

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 September Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll
September Payroll Direct Deposit and Checks #15902 - #15911 \$652,919.46
September Direct Federal withholding transfer \$144,280.56
September Claims Checks and ACH #34222 - #34350 \$1,096,453.03

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 5
- b) Award A/E Services Agreement #17-013-F for MOA-2 Design Page 6
- c) Interlocal Agreement Between Skagit Transit and Skagit County #17-018 Page 7

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATION ITEMS

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a) 2018 Draft Budget

11. ADJOURNMENT

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

Wednesday, September 20, 2017

The Skagit Transit Board of Directors met in regular session in Lyman, WA. Mayor Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions. Mayor Wagoner, Chair arrived at 1:04 p.m.

Members Present:

Keith Wagoner, City of Sedro Woolley, Mayor (Chair)
Jill Boudreau, City of Mount Vernon, Mayor
Will Reichardt, Skagit County Sheriff
Jeanne Youngquist, Skagit County Auditor
Lauri Gere, City of Anacortes, Mayor
Katie Jungquist, Skagit County Treasurer
Joe DeGloria, City of Burlington, Council Member
Marge Root, 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 Maint & Facilities
Chris Chidley, IT Manager
Brad Windler, Service Development Planner
Mary Lozeau, Clerk to the Board

Members Absent:

Lisa Janicki, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)
Ron Wesen, Skagit County Commissioner
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Council Member
Ken Quam, City of Mount Vernon, Council Member

Member of Public:

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - August Payroll Direct Deposits and Checks # 15895- # 15901 \$680,600.49
 - August Direct Federal withholding transfer \$147,310.89
 - August Claims Checks and ACH # 34068 - # 34221 \$275,958.94

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

III Full Discussion/Action Items:

- a) Monthly Budget Update

Ms. Pleasant stated Skagit Transit received \$1,060,841 in sales tax revenue in the month of August. This compares with \$1,004,048 in August of 2016. Ms. Pleasant noted this is a 5.66% or \$56,793 increase over last year with a year to date increase of 8.13% or \$567,617. Skagit Transit also received \$50,909 in federal and state grant reimbursements.

Ms. Pleasant reported expenses included Annual Maintenance Fees for Trapeze software. Ms. Pleasant noted fuel is within budget.

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

b) 2017 – 2019 Washington State DOT Vanpool Investment Program Funds

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 project and funding of the grant award. Staff is requesting Board approval for the award of 2017-2019 Washington State DOT Vanpool Investment Program (VIP) funds to Skagit Transit. Washington State DOT VIP funds in the amount of \$191,750, for the purchase of up to 10 replacement vanpool vehicles. Grant funds assisting in this project cannot exceed \$19,175 per vehicle. The grant requires a minimum of 35% match to the total project cost. Mr. O'Brien noted 35% of the total project is estimated \$295,000 and the minimum impact to the budget is \$103,250.

Ms. Boudreau moved to approve the grant project and budget and authorize the Executive Director to execute the grant agreement. Ms. Gere seconded the motion. The motion passed unanimously.

c) Approve Interlocal Agreement between Skagit Transit and City of Mount Vernon #17-014

Mr. Chidley reported Skagit Transit's current strategy is to replace its high cost fiber connections for its Wide Area Network (WAN) with lower cost alternatives, strategically re-map its WAN, and establish multiple connections to various facilities. Mr. Chidley noted on June 21, 2017, the Board approved an Interlocal Agreement between Skagit Transit and the City of Burlington for dark fiber connectivity between the MOA, Chuckanut Park and Ride, MOA-2 at the Port of Skagit, and Skagit Station.

Mr. Chidley stated the City of Mount Vernon's Fiber System can provide a dark fiber connection to replace the existing, and more expensive, Wave fiber at the South Mount Vernon Park and Ride (SMVP&R), and further integrate SMVP&R, Skagit Station, and the rented office space on 310 Pine St. to Burlington via the City of Mount Vernon's rights of way to terminate into the City of Burlington's colocation site. Mr. Chidley noted fiber at the SMVP&R is currently \$280 per month, excluding tax.

Mr. Chidley stated pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act, Skagit Transit requests to enter into an Interlocal Cooperative Agreement with the City of Mount Vernon for the provision of these connections. Skagit Transit will pay a monthly rental fee per connection. Additional fees will apply for installation, splicing, termination of equipment, certification or permits for bringing fiber into the SMVP&R. Mr. Chidley reported the budget impact would be a monthly savings of \$194.56.

Ms. Boudreau moved to approve Interlocal Agreement #17-014 with the City of Mount Vernon for dark fiber connectivity to the City's Fiber System. Ms. Gere seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

V Information Items:

Mr. O'Brien informed the Board State Auditors just finished an audit of Skagit Transit. Board members are invited to an exit interview. Skagit Transit received a clean audit with no findings.

