

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

Wednesday September 16, 2020

The Skagit Transit Board of Directors met in regular session via teleconference. Vice Chair Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present:

Members Present via Teleconference

Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Sandy Perkins, Skagit County Auditor

Members Absent:

Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Mark Hulst, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Al Schaner, Manager of Facilities & Maintenance
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Brad Windler, Planning and Outreach Supervisor
Chris Chidley, IT Manager

Members of Public via Teleconference:

Judy Jones
Chris Jones

Providing Legal Counsel:

None

I Public Comment:

Mr. Jones stated he is the Chair of the Community Advisory Committee and expressed his appreciation for the service Skagit Transit provides. Mr. Jones added he hopes to continue to improve connections with the Board of Directors and extended an invitation to attend future CAC meetings.

II Consent / Action Items:

- a) Approval of August Meeting Minutes
- b) Approval of Claims and Payroll

August Payroll Direct Deposit and Checks #16475 – 16487.....	\$744,283
August Direct Federal withholding transfer	\$154,538
August Claims Checks and ACH #39499 – 39651	\$217,235

Ms. Johnson 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 Report for August

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,183,385 in sales tax and \$984,520 in federal and state grants, including \$812,087 from the Federal CARES Act. The reserve account balance is \$7,419,593.

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

b) Resolution 2020-03 Amend Spending Limits and Procurement Policy and Procedures

Mr. O'Brien reminded the board that this item was tabled at last month's meeting and is being presented today with a redline of the procurement policy. Mr. O'Brien read the report as presented in the agenda packet. Items of note include increasing the micro-purchase threshold from \$5,000 to \$10,000 and increasing the spending limit for the Executive Director from \$50,000 to \$100,000.

Ms. Gere requested an example of a purchase that would exceed \$50,000. Mr. O'Brien stated an engine rebuild or replacing a transmission would exceed \$50,000. Ms. Gere clarified waiting until the next board meeting for approval could mean waiting a month for something that could have been repaired quickly otherwise.

Ms. Janicki inquired what the internal controls are in place that could offer the Board a level of comfort in spending habits and expressed concerns for tracking spending. Mr. Flores stated any items staff would need to purchase, would be items already in the approved budget. Any items not already in the budget, would be brought to the Board for approval in a budget amendment. Mr. Flores added that the formal competitive process is part of the internal controls. Mr. O'Brien added that Mr. Flores is the agencies internal auditor.

Ms. Boudreau stated the City of Mount Vernon staff provides an automatic information update to their Board for any purchases. Ms. Boudreau added that she would like an informative email of items that need to be done prior to Board meeting approval. Mr. O'Brien stated staff will send an intent to purchase email informing the Board of the amount of money being spent, and what it is for. Mr. O'Brien stated this would allow the Board the opportunity to comment before the money is spent. Ms. Boudreau requested a two-person sign-off from the Executive Director and the Manager of Finance and Administration be included with the intent to purchase email.

Mr. Wesen clarified if staff were needing to make a \$90,000 purchase, that expense would be listed in the following month's financials that are presented to the Board. Mr. Flores stated all purchases, regardless of where they fall in the threshold, will be presented in the Board report each month. Mr. Wesen stated an informative email to the Board for purchases that range from \$50,000-\$100,000 is sufficient for him.

Mr. Sexton moved to approve Resolution 2020-03 amending the spending limits and procurement policy and procedures. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Design and Engineering of the Sedro Woolley Driver Relief Station

Mr. Windler read the report as presented in the agenda packet. Items of note include purchasing a pre-cast building for restroom facilities, pouring a concrete pad, preparation for utilities and the finishing design and engineering to complete the project. This project will also enable security camera installation and a future digital kiosk that displays real time arrival information.

Mr. Sexton inquired if the restroom facilities would be for drivers only, or if they would be open to the public. Mr. Windler stated these restrooms would be for drivers only, accessible with a keypad. Mr. Windler added there is a nearby city park with public restrooms.

Ms. Johnson moved to approve the design and engineering of the Sedro Woolley Driver Relief Station. Ms. Gere seconded the motion. The motion passed unanimously.

d) Sole Source Procurement for Trapeze MyRide Module and Associated Hardware

Mr. Windler read the report as presented in the agenda packet. Items of note include purchasing the software, two digital kiosks, an internal display for the lobby at Skagit Station, a website page and a connection to the

TRANSIT smartphone app to allow passengers access to real time routing information. Skagit Transit has been awarded \$105,000 in grant funds from the Skagit Council of Governments to help fund this project. A local match of \$21,000 is required.

Ms. Janicki stated this seems like a great idea, and inquired if the CAC was in favor of this procurement.

Mr. Jones stated this is a sensible expenditure that provides helpful information and he supports it.

Ms. Johnson moved to approve the sole source procurement for Trapeze MyRide Module and associated hardware. Mr. Wesen seconded the motion. The motion passed unanimously.

e) Resolution 2020-05 Amending the Fiscal Year 2020 Budget

Mr. Flores read the report as presented in the agenda packet. Mr. Flores stated this budget amendment is to approve funding for the previous approved projects of the driver relief station and the Trapeze MyRide program.

Ms. Janicki moved to approve resolution 2020-05 amending the fiscal year 2020 budget. Ms. Gere seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler stated the committee is discussing a vision statement and goals for the agency coming out of the COVID-19 pandemic and how to get riders back into the system after resuming full service.

Ms. Johnson inquired about the current ridership rates. Mr. Windler stated it is down approximately 70%.

V Executive Directors Report

Mr. O'Brien thanked the Board for their support for the driver relief station at the Sedro Woolley Park and Ride as that has been a challenge for many years.

Mr. O'Brien announced that after 23 years of employment with Skagit Transit, Al Schaner, Manager of Facilities and Maintenance, will be retiring. His last day will be October 30th. Mr. O'Brien stated he has done so much for the maintenance department and will be dearly missed.

Mr. O'Brien informed the Board that staff was unsuccessful in securing the \$10 million build grant for the MOA II project, and reminded the Board that the facility is still being rented and covering the agencies costs.

Mr. O'Brien stated he would like to meet with the Board this fall to discuss staff's plans for 2021.

VI Information Items:

A copy of the Draft Procurement Policy was sent to the Board to review changes

VII New Business:

Composition Review Update

Ms. Davis informed the Board that the Composition Review meeting will convene at the conclusion of the regular October Board meeting.

Mayor Boudreau stated she will sign all documents that have been approved at this Board meeting.

Mayor Boudreau adjourned the meeting at 1:31 p.m.

Commissioner Ken Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit Board