

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

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 5
- b) Approve Resolution 2017-05 Fiscal Year 2017 Budget Amendment Page 6-8
- c) Report of Grant Projects and Awards Page 9
- d) Approve Purchase of Seven Cutaway Buses Page 10
- e) Approve Purchase of Apollo RoadRunner System..... Page 11
- f) Approve Interlocal Agreement with the City of Burlington Page 12

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. INFORMATION ITEMS

- 9. Thank you from Adult Transition to Independence Center (ATTIC) Page 13**

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. ADJOURNMENT

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

Wednesday, May 17, 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)
Ron Wesen, Skagit County Commissioner
Will Reichardt, Skagit County Sherriff
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Council Member
Lisa Janicki, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Ken Quam, City of Mount Vernon Council Member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Troy Fair, Manager of Operations
Al Schaner, Manager of Maintenance & Facilities
Brad Windler, Service Development Planner
Mary Lozeau, Clerk to the Board

Members Absent:

Jill Boudreau, City of Mount Vernon, Mayor
Kenneth Dahlstedt, Skagit County Commissioner (Vice Chair)

Member of Public:

Joe Kunzler

Providing Legal Counsel:

Richard Langabeer

I Public Comment:

Mr. Joe Kunzler of Sedro Woolley stated that he generally supports Skagit Transit since he is unable to drive and frequently uses the bus system. Mr. Kunzler stated a strategic plan is needed to determine priorities such as increased frequency of buses, advertising on the buses, raising the sales tax, and continued service to Bow, Alger, and Marblemount for the next five, ten, and fifteen years. Mr. Kunzler noted it is a pleasure to communicate with Mr. Windler, Skagit Transit Planner on these topics.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

April Payroll Direct Deposits and Checks # 15868 - # 15876	\$ 642,408.56
April Direct Federal withholding transfer\$ 141,158.88
April Claims Checks and ACH # 33519 - # 33670	\$ 2,082,636.23

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

III Executive Session:

Chair Wagoner announced that the Board would adjourn for an Executive Session to discuss real estate acquisition and labor. Mr. Wagoner stated that the estimated time for the session is 20 minutes.

At 1:05 p.m. the Executive Session began.

At 1:23 Mr. Wagoner stated another 10 minutes is needed.

Mr. Wagoner reconvened the meeting into open session at 1:32 p.m.

IIII Full Discussion/Action Items:

a) Resolution 2017-04 Acquisition of Property for MOA Facility

Mr. Wagoner stated Resolution 2017-04 is before the Board to authorize special legal counsel to begin and prosecute condemnation action in a manner provided by law. This Resolution authorizes final action as authorized by RCW 8.25.290. Mr. Wagoner noted the property is 2.96 acres of lot 5C Bay Ridge Business Park. The property owner is Wallace Bay View Park Properties LLC. Mr.

Wagoner stated notice of final action was given to the owner by certified mail and published in Skagit Valley Herald as required by the statute. This property is necessary for the operation of Skagit Transit Maintenance Operations and Administrative facility.

Mr. Wagoner noted the owner of the property is allowed to speak on his/her own behalf. Mr. Wagoner inquired if anyone presenting this property is present to speak. No one came forward.

Ms. Janicki stated considering the length of time we have been in negotiations on the particular parcel of property this resolution provides a parallel path if needed. Ms. Janicki stated our goal is to settle this through negotiation.

Ms. Janicki moved to approve Resolution 2017-04 for the acquisition by eminent domain of certain portions of property within its public transportation benefit area in Skagit County, Washington, necessary for a new maintenance, operations and administrative facility; providing for condemnation, appropriation, taking and damaging of land and property rights necessary therefore, providing for, the cost thereof and directing the initiation of appropriate proceedings in the manner provided by law for said condemnation. Mr. Wesen seconded the motion. The motion passed unanimously.

b) Monthly Budget Update

Mr. O'Brien reported Skagit Transit received \$764,402 sales tax revenue in the month of April. This compares with \$781,054 in April of 2016. This is a 2.13% or \$16,652 decrease over last year with a year to date increase of 9.21% or \$301,245.

Mr. O'Brien stated Capital Expenses included Skagit Station Upgrade Project, two 35' diesel buses and two 29' diesel buses. Fuel is within budget and all other expenses were as expected.

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

c) Approve Interlocal Agreement for Mutual Responsibilities in Carrying Out the Metropolitan Transportation Planning Process in the Skagit Council of Governments Metropolitan Planning Area 17-006.

Mr. O'Brien stated Federal requirements referenced in Title 23 CFR and Title 49 CFR mandates the cooperation for planning and programming among the Metropolitan Planning Organization (MPO), the State, and the public transportation provider within the Metropolitan Planning Area (MPA) in carrying out the metropolitan transportation planning process through a written agreement which clearly defines each party's responsibilities.

Mr. O'Brien reported Chapter 39.34 RCW, Interlocal Cooperation Act, allows for the following parties to enter such agreement for the Skagit MPA: Washington State Department of Transportation (WSDOT), Skagit Council of Governments (SCOG) and Skagit Transit. The Federal Transit Administration (FTA) requires the agreement to address Skagit Transit's responsibilities, development and sharing of information for Skagit Transit's financial plans, and the development of the Skagit Transit's annual listing of obligated projects. Mr. O'Brien noted FTA recommends the agreement to state if Skagit Transit intends to utilize the MPO's public involvement process to meet FTA Section 5307 program of projects public involvement requirement.

