

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

Wednesday, March 16, 2016

The Skagit Transit Board of Directors met in regular session in Burlington, WA. 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, Board Chair
Steve Sexton, City of Burlington, Mayor Vice Chair
Keith Wagoner, City of Sedro Woolley, Mayor
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Dale Ragan, City Mount Vernon, Council Member
Rick DeGloria, City of Burlington, Council Member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Troy Fair, Operations Manager
Al Schaner, Maintenance Manager
Chris Chidley, IT Manager
Mary Lozeau, Clerk to the Board

Member of Public:

Providing Legal Counsel:

Members Absent

I Public Comment:

II Consent / Action Items:

- a) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #15589-15605 \$568,818.55
 - January Payroll Direct Deposit and Checks #15589-15601..... \$569,218.55

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - February Payroll Direct Deposits and Checks # 15543 - # 15556 \$ 537,726.77
 - February Direct federal withholding transfer \$ 116,979.97
 - February Checks # 31341 - #31437 \$ 165,637.67

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

IV Full Discussion/Action Items:

a) Monthly Budget Update

Mr. O'Brien reported Skagit Transit received \$989,453 sales tax revenue in the month of February. This compares with \$956,487 in February of 2015. This is a 3.45% or \$32,966 increase over last year with a year to date increase of 4.52% or \$76,742. Skagit Transit also received \$38,157 in Federal Grant reimbursement.

Mr. O'Brien stated expenses included Annual Maintenance Fee for Trapeze and MITEL Software and Annual Membership for WSTA and EDASC. Fuel is within budget and all other expenses were as expected.

Ms. Gere moved to approve the Monthly Budget Update. Mr. DeGloria seconded the motion. The motion passed unanimously.

b) Grant Award WSDOT VIP

Mr. O'Brien stated on September 15, 2010, the Board passed Resolution 2010-09 authorizing the Executive Director to sign grant agreements upon Board approval of the report detailing the project, amount of grant award and budget impact to the agency.

Mr. O'Brien reported \$104,500 has been awarded from Washington State DOT Vanpool Investment Program (VIP) – GCB 2627. Capital assistance for the purchase of expansion vanpool vehicles to support Skagit Transit's Vanpool Program. The WSDOT VIP match requirement is 5% of the total project costs.

Mr. O'Brien noted WSDOT VIP has implemented a per vehicle unit cost cap. For sole petroleum fuel powered vehicles WSDOT's reimbursement will not exceed \$26,125 per vehicle.

Ms. Boudreau moved to approve the grant projects and authorize the Executive Director to sign the grant agreement. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Approve the Purchase of Four Vanpool Vans

Mr. Schaner stated to assist in the continuation of Skagit Transit's Vanpool Program, Skagit Transit has received grant funds (GCB2327) from the Washington State Department of Transportation (WSDOT) to purchase four Expansion vans in 2016.

Mr. Schaner noted 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 #03613 is available for the purchase of 12 & 15-Passenger vans from two Contractors: Bud Clary Chevrolet, Longview, WA offers the Chevy Express 12 & 15 passenger van; and Columbia Ford/Nissan, Longview, WA offers the 12-Passenger Ford Transit T35 van.

Mr. Wagoner moved to approve the purchase of four vanpool vans from Columbia Ford Nissan through Washington State Contract #03613. Ms. Boudreau seconded the motion. The motion passed unanimously.

d) Resolution 2016-02 Sole Source Procurement for Remote Dark Fiber

Mr. Chidley reported Skagit Transit has been doing business with Wave Business Solutions, LLC (formerly Black Rock Cable) since 2011 and has two existing Dark Fiber Lease Agreements for the South Mount Vernon Park & Ride and Chuckanut Park & Ride. IT has determined a need for dark fiber-optic services at the Alger Park & Ride and March Point Park and Ride. This is necessary to integrate all of Skagit Transit's security cameras into one network system with remote access.

Mr. Chidley noted currently, there are no security cameras at March Point Park & Ride because there are no services available to support them. For the Alger Park & Ride, Skagit Transit has been using a DSL connection to link the security cameras to our LAN. Mr. Chidley explained this type of connection is very slow and prevents staff from setting up the cameras for offsite archiving like we have at Chuckanut and South Mount Vernon. Staff currently has to drive out to Alger to retrieve video. Sites connected with dark fiber are 100 times faster than DSL and allow for remote video retrieval.

Mr. Chidley stated Wave recently offered Skagit Transit dark fiber service to the Alger and March Point facilities for a monthly service fee per site with no connection or construction costs. The proposed agreement is for five years with automatic renewal periods on a month-to-month basis. Service fees will commence as each site is connected.

Mr. Chidley noted in compliance with Skagit Transit's Procurement Policy, Section 4-306, a contract may be awarded without competition when it is determined there is only one single responsible source for the required item, property or services. Ms. Boudreau inquired about build out cost. Mr. Chidley answered there are no installation charges as long as we are current on billing. There was a discussion on theft and damage and the frequency video is pulled.

Mr. Ragan moved to approve resolution 2016-02 authorizing the sole source procurement of dark fiber optic services from Wave Business. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

III Executive Session

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

The Executive Session began at 1:12 p.m.

Chair Sexton reconvened the meeting into open session at 1:20 p.m. and asked the Board if any action would be taken.

Mr. Wesen moved to authorize staff to explore the acquisition of additional property on Bay Ridge Drive in Burlington, WA for future MOA development. Mr. DeGloria seconded the motion. The motion passed unanimously.

VI Citizens' Advisory Committee:

Mr. O'Brien reported the committee met last week and discussed the addition of code of conduct to the bylaws.

VII Information Items:

VIII Unfinished Business:

a) Per Diem Payment to Non-Voting Union Representative

Ms. Lozeau shared survey results of other transit agencies that have union representatives on their Board. Thirteen agencies responded to the survey. Two of the agencies paid all Board members a per diem for attending meetings. Two agencies reported their union pays the union representative for attending meetings. All of the Board members reported they are paid by their jurisdiction they are representing. Mr. Ragan stated he was not interested in changing anything with payment to Board members or the union representative. Mr. Ragan noted the since he is representing the union they can provide payment to Mr. Jensen. Mr. Jensen stated the union informed him they cannot pay him and he attends the meetings without pay. Mr. Wagoner stated his union should provide payment. Ms. Boudreau stated she would agree to pay the union representative their normal wage for attending the meeting.

Ms. Gere moved to pay the union representative the regular wage to attend the monthly Board meeting. Mr. DeGloria seconded the motion. The motion passed with Mr. Ragan opposed.

VIII New Business:

Mr. Sexton reported he attended the Skagit Transit staff all employee meeting on February 20th and noted that the employees were positive and energized at the meeting. Mr. Sexton thanked management for creating a culture of happy and upbeat employees.

Chair Sexton adjourned the meeting at 1:32 p.m.

Mayor Steve Sexton, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board