

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

Wednesday, January 17, 2018

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

Members Present:

Ken Dahlstedt, Skagit County Commissioner (Chair)
Lauri Gere, City of Anacortes, Mayor (Vice Chair)
Jill Boudreau, City of Mount Vernon, Mayor
Ron Wesen Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Germaine Kornegay, Councilmember, City of Sedro Woolley
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember
Marge Root, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Manager of Finance & Admin
Brad Windler, Service Development Planner
Chris Chidley, IT Manager
Penny Roodzant, Human Resources Manager
Troy Fair, Operations Manager

Members Absent:

Member of Public:

Fred and Ginny Barnum, Mount Vernon

Providing Legal Counsel:

I Public Comment:

Ginny Barnum of Mount Vernon informed the Board her and her husband Fred Barnum own and operate a coffee shop at Skagit Station. Ms. Barnum described the current environment at Skagit Station that causes her great concern. Ms. Barnum stated she has observed homeless people sleeping on the cement outside the deli door and windows. The entrance doors are blocked by sleeping bags, tarps, tents, and barking dogs and transit and train passengers have to navigate around the homeless and their belongings. Ms. Barnum informed the Board there are people frequently begging for food and money, and arguments among the homeless. Ms. Barnum noted Mr. O'Brien and staff are making improvements and hopes the positive changes continue.

II Consent / Action Items:

- a) Approval of December Meeting Minutes
- b) Approval of Claims and Payroll
 - December Payroll Direct Deposit and Checks #15932 - #15939.....\$720,635.80
 - December Direct Federal withholding transfer\$142,537.33
 - December Claims Checks and ACH #34633 - #34757\$278,567.19

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for October and November

Ms. Pleasant stated Skagit Transit received \$ 991,655 sales tax revenue in the month of December. This compares with \$876,136 in December of 2016. Ms. Pleasant stated this is a 13.19 % or \$115,519 increase over last year with a year to date increase of a 7.41%, or \$806,058. Ms. Pleasant stated Skagit Transit also received \$71,093 state and federal grant reimbursement.

Ms. Pleasant reported capital expenses included Trapeze Streets Software Enhancement and Website Enhancement. Ms. Pleasant noted fuel is within budget.

Ms. Boudreau moved to approve the December Monthly Budget Update. Ms. Gere seconded the motion. The motion passed unanimously.

b) Approve Interlocal Agreement between Skagit Transit and Skagit County (Skagit Transit No. 18-002)

Mr. O'Brien stated on December 19, 2007, the Board appointed Motoko Pleasant, Skagit Transit's Manager of Finance and Administration, to serve as the Treasurer and Auditor of Skagit Transit.

Mr. O'Brien noted every three years, Skagit Transit and Skagit County execute an Interlocal Agreement for the purpose of delegating the receipt and deposit of funds, disbursement of funds to Skagit Transit, and the investment of surplus funds to the Skagit County Treasurer. The existing Agreement expires February 28, 2018. Mr. O'Brien stated Skagit Transit and Skagit County desire to enter another three-year term Agreement effective March 1, 2018 through February 28, 2021.

Ms. Boudreau moved to approve the Interlocal Agreement between Skagit Transit and Skagit County. Mr. DeGloria seconded the motion. The motion passed unanimously.

c) Request to Hire Security Supervisor

Mr. O'Brien stated Skagit Transit is experiencing a large increase in homeless individuals loitering at Skagit Station at all hours of the day. It has risen to the point that it has become a public nuisance and has had a direct effect on local and regional ridership. Amtrak and Greyhound customers are complaining that they do not feel safe in the lobby while they wait for the train or the bus to arrive. Mr. O'Brien also stated, as the board is aware, we have a company leasing space operating a Deli at Skagit Station. We have received complaints from our tenants that there are days they feel uncomfortable being open for business. Mr. O'Brien reported staff has implemented several new procedures to control this growing problem, which have been successful the last few weeks. In order to maintain the improvements and keep the problem under control staff is asking that the board approve hiring of a security supervisor to oversee our contracted security service. This will insure that we have a unified force maintaining a safe and comfortable facility for the public using public transportation.