Ms. Janicki moved to authorize the Executive Director to sign the Interlocal Agreement between WSDOT, SCOG and Skagit Transit for compliance with federal planning and programming regulations. Mr. DeGloria seconded the motion. The motion passed unanimously.

d) Library Summer Reading Program

Mr. O'Brien stated for several years Skagit Transit has provided free ridership on relevant routes to children participating in the Skagit County Public Library Summer Reading Program. The reading program runs June 19th to August 31st. Mr. O'Brien stated staff would like to continue this partnership with Skagit County Public Library.

Ms. Gere moved to approve providing free ridership for children participating in the Skagit County Summer Reading Program. Ms. Janicki 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 thanked the Board for fare free day supporting Dump the Pump.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Mayor Wagoner adjourned the meeting at 1:48 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 May 2017

INFORMATION:

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

Revenues:

Skagit Transit received \$969,453 sales tax revenue in the month of May. This compares with \$915,047 in May of 2016. 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 State and Federal grant reimbursements.

Expenses:

- ◆ Annual Maintenance Fee for Trapeze Software
- ◆ Capital Expenditure:
 - Bus Shelter
 - Skagit Station Upgrade/Remodel Project
 - March Point Park & Ride Security Camera System
- ◆ Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>May 2017</u>	<u>May 2016</u>
Operating	\$ 2,109,197	\$ 2,099,186
Facilities	400,000	400,000
Capital Replacement	3,888,915	3,868,463
Non-Designated	2,181,238	2,170,849
Total Reserves =	\$ 8,579,350	\$ 8,538,498

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

BUDGET IMPACT:

None.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Motoko Pleasant, Manager of Finance and Administration

SUBJECT: Approve Resolution No. 2017-05/ Fiscal Year 2017 Budget Amendment

INFORMATION:

The 2017 Budget was approved by the Board of Directors at the Board meeting in November 2016. The budget amendment for 2017 is needed for the following items to update state and federal grants received, additional operating expenses including retro and wage adjustments for the representative employees and salary and wage adjustments based on the compensation study for non-representative employees, and capital expenses including additional property purchase for new MOA and van purchases.

Operating Revenues:	Original Budget	Amended Budget	Increase/Decrease
Sales Tax Revenue	9,845,601	10,205,601	360,000
State Special Needs Grant	781,715	251,787	(529,928)
Mobility Management Specialist Grant	101,500	61,037	(40,463)
5307 General Operating Grant	1,669,493	1,637,203	(32,290)
Total Changes - Operating Revenues	12,398,309	12,155,628	(242,681)

Operating Expenses:	Original Budget	Amended Budget	Increase/Decrease
Salaries and Wages	5,729,984	6,144,162	414,178
Benefits	3,720,437	3,894,217	173,780
Internet Fees	1,500	8,000	6,500
Ultra-Low Sulfur Fuel	1,094,673	654,396	(440,277)
Small Tools & Equipment	33,800	36,400	2,600
Other Utilities	126,000	136,000	10,000
Prem PL/PD Insurance	399,569	413,039	13,470
Total Changes - Operating Expenses	11,105,963	11,482,964	180,251

Capital Revenues:	Original Budget	Amended Budget	Increase/Decrease
Vanpool Investment Program	-	191,750	191,750
State Special Needs Grant	-	642,145	642,145
Federal 5301 Grant	476,520	77,804	(398,716)
Federal 5339 Replacement van purchase	-	114,964	114,964
Total Changes - Capital Revenues	476,520	1,026,663	550,143

Capital Expenses:	Original Budget	Amended Budget	Increase/Decrease
Paratransit Vehicles	833,910	910,000	76,090
Vanpool Vans	-	295,000	295,000
Hotwater pressure washer	-	12,500	12,500
Fiber WAN	50,000	30,000	(20,000)
March's Point Cameras	63,320	44,613	(18,707)
Apollo Clip Retrieval	50,000	78,521	28,521
Skagit Station Wireless	50,000	22,675	(27,325)
Land MOA 2	500,000	800,000	300,000
Total Changes - Capital Expenses	1,547,230	2,193,309	646,079

RECOMMENDATION:

Staff requests approval of Resolution No. 2017-05 amending the Fiscal Year 2017 Budget.

BUDGET IMPACT: See Above

RESOLUTION NO. 2017-05

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING AMENDMENT OF THE FISCAL YEAR 2016 BUDGET

WHEREAS, Resolution 2016-11 approved the annual budget for Fiscal Year 2017; and

WHEREAS, it has become necessary to amend the Fiscal Year 2017 Budget.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit that the budget for Skagit Transit System for the year 2017 is hereby amended as follows:

Operating Budget	Original	Amended	Increase/Decrease
Revenues	13,669,570	13,426,889	(242,681)
Expenses	13,308,288	13,488,539	180,251
Capital Budget			
Revenues	2,535,998	3,086,141	550,143
Expenses	4,829,122	5,495,573	646,079
Depreciation	1,200,000	1,200,000	-

PASSED in open public meeting this 21st day of June, 2017.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Mayor Keith Wagoner, Chairperson

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Mary Lozeau
Clerk of Skagit Transit

APPROVED AS TO FORM:

Richard J. Langabeer
Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Dale O'Brien, Executive Director
SUBJECT: Report of Grant Projects and Awards

INFORMATION:

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. The following funds have been awarded:

1. 2017-2019 WSDOT Consolidated Grant Program Funding - \$1,197,962

The following projects have been awarded state and federal funds:

\$136,151 Preservation of the Mobility Specialist Position (required match 20%)

\$77,804 Replacement of 1 Paratransit Vehicle (required match 20%)

\$99,993 Expansion of Route 40X (required match 50%)

\$ 884,014 Replacement of 5 Paratransit Vehicles and Paratransit Operations Assistance (no required match)

2. 2017-2019 WSDOT Regional Mobility Grant Program \$576,204