

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

Wednesday, March 21, 2018

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

Members Present:

Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Ron Wesen Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Rick DeGloria, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember
Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
Melinda Hunter, Labor Representative (non-voting member)
Anthony Young, City of Anacortes, Councilmember

Staff Present

Dale O'Brien, Executive Director
Allan Schaner, Maintenance/Facilities Manager
Joe Macdonald, Interim Operations Manager
Motoko Pleasant, Manager of Finance & Admin

Members Absent:

Laurie Gere, City of Anacortes, Mayor (Vice Chair)
Julia Johnson, City of Sedro Woolley, Mayor

Member of Public:

Stacy Clauson, WSDOT Community Liaison

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of February Meeting Minutes
- b) Approval of Claims and Payroll
 - February Payroll Direct Deposit and Checks #15949 - #15957\$696,561.04
 - February Direct Federal withholding transfer\$105,579.20
 - February Claims Checks and ACH #34952 - #35086\$223,516.33

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for February 2018

Ms. Pleasant stated Skagit Transit received \$1,164,381 sales tax revenue in the month of February. This compares with \$1,138,659 in February of 2017. Ms. Pleasant stated this is a 2.26% or \$25,722 increase over last year with a year to date increase of 4.51% or \$90,841. Ms. Pleasant stated Skagit Transit also received \$131,267 State and Federal Grant reimbursements.

Ms. Pleasant reported expenses annual membership and dues - EDASC and WSTA. Ms. Pleasant also reported capital expenses included a mower for garage/shop equipment and Ms. Pleasant stated fuels are currently within budget and all other expenses were as expected.

Ms. Pleasant reported The Reserve Accounts currently are:

Feb 2018

Operating	\$ 2,128,938
Facilities	400,000
Capital Replacement	3,929,584
Non-Designated	<u>2,201,679</u>
Total Reserves =	\$ 8,660,201

Ms. Boudreau moved to approve the January Monthly Budget Update. Ms. Hudson seconded the motion. The motion passed unanimously.

b) Request to transition two Operations Support Assistants into new position of Road Supervisor.

Mr. Macdonald reported The Skagit Transit Operations Department has seen steady growth; in 2017 we grew approximately 7 % with the expansion of Commuter Routes 80X and 90X on weekends, as well as routes 40X and 90X mid-day service on weekdays.

Mr. Macdonald stated when the current class of driver trainees is released from training, the Operations Department will have 105 employees. Operations currently has a staff of 1 Manager, 5 Operations Supervisors, and 2 Operations Support Assistants to oversee this department.

Mr. Macdonald stated this puts the Operations Supervisors in a position of having 19.8 direct report employees each. The industry standard for number of direct reports per Operations Supervisor is 12-14 employees per Supervisor. Mr. Macdonald stated that currently, Operations Support Assistants do not perform most Supervisory duties.

Mr. Macdonald stated the proposal of Skagit Transit is to move the two Operations Support Assistants, who are currently at pay scale # 11, into a new position, Road Supervisor, at pay scale position # 8. Mr. Macdonald stated in this position these employees would then be in a position to provide training, perform evaluations, and provide corrective action when needed, while still performing their current road support duties. Mr. Macdonald stated these would now be exempt positions.

Mr. Macdonald reported this proposal, if adopted by the Board, would put the ratio of employee to Supervisor at a much more manageable level of 14.1 each, allowing each Supervisor more time to spend with all of their employees.

Ms. Boudreau clarified that the current Operations Support position is not a represented position and asked if the changes would be covered in the Budget. Mr. O'Brien confirmed this is covered in the current operating budget.

Ms. Boudreau moved to approve the request to transition two Operations Support Assistants into new position of Road Supervisor. Ms. Hudson seconded the motion. The motion passed unanimously.

c) Policy Approve Tobacco Free Campus Policy at Skagit Station, MOA, MOA2

Mr. O'Brien requested to table this proposal until next month's meeting in order to allow time to confirm the policy prior to asking for the Board's approval.

d) Summer Reading Program

Mr. O'Brien stated Skagit Transit received a letter from the Skagit County Libraries asking for participation in the Summer Reading program, which runs June 18 to August 31, 2018. Mr. O'Brien stated this program allows students that are participating to ride the bus for free to and from the

libraries. Mr. O'Brien asked the Board's approval and stated the Board has approved this program in years past.

Ms. Boudreau moved to approve free ridership for the Summer Reading Program. Mr. Sexton seconded the motion. The Motion passed unanimously.

IV Community Advisory Committee Report

Mr. O'Brien stated the Community Advisory Committee is organizing a public event to support Skagit Transit's 25 year anniversary later this year. Mr. O'Brien stated the committee is also organizing to have volunteers attend the two public events which will be held by Skagit Transit Outreach Staff. Mr. O'Brien stated members will help Skagit Transit at the Berry Dairy Days Parade, and with the family resource day at the fair. Mr. O'Brien stated the Community Advisory Committee is becoming very active and currently has twelve members.

V Executive Directors Report

Mr. O'Brien stated Skagit Transit received an email from an Amtrak passenger that frequently rides the train from Skagit Station to her home in Vancouver B.C. Mr. O'Brien stated the passenger wrote of her experience in years past to consist of limited hours at the station and being left in the cold to wait for the train with no access to washrooms, a large homeless population, loitering, people often sleeping on the platform and in possession of drug paraphernalia. Mr. O'Brien stated the passenger then shared her more recent experience at the station which allowed her access to the station while waiting for her train, with the observation of the security guard. Mr. O'Brien read the passenger wanted to compliment to Skagit Transit for re-opening the facility for Amtrak customers to wait in safety and comfort and the benefits this improved atmosphere at the station will bring to existing and future customers.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Mr. O'Brien reported as of March 28th all the final appraisals for the additional property for the new MOA are due. Mr. O'Brien stated Skagit Transit will have the appraisal from the current land owner that the property is being purchased from as well as Skagit Transit's updated appraisal. We will update the Board as soon as that information is available.

Chair Dahlstedt adjourned the meeting at 1:14 p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Fernandes,
Clerk of Skagit Transit Board