

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

Wednesday, March 18, 2015

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, March 18, 2015. Mayor Jill Boudreau called the meeting to order at 1:03 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present

Jill Boudreau, City of Mount Vernon Mayor, Chair
Will Reichardt, Skagit County Sheriff
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Steve Sexton, City of Burlington Mayor
Keith Wagoner, City of Sedro Woolley Council member
Laurie Gere, City of Anacortes Mayor
Rick DeGloria, City of Burlington Council member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Finance Manager
Troy Fair, Operations Manager
Chris Chidley, IT Manager
Al Schaner, Maint & Facilities Manager
Mary Lozeau, Clerk to the Board

Member of Public:

Brian Soneda, Library Director

Members Absent

Kenneth Dahlstedt, Skagit County Commissioner
Mike Anderson, City of Sedro Woolley Mayor
Dale Ragan, City Mount Vernon, Council member

Providing Legal Counsel

I Public Comment: None.

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - February Payroll Direct Deposits and Checks # 15295 - # 15319 \$ 526,005.59
 - February Direct federal withholding transfer\$ 106,027.83
 - February Checks # 30305 - #30445\$ 361,925.74

Ms. Janicki 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 reported Skagit Transit received \$956,487 sales tax revenue in the month of February. This compares with \$897,211 in February of 2014. This is a 6.6% or \$59,275 increase over last year with a year to date increase of 5.7% or \$92,102. Skagit Transit also received \$136,738 state and federal grant reimbursements.

Ms. Pleasant stated expenses included Annual Membership for WSTA and AWC, two vanpool vans, one service equipment, Ford Escape, and Trapeze Pass Flex Software. Fuel is within budget and all other expenses were as expected.

Mr. Wagoner moved to approve the Monthly Budget Update. Mr. Sexton seconded the motion. The motion passed unanimously.

b) Resolution 2015-03 Title VI Program Update

Mr. O'Brien stated Title VI Program update is conducted in compliance with FTA Circular 4702.1B dated October 1, 2012, to ensure that benefits and services provided by Skagit Transit are distributed consistent with the provisions of Title VI of the Civil Rights Act of 1964. This program update is due to WSDOT and the FTA by April 1, 2015.

Ms. Boudreau asked if major updates were made. Mr. O'Brien answered the changes were clean up type changes and updates.

Mr. Wagoner moved to approve Resolution 2015-03 Title VI Program Update. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Award Security Camera Contract #15-001-F

Mr. Chidley reminded the Board the 2015 Budget approved on December 17, 2014 included funds to purchase 96 surveillance units for use at Skagit Station, Maintenance Operations & Administrative Building (MOA) and the Chuckanut and South Mount Vernon Park & Rides. Of these 96 units, the 48 designated for Skagit Station are FTA funded. Security cameras at the March Point Park & Ride will be purchased in subsequent years.

Mr. Chidley noted Invitation for Bids (IFB) 15-001-F was published January 21, 2015 for a fixed price contract, over a three year period which also includes optional pricing for four camera licenses for March Point Park & Ride.

Mr. Chidley stated four bids were received by the February 4, 2015 deadline and a public bid opening commenced at the MOA Conference Room. Two bids were rejected as non-responsive; one for failing to submit a required document and the other for conditioning the bid. Bids were evaluated on the Total Bid Price for Pelco and Arecont brands of cameras. Mr. Chidley stated staff recommends the Security Camera Contract #15-001-F be awarded to Evolve, Inc. the lowest bidder.

Ms. Boudreau asked if this is for recorded surveillance. Mr. Chidley answered we can capture up to thirty days. Ms. Janicki noted technology changes rapidly and asked if the contract requires Skagit Transit to purchase all 96 units. Mr. Chidley answered there is not guarantee to buy all 96 units and staff will purchase units as needed. Mr. Wesen asked if this is for replacement units or new units. Mr. Chidley answered March Point has no camera system and will be new units. All others are replacement.

Mr. Wagoner moved to award the Security Camera Contract #15-001-F to Evolve, Inc. Ms. Gere seconded the motion. The motion passed unanimously.

IV Citizens' Advisory Committee:

Mr. Fair reported the CAC voted to approve two new members join the committee. The bylaws require the Board also approve new members to the CAC. Noelle Eschete of Mount Vernon and Lynne Jordan of Anacortes both have brought a fresh perspective and new energy to the committee.

Mr. DeGloria moved to approve two new members to the Citizens' Advisory Committee. Ms. Gere seconded the motion. The motion passed unanimously.

V Information Items:

Mr. Soneda, Skagit County Library Director thanked the Board members for supporting the Summer Reading Program since 2006. Mr. Soneda explained Skagit Transit has generously provided free rides to and from several libraries to Summer Reading Program participants to check out materials and attend programs. Mr. Soneda requested the partnership continue for participants in the 2015 Summer Reading Program between June 8 and August 31, 2015. Mr. Wagoner inquired how many participants use the bus. Mr. O'Brien stated that staff does not have numbers indicating how many Summer Reading Program participants actually ride. Mr. O'Brien stated the fare boxes do not have a button to capture that data. The drivers have recorded it as a courtesy ride. Mr. Wesen noted it is a great program and noted it would be good to have hard numbers. Mr. Soneda stated the Library has numbers of program participants however they do not record their method of transportation. Ms. Boudreau asked Skagit Transit staff to find a way to record the numbers.

Mr. Wagoner moved to approve the 2015 Summer Reading Program Partnership. Ms. Gere seconded the motion. The motion passed unanimously.

VI Unfinished Business:

Mr. O'Brien reported the Feasibility Study final draft is completed and staff is in the process of preparing a public hearing and contacting people who live in the general areas of potential sites selected by the consultant. Mr. O'Brien noted after the public comment process is complete staff will meet with Board for review and determine the next step. Mr. O'Brien stated staff is not moving forward to build a new base and explained this is a study to determine our needs in the future and where we should relocate. Mr. O'Brien stated this will be a plan awaiting grant funding and staff will move forward with Board approval at every step.

VII New Business:

Mr. O'Brien informed the Board ridership is up 7.9%. Mr. O'Brien stated a vendor is preparing to open for business in the Skagit Station deli. The vendor is waiting for a license from the state and plans to open immediately once the license is received.

Ms. Boudreau adjourned the meeting at 1:17 p.m.

Mayor Jill Boudreau, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board