

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

Wednesday, July 19, 2017

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Chair 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)
Jill Boudreau, City of Mount Vernon, Mayor
Ron Wesen, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)
Lisa Janicki, Skagit County Commissioner
Ken Quam, City of Mount Vernon, Council Member
Erika Pickett, City of Anacortes, Council Member
Debbie Gabriel, Labor Representative (non-voting member)

Staff Present

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

Members Absent:

Rick DeGloria, City of Burlington, Council Member
Lauri Gere, City of Anacortes, Mayor

Member of Public:

Mike Nortier
Meg Heppner

Providing Legal Counsel:

Richard Langabeer

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - June Payroll Direct Deposits and Checks # 15884- # 15889..... \$705,292.86
 - June Direct Federal withholding transfer..... \$159,110.52
 - June Claims Checks and ACH # 33818 - # 33945 \$328,194.83

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

III Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant stated Skagit Transit received \$949,114 in sales tax revenue in the month of June. This compares with \$913,222 in June of 2016. Ms. Pleasant noted this is a 3.93% or \$35,892 increase over last year with a year to date increase of 7.68% or \$391,543.

Ms. Pleasant reported operating expenses included annual maintenance fee for Trapeze Streets/AVL software. Capital expenditures included Skagit Station Electric Charging Station, March Point Park & Ride Security Camera wiring, and Trapeze Streets Hardware. Ms. Pleasant noted fuel is within budget.

Ms. Boudreau moved to approve the Monthly Budget Update. Mr. Wesen seconded the motion. The motion passed unanimously.

IV Executive Session:

Chair Wagoner announced that the Board would adjourn for an Executive Session to discuss Ratification and Approval of Resolution 2017-04 -- Acquisition of Property for MOA Facility. Chair Wagoner stated that the estimated time for the session to be 20 minutes.

At 1:05 p.m., the Executive Session began.

Chair Wagoner reconvened the meeting into open session at 1:20 p.m.

Chair Wagoner stated the Board had previously authorized and directed the Executive Director to explore and proceed with the acquisition of a 2.96 acre property needed for the future MOA project development, and held a public meeting on May 17, 2017, to consider final action on such acquisition. Resolution No. 2017-04 to authorize the acquisition of real property and/or real property interests in the above referenced property through negotiation with property owners and by use of eminent domain (condemnation), if necessary was adopted by the Board on May 17, 2017.

Notice of the May 17 final action public meeting had been sent to the property owner by certified mail, return receipt requested, but it was later determined that the notice was deposited in the U.S. mail 14 days, rather than 15 or more days prior to the meeting as required by RCW 8.25.290(2)(a). It was determined that the public meeting should be rescheduled for the Board's July 19, 2017, meeting, with notice given per statute to avoid any issue regarding the prior notice being mailed one day late. Notice of the July 19 Final Action was sent via certified mail more than 15 days prior to the public meeting as required by RCW 8.25.290(2)(a), and published in the Skagit Valley Herald pursuant to RCW 8.25.290(2)(b)(i).

Chair Wagoner gave an opportunity for the property owner and/or members of the public to provide comment on the proposed acquisition prior to the Board taking final action. Neither the owner nor the owner's representatives were in attendance at the meeting, and no member of the public provided comments or asked any questions regarding the proposed acquisition.

Chair Wagoner advised the Board he would entertain a motion to ratify and approve in its entirety Resolution No. 2017-04.

Ms. Boudreau moved to ratify and approve Resolution No. 2017-04 in its entirety. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

IV Information Items:

Transit Development Plan

Mr. Windler distributed the draft Transit Development Plan (TDP) to the Board members for review. Mr. Windler informed the Board a thirty day public comment period began and staff will bring the TDP to the August 16 meeting for approval. State law requires an approved TDP be submitted by September 1st annually. Mr. Wesen requested an electronic red line version. Mr. Windler stated the document is not a remake of a previous plan it is a new document.

V Unfinished Business:

Mr. Sexton informed the Board members recently a Skagit Transit passenger with a potential diabetic medical issue was dropped off at the Burlington Public Library. Mr. Sexton stated that library staff was able to assist the passenger. Mr. Sexton asked for information on what transpired. Mr. O'Brien stated he did not receive the date of the event from the library staff and was unable to investigate further. Mr. O'Brien noted nothing was reported by the drivers. Mr. Sexton stated he would appreciate some follow up and will provide the date.

VI New Business:

Mr. O'Brien introduced new Human Resources Manager, Penny Roodzant and stated she has been on board one week.

Chair Wagoner adjourned the meeting at 1:25 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board