
- 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 October Meeting Minutes Page 3-5
- b) Approval of Claims and Payroll
October Payroll Direct Deposit and Checks #15912 - #15920 \$467,218.42
October Direct Federal withholding transfer \$146,352.11
October Claims Checks and ACH #34351 - #34497 \$296,159.39
- c) Approval of November Meeting Minutes Page 6-7
- d) Approval of Claims and Payroll
November Payroll Direct Deposit and Checks #15921 - #15931 \$831,547.40
November Direct Federal withholding transfer \$152,741.39
November Claims Checks and ACH #34498 - #34632 \$216,661.80

- 6. FULL DISCUSSION/ACTION ITEMS**

- a) Monthly Budget Update Reports for October and November Page 8
- b) Public Hearing for 2018 Budget
- c) Approve Resolution 2017-09 Fiscal Year 2018 Budget Page 9-12
- d) Award Transit Route Planning Software Contract #17-020 Page 13
- e) Approve Resolution 2017-08 Revised Drug & Alcohol Abuse Policy..... Page 14-15
- f) Authorize Interlocal Agreement Cooperative Purchasing Agreement with City of Seattle
#17-024 Page 16
- g) Approve Resolution 2017-07 Authorizing Disposal of Surplus Vehicles Page 17-18
- h) Approve Sale of Two Vanpool Vans Page 19
- i) Approve Purchase of Thirteen Vanpool Vans Page 20
- j) Award Bus Shelters Contract #17-021-F Page 21
- k) Approval of New Community Advisory Committee Members..... Page 22
- l) Revision of Community Advisory Community Bylaws Page 23

- 7. COMMUNITY ADVISORY COMMITTEE REPORT**

- 8. EXECUTIVE DIRECTORS REPORT**

- 9. INFORMATION ITEMS**

- a) Letter from passenger Page 24-26

10. UNFINISHED BUSINESS

11. NEW BUSINESS

- a) Election of Vice-Chair

12. ADJOURNMENT

REVISED

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

Wednesday, October 18, 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)
Lisa Janicki, Skagit County Commissioner
Will Reichardt, Skagit County Sheriff
Ron Wesen, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Ken Quam, City of Mount Vernon, Council Member
Rick DeGloria, City of Burlington, Council Member
Marge Root, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Troy Fair, Manager of Operations
Al Schaner, Manager of Maint & Facilities
Mary Lozeau, Clerk to the Board

Members Absent:

Ken Dahlstedt, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor

Member of Public:

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 # 15902- # 15911..... \$652,919.46
 - September Direct Federal withholding transfer..... .. \$144,280.56
 - September Claims Checks and ACH # 34222 - # 34350 \$1,096,453.03

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

III Full Discussion/Action Items:

a) Monthly Budget Update

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

Mr. O'Brien reported expenses included Skagit Station Lobby benches, farecard machines, hot water pressure washer, and Apollo Video Software License. Mr. O'Brien noted fuel is within budget.

Mr. Wagoner congratulated Motoko Pleasant and informed the Board members he attended the Washington State Auditor's exit interview. Mr. Wagoner noted the auditors gave Skagit Transit a clean audit. The auditors were impressed with Motoko and staff.

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

b) Award A/E Services Agreement #17-013-F for MOA-2 Design

Mr. O'Brien stated 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.

Mr. O'Brien noted 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. Mr. O'Brien stated 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.

Mr. O'Brien informed the Board 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.

Mr. O'Brien stated three responsive submittals were received by the September 21st deadline. Presentations and interviews were conducted with all three candidates on October 3rd, immediately followed by evaluations by a three 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.

Mr. O'Brien stated 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.

Mr. Wagoner inquired what the selection criteria's were to select a firm. Mr. O'Brien answered the committee considered technical expertise, key personnel and their references, commitment of resources, and overall quality of their response.

Ms. Gere moved to award the Architectural and Engineering Services Agreement #17-013-F to TCF Architecture. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Authorize the Registration of Skagit Transit for Cooperative Purchasing with the National Joint Powers Alliance (NJPA)

Mr. O'Brien informed the Board as a small public agency purchasing limited quantities, Skagit Transit is able to leverage better pricing through cooperative purchasing groups. Skagit Transit is currently a member of several such groups and has experienced savings both in purchase price and Procurement staff time. Mr. O'Brien noted State law encourages participation in cooperatives to eliminate duplication of efforts and the need to conduct formal bidding processes, thereby saving taxpayer dollars (RCW 39.34.030).

Mr. O'Brien stated staff wishes to enter a "Cooperative Purchasing Enrollment Agreement" with the National Joint Powers Alliance (NJPA) as a Participating Member, or complete their on-line registration form. The NJPA is a public entity created by Minnesota Statute 123A.21 serving all participating governmental and municipal agencies and non-profits nationwide to reduce the cost of purchased goods by leveraging their combined purchasing power. Mr. O'Brien noted this is accomplished through competitively solicited contracts for quality products through lead public agencies who are members of NJPA, and who allow participating public agencies to purchase from these contracts. NJPA's procurement process meets the competitive solicitation requirements of WA State and Skagit Transit's Policy. Mr. O'Brien added the City of Anacortes, City of Seattle, City of Yakima, City of Richland, Port of Longview, Spokane County, and Community Transit also purchase through NJPA.

Mr. Wesen moved to authorize the Contracts Administrator to register Skagit Transit as a Participating Member with the NJPA through either their online form or signing a Cooperative Purchasing Enrollment Agreement #17-019. Mr. DeGloria seconded the motion. The motion passed unanimously.

d) Approve Interlocal Agreement between Skagit Transit and Skagit County #17-018

Mr. Schaner reported 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. Mr. Schaner noted the County's services have been used for utility lamp replacements, parking lot resurfacing, tree pruning, and cleaning catch basins.

Mr. Schaner noted 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.

Ms. Gere moved to approve Interlocal Agreement #17-018 with Skagit County Public Works Department. Mr. Quam seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. O'Brien informed the Board members the Community Advisory Committee met last week and toured the MOA-2 facility.

V Information Items:

Mr. O'Brien thanked Motoko Pleasant, Marcie Smith, and Rhonda Wahlgren for their efforts in achieving a clean audit from the Washington State Auditors.

VI Unfinished Business:

VII New Business:

Chair Wagoner adjourned the meeting at 1:21 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board

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

Wednesday, November 15, 2017

The Skagit Transit Board of Directors met in regular session in Anacortes, 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)
Rick DeGloria, City of Burlington, Council Member
Jill Boudreau, City of Mount Vernon, Mayor
Melinda Hunter, 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
Mary Lozeau, Clerk to the Board

Members Absent:

Ron Wesen Skagit County Commissioner
Ken Dahlstedt, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Ken Quam, City of Mount Vernon, Council Member
Lauri Gere, City of Anacortes, Mayor
Steve Sexton, City of Burlington, Mayor

Member of Public:

Providing Legal Counsel:

I Public Comment:

Mr. Wagoner stated a quorum is not present and Consent Action Items will be brought to the December meeting.

II Consent / Action Items:

III Full Discussion/Action Items:

IV Community Advisory Committee Report

Mr. O'Brien informed the Board members the Community Advisory Committee met yesterday. The Committee elected Whitney Fernandes as Chair and Valerie Rose as Vice Chair. The Committee is recommending a new member, Dave Stevens for Board approval. Mr. O'Brien noted Chris Jones and Judy Jones of Sedro Woolley have applied to join the Committee.

V Executive Directors Report

Mr. O'Brien gave an update on the new MOA-2 property and reported Skagit Transit's attorney is waiting for Wallace Bay Properties LLC to bring forward an appraisal to begin negotiations. Mr. O'Brien stated staff is reviewing fee summary of the preliminary design of MOA-2, which will be negotiated with TCF Architects, P.S.

VI Information Items:

Mr. O'Brien stated the 2018 Draft Budget is prepared and open for public comment. Staff will bring the 2018 Budget to the December meeting with public comment for the Board's approval. Mr. O'Brien noted the 2018 Budget has an add to staff for a Safety Supervisor.

VII Unfinished Business:

VIII New Business:

Chair Wagoner adjourned the meeting at 1:09 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 October and November 2017
INFORMATION:

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

Revenues:

- Sales Tax Revenue:

	Current Year (FY2017)	Last Year (FY2016)		Over Last Year Incr/Decr (\$)	Over Last Year Inc /Decr(%)		YTD Incr /Decr (\$)	YTD Incr /Decr(%)
October	\$1,052,259	\$1,030,760		\$21,499	2.1%		\$642,681	7.1%
November	\$1,050,036	\$1,002,178		\$47,858	4.8%		\$690,539	6.9%

- Grant Reimbursement:
Skagit Transit received \$1,635,387 Federal Operating grant reimbursement in Oct 2017.

Expenses:

- Capital Expenses:
 - Additional Land purchase for new MOA
 - Chuckanut P&R Asphalt Repair
 - Skagit Station Security Cameras and equipment

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>November 2017</u>	<u>November 2016</u>
Operating	\$ 2,121,803	\$ 2,103,836
Facilities	400,000	400,000
Capital Replacement	3,914,918	3,877,925
Non-Designated	2,194,294	2,175,665
Total Reserves =	\$ 8,631,015	\$ 8,557,426

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
Motoko Pleasant, Manager of Finance and Administration

SUBJECT: Approve Resolution 2017-09 Fiscal Year 2018 Budget

INFORMATION:

The proposed 2018 Budget was presented for your review at the Board Meeting in November.

Here is a quick summary of the changes in the 2018 budget as compared to the 2017 budget:

Revenues:

Account Title	2017 Amended Budget	2018 Proposed Budget	% Change 2017 to 2018 Budget
Passenger Fares for Transit Service	910,000	882,700	-3.0%
Sales Taxes	10,205,601	10,715,881	5.0%
State Grants and Contributions	2,058,901	1,185,378	-42.4%
Federal Grants and Contributions	3,292,528	3,630,818	10.3%
Local Grants and Contributions	3,000	3,000	0%
Nontransportation Revenues	43,000	80,000	86.0%
Total Revenues	16,513,030	16,497,777	-0.1%

Expenses:

Account Title	2017 Amended Budget	2018 Proposed Budget	% Change 2017 to 2018 Budget
Salaries and Wages	6,144,164	6,471,165	5.3%
Fringe Benefits	3,894,216	4,239,627	8.9%
Services	647,300	675,720	4.4%
Materials and Supplies Consumed	1,938,770	2,236,371	15.3%
Utilities	196,200	202,716	3.3%
Casualty and Liability Costs	414,039	442,952	7.0%
Assessment	45,000	31,500	-30.0%
Miscellaneous Expenses	138,350	156,400	13.0%
Leases and Rentals	70,500	63,300	-10.2%
Total Operating Expenses	13,488,539	14,519,752	7.6%

Capital Budget:

Total Capital Budget for 2018 is \$6,738,608 including \$1,300,000 depreciation expense.

Vehicles:

- Fixed Route – 5 replacement and 1 expansion buses \$2,644,700
- Paratransit – 10 replacement buses \$1,223,910
- Vanpool – 12 replacement vans \$367,000
- Radios - \$70,722
- Engine and Transmission repower - \$151,688

Maintenance/Facilities/Park & Ride/Route Improvement

- Wireless 4 post lift - \$42,948
- Brake Maintenance System - \$16,896
- Industrial mower - \$10,000
- Bus Shelters - \$12,000
- Simme Seats - \$1,700

IT Budget:

- New Servers - \$30,000

MOA II

- Design of MOA - \$867,045

RECOMMENDATION:

Staff recommends the Board approve the resolution 2017-09 approving the fiscal year 2018 budget.

Public Comments Received & Agency Responses: 2018 Budget

Name	Comments Received	Staff Response to Received Comments
Joe Kunzler	I ask Skagit Transit please make sure you invest enough in educating the public about our services via <u>Skagit Valley Herald</u> and via more bus shelters in our communities.	<ul style="list-style-type: none">• Skagit Transit staff will put more effort to educate public about our services in 2018
Joe Kunzler	I want to see Skagit Transit make sure the 2018 Dump the Pump Day has at least several thousand dollars on hand to give out promotional items like foldable seat cushions - something passengers want, and having events beyond Skagit Station in Mount Vernon and such.	<ul style="list-style-type: none">• Skagit Transit has a limited budget for promotions and will allocate budget to promote the 2018 Dump the Pump
Joe Kunzler	I wish for a conversation about in 2018 having one more run on the 305 leave at 6:15 PM from Skagit Station to at least the Sedro-Woolley Park and Ride. The fact a concerned citizen has problems getting home to Sedro-Woolley from a monthly Mount Vernon meeting before 7:45 PM and the 90X without such a run is a big part of this request. I also understand Skagit Valley College students want such a later run please.	<ul style="list-style-type: none">• Due to budgetary constraints, the 2018 budget does not fund any service changes. However, Skagit Transit will be conducting a Strategic Plan in 2018 with multiple public outreach efforts. Requests for new service improvements should be made at that time to help inform Skagit Transit Staff and Board of Directors on future service changes being requested by the public.

RESOLUTION 2017-09

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING THE FISCAL YEAR 2018 BUDGET

WHEREAS, the required public hearing for the budget is to take place prior to adoption on December 20, 2017 at Burlington Council Chambers; and

WHEREAS, on Wednesday, December 20, 2017 the Skagit Transit Board of Directors did approve and authorize the required expenditures for the operation of the Skagit Transit System.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit, that:

Section 1 The budget for Skagit Transit System for the fiscal year 2018 is hereby adopted and approved as follows:

Operating Budget

Revenues	\$14,049,830
Operating Expenses	\$14,519,752

Capital Budget

Revenues	\$ 2,447,947
Capital Expenses	\$ 5,438,608
Depreciation Expense	\$ 1,300,000

Section 2 If any provision of this Resolution or the application of any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 3 This Resolution shall be in force and take effect on January 1, 2018.

PASSED in open public meeting this 20th day of December, 2017.

SKAGIT TRANSIT SYSTEM SKAGIT COUNTY, WASHINGTON

By _____
Keith Wagoner, Board Chair

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Mary Lozeau
Clerk of Skagit Transit

APPROVED AS TO FORM:

Richard J. Langabeer, Skagit Transit Attorney

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director

SUBJECT: Award Transit Route Planning Software
Skagit Transit Contract #17-020 (WTA #2017-280)

INFORMATION:

Skagit Transit staff determined a need for a complete Software as a Service (SaaS) hosted solution to provide more timely service and capital improvement planning. It is often difficult and time consuming to ascertain when and where future growth will occur and how much growth is expected, including modifications to roadway networks and future demographic density and profile. Currently, staff utilizes consultants for special tasks and projects and uses a combination of tools to collect data which is then manually manipulated to create reports for stakeholders.

Skagit Transit's goal is to reduce consulting costs by increasing staff capabilities through a Strategic Plan, Title VI Analysis, and the assistance of transit planning software. In 2018, a Strategic Plan will be conducted to guide service improvements to local routes and re-design service to the rural parts of Skagit County over the next 5 years. The assistance of transit planning software will enable Skagit Transit to better understand the resource costs and demographics (riders) impacted by any proposed service changes.

The same challenges faced by the Whatcom Transportation Authority (WTA) lead to Contracting staff from both agencies combining efforts in a joint procurement for "Transit Route Planning Software". WTA, as the Lead Agency, published Request For Proposals (RFP) #2017-280 on 11/3/17. Three responsive proposals were evaluated by a Committee comprised of representatives from both Agencies. Out of 100 points possible, results are:

Proposer	Total Pts – WTA	Total Pts –Skagit
Remix Software, Inc.	91	91
Agelix Consulting, LLC	34.89	34.09
BrainSurface, LLC	71.62	60.64

The web-based software solution from Remix was mutually selected for contract award. Each agency will execute a Maintenance and Support contract and End User License Agreement to automatically extend as long as the software is used.

RECOMMENDATION:

Authorize the Executive Director to execute the contracts with for "Transit Route Planning Software" with Remix Software, Inc. of San Francisco, CA.

BUDGET IMPACT:

The five year financial impact of this procurement is \$73,000 for implementation (\$2,000) and five years of licensing (14,200/year). Licensing will be paid annually. Costs include all maintenance, upgrades, support, communication between host site and the Agencies, and any other ancillary costs for use associated with the software. Initial training and unlimited additional training are included at no extra cost. After Year 5, any economic rate adjustment to the license fee will not be more than 15% above or below the original contracted amount.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director

SUBJECT: Resolution 2017-08 Revised Drug & Alcohol Abuse Policy

INFORMATION:

Effective January 1, 2018, the U.S. Department of Transportation will put into effect new regulations to 49 Code of Federal Regulations (CFR) Part 40, to include the category of Opioids, four synthetic drugs that were not previously being tested. This was done due to public safety issues in the face of the growing Opioid epidemic.

The added substances to all drug tests conducted at Skagit Transit, both under DOT authority and our own will also test for hydrocodone, hydromorphone, Oxymorphone, and Oxycodone.

RECOMMENDATION:

Approve Resolution 2017-08 Revised Drug and Alcohol Abuse Policy.

BUDGET IMPACT:

None.

RESOLUTION NO. 2017-08

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING THE REVISED DRUG AND ALCOHOL ABUSE POLICY

WHEREAS, effective January 1, 2018, the U.S. Department of Transportation (DOT) has revised 49 CFR Part 40 to include the category of Opioids, four synthetic drugs that were not previously being tested.

WHEREAS, the added substances to all drug tests conducted at Skagit Transit, both under DOT authority and our own, will also test for: hydrocodone, hydromorphone, Oxymorphone, oxycodone.

WHEREAS, the revised Drug and Alcohol Abuse Policy to reflect compliance and includes the additional opioids.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, that the Board of Directors of Skagit Transit hereby approves the revised Drug and Alcohol Abuse Policy.

PASSED in open public meeting this 20th day of December 2017.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

ATTEST TO FORM:

Mary Lozeau
Clerk of Skagit Transit

By _____
Mayor Keith Wagoner, Chairperson

By _____
Dale S. O'Brien, Executive Director

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: Authorize Interlocal Cooperative Purchasing Agreement with
the City of Seattle (Skagit Transit #17-024)

INFORMATION:

As a small public agency purchasing limited quantities, Skagit Transit is able to leverage better pricing through cooperative purchasing groups. Skagit Transit is currently a member of several such groups and has experienced savings both in purchase price and Procurement staff time. State law encourages participation in cooperatives to eliminate duplication of efforts and the need to conduct formal bidding processes, thereby saving taxpayer dollars (RCW 39.34.030).

Skagit Transit desires to enter an Interlocal "Cooperative Purchasing Agreement" with the City of Seattle for the purpose of piggybacking their competitively let contracts. Of particular interest is their contract for radios and associated equipment. Skagit Transit has budgeted for the purchase of up to 66 radios in 2018 and although there is a State/DES contract for radios, the City of Seattle offers the best discount.

RECOMMENDATION:

Authorize Skagit Transit to execute a Cooperative Purchasing Agreement with the City of Seattle.

BUDGET IMPACT:

None.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Approve Resolution No. 2017-07 Authorizing Disposal of Surplus Vehicles

INFORMATION:

Resolution 2017-07 identifies 6 Vanpool vans that staff has declared excess and ready for surplus disposal by sale through an open or sealed bid auction.

Pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC (formerly Berglund and Jones Auctioneers, Inc.). Auction dates to be arranged at a later date.

RECOMMENDATION:

Approve Resolution No. 2017-07 authorizing the Executive Director to dispose of surplus vehicles through an auction process.

BUDGET IMPACT:

Unknown at this time.

RESOLUTION NO. 2017-07

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING THE SURPLUS OF EQUIPMENT

WHEREAS, RCW 43.19.1919 authorizes the sale, donation, or exchange of property that is no longer used; and

WHEREAS, Resolution No. 62 of the Skagit Transit System details the policy and procedures for disposition of surplus property; and

WHEREAS, Skagit Transit has identified the following vehicles to be excess equipment:

Vehicle #	Year	Make	Model	Vin #	Mileage (10/30/17)
873	2008	Chevy	Express 15-Pasenger	1GAHG39K281190449	142,645
927	2006	Dodge	Grand Caravan	2D8GP44L26R868328	143,485
928	2006	Dodge	Grand Caravan	2D8GP44LX6R835447	149,336
930	2006	Dodge	Grand Caravan	2D8GP44L66R835445	168,102
931	2005	Dodge	Grand Caravan	2D8GP44L65R184042	152,611
942	2005	Chevy	Express 15-Pasenger	1GAHG39U451238630	140,382

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby authorize the surplus and disposal of the above referenced equipment in a manner consistent with Skagit Transit Resolution No. 62 (Policy on surplus and disposal of Skagit Transit property).

PASSED in open public meeting this 20th day of December, 2017.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

ATTEST TO FORM:

By _____
Mayor Keith Wagoner, Chairperson

Mary Lozeau
Clerk of Skagit Transit

By _____
Dale S. O'Brien, Executive Director

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: Sale of Two Vanpool Vans

INFORMATION:

On December 20, 2017 the Board approved the surplus and disposal of 6 Vanpool Vans through an open or sealed bid auction. The following entity has expressed their desire to directly purchase from Skagit Transit two of the vans originally slated for auction to transport homeless people between shelters:

Friendship House of Mt. Vernon	Van 873 & 942	\$4,200/ea
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Skagit Transit has determined the purchase price of each vehicle to be Fair Market Value.

RECOMMENDATION:

Approve the direct sale of these vehicles to Friendship House of Mount Vernon.

BUDGET IMPACT:

\$8,400 revenue

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Approve Purchase of Thirteen (13) Vanpool Vans

INFORMATION:

On September 20, 2017, the Skagit Transit Board of Directors approved the Vanpool Investment Program (VIP) Grant #GCB2812. On April 19, 2017, the Board approved FTA Section 5339 Grant #WA-2017-059. Both awards are for the purchase of replacement vans for the Vanpool Program. Skagit Transit will blend funding sources to the maximum extent possible of the state and federal grants to meet the replacement vehicle needs, any remaining balance will be satisfied with local funds.

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.

State Contract #05916 is available for the purchase of 12 and 15-Passenger vans from two Contractors: Bud Clary Dodge, Longview, WA offers the Chrysler Pacifica van; and Columbia Ford, Longview, WA offers the 12-Passenger Ford Transit T35 van.

RECOMMENDATION:

Approve the purchase of 13 vans through Washington State Contract #05916.

BUDGET IMPACT:

7-Passenger Dodge Pacifica Vans, 6 @ \$25,692 each	\$154,152
Total Options @ \$295 each	<u>\$ 1,770</u>
Total Purchase Price	<u>\$155,922</u>
15-Passenger Ford Transit T35 Vans, 7 @ \$29,499 each	\$206,493
Total Options @ \$5,450 each	<u>\$ 38,150</u>
Total Purchase Price	<u>\$244,643</u>
GRAND TOTAL	<u>\$400,565</u>
FTA Funds	\$114,964
State Funds	\$191,747
Local Funds	<u>\$ 93,854</u>
	<u>\$400,565</u>

***Note:** Rideshare vehicles are tax exempt per RCW 82.08.0287

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Award Bus Shelters Contract #17-021-F

INFORMATION:

Skagit Transit's existing Bus Shelters Contract #12-007-F with Duo-Gard Industries, Inc. expired November 30, 2017. The next planned purchase for bus shelters is in the 2018 Budget therefore it is necessary to rebid for a new contract. Skagit Transit intends to purchase up to a maximum quantity of 22 bus shelters over a five-year term for a total estimated cost of \$105,000. The scope of the new contract includes a 3' x 10' Cantilever type bus shelter, in addition to our standard 5'x 10' Full-Size shelter, plus options for replacement items (window panels, roof, seals, benches, display cases, trash cans) and solar lighting. The contract is federally compliant in the event FTA funds are secured for purchasing bus shelters during the five-year Contract Term.

Invitation For Bids (IFB) #17-021-F was issued and posted on Skagit Transit's website on 11/15/17. Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to 18 potential Bidders. The legal advertisement was published in the Skagit Valley Herald on 11/16/17. One Addendum was issued to approve an equal trash receptacle to the one specified in the IFB. Sealed bids were received until exactly 10:00 a.m. on 12/1/17 and immediately opened in public meeting at the MOA. Two bids were determined responsive and both Bidders deemed responsible. Bids were evaluated on the Total Bid Price for 22 shelters:

Bidder	Total Amount	Amount Above Low Bidder
LNI Custom Manufacturing, Inc.	\$91,680.00	
Brasco International, Inc.	\$114,325.00	\$22,645.00

RECOMMENDATION:

Award the Bus Shelters Contract #17-021-F to LNI Custom Manufacturing, Inc.

BUDGET IMPACT:

2018 \$9,114 for 2/ea Full-Size Bus Shelters, incl. Use Tax

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Brad Windler, Service Planner
SUBJECT: Approval of New CAC Members

INFORMATION:

The Skagit Transit Community Advisory Committee (CAC) has received 3 new applications for membership. The CAC has met with the candidates and is recommending the following citizens be approved to be CAC members:

- Chris Jones
- Judy Jones
- David Stevens

At its December meeting, the CAC moved to recommend approval of these three applications for new members.

RECOMMENDATION:

Staff recommends approving the new members.

BUDGET IMPACT:

None.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Brad Windler, Service Planner

SUBJECT: Revision of Community Advisory Committee Bylaws

INFORMATION:

The Bylaws of the Skagit Transit Community Advisory Committee (CAC) have been reviewed and revised by the Committee. The revisions include:

- Minor adjustments to the Code of Conduct and other administrative areas
- Establishes a Special Projects Assistant who is a volunteer that helps with CAC projects such the “Dump the Pump Day” activity held in 2017
- Clarifications to how meeting agendas will be set
- Directs CAC members to talk with the CAC Staff Liaison if there are issues or questions regarding policy

At its December meeting, the CAC moved to revise the Bylaws.

RECOMMENDATION:

Staff recommends approving the revised CAC Bylaws.

BUDGET IMPACT:

None.

Management and Staff

November 6, 2017

Skagit Transit

Attention: Skagit Transit Operational Supervisor

600 County Shoppe Ln.

Burlington, WA 98233

Dear Sir;

As result of combat in Vietnam I lost: all the vision in my right eye, ended up with very impaired vision in my left eye, my right hand, left leg just below the hip, and a multitude of other injuries, along with currently going through back surgery.

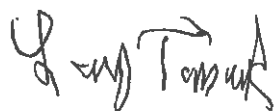
Despite all these impairments, including being unable to drive, if there is a bright spot it would be your "Dial a Ride" program which gives me mobility that I surely otherwise wouldn't have.

The drivers all like their jobs and appreciate an opportunity to be a vital service to others. They are very punctual (I can virtually set my watch by them), unless there's an understandable reason why they are not. The conversation is always great, and there seems to be plenty of room for humor along the way. I feel as though I've developed a good friendship with all of the drivers. With humor, I would have to say that all the drivers would be a great person to do a "road trip" with.

When calling to schedule rides I am so impressed with the absolute cheerfulness of all of the schedulers. They're so friendly and understanding even when I have to cancel a ride or two.

You are providing an incredible service, staffed by wonderful people, and greatly appreciated at my end.

Yours,

A handwritten signature in black ink, appearing to read "Larry Tomovick". The signature is fluid and cursive, with the first name "Larry" and last name "Tomovick" clearly distinguishable.

Larry Tomovick

1104 11 street

Anacortes, WA 98221

(360) 708 - 5695

