

**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 August Meeting Minutes Page 2-4
- b) Approval of Claims and Payroll
- August Payroll Direct Deposit 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

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 5
- b) 2017 – 2019 Washington State DOT Vanpool Investment Program Funds Page 6
- c) Interlocal Agreement Between Skagit Transit and City of Mount Vernon 17-014 Page 7

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATION ITEMS

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

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

Wednesday, August 16, 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
Steve Sexton, City of Burlington, Mayor
Katie Jungquist, Skagit County Treasurer
Ken Quam, City of Mount Vernon, Council Member
Rick DeGloria, City of Burlington, Council Member
Lauri Gere, City of Anacortes, Mayor
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
Penny Roodzant, HR Manager
Brad Windler, Service Development Planner
Chris Chidley, IT Manager
Mary Lozeau, Clerk to the Board

Members Absent:

Lisa Janicki, Skagit County Commissioner
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)

Member of Public:

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - July Payroll Direct Deposits 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

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 \$997,871 in sales tax revenue in the month of July. This compares with \$878,590 in July of 2016. Ms. Pleasant noted 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 in federal and state grant reimbursements.

Ms. Pleasant reported capital expenses included Vanpool replacement van, March's Point Park & Ride security camera wiring upgrades, and Skagit Station EV Station Project. Ms. Pleasant noted fuel is within budget.

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

b) Public Hearing for Six Year Transit Development Plan Public Comment

Mr. Wagoner opened the Public Hearing for the Six Year Transit Development Plan at 1:05 p.m. and asked for public comment. Mr. Wagoner noted two written public comments were received included in the final Transit Development Plan. No other comments were received. Mr. Wagoner closed the public comment period at 1:06 p.m.

c) Resolution 2017-06 Approve 2017 – 2022 Transit Development Plan

Mr. Windler informed the Board no later than September 1st each year, transit agencies in the State of Washington are required to submit a Six Year Transit Development Plan (TDP) to the Washington State Department of Transportation.

Skagit Transit released a draft TDP for a thirty-day public comment period on July 17, 2017. Mr. Windler noted two public comments were received and included in the final TDP.

Mr. Windler reported 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.

Mr. Wesen inquired about the upgrade to electric and double tall coach mentioned in the public comments received from Valarie Rose. Mr. Windler stated double tall coaches and articulated coaches are being considered for high volume commuter routes. The 80X county connector from Bellingham provides WWU students a ride from Bellingham to Everett Station. Future needs could require a high capacity bus, which are currently being used in our region by Community Transit and Metro. Mr. Windler noted the Community Advisory Committee reviewed the TDP and the committee prefers the double tall option.

Ms. Boudreau moved to approve Resolution 2017-06 Adopting the Six Year Transit Development Plan. Mr. Wesen seconded the motion. The motion passed unanimously.

d) 2017 Federal Section 5307 and 5339 Grant Award

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. The following is 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. Staff will program these funds to the Architect and Engineering services project for the MOA II. Staff 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.

Mr. O'Brien noted 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.

Mr. O'Brien stated 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.

Ms. Boudreau moved to approve the 2017 Federal Section 5307 and 5339 Grant Award. Ms. Gere seconded the motion. The motion passed unanimously.

e) Award Landscape Maintenance Contract #17-011-P

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

Invitation For Bids (IFB) #17-011-P were issued and posted on Skagit Transit's website on August 2, 2017. Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to ten potential vendors on the Vendor Bid List. Mr. O'Brien stated the legal advertisement was published in the Skagit Valley Herald on August 3, 2017. No Addenda were issued. Mr. O'Brien informed the Board only a single responsive bid was received by Garner's Northwest, Inc. and was opened at 2:00 pm on August 14, 2017 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 five-year term is within the Agency's Independent Cost Estimate.

Mr. Wesen asked why scheduled service would be provided at two facilities, Skagit Station and Chuckanut Park & Ride and not for other Park & Ride facilities. Mr. O'Brien stated due to foliage and weeding landscape service is required on a regular basis at these locations. Mr. O'Brien noted staff will maintain the rest of the facilities.

Ms. Boudreau moved to Award the Landscape Maintenance Contract #17-011 to Garner's Northwest, Inc. Mr. Sexton seconded the motion. The motion passed unanimously.

IV Information Items:

Mr. Wesen asked for an update on the property purchase. Mr. O'Brien stated attorneys are preparing pleadings. Staff expects to review the pleadings next week. Once the review is complete, the Seattle law firm will file the pleadings.

V Unfinished Business:

VI New Business:

Chair Wagoner adjourned the meeting at 1:20 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 August 2017

INFORMATION:

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

Revenues:

Skagit Transit received \$1,060,841 sales tax revenue in the month of August. This compares with \$1,004,048 in August of 2016. 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 State and Federal grant reimbursement.

Expenses:

- Software – Annual Maintenance Fees for Trapeze software
- Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts are:

	<u>August 2017</u>	<u>August 2016</u>
Operating	\$2,115,933	\$2,102,059
Facilities	400,000	400,000
Capital Replacement	3,902,827	3,874,286
Non-Designated	<u>2,188,219</u>	<u>2,173,832</u>
Total Reserves	\$8,606,979	\$8,550,177

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: 2017-2019 Washington State DOT Vanpool Investment Program Funds

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 2017-2019 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.

RECOMMENDATION:

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

BUDGET IMPACT:

Local match required is 35% of the total project cost (\$295,000 estimation). The minimum impact to the budget; \$103,250.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Information Technology Manager

SUBJECT: Approve Interlocal Agreement between Skagit Transit and City of Mount Vernon (Skagit Transit No. 17-014)

INFORMATION:

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. 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.

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. Fiber at the SMVP&R is currently \$280 per month, excluding tax.

Pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act, Skagit Transit desires to enter into an Interlocal Cooperative Agreement with the City of Mount Vernon for the provision of the above mentioned 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.

RECOMMENDATION:

Authorize the Executive Director to execute an Interlocal Agreement with the City of Mount Vernon for dark fiber connectivity to the City's Fiber System.

BUDGET IMPACT:

Monthly Rental Price – Dark Fiber Service

Skagit Station CoMV	\$ 75
Skagit Station CoB	\$100
SMVP&R	\$ 75
310 Pine St.	<u>\$ 75</u>
	\$325

Non-Recurring Expenses – SMVP&R (Estimate)

PSE Permit	\$ 6,525
Install Total, incl. tax	<u>\$ 3,732</u>
	\$10,257

Included in 2017 Budget under capital Fiber WAN Project. Currently, \$30,000 is allotted for these expenses. Estimated \$19,743 remaining for this project after this cost.

Services Cancelled After Implimented

310 Pine St.	\$200.00
SMVP&R, incl. tax	<u>\$319.56</u>
	\$519.56

Total Monthly Savings \$194.56