

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

Wednesday, January 20, 2016

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, January 20, 2016. Mayor Steve Sexton called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present

Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor, Chair
Rick DeGloria, City of Burlington, Council Member
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Will Reichardt for Kenneth Dahlstedt, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Dale Ragan, City Mount Vernon, Council Member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Finance Manager
Troy Fair, Operation Manager
Carolyn Chase, Planner
Mary Lozeau, Clerk to the Board

Member of Public:

Dean Tharp
Marge Root
Colette Arvidson
Andrew Arvidson
Allen Oakland
Donna Pitcher-Oakland

Members Absent

Kenneth Dahlstedt, Skagit County Commissioner

Providing Legal Counsel:

I Public Comment:

Mr. Tharp, AFSCME Union Representative stated the union is in favor of extending service to South Fidalgo Island. Mr. Tharp noted that trained drivers should be providing the service verses taxi drivers. Ms. Root, fixed route driver stated that she supports bringing pocket service to the South Fidalgo Island area. Ms. Root agreed with Mr. Tharp that transit drivers are trained to transport disabled passengers.

Ms. Pitcher-Oakland, resident of South Fidalgo Island reported people in South Fidalgo Island are locked in their homes and disappointed with Skagit Transit for not providing service. Ms. Pitcher-Oakland thanked Skagit Transit Planner Carolyn Chase for preparing service options to the South Fidalgo Island area. Ms. Pitcher-Oakland stated she understands the transit driver's angst. Ms. Pitcher-Oakland noted if Pocket Service is brought to the area the residents of South Fidalgo Island will use it and they want to be picked up at their door and they want to be involved in establishing the timing of the service. Ms. Pitcher-Oakland stated a comment was made by a Board member at the December meeting indicating that disabled people should not move to the outlying areas and request the transit service come to them. Ms. Pitcher-Oakland explained that she became visually impaired from a stroke after she made the decision to relocate to an outlying area. Mr. Sexton stated if Ms. Pitcher-Oakland was referring to a comment he made regarding living in outlying areas she may have misinterpreted what he said. Mr. Sexton noted he is interested in new and creative ideas from staff to expand service. Mr. Sexton stated he personally is cognizant of the day to day concerns associated with living long-term health issues.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

December Payroll Direct Deposits and Checks # 15567 - # 15588.....	\$ 541,930.35
December Direct federal withholding transfer.....	...\$ 118,220.16
December Checks and ACH # 31438 - #31561	5,691,742.26

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

IV Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$909,212 sales tax revenue in the month of November. This compares with \$865,008 in November of 2014. This is a 5.11% or \$44,205 increase over last year with a year to date increase of 7.02% or \$611,935.

Ms. Pleasant stated expenses included Revenue Vehicle parts and supplies, ergonomic equipment and furniture. Fuel is within budget and all other expenses were as expected.

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

b) Resolution 2016-01 Approve Annexation of the Country Club Precinct

Mr. O'Brien reported the Country Club Precinct residents circulated a petition to be included in the Skagit Public Transit Benefit Area (PTBA) before the 2006 General Election. Sufficient signatures were obtained, the proposition was put on the ballot in November 2006, and was approved by the voters in the Country Club Precinct on November 7th 2006.

Mr. O'Brien stated it has come to Skagit Transit's attention that this information was not formally presented to the Board of Directors in a report, nor was a request for approval of a resolution to approve the annexation of the Country Club Precinct into the Skagit PTBA. This oversight was identified recently and staff is now presenting this report and resolution to the Board to complete the necessary governance and administrative steps to officially bring the Country Club Precinct into the PTBA. Mr. O'Brien noted this oversight has not impacted service to the Country Club Precinct. Skagit Transit has been providing paratransit services to the residents within the Country Club Precinct and to those within $\frac{3}{4}$ mile of fixed routes services in the area since 2007.

Ms. Boudreau moved to approve the Annexation of the Country Club Precinct. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Award Vending Machine Services Contract #15-024

Mr. O'Brien informed the Board Skagit Transit's existing Vending Machine Services Contract #10-012 with Summit Vending expires January 30th with no renewal options remaining. Request For Proposals (RFP) #15-024 were published December 21, 2015 to solicit responses from qualified vending machine businesses for furnishing, installing, servicing, and stocking at least two automatic vending machines for dispensing quality non-alcoholic beverages and pre-packaged food snacks for Skagit Station. Mr. O'Brien noted this is a non-revenue contract for Skagit Transit; Contractor pays a fixed commission of net proceeds to the Dept. of Services for the Blind pursuant to Chapter 78.14 RCW and WAC, Chapter 67.35.160.

Mr. O'Brien stated a legal advertisement was published in the Skagit Valley Herald December 22, 2015 and a classified ad was published in Spanish by El Mundo Communications. Public notices were also posted at Skagit Station and the MOA. The RFP was posted on Skagit Transit's website with the official Solicitation Notice that was sent to nine vendors on the Vendor Bid List.

Mr. O'Brien reported two responsive proposals were received by the December 28, 2015 deadline and evaluated and scored by a three-member Evaluation Committee on January 11, 2016. A proposal received from JamesCo Pro, Inc. was rejected as non-responsive for failure to meet the RFP requirements. B&P Vending was selected as the highest scoring Proposer.

