

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

Wednesday, June 15, 2016

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

**Members Present:**

Steve Sexton, City of Burlington, Mayor, Board Chair  
Jill Boudreau, City of Mount Vernon, Mayor  
Laurie Gere, City of Anacortes, Mayor  
Keith Wagoner, City of Sedro-Woolley, Mayor (Vice-Chair)  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Katie Jungquist, Skagit County Treasurer  
Dale Ragan, City of Mount Vernon, Council Member  
Soren Jensen, Labor Representative (non-voting member)

**Members Absent:**

Kenneth Dahlstedt, Skagit County Commissioner  
Rick DeGloria, City of Burlington, Council Member

**Staff Present**

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

**Member of Public:**

Alan Oakland  
Donna Pitcher-Oakland  
Carol Ehlers

**Providing Legal Counsel:**

**I Public Comment:**

Donna Pitcher-Oakland stated she is delighted to ride the bus in South Fidalgo. Ms. Pitcher-Oakland reported she used the bus to go to lunch and made a second trip to the drug store by herself. Ms. Pitcher-Oakland noted the drivers are good and very helpful however, this is a new program and modifications need to be made. Ms. Pitcher-Oakland suggested an announcement in the rider guide and recommended the registration process improve. Ms. Pitcher-Oakland noted two people have had their registration lost and they were denied a ride. Ms. Pitcher-Oakland stated she experienced some frustration scheduling her initial ride for herself and a friend. Ms. Pitcher-Oakland recommended more education to staff and riders on using the service and how to use day passes. Since this is a new service which is not paratransit and not a regular fixed route there is confusion on use a day pass or 30 day pass. Ms. Pitcher-Oakland noted this is a valuable service and she believes improvements can be made. Ms. Pitcher-Oakland reported she is publishing each trip on Facebook and has received 150 likes so far. Ms. Pitcher-Oakland stated she is working on increasing ridership and has posted over fifty posters and has gone door to door to promote the service.

Alan Oakland stated he finds the South Fidalgo service disrespectful to his spouse Donna Pitcher-Oakland. Mr. Oakland reported he has had to intervene and assist when scheduling a ride. It is a hardship for her to schedule a bus ride and requested everyone take the time to close their eyes and make a phone call.

Carol Ehlers thanked staff for the notice in the Skagit Valley Herald and Anacortes American. Ms. Ehlers noted not everyone wants to visit multiple websites to learn about each agencies information. Some people prefer to use the newspaper as their source of information. Ms. Ehlers stated not a single poster has been posted by Skagit Transit to promote the new South Fidalgo service. The original service in the area failed because Skagit Transit failed to inform people of the service. Ms. Ehlers stated \$1.00 fare is not logical.

Mr. Sexton asked staff to respond to comment and concerns. Mr. Windler stated staff is not in denial of some growing pains associated with the new service to the South Fidalgo area. When kicking of a new service that is marginally different from what we currently operate staff is on a learning curve along with the passengers. Mr. Windler reported Skagit Transit does not have an advertising budget and we do not advertise any of our services other than our website. Mr. Windler stated staff is not treating South Fidalgo differently than any other service we offer. Mr. Windler explained staff has created special brochures and posted posters to promote this service. Mr. Windler described the outreach that has been conducted by staff to the Anacortes American, Anacortes Senior Center, Special Need Transportation Forum, Anacortes Family Center, Community Action, American Legion, Island Hospital, Samish Indian Nation, Swinomish Indian Tribe, Kidney Center, and Anacortes Library. Mr. Windler noted staff has contacted private businesses as well and some have declined our brochures and posters. Staff is actively attempting to promote this service.

Mr. O'Brien noted the rider guide is updated and printed once a year and staff created a brochure to promote this additional service and information is also on our website. Mr. Fair explained South Fidalgo is outside of our service area and this connector service was created to bring passengers to March's Point to access our entire service with a \$1 fare each way. Once a passenger arrives at March's Point a one day pass or a 30 day pass can be used. Mr. Fair noted our paratransit service can also be used from March's Point. Mr. Fair reported to date sixteen people have registered for the service and fourteen used the online registration form. Mr. Fair noted he is not aware of problems registering for the service and encouraged people contact him for assistance.

Mr. Wagoner inquired about the frustration with the phone registration. Mr. Pitcher-Oakland stated his spouse used her sight impaired device which took seven minutes. Once connected with Skagit Transit she was in a router system to select the correct department to schedule a ride for herself and a friend that is also registered. Ms. Pitcher-Oakland explained she was given the option to wait for next available scheduler or leave her number for a call back. Ms. Pitcher-Oakland was able to schedule the ride however her friend was denied even though she registered. Mr. Fair stated perhaps the registration was not complete since registration can take up to three weeks but typically does not take that long. The three weeks is necessary for staff to work with new riders to discuss and determine where the bus will pick up and drop off safely which involves a site visit.

Mr. Sexton asked staff who a rider should contact when they have concerns and need special attention regarding the new service for South Fidalgo. Mr. O'Brien recommended contacting Mr. Windler and Mr. Fair.

