$830,647 in December of 2015. This is a 5.48% or \$45,489 increase over last year with a year to date increase of 7.12% or \$723,229. Skagit Transit also received \$111,473 in state and federal grant reimbursement.

Ms. Pleasant stated Operating Expenses included Annual Maintenance Fee for Abila Accounting Software. Capital Expenses included Skagit Station Upgrade Project, five paratransit vehicles, one service vehicle, and Trapeze Next Stop Software. Fuel is within budget and all other expenses were as expected.

Ms. Gere moved to approve the Monthly Budget Update. Mr. DeGloria seconded the motion. The motion passed unanimously.

b) Community Action Request for Point-in-Time Count of Homeless Event

Mr. O'Brien reported the Point-in-Time Count is a one day count of homeless individuals that is mandated by the federal government each year. Community Action and the Coalition to End Homelessness facilitate the count in Skagit County through surveys, which provide a baseline number that helps our community and local coalitions in fighting homelessness and increasing affordable housing opportunities.

Mr. O'Brien stated Community Action requests the support of Skagit Transit on the day of the event, January 26, 2017. The request is to provide free transit service on the day of the event for individuals or provide ten transit passes which are needed to distribute to volunteers who will be placed on various routes throughout the community.

Ms. Janicki made a motion to provide ten transit passes which are need for volunteers placed on various transit routes. Ms. Gere seconded the motion.

IV Executive Session:

Chair Wagoner announced that the Board would adjourn for an Executive Session to discuss real estate acquisition and labor. Mr. Wagoner stated that the estimated time for the session is 20 minutes.

The Executive Session began at 1:07 p.m.

Mr. Wagoner reconvened the meeting into open session at 1:30 p.m.

Ms. Gere moved to proceed with acquisition of subject property, for public use, and the subject property is necessary to meet all of Skagit Transit's twenty year MOA program. The December 29, 2016 Review Appraisal performed by Kent M. Scudder, Ph.D., of Norquest Asset Valuation, Inc., is accepted, and the Review Appraisal's final value conclusion of \$785,000 is accepted as just compensation for the subject property. Dale O'Brien, Direct/General Manager of Skagit Transit, is authorized to make a written offer to the subject property owner, Wallace Bay View Properties LLC, to acquire the property for the full amount established as just compensation. In the event a negotiated purchase cannot be achieved with the property's owner, Skagit Transit is authorized to take such steps as are necessary to exercise its power of eminent domain to acquire the property.

Mr. DeGloria seconded the motion. The motion passed unanimously.

IV Citizens Advisory Committee Report:

Mr. Windler reported the committee met last week and worked on a calendar of goals. The first part of the year the committee will work on recruitment for additional members. Mr. Windler stated the committee will also be working on marketing and functioning as a sounding board for service changes planned for May of 2017.

IV Information Items:

Mr. O'Brien informed the Board Skagit Transit received a letter of appreciation from Life Care Center thanking us for the service.

V Unfinished Business:

VI New Business:

Chair Wagoner adjourned the meeting at 1:37 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board