Mr. Ragan moved to award Vending Machine Services Contract to B&P Vending, Inc. Ms. Gere seconded the motion. The motion passed unanimously.

d) Award Uniforms and Related Services Contract #15-021

Mr. Fair stated Request for Proposals (RFP) #15-021 were published December 9, 2015 to solicit responses from qualified vendors for the provision of uniforms and related services such as fittings, tailoring, and embroidery for our Coach Operators. A legal advertisement was published in the Skagit Valley Herald December 11, 2015 and public notices were posted at Skagit Station and the MOA. Mr. Fair noted the solicitation documents were made available on Skagit Transit's website, including the official Solicitation Notice that was sent to nine vendors on the Vendor Bid List.

Two proposals were received by the December 28, 2015 deadline and evaluated and scored by a five-member Evaluation Committee on December 30, 2015.

Ms. Boudreau moved to award Uniforms and Related Services Contract #15-021 to Don's Group Attire. Ms. Gere seconded the motion. The motion passed unanimously.

VI Citizens' Advisory Committee:

Ms. Chase reported she, Mr. O'Brien, and Ms. Pleasant attended the January 12th meeting. The main item on the agenda was a presentation by a committee member on including more data on services provided, services consumed, fare box recovery, and the annual Transit Development Plan on the website.

VII Information Items:

a) Additional Information on Serving the South Fidalgo Island Area

Ms. Chase stated on December 16, 2015, staff presented ideas for serving the South Fidalgo Area. Service ideas included implementing a taxi voucher program, and reintroducing a demand-response a.k.a pocket service one to two days per week. Following the presentation, Board members had several questions and comments about the proposed taxi voucher. Ms. Chase reported if a taxi voucher program were to be implemented, staff recommends that it be developed without contractual relationships between taxicab providers and Skagit Transit. Instead, patrons would choose their company of choice and be responsible for selecting a company that will accept a Skagit Transit voucher. Ms. Chase reported this recommendation comes after investigating the requirements associated with contracts between service providers and transit agencies. All taxi companies contracting with a transit agency receiving Federal Transit Administration (FTA) funds are subject to compliance with drug and alcohol testing regulations. Ms. Chase noted such rules do not apply when there is no contract and when patrons are able to select their own cab service and then pay for their ride with a subsidized voucher. The distinction between contracting providers and non-contracting providers was made clear by FTA because they recognized the practical difficulty of administering a drug and alcohol testing program for taxi companies that only provide incidental service on behalf of a transit agency. FTA audits have consistently shown problems with the successful implementation of drug and alcohol programs by taxi companies. Ms. Chase noted given the small size of some of the taxi companies operating in Skagit County, it is likely that only the largest provider would be able to meet testing requirements.

Ms. Chase stated staff sent the Washington State Department of Transportation Public Transportation Division information on the proposed taxi voucher program. It was their determination that any such program would need to be open to the general public with no eligibility restrictions. Ms. Chase noted while other transit agencies have limited the eligibility of taxi-voucher programs to individuals with special needs and the elderly they are able to do so because they have other transit options in the area that are open to the general public. Because Skagit Transit has no other transit options in South Fidalgo, the program would have to be open to the general public. Ms. Chase reported staff initiated a Request for Information from five taxicab companies operating in Skagit County to inquire about willingness and ability to participate in a taxi voucher program. Staff requested that the information requested be submitted by January 15th and have received very little response as of today.

Ms. Chase stated most residents of South Fidalgo live seven to nine miles from downtown Anacortes. Given current taxicab rates, this would result in a cost range of between \$20 and \$25. Staff recommends that vouchers have a value of \$17 to \$20 and that patrons be responsible for charges above the printed value of the voucher.

Ms. Chase reported Skagit Transit Operators are represented by a labor union. The current labor agreement states the employer agrees that no regular employee shall be laid off or have hours reduced as a direct result of the Employer contracting work currently done by Skagit Transit employees. Since no service is currently being provided to the South Fidalgo area, this section does not apply.

Ms. Chase reported the contract further states in the event Skagit Transit is considering contracting out work in the future, it will provide the Union with forty-five days' notice prior to any final decision. During this time period, the Union may provide information to Skagit Transit concerning other alternatives/options that the Union wishes Skagit Transit to consider. Ms. Chase noted currently, staff does not foresee entering into agreements with taxi providers for service. Regardless, Skagit Transit will give the Union formal notice of the proposal if the Board wanted to move forward with a taxi voucher program. If the Board asks for a taxi voucher program to appear as an action item on a future agenda, staff will ensure it only appears after the close of a 45-day notice period.

Ms. Chase clarified that the inability to restrict eligibility as part of a taxi voucher program made it an impractical option. There would be no way of ensuring limited vouchers were going to people with unmet transportation needs

Ms. Boudreau requested staff to describe the difference between pocket service and ADA Paratransit service. Ms. Chase stated pocket service is a demand response type of service that is provided to an area on designated days typically one to two days per week that is scheduled in advance by the rider. ADA Paratransit service must be provided within $\frac{3}{4}$ of a mile of a fixed route. It is limited eligibility and only disabled are able to use the service. Pocket service is open to the general public as required by FTA.

Mr. Jensen stated he is in favor of pocket service and not taxi vouchers. Ms. Boudreau stated she prefers providing pocket service on a trial basis. Ms. Janicki recommended staff implement pocket service for the South Fidalgo Island area. Ms. Gere agreed. Mr. O'Brien stated staff will prepare a schedule for pocket service with the anticipated start date of April 1st.

VIII Unfinished Business:

VIII New Business:

Mr. Jensen requested an action item be added to the February agenda to discuss per diem reimbursement for attending Board meetings.

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

Mayor Steve Sexton, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board