Chair Wagoner stated he received an inquiry about Skagit Transit's Emergency Management Plan and asked Mr. O'Brien to give an update. Mr. O'Brien reported that the Emergency Management Program was updated in 2014. In the fall of 2016, Homeland Security came onsite and did an assessment of our system. Staff will bring a red line copy to the October Board meeting. Mr. O'Brien noted the Safety Program covers our Maintenance Operations Administrative (MOA) and all other facilities. Skagit Transit is under the control and direction Skagit County Emergency Management System. In the event of an emergency, the Executive Director would go to Skagit County Emergency Management office to receive direction, which is given to the Operations Manager at the MOA Base.

VI Unfinished Business:

VII New Business:

Chair Wagoner adjourned the meeting at 1:13 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 September 2017

INFORMATION:

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

Revenues:

Skagit Transit received \$1,043,704 sales tax revenue in the month of September. This compares with \$990,139 in September of 2016. This is a 5.41 % or \$53,565 over last year with a year to date increase of 7.79 % or \$621,182.

Expenses:

Capital

- Skagit Station Lobby Benches
- Farecard Machines
- Hot Water Pressure Washer
- Apollo Video Software License

◆ Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>September 2017</u>	<u>September 2016</u>
Operating	\$ 2,117,846	\$ 2,102,810
Facilities	400,000	400,000
Capital Replacement	3,906,768	3,875,816
Non-Designated	2,190,199	2,174,612
Total Reserves =	\$ 8,614,813	\$ 8,553,238

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

BUDGET IMPACT:

None.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Award A/E Services Agreement #17-013-F for MOA-2 Design

INFORMATION:

On February 17, 2016, the Board approved and authorized the Executive Director to sign a grant agreement for the development and administration of designing MOA-2 at the Port of Skagit. Skagit Transit does not have sufficient or experienced staff to meet the required commitment for the design of this facility therefore it is advisable and desirable to obtain the necessary Architectural and Engineering (A/E) services for this project from a professional A/E Consultant.

Pursuant to 40 USC 1102 (The Brooks Act) and RCW 39.80 governing contracts and procedural requirements for the procurement of A/E services, Skagit Transit published Request For Qualifications (RFQ) #17-013-F on August 31, 2017 by posting the documents on its website. This process results in the most highly qualified consultant with price being negotiated after contract award. If a fair and reasonable price cannot be negotiated with the top ranked firm, negotiations with that firm will terminate and Skagit Transit will enter negotiations with the second highest ranking firm.

The legal ad for the RFQ was published twice in the Skagit Valley Herald. Notices were posted at Skagit Station, the existing MOA facility, and sent to 90 A/E firms on the MRSC Consultant Roster specializing in "A/E Services for Transit Planning and Design". Nineteen firms were represented at the Pre-Submittal Meeting held at Skagit Station on September 7, 2017.

Three responsive submittals were received by the September 21st deadline. Presentations and interviews were conducted with all 3 candidates on October 3rd, immediately followed by evaluations by a 3-member Selection Committee: Dale O'Brien, E.D. for Skagit Transit; Pete Stark, GM for the Whatcom Transportation Authority (WTA); and Brad Windler, Service Development Planner for Skagit Transit. Final scores determined by the Committee are as follows:

TCF Architecture, PLLC	297
Tetra Tech, Inc.	272
Zervas Group Architects, P.S.	258

RECOMMENDATION:

Pending successful negotiations, Skagit Transit recommends that the Architectural and Engineering Services Agreement #17-013-F be awarded to TCF Architecture. In the event an agreement cannot be reached, Skagit Transit further recommends the Contract be awarded to Tetra Tech, Inc.

BUDGET IMPACT:

None. A portion of the FedEx property purchase will be applied as in-kind match to the grant for A/E services.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Approve Interlocal Agreement between Skagit Transit
and Skagit County (Skagit Transit No. 17-018)

INFORMATION:

Skagit Transit maintains an Interlocal Cooperative Agreement with Skagit County's Public Works Department to perform work at Skagit Transit facilities on an as-needed basis and as the County's schedule permits. The County's services have been used for utility lamp replacements, parking lot resurfacing, tree pruning, and cleaning catch basins.

The current Agreement, County #C20120603, expires December 31, 2017. The agencies desire to enter a new Interlocal Agreement, effective January 1, 2018, which shall continue until December 31, 2023. Skagit Transit agrees to reimburse the County for actual expenses plus 9% of the total cost for overhead.

RECOMMENDATION:

Authorize the Executive Director to enter into an Interlocal Agreement with the Skagit County Public Works Department.

BUDGET IMPACT:

Unknown.