Mr. O'Brien presented photos of individuals camping and sleeping on the train platform at night and sitting inside the station with their belongings and sleeping bags. Mr. O'Brien explained homeless individuals wash their clothes in the restrooms and hang them to dry in the lobby.

There was discussion of the additional staffing impact on the budget and the contract with the current security vendor.

Ms. Janicki moved to approve request to hire a security supervisor. Ms. Gere seconded the motion. The motion passed unanimously.

d) Approve Wellness Day Off

Ms. Roodzant stated employers striving to manage their overall spending on employee health care and reduce the amount of productivity lost due to employee absences often institute employee wellness incentives to promote preventive care and foster a healthier workplace. Ms. Roodzant explained employees earn credits for participating in wellness activities, such as joining a gym, taking a nutrition class and participating in health-related activities of the wellness program. Credits are redeemed for cash or time off from work, boosting not only health awareness but employee morale. Ms. Roodzant requested for the Board approval of wellness incentives for regular full and part time represented and non-represented employees who have earned eligible wellness credits for participating in wellness activities in a calendar year may choose to redeem credit for one wellness day off in the following calendar year. Ms. Roodzant noted the Wellness Day is to be scheduled 30 days in advance and is subject to availability. The Wellness Day will be paid according to scheduled work hours for the requested day off. Ms.

Roodzant explained the holiday must be taken within the year it is awarded and may not be carried forward to the following year and there will be no cash payout for time not taken.

Ms. Roodzant stated the Wellness Committee is an active body of members who perform multiple tasks in addition to their normal workload for the health benefit of their fellow employees, and for the benefit of the employer by reducing and loss of productivity. Committee members who meet or exceed expectations as outlined in the Wellness Committee General Requirements are awarded one wellness day off for each year for excellent service. Ms. Roodzant noted the Wellness Day is to be scheduled 30 days in advance and is subject to availability. The Wellness Day will be paid according to the scheduled work hours for the requested day off. The holiday must be taken within the year awarded and may not be carried forward to the following year. Ms. Roodzant stated there would be no cash payout for time not taken.

Mr. Wesen inquired about the budget impact and how many days an employee can take. Ms. Roodzant reiterated that employees who qualify could choose between \$360.00 per year for their attendance at a gym or one paid day off per year, and it is within budget. There was a discussion of what other agencies are offering as an incentive for wellness program participation.

Ms. Boudreau suggested reviewing the Wellness Program Policy before taking action on this item.

Ms. Janicki moved to table approving Wellness Day Off and the Revision of the Wellness Program Policy to the February Board meeting. Ms. Boudreau seconded the motion. The motion passed unanimously.

e) Approve Revision of Community Advisory Committee Bylaws

Mr. Windler stated The Bylaws of the Skagit Transit Community Advisory Committee (CAC) have been reviewed and revised by the Committee. Mr. Windler noted the revisions include minor adjustments to the Code of Conduct, establishes a Special Projects Assistant, clarifications to how meeting agendas will be set, and directs CAC members to talk with the CAC Staff Liaison if there are issues or questions regarding policy.

Ms. Boudreau moved to approve Revision of Community Advisory Committee Bylaws. Mr. Sexton seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler reported the committee met on January 10, 2018 and discussed the agenda items for the year that include participating in strategic plan development and volunteers in outreach activities.

V Executive Directors Report

Mr. O'Brien reported staff has reviewed a draft fee summary from the design engineer consultant for MOA2. Ms. Pleasant has been reviewing the cost proposals, which will be discussed with the consultant the week of February 5th. Mr. O'Brien stated our attorney filed a petition with Skagit County Superior Court since the current property owner of the additional three acres is contesting the price. Mr. O'Brien noted both parties would bring forward expert appraisals for the property.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Chair Dahlstedt adjourned the meeting at 1:47p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board