

**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 June Meeting Minutes Page 2-5
- b) Approval of Claims and Payroll
- June Payroll Direct Deposit 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

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 6

7. EXECUTIVE SESSION

8. INFORMATION ITEMS

- a) Transit Development Plan Verbal

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

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

Wednesday, June 21, 2017

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Mayor 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
Lauri Gere, City of Anacortes, Mayor
Rick 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 Maintenance & Facilities
Brad Windler, Service Development Planner
Chris Chidley, IT Manager
Mary Lozeau, Clerk to the Board

Members Absent:

Ken Quam, City of Mount Vernon, Council Member
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
 - May Payroll Direct Deposits and Checks # 15877 - # 15883..... \$640,524.42
 - May Direct Federal withholding transfer..... \$135,602.61
 - May Claims Checks and ACH # 33671 - # 33817 \$281,028.40

Ms. Boudreau 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

Ms. Pleasant stated Skagit Transit received \$969,453 in sales tax revenue in the month of May. This compares with \$915,047 in May of 2016. Ms. Pleasant noted this is a 5.6% or \$54,406 increase over last year with a year to date increase of 8.5% or \$355,651. Skagit Transit also received \$915,167 in State and Federal grant reimbursements.

Ms. Pleasant reported expenses included annual maintenance fee for Trapeze software. Capital expenditure included bus shelter, Skagit Station Upgrade

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

b) Approve Resolution 2017-05 Fiscal Year 2017 Budget Amendment

Ms. Pleasant stated the 2017 Budget was approved at the November 2016 Board meeting. The budget amendment for 2017 is needed to update state and federal grants received, additional operating expenses including retro and wage adjustments for the represented employees and salary and wage adjustments based on the compensation study for non-represented employees. Capital expenses including additional property purchase for new MOA and van purchases. Ms. Pleasant noted the amended budget will decrease operating revenues \$242,681 and increase expenses by

\$180,251. Budget capital expenses are also updated for property purchase for the new MOA location, purchase of seven paratransit vehicles, ten replacement vanpool vehicles, pressure washer, fiber WAN, cameras for March's Point Park & Ride and Skagit Station Wireless project which were all under the original budget and need to be adjusted.

Ms. Pleasant noted the amended budget will increase capital revenues by \$550,143 and capital expenses by \$646,079. Ms. Janicki inquired if there was a re-classification of special needs grants or a different grant. Ms. Pleasant stated one grant was re-classified moving some funds from operating to capital. Also, some grant amounts were different when awarded from receiving. There was a discussion on the cost of fuel.

Mr. Wesen moved to approve Resolution 2017-05 Fiscal Year 2017 Budget Amendment. Mr. DeGloria seconded the motion. The motion passed unanimously.

c) Report of Grant Projects and Awards

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 report detailing the project, amount of grant award and budget impact to the agency.

Mr. O'Brien reported \$1,197,962 was awarded for 2017-2019 WSDOT Consolidated Grant Program Funding for preservation of the Mobility Specialist position, replacement of one paratransit vehicle, expansion of Route 40X , and replacement of five paratransit vehicles and operations assistance.

Mr. O'Brien stated \$576,204 was awarded for 2017-2019 WSDOT Mobility Grant Program for expansion of Route 80X and 90X, adding weekend service and the addition of one mid-day route on 90X.

Ms. Boudreau moved to approve the grant project and budget, and authorize the Executive Director to sign the grant agreement. Mr. Wesen seconded the motion. The motion passed unanimously.

d) Approve Purchase of Seven Cutaway Buses

Mr. Schaner reported the WSDOT Consolidated Grant Program Award includes the purchase of six replacement Paratransit buses. The 2017 amended budget includes the purchase of one replacement Paratransit bus.

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.

Mr. Schaner noted State Contract #04115 is available for the purchase of light to medium duty Cutaway vehicles meeting federal requirements and was awarded to four contractors. Skagit Transit intends to purchase seven propane fueled Eldorado Aerotech buses from Schetky Northwest Sales, Inc. to replace buses #738 – 742, 744, and 745.

Mr. Wesen inquired if six or seven Paratransit vehicles are being purchased. Mr. Schaner answered we are purchasing six buses with the grant monies and an additional bus with local funds.

Ms. Boudreau moved to approve the purchase of seven Paratransit buses through Washington State Contract #04115. Ms. Janicki seconded the motion. The motion passed unanimously.

e) Approve Purchase of Apollo RoadRunner System

Mr. Chidley stated on November 16, 2016, the Board approved the 2017 Budget which included \$50,000 in capital funds for bus video clip retrieval software. All Skagit Transit buses are equipped with the Apollo Digital Video Recorder (DVR) security camera system. Currently, Operations staff physically retrieve video Hard Drives (HD) from the DVR on a per incident basis and manually track them using hand written paper forms. Video retrieval forces staff to wait for a bus's arrival at the

MOA, board the bus to access the DVR and remove the HD, and then return with it to their workstation to log it on a paper form. After the needed video is manually stored on our servers, the HD is returned to its former place in the bus's DVR and the transaction is logged on the paper form again.

Mr. Chidley stated to resolve this antiquated and time consuming process, staff sought out a solution from Apollo Technologies, Inc. who proposed the RoadRunner system, a suite of applications for both server and workstations that will automatically retrieve video clips and provide:

- DVR Health and Monitoring – sends notification of any DVR issues
- Location Services – finds an area on a map and pulls video from that location
- AutoClip Retrieval – wireless retrieval at our current facilities; hardware already in place.
- Clip Management Services – maintains organization of video retrieved and replaces existing paper forms

Mr. Chidley noted this software management solution will allow staff to request bus video from any area on the map for automatic download to the Clip Management Software allowing for remote video review from multiple buses in that specified area. Video will be automatically retrieved when each bus connects to WiFi at any of our facilities providing that service. Ideally, video would be reviewed the day after it was placed in the queue for retrieval.

Mr. Chidley stated staff intends to purchase the RoadRunner system from Apollo Technologies through GSA Contract #GS-07F-0776X, as allowed per Section 9-302 of Skagit Transit's Procurement Policy, RCW 39.32.070, and Section 211 of the E-Government Act of 2002, 40 U.S.C. Section 502(c) (1) authorizing local governments, within limits established by law, to acquire various types of Information Technology through GSA's Cooperative Purchasing Program, Federal Supply Schedule 70.

Ms. Boudreau asked what the ongoing annual cost is for the software. Mr. Chidley answered the purchase includes three years free maintenance service. Mr. Wesen inquired how often staff retrieves video hard drives from vehicles. Mr. Chidley answered it varies between 10-30 times per month. Mr. Fair stated there is a real benefit to the agency to have the video quickly available to alleviate liabilities. Mr. O'Brien stated staff has received a lot of requests from local police departments for video and this product will help us provide a more timely response to their request. Mr. O'Brien added when drivers have an event such as an angry or injured passenger on a vehicle the video provides protection for the driver as well as the agency. Ms. Boudreau state she agrees with Mr. Wagoner concern regarding the cost however the software provides an easy method to manage public records and avoid hours and days of staff time retrieving needed video.

Mr. Wesen moved to approve the software solution purchase from the GSA-Apollo Video Technologies contract. Mr. DeGloria seconded the motion. The motion passed unanimously.

f) Approve Interlocal Agreement with the City of Burlington

Mr. Chidley stated Skagit Transit's current strategy is to replace as many high cost fiber connections for its Wide Area Network (WAN) with lower cost alternatives and, with the upcoming construction of a new MOA base, to strategically re-map its WAN and establish multiple connections to various facilities.

Mr. Chidley reported resource has been found with the City of Burlington's Fiber System; a network that can provide dark fiber optic connections to replace existing and more expensive Wave fiber, and provide the needed connections from the Port of Skagit and City of Mount Vernon terminating into the City of Burlington's colocation site. Mr. Chidley stated the current cost for Wave fiber at the Chuckanut and South Mount Vernon Park & Ride facilities is \$280 per month each connection, excluding tax. Five connections are anticipated to result from this Interlocal with the City of Burlington: 2 Mount Vernon, 2 Burlington, and 1 at the Port. Connections to the Port and Chuckanut are the highest priority in centralizing all facilities' fiber connections.

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 Burlington for the provision of these connections, including the availability of colocation space for housing network equipment in a City of Burlington managed facility where fiber connections will be centrally managed. Mr. Chidley noted in return for leasing dark fiber and colocation space, Skagit Transit will pay a monthly service fee per connection based on the City's Fiber License Telecommunications Fee Schedule. Additional fees will apply for installation, splicing, termination of equipment, certification or permits. Mr. Wagoner asked if Mr. DeGloria had any information regarding the Interlocal agreement. Mr. DeGloria stated he didn't see any issue having the Interlocal Agreement.

Mr. DeGloria moved to authorize the Executive Director to execute an Interlocal Agreement with the City of Burlington for dark fiber optic connectivity to the City's Fiber System. Ms. Boudreau seconded the motion. The motion passed unanimously.

V Community Advisory Committee Report:

Mr. Windler reported he attended the last Community Advisory Committee meeting. The committee celebrated Dump the Pump day. Mr. Windler stated the Committee is on summer break and will meet again in September.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Mr. O'Brien reported a Human Resources Manager has been hired and will start on July 10, 2017.

Mayor Wagoner adjourned the meeting at 1:40 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 June 2017

INFORMATION:

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

Revenues:

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

Expenses:

- ◆ Operating Expenditures
 - Software – Annual Maintenance fee for Trapeze Streets/AVL software
- ◆ Capital Expenditures
 - Skagit Station Electric Charging Station
 - March Point Park & Ride Security Camera wiring
 - Trapeze Streets Hardware
- ◆ Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>June 2017</u>	<u>June 2016</u>
Operating	\$ 2,184,269	\$ 2,171,855
Facilities	400,000	400,000
Capital Replacement	3,894,962	3,870,448
Non-Designated	2,112,116	2,100,166
Total Reserves =	\$ 8,591,347	\$ 8,542,469

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

BUDGET IMPACT:

None.