## II Consent / Action Items:

### a) Approval of Minutes

### b) Approval of Claims and Payroll

May Payroll Direct Deposits and Checks # 15678 - # 15702.....	\$ 575,873.23
May Direct Federal withholding transfer.....	\$ 118,006.95
May Checks # 32008 - # 32186 .....	\$ 480,482.28

**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 \$915,047 sales tax revenue in the month of May. This compares with \$853,741 in May of 2015. This is a 7.2% or \$61,306 increase over last year with a year to date increase of 5.8% or \$229,271. Ms. Pleasant noted Skagit Transit also received \$122,965 state and federal grant reimbursements.

Ms. Pleasant stated expenses included annual maintenance fee for Trapeze Software. Capital Expenditures included Trapeze Streets Software. Fuel is within budget and all other expenses were as expected.

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

### b) Resolution 2016-04 Approve IT Policies & Procedure 040.15

Mr. Chidley stated maintaining good policies are necessary to help employees understand acceptable and un-acceptable use of technology for the agency. We are updating our current acceptable use policy for Skagit Transit and its technology. Mr. Chidley noted a policy for employees is the first step in a full set of policies for information technology as they are the primary users of the technology that Skagit Transit owns. This policy is an update and combined version of 040.05 (Acceptable Use), 040.40 (Password Policy), and 040.30 (Information Security Policy) which will be cancelled as they are being replaced with this revised policy. Ms. Boudreau inquired how frequently passwords are required to be changed. Mr. Chidley answered ninety days.

**Mr. Wagoner moved to approve Resolution 2016-04 Employee IT Policies and Procedure 040.15. replacing policies 040.05, 040.40, and 040.30. Ms. Boudreau seconded the motion. The motion passed unanimously.**

c) Revision of CAC Bylaws

Mr. Windler reported the Bylaws of the Citizens Advisory Committee (CAC) have been reviewed and revised by the Committee. The most current revision from the June 14<sup>th</sup> CAC meeting was shared with the Board members. The revisions include the name has changed to Community Advisory Committee to reflect that the members are not representing just citizens who are riders but all citizens of the community. The terms of office for chair and vice-chair shall be one year. And, in the event there are sixteen members on the Committee, a list will be kept of other interested citizens. Mr. Windler stated the Committee met yesterday and made some formatting changes and the quorum language was changed to majority vote of members present provided it constitutes a quorum. Mr. Wagoner stated he prefers to receive the original document with track changes and requested that be provided in the future.

**Ms. Gere moved to approve the Revised CAC Bylaws. Ms. Boudreau seconded the motion. The motion passed unanimously.**

d) Approve Purchase of Trapeze Hardware Extended Warranty Fees and Annual Software Maintenance Fees

Mr. Chidley stated on February 11, 2015, the Board approved Resolution 2015-02 authorizing the sole source procurement of the Ranger-SupervisorMate and the Next Stop Announcement System. These additional modules were added to the Agency's existing Trapeze PASS system used primarily for Paratransit scheduling.

Mr. Chidley reported on December 28, 2015, Skagit Transit entered a Software Maintenance Agreement, Amendment #6, with Trapeze (aka. TripSpark). The actual costs for the Hardware Extended Warranty fees and annual Software Maintenance fees, included in the Agreement as Exhibit A-6, were not known at the time of initial Board award and therefore omitted from the original report and Resolution.

Mr. Chidley stated costs are a condition of payment to the Agreement. Skagit Transit has been invoiced for the Hardware Extended Warranty and will be invoiced for the annual Software Maintenance fee on August 1st. The cost for the Hardware Extended Warranty invoice is grant funded. Mr. Chidley noted all future renewals for both Software Maintenance fees and extended hardware warranty fees, or Time and Materials pricing, as applicable, are subject to TripSpark then current pricing and will be paid with local funds. Mr. Chidley stated per policy, full Board approval is required prior to payment.

Mr. Wesen inquired if this is for the working life of the agreement. Mr. Chidley answered yes. Ms. Boudreau asked if this is included in the budget. Motoko stated it will be added to the budget.

**Mr. Wesen moved to authorize staff to pay all current and future invoices for the TripSpark Software Maintenance fees and Hardware Extended Warranty fees. Mr. Wagoner seconded the motion. The motion passed unanimously.**

**V Executive Session:**

Chair Sexton announced that the Board would adjourn for an Executive Session to discuss labor negotiations. Chair Sexton stated that the estimated time for the session is 15 minutes.

The Executive Session began at 1:40 p.m.

Chair Sexton reconvened the meeting into open session at 1:48 p.m. and announced no action would be taken.

**VI Citizens' Advisory Committee:**

Mr. Windler reported the committee reviewed current projects staff is working on including South Fidalgo Connector and IT Streets program. Also reviewed future grant submissions and the Transit Development Plan (TDP). Mr. Windler stated the committee voted to have a summer hiatus which is standard for the committee. The next scheduled meeting is September 13<sup>th</sup>.

**VII Information Items:**

Mr. O'Brien reported the property appraisal is done for two acres adjacent to the new MOA site. The maintenance staff has replaced all of the interior lighting at Skagit Station with LED lights. Mr. O'Brien informed the Board members the deli vendor at Skagit Station will be leaving in July and staff is looking for a new vendor.

**VIII Unfinished Business:**

**VIII New Business:**

Mr. Jensen thanked the Board and staff for the new uniforms for the operators.

**Chair Sexton adjourned the meeting at 2:01 p.m.**

Attest:

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Mary Lozeau,  
Clerk of Skagit Transit Board

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Mayor Steve Sexton, Chair  
Skagit Transit Board of Directors