

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

Wednesday, December 20, 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)
Lauri Gere, City of Anacortes, Mayor
Jill Boudreau, City of Mount Vernon, Mayor
Ron Wesen Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Ken Dahlstedt, Skagit County Commissioner (Vice Chair)
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Council Member
Marge Root, Labor Representative (non-voting member)

Staff Present

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

Members Absent:

Ken Quam, City of Mount Vernon, Council Member

Member of Public:

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of October Meeting Minutes
- b) Approval of Claims and Payroll
 - October Payroll Direct Deposits and Checks # 15912- # 15920..... \$467,218.42
 - October Direct Federal withholding transfer..... \$146,352.11
 - October Claims Checks and ACH # 34351 - # 34497 \$296,159.39
- c) Approval of November Meeting Minutes
- d) Approval of Claims and Payroll
 - November Payroll Direct Deposit and Checks #15921 - #15931..... \$831,547.40
 - November Direct Federal withholding transfer..... \$152,741.39
 - November Claims Checks and ACH #34498 - #34632..... \$216,661.80

Mr. Sexton 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 October and November

Ms. Pleasant stated Skagit Transit received \$1,052,259 in sales tax revenue in the month of October. This compares with \$1,030,760 in October of 2016. Ms. Pleasant noted this is a 2% or \$21,499 increase over last year with a year to date increase of 7.1% or \$642,681.

Ms. Pleasant stated Skagit Transit also received \$1,050,036 in sales tax revenue in the month of November. This compares with \$1,002,178 in November on 2016. This is a 4.8% or \$47,858 increase over last year with a year to date increase of 6.9% or \$690,539.

Ms. Pleasant noted Skagit Transit also received \$1,695,387 federal grant reimbursement in October 2017.

Ms. Pleasant reported expenses included New MOA Land purchase, Chuckanut P&R Asphalt repair, and Skagit Station Security Cameras and equipment. Ms. Pleasant noted fuel is within budget.

Mr. Dahlstedt moved to approve the October and November Monthly Budget Update. Mr. DeGloria seconded the motion. The motion passed unanimously.

b) Public Hearing for 2018 Budget

Mr. Wagoner opened hearing for public comment. Mr. O'Brien reported a written comment was received from Mr. Kunzler. Mr. Kunzler requested educating the public about transit services via Skagit Valley Herald and via bus shelters. Mr. Kunzler requested the 2018 Dump the Pump event have at least several thousand dollars available for promotional items. In addition, Mr. Kunzler requested adding one more run on Route 305 preferably at 6:15 p.m. for a citizen to travel from Skagit Station to Sedro Woolley.

Mr. Wagoner closed the public hearing at 1:08 p.m.

c) Approve Resolution 2017-09 Fiscal Year 2018 Budget

Ms. Pleasant stated overall, total revenue budget for 2018 is \$16,497,777 and will be about the same total revenue compared to 2017 amended budget. Sales tax budget is \$10,715,881 that is a 5 % increase from 2017 budget. Ms. Pleasant stated the total budget for grant is about \$4,819,000 that is 10% less than the 2017 grant budget.

Ms. Pleasant reported for expenses, the total operating budget is \$14,519,752 that includes 2% cost of living increase, one new position, and about 9% increase in benefits. Capital budget for 2018 is \$5,438,608 that includes five replacement fixed route buses and one expansion bus \$2,644,700. Ten replacement paratransit buses at \$1,223,910. Ms. Pleasant stated \$367,000 for twelve replacement vanpool vans, \$70,722 for radios, and \$151,688 for engine and transmission repower.

Ms. Pleasant noted maintenance and facilities Park & Ride; route improvement total capital is \$83,544. The IT budget is \$30,000 for new servers. \$867,045 for design of new MOA which is all grant funded.

Mr. Wesen moved to approve Resolution 2017-09 approving Fiscal Year 2018 Budget. Ms. Gere seconded the motion. The motion passed unanimously.

d) Award Transit Route Planning Software Contract #17-020

Mr. Windler reported staff determined a need for a complete Software as a Service (SaaS) hosted solution to provide more timely service and capital improvement planning. It is often difficult and time consuming to ascertain when and where future growth will occur and how much growth is expected, including modifications to roadway networks and future demographic density and profile. Mr. Windler noted currently, staff utilizes consultants for special tasks and projects and uses a combination of tools to collect data, which is then manually manipulated to create reports for stakeholders.

Mr. Windler stated Skagit Transit's goal is to reduce consulting costs by increasing staff capabilities through a Strategic Plan, Title VI Analysis, and the assistance of transit planning software. In 2018, a Strategic Plan will be conducted to guide service improvements to local routes and re-design service to the rural parts of Skagit County over the next five years. Mr. Windler reported the assistance of transit planning software will enable staff to better understand the resource costs and demographics (riders) impacted by any proposed service changes.

Mr. Windler noted the same challenges faced by the Whatcom Transportation Authority (WTA) lead to contracting staff from both agencies combining efforts in a joint procurement for Transit Route Planning Software. WTA, as the Lead Agency, published Request For Proposals (RFP) #2017-280 on November 3, 2017. Three responsive proposals were evaluated by a Committee comprised of

representatives from both Agencies. Out of 100 points possible, results were 91 points, Remix Software, Inc. 34.89 points, Agelix Consulting, LLC. And, 71.62 points, BrainSurface, LLC. The web based software solution from Remix was mutually selected for contract award. Mr. Windler stated each agency would execute a Maintenance and Support contract and End User License Agreement to automatically extend as long as the software is used.

Ms. Boudreau inquired how often they get the data and how often do they update the data. Mr. Windler stated they incorporate the census data and load into the software. Ms. Boudreau asked if this requires staff to input local data. Mr. Windler answered staff will rely on that data and staff can adjust our operating cost per hour as it changes over time to keep our stats realistic. Mr. Wesen asked if any data entry on how many people rode the route. Mr. Windler state this product will not incorporate ridership information and our fare boxes provide data up to the previous day. Mr. Wesen asked how often staff will use the software. Mr. Windler answered he will use the software weekly.

Mr. Sexton moved to authorize the Executive Director to execute the contracts for Transit Route Planning Software with Remix Software, Inc. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

e) Approve Resolution 2017-08 Revised Drug & Alcohol Abuse Policy

Mr. O'Brien stated effective January 1, 2018, the U.S. Department of Transportation will put new regulations to 49 Code of Federal Regulations (CFR) Part 40 into effect, to include the category of Opioids, four synthetic drugs that were not previously being tested. This was done due to public safety issues in the face of the growing opioid epidemic.

Mr. O'Brien noted the added substances to all drug tests conducted at Skagit Transit, both under DOT authority and our own will also test for hydrocodone, hydromorphone, oxycodone, and oxycodone.

Ms. Boudreau moved to approve Resolution 2017-08 Revised Drug & Alcohol Abuse Policy. Ms. Janicki seconded the motion. The motion passed unanimously.

f) Authorize Interlocal Agreement Cooperative Purchasing Agreement with City of Seattle #17-024

Mr. O'Brien reported that as a small public agency, with limited purchasing quantities, Skagit Transit is able to leverage better pricing through cooperative purchasing groups. Skagit Transit is currently a member of several such groups and has experienced savings both in purchase price and Procurement staff time. State law encourages participation in cooperatives to eliminate duplication of efforts and the need to conduct formal bidding processes, thereby saving taxpayer dollars (RCW 39.34.030).

Mr. O'Brien stated staff wishes to enter an Interlocal Cooperative Purchasing Agreement with the City of Seattle for piggybacking their competitively let contracts. Of particular interest is their contract for radios and associated equipment. Skagit Transit has budgeted for the purchase of up to 66 radios in 2018 and although there is a State/DES contract for radios, the City of Seattle offers the best discount.

Ms. Boudreau moved to authorize Skagit Transit to execute a Cooperative Purchasing Agreement with the City of Seattle. Mr. Dahlstedt seconded the motion. They motion passed unanimously.

g) Approve Resolution 2017-07 Authorizing Disposal of Surplus Vehicles

Mr. Schaner stated Resolution 2017-07 identifies six Vanpool vans that staff has declared excess and ready for surplus disposal by sale through an open or sealed bid auction.

Pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. Mr. Schaner noted the only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC. Mr. Schaner noted auction dates to be arranged at a later date.

Ms. Boudreau moved to approve Resolution 2017-07 authorizing the Executive Director to dispose of surplus vehicles through an auction process. Ms. Gere seconded the motion. The motion passed unanimously.

h) Approve Sale of Two Vanpool Vans

Mr. O'Brien stated that on December 20, 2017 the Board approved the surplus and disposal of six Vanpool Vans through an open or sealed bid auction. Friendship House of Mount Vernon has expressed their desire to directly purchase from Skagit Transit two of the vans originally slated for auction to transport homeless people between shelters. Staff has determined \$4200 each for van 873 and van 942 to be fair market value.

Ms. Boudreau moved to approve the direct sale of van 873 and van 942 to Friendship House of Mount Vernon. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

i) Approve Purchase of Thirteen Vanpool Vans

Mr. Schaner reported on September 20, 2017, the Skagit Transit Board of Directors approved the Vanpool Investment Program (VIP) Grant #GCB2812. On April 19, 2017, the Board approved FTA Section 5339 Grant #WA-2017-059. Mr. Schaner noted both awards are for the purchase of replacement vans for the Vanpool Program. Skagit Transit will blend funding sources to the maximum extent possible of the state and federal grants to meet the replacement vehicle needs, any remaining balance will be satisfied with local funds.

Mr. Schaner stated Skagit Transit maintains a Master Contracts Usage Agreement (MCUA) with the State Department of Enterprise Services (DES) in order to utilize their competitively let contracts for various items and services, in accordance to state and federal procurement regulations. This is the preferred method for public agencies procuring property and services as it alleviates the redundancy and cost of the public body conducting its own competitive process for the same items or services, and the state can offer more economical pricing through its multiple awards and expanded purchasing power.

Mr. Schaner stated State Contract #05916 is available for the purchase of twelve and fifteen passenger vans from two Contractors. Bud Clary Dodge, Longview, WA offers the Chrysler Pacifica van; and Columbia Ford, Longview, WA offers the twelve passenger Ford Transit T35 van.

Mr. Sexton inquired if it is possible for local supply to be considered. Mr. O'Brien stated local dealers could participate in the state contract program and if they are awarded the contract with the state, we can purchase from local dealers.

Mr. Dahlstedt moved to approve the purchase of thirteen vans through Washington State Contract #05916. Mr. Wesen seconded the motion. The motion passed unanimously.

j) Award Bus Shelter Contract #17-021-F

Mr. Schaner informed the Board Skagit Transit's existing Bus Shelters Contract #12-007-F with Duo-Gard Industries, Inc. expired November 30, 2017. The next planned purchase for bus shelters is in the 2018 Budget therefore it is necessary to rebid for a new contract. Skagit Transit intends to purchase up to a maximum quantity of twenty-two bus shelters over a five-year term for a total estimated cost of \$105,000. Mr. Schaner stated the scope of the new contract includes a 3' x 10' Cantilever type bus shelter, in addition to our standard 5'x 10' Full-Size shelter, plus options for replacement items (window panels, roof, seals, benches, display cases, trashcans) and solar lighting. The contract is federally compliant in the event FTA funds are secured for purchasing bus shelters during the five-year Contract Term.

Mr. Schaner reported Invitation For Bids (IFB) #17-021-F was issued and posted on Skagit Transit's website on 11/15/17. Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to eighteen potential Bidders. The legal advertisement was published in the Skagit

Valley Herald on November 16, 2017. One Addendum was issued to approve an equal trash receptacle to the one specified in the IFB. Sealed bids were received until 10:00 a.m. on December 1, 2017 and immediately opened in public meeting at the MOA. Two bids were determined responsive and both Bidders deemed responsible. Bids were evaluated on the total bid price for twenty-two shelters. Brasco International, Inc. \$114,325 and LNI Custom Manufacturing, Inc. was low bidder at \$91,680.00.

Ms. Janicki moved to award the bus shelters contract #17-021-F to LNI Custom Manufacturing, Inc. Ms. Gere seconded the motion. The motion passed unanimously.

k) Approval of New Community Advisory Committee Members

Mr. Windler stated the Skagit Transit Community Advisory Committee (CAC) received three new applications for membership. The CAC has met with the candidates and is recommending the following citizens be approved to be CAC members. Chris Jones, Judy Jones, and David Stevens. Mr. Windler stated all three are visually impaired and regular transit riders.

Ms. Boudreau moved to approve the new members to the Community Advisory Committee. Mr. DeGloria seconded the motion. The motion passed unanimously.

l) Revision of Community Advisory Committee Bylaws

Mr. Windler informed the Board the Bylaws of the Skagit Transit Community Advisory Committee (CAC) have been reviewed and revised by the Committee. The revisions include minor adjustments to the Code of Conduct and other administrative areas, establishes a Special Projects Assistant who is a volunteer that helps with CAC projects such the Dump the Pump Day activity held in 2017. In addition, 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. Mr. Windler stated at the December meeting, the CAC moved to revise the Bylaws.

Mr. Wagoner requested to have a red line version of the revised Bylaws for review. Mr. Windler apologized. Ms. Lozeau stated the red line version was sent in the December 15, 2017 email with the entire agenda packet. Ms. Boudreau requested to table this item and bring to the January 2018 meeting with the red lined version.

Ms. Boudreau moved to table approving the revised CAC Bylaws and add to the January agenda. Ms. Gere seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

V Executive Directors Report

Mr. O'Brien reported we are waiting to begin negotiations for the three additional acres north of MOA2. The attorney for the current property owner has not brought their appraisal forward to begin negotiations. Mr. O'Brien stated our attorney is requesting their appraisal by the deadline of Friday, December 22, 2017.

VI Information Items:

Mr. Wagoner read a letter of appreciation from Paratransit passenger Larry Tomovick.

Ms. Gere complimented and thanked Mr. Windler, Service Development Planner for attending a meeting in Anacortes for the Governors Committee on disabilities and employment. Ms. Gere stated Mr. Windler addressed many concerns and answered many questions. Within 48 hours, Mr. Windler and a public works employee had resolved a concern about the location of a bus stop and moved it to a new location. Ms. Gere stated Mr. Windler engaged with the group well and his unique and quick action was appreciated.

VII Unfinished Business:

VIII New Business:

Election of Vice Chair

Mr. Wagoner informed the Board his term as Chair ends December 31, 2017 and stated Vice Chair Mr. Dahlstedt will become Chair. Mr. Wagoner requested nominations for Vice Chair to replace Mr. Dahlstedt.

Mr. Dahlstedt nominated Ms. Gere. Ms. Gere accepted the nomination. Ms. Boudreau seconded the nomination. The motion passed unanimously.

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

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors