

**Skagit Transit
Board Of Directors
Agenda**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF MEMBERS**
- 4. PUBLIC COMMENT**
- 5. CONSENT / ACTION ITEMS**

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- a) Approval of July Meeting Minutes Page 2-4
- b) Approval of Claims and Payroll
- July Payroll Direct Deposit and Checks #15890 - #15894 \$641,081.86
- July Direct Federal withholding transfer \$136,375.43
- July Claims Checks and ACH #33946 - #34067 \$316,359.78

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 5
- b) Public Hearing for Six Year Transit Development Plan Public Comment
- c) Resolution 2017-06 Approve 2017 – 2022 Transit Development Plan Page 6-8
- d) 2017 Federal Section 5307 and 5339 Grant Award..... Page 9
- e) Award Landscape Maintenance Contract #17-011-P Page 10

7. INFORMATION ITEMS

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

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

Wednesday, July 19, 2017

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

Members Present:

Keith Wagoner, City of Sedro Woolley, Mayor (Chair)
Jill Boudreau, City of Mount Vernon, Mayor
Ron Wesen, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)
Lisa Janicki, Skagit County Commissioner
Ken Quam, City of Mount Vernon, Council Member
Erika Pickett, City of Anacortes, Council Member
Debbie Gabriel, Labor Representative (non-voting member)

Staff Present

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

Members Absent:

Rick DeGloria, City of Burlington, Council Member
Lauri Gere, City of Anacortes, Mayor

Member of Public:

Mike Nortier
Meg Heppner

Providing Legal Counsel:

Richard Langabeer

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - June Payroll Direct Deposits and Checks # 15884- # 15889..... \$705,292.86
 - June Direct Federal withholding transfer..... \$159,110.52
 - June Claims Checks and ACH # 33818 - # 33945 \$328,194.83

Ms. Boudreau 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 stated Skagit Transit received \$949,114 in sales tax revenue in the month of June. This compares with \$913,222 in June of 2016. Ms. Pleasant noted this is a 3.93% or \$35,892 increase over last year with a year to date increase of 7.68% or \$391,543.

Ms. Pleasant reported operating expenses included annual maintenance fee for Trapeze Streets/AVL software. Capital expenditures included Skagit Station Electric Charging Station, March Point Park & Ride Security Camera wiring, and Trapeze Streets Hardware. Ms. Pleasant noted fuel is within budget.

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

IV Executive Session:

Chair Wagoner announced that the Board would adjourn for an Executive Session to discuss Ratification and Approval of Resolution 2017-04 -- Acquisition of Property for MOA Facility. Chair Wagoner stated that the estimated time for the session to be 20 minutes.

At 1:05 p.m., the Executive Session began.

Chair Wagoner reconvened the meeting into open session at 1:20 p.m.

Chair Wagoner stated the Board had previously authorized and directed the Executive Director to explore and proceed with the acquisition of a 2.96 acre property needed for the future MOA project development, and held a public meeting on May 17, 2017, to consider final action on such acquisition. Resolution No. 2017-04 to authorize the acquisition of real property and/or real property interests in the above referenced property through negotiation with property owners and by use of eminent domain (condemnation), if necessary was adopted by the Board on May 17, 2017.

Notice of the May 17 final action public meeting had been sent to the property owner by certified mail, return receipt requested, but it was later determined that the notice was deposited in the U.S. mail 14 days, rather than 15 or more days prior to the meeting as required by RCW 8.25.290(2)(a). It was determined that the public meeting should be rescheduled for the Board's July 19, 2017, meeting, with notice given per statute to avoid any issue regarding the prior notice being mailed one day late. Notice of the July 19 Final Action was sent via certified mail more than 15 days prior to the public meeting as required by RCW 8.25.290(2)(a), and published in the Skagit Valley Herald pursuant to RCW 8.25.290(2)(b)(i).

Chair Wagoner gave an opportunity for the property owner and/or members of the public to provide comment on the proposed acquisition prior to the Board taking final action. Neither the owner nor the owner's representatives were in attendance at the meeting, and no member of the public provided comments or asked any questions regarding the proposed acquisition.

Chair Wagoner advised the Board he would entertain a motion to ratify and approve in its entirety Resolution No. 2017-04.

Ms. Boudreau moved to ratify and approve Resolution No. 2017-04 in its entirety. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

IV Information Items:

Transit Development Plan

Mr. Windler distributed the draft Transit Development Plan (TDP) to the Board members for review. Mr. Windler informed the Board a thirty day public comment period began and staff will bring the TDP to the August 16 meeting for approval. State law requires an approved TDP be submitted by September 1st annually. Mr. Wesen requested an electronic red line version. Mr. Windler stated the document is not a remake of a previous plan it is a new document.

V Unfinished Business:

Mr. Sexton informed the Board members recently a Skagit Transit passenger with a potential diabetic medical issue was dropped off at the Burlington Public Library. Mr. Sexton stated that library staff was able to assist the passenger. Mr. Sexton asked for information on what transpired. Mr. O'Brien stated he did not receive the date of the event from the library staff and was unable to investigate further. Mr. O'Brien noted nothing was reported by the drivers. Mr. Sexton stated he would appreciate some follow up and will provide the date.

VI New Business:

Mr. O'Brien introduced new Human Resources Manager, Penny Roodzant and stated she has been on board one week.

Chair Wagoner adjourned the meeting at 1:25 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Motoko Pleasant, Manager of Finance and Administration
SUBJECT: Budget Update for July 2017

INFORMATION:

The monthly budget reports are presented for your review. Items of interest are:

Revenues:

Skagit Transit received \$997,871 sales tax revenue in the month of July. This compares with \$878,590 in July of 2016. This is a 13.6 % or \$119,281 increase over last year with a year to date increase of 8.6% or \$510,824. Skagit Transit also received \$171,647 Federal and State grant reimbursements.

Expenses:

- Capital Expenses:
 - Skagit Station – EV Station Project
 - March's Point Park & Ride Security Camera Wiring Upgrades
 - Vanpool Replacement Van
- Fuels are currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>July 2017</u>	<u>July 2016</u>
Operating	\$ 2,113,991	\$ 2,099,908
Facilities	400,000	400,000
Capital Replacement	3,898,825	3,869,935
Non-Designated	2,186,209	2,171,148
Total Reserves =	\$ 8,599,025	\$ 8,540,991

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

BUDGET IMPACT:

None.

Public Comments Received Prior to Board of Directors Meeting

Comment 1 of 1

Brad: I will be out of town during the public hearing, so please accept these comments. Gracias, Valerie Rose

on p. 18, Planned for 2018: Upgrade heavy-duty coach purchases to electric buses. Great idea: fewer emissions, quieter, etc. Please consider installing an array of solar panels on the new MOA, which can feed into the grid supplying both the MOA and vehicle charging. The Port is very environmentally progressive, I hope they'd support such a move.

Not clear on the advantages of upgrading fareboxes to use smartcard technology. The current system is awkward, but I hope any new system would not simply create more plastic/non-recyclable one-use cards. Glad to see there is no plan to join the ORCA system - it's a great model, but horribly expensive, and likely not used by the majority of Skagit Transit riders.

Planned for 2019: purchase high-capacity buses for commuter services. Hopefully these will be double-tall coaches! They would attract positive attention while fitting more passengers in less space.

Real-time trip info for riders via MYRIDE will be very helpful. Currently I have to call the dispatcher to find out if I have missed a bus - not a good use of their time, and I often do not get accurate information. I hope this service will be added as soon as it's financially feasible.

Glad to see the vanpool service is so popular, that 13 new vehicles were purchased this year!

Thanks to everyone at Skagit Transit for working hard to provide the best possible service with very limited resources.

Gracias, Valerie Rose
Mount Vernon

"The most precious gift we can offer others is our presence. When mindfulness embraces those we love, they will bloom like flowers." Thich Nhat Hanh

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Brad Windler, Service Development Planner

SUBJECT: Resolution 2017-06 Approving the 2017-2022 Transit Development Plan

INFORMATION:

No later than September 1st each year, transit agencies in the State of Washington are required to submit a 6-Year Transit Development Plan (TDP) to the Washington State Department of Transportation. The public hearing is scheduled for the August 17th Board of Directors meeting.

Skagit Transit released a draft TDP for a 30-day public comment period on July 17, 2017. No public comments were submitted on the draft plan.

The TDP identifies planned activities for the period 2017 to 2022. Annual updates reflect changing funding realities, policy goals, and new opportunities. Projects must be listed in the TDP to be eligible for state and federal grants.

RECOMMENDATION:

Staff requests that the Board approve Resolution 2017-06 adopting Skagit Transit's 6-Year Transit Development Plan.

BUDGET IMPACT:

Program update will have no impact on the 2017 budget.

RESOLUTION NO. 2017-06

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING THE 2017-2022 TRANSIT DEVELOPMENT PLAN

WHEREAS, RCW 35.58.2795 directs that by September 1st of each year, the legislative authority of each municipality, as defined in RCW 35.58.272, and each regional transit authority shall prepare a six-year transit development plan for that calendar year and the ensuing five years; and

WHEREAS, the required public hearing for the plan is to take place prior to adoption on August 16, 2017 at Burlington Council Chambers; and

WHEREAS, all public notification and participation procedures required by Skagit Transit's Public Participation Policy and Procedures and RCW 35.58.2795 have been fulfilled.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors approve the 2017-2022 Transit Development Plan.

PASSED in open public meeting this 16th day of August, 2017.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Mayor Keith Wagoner, Chairperson

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Mary Lozeau
Clerk of Skagit Transit

APPROVED AS TO FORM:

Richard J. Langabeer
Attorney for Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: 2017 Federal Section 5307 and 5339 Grant Award

INFORMATION:

On September 15, 2010, the Board passed Resolution 2010-09 authorizing the Executive Director to sign grant agreements upon Board approval of the project and funding of the grant award. The following is presented for Board approval for the award of 2017 Federal Section 5307 and 5339 to Skagit Transit.

1. Federal Fiscal Year 2017 Federal Transit Administration Section 5339 funds apportioned to Skagit Transit from Puget Sound Regional Council - \$34,938

Skagit Transit will program these funds to the Architect and Engineering services project for the MOA II. Skagit Transit will use a portion of the value of the property at 11784 Bay Ridge Drive as in-kind match.

2. Federal Fiscal Year 2017 Federal Transit Administration Section 5307 funds apportioned to Skagit Transit from Puget Sound Regional Council - \$305,572

The funds are available to assist capital and operating projects, FTA places a cap on the amount available for operating assistance.

- a. Skagit Transit will program the maximum amount available for operating assistance to support the Everett Connector service in the amount of **\$122,213**. Federal funding shown is 50% of the project costs.
- b. The balance of **\$183,359** will be programed to the Architect and Engineering services project for the MOA II. Skagit Transit will use a portion of the value of the property at 11784 Bay Ridge Drive as in-kind match.

RECOMMENDATION:

Staff recommends the Board approve the grant project and budget, and authorize the Executive Director to execute the grant agreement.

BUDGET IMPACT:

1. FTA Section 5339 none
- 2a. FTA Section 5307 operating funds requires a 50% match to the total project costs, NTE **\$122,213**
- 2b. FTA Section 5307 none

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director

SUBJECT: Award Landscape Maintenance Contract #17-011-P

INFORMATION:

Skagit Transit's existing Landscape Maintenance Services Contract #12-001 with Garner's Northwest, Inc. expires August 31, 2017. All Option Year terms have been exhausted therefore it is necessary to rebid the contract. Management determined the scope of the new contract will include only scheduled service to Skagit Station and the Chuckanut Park and Ride. Historically, all of the Agency's facilities were serviced under this contract but the majority of the work can now be performed by our Facilities staff which has grown in the last five years.

Invitation For Bids (IFB) #17-011-P was issued and posted on Skagit Transit's website on 8/2/17. Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to 10 potential vendors on the Vendor Bid List. The legal advertisement was published in the Skagit Valley Herald on 8/3/17. No Addenda were issued. Only a single responsive bid was received by Garner's Northwest, Inc. and was opened at exactly 2:00 pm on 8/14/17 in open public meeting in the MOA Administrative offices. A Price Analysis determined that the prices offered are fair and reasonable, within budget, and that the total Contract Amount based on Garner's pricing over a 5-year term is within the Agency's Independent Cost Estimate.

RECOMMENDATION:

Award the Landscape Maintenance Contract #17-011-P to Garner's Northwest, Inc.

BUDGET IMPACT:

2017 Approved Budget Amount \$60,700