

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

Wednesday, October 19, 2016

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

Staff Present

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

Member of Public:

Members Absent:

Rick DeGloria, City of Burlington, Council Member

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

September Payroll Direct Deposits and Checks # 15764 - # 15786.....	\$ 610,475.83
September Direct Federal withholding transfer.....	\$ 128,793.15
September Claims Checks and ACH # 32559 - # 32683	\$ 836,769.97

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

III Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$990,139 sales tax revenue in the month of September. This compares with \$923,622 in September of 2015. This is a 7.2% or \$66,517 increase over last year with a year to date increase of 7.2% or \$66,517. Skagit Transit also received \$52,194 in federal grant reimbursement.

Ms. Pleasant stated Operating Expenses included Annual State Audit and Small Computer Equipment. Capital Expenses included Skagit Station Upgrade Project, three bus shelters, Gillig 35 Ft replacement bus & engine, bike shelter for Park & Ride, shop diagnostic equipment, and HP server. Fuel is within budget and all other expenses were as expected.

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

b) Approve Purchase of Two Vanpool Vans

Mr. Schaner stated on February 12, 2012, the Skagit Transit Board of Directors approved Grant #WA-90-X490 for the purchase of replacement van and bus vehicles. To date, Skagit Transit has purchased 22 Vanpool vans and one bus; the remaining balance of \$77,704 will be used for the purchase of 2 replacement vans for the Vanpool Program.

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 and 15-Passenger vans from 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. Wesen inquired about extra options on the vehicles. Mr. Schaner stated a bigger engine, powered mirrors, back up alarm, privacy glass for back windows, undercoating, and fire extinguishers.

Ms. Boudreau moved to approve the purchase of two Vanpool Vans from Columbia Ford Nissan through Washington State Contract #03613. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Resolution 2016-09 Approve a Sole Source Procurement

Mr. Schaner informed the Board the Facilities Department desires eight self-contained solar powered trash compactors to alleviate excessive callouts for overflowing garbage that could be pushed down to make room for more. One unit per site would be placed at 10th St. and Q Ave. in Anacortes, March Point, South Mount Vernon, Chuckanut, and Sedro-Woolley Park and Rides, and on the bus pad at Skagit Station.

Mr. Schaner stated of the two apparent manufacturers that offer this type of product, only one of them, Bigbelly Solar, is located in the U.S. while the other, ECUBE Labs in South Korea, has one distributor in Mexico. Each Bigbelly unit holds up to 50 lbs. of garbage. Weight is electronically adjustable per customer needs and the system will automatically send a notice to the customer when the garbage is ready to be emptied.

Mr. Schaner noted other transit's currently owning Bigbelly units are Kitsap Transit and King County Metro; however, due to continual changes in technology, Bigbelly is transitioning from product sales to their Connect Services rental subscription with all of their customers. The subscription agreement includes system software, equipment/hardware, installation, custom configuration, set up and training, automated system monitoring, diagnostics and alerts, annual cleaning and inspection, customer support hotline and trained field service professionals. Customers may perform minimal repairs under the phone guidance of Bigbelly technicians to determine the extent of any maintenance.

Mr. Schaner 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.

Mr. Sexton stated the City of Burlington has three solar powered trash compactors from Bigbelly with customized wraps and noted they are happy with the product.

Mr. Wesen moved to authorize the Executive Director to execute a 60 month contract service agreement with Bigbelly Solar for the rental of eight solar powered trash compactors. Ms. Gere seconded the motion. The motion passed unanimously.

d) Resolution 2016-08 Service Performance Policy

Mr. Windler stated the Service Performance Policy was brought to the September 21, 2016 and there was a request to table the approval to allow more time to review the new policy. Mr. Windler reminded the Board Skagit Transit has a finite number of revenue hours and miles available to be put into service. Managing the allocation of these resources is crucial to the success and long-term financial stability of the agency. Performance Standards are a useful tool in the consistent evaluation and treatment of routes and can be used to guide the effective and efficient provision of public transportation. Mr. Windler noted Service Performance Standards will help staff and the Board of Directors prioritize investments and support the Agency's Mission; to enhance the quality of life in our

service area by excelling in the efficient and effective provision of safe, accessible, reliable, and attractive public transportation services by courteous and professional employees.

Mr. Windler stated the objective of the Service Performance Standards Policy is to guide resource investment in the most cost-effective way possible and to ensure that all services are fulfilling their role in the transit network.

Ms. Boudreau thanked staff for the additional month for review allowing the Board more time to make prudent decisions. Mr. Wesen inquired if staff received any comments from the CAC. Mr. Windler reported CAC members reviewed and discussed the policy.

Ms. Boudreau moved to approve Resolution 2016-08 Service Performance Policy. Mr. Ragan seconded the motion. The motion passed unanimously.

IV Information Items:

a) 2017 Draft Budget

Mr. O'Brien stated the 2017 Draft Budget is ready for Board review and the public comment period begins. Staff will bring the item with public comments back to the November 16, 2016 meeting for approval. Ms. Boudreau asked if there are any highlights or differences in this budget. Mr. O'Brien stated there are two additions to staff. The Operations department needs a weekend supervisor and administrative department needs a purchasing technician. Mr. O'Brien stated he and Ms. Pleasant are available to answer any questions the Board may have before the November meeting regarding the draft budget.

b) South Fidalgo Service Update

Mr. Windler provided year-to-date statistics on South Fidalgo Connector. Mr. Windler reported the service is offered on Tuesday and Saturdays with thirty three registered citizens to participate in the service. Mr. Windler noted two people of the thirty three registered use the service. To date, we have had no riders on Saturdays. Ms. Boudreau requested staff bring a report to the November meeting with all of the outreach promoting the service.

V Unfinished Business:

VI New Business:

Ms. Boudreau inquired if the Board needs to meet monthly and asked if other Board members were interested in reducing the number of meetings. Mr. O'Brien stated he has some concerns with the purchase and remodel of the new building since some items are time sensitive and need Board approval. Ms. Janicki stated she likes the idea of reducing monthly meetings and noted Skagit Transit is first in series of meetings scheduled in one afternoon. Ms. Janicki suggested the Board can have the meeting on the month staff identifies essential budget items for the Board to approve. Ms. Janicki asked if the bylaws would need to be amended to reduce the number of meetings. Mr. Wagoner asked we could keep the scheduled monthly meeting and cancel it when there is no agenda item. Mr. Sexton noted it could lead to some confusion for the public if we schedule monthly meetings but don't necessarily meet monthly. Mr. Sexton stated this could become challenging. Mr. Wesen noted this month's revenue from the taxpayers was \$990,000.00 to this system. Mr. Wesen stated they are an oversight Board of a public system with a lot of money coming in and we have responsibility to the taxpayers to have regular meetings. Ms. Gere suggested scheduling meetings six times a year and if there is a need for an extra meeting then it can be called. Ms. Boudreau stated this is a suggestion and recommended the Board continue the discussion.

Mr. O'Brien informed the Board Skagit Transit will have the appraisal for the additional piece of land being considered for purchase adjacent to the new MOA the first week of November. Staff will turn the appraisal over to the FTA for their concurrence. Mr. O'Brien stated staff will look into a design engineer for the new base. Mr. O'Brien noted Skagit Transit has the grant funds for the design engineer.

Mr. O'Brien reported staff is preparing a Board workshop on December 16th. Mr. O'Brien noted Skagit Station has recently been upgraded with a new PA and AV system and future Board meetings could be held at Skagit Station in the community meeting room.

Chair Sexton adjourned the meeting at 1:30 p.m.

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board

Mayor Steve Sexton, Chair
Skagit Transit Board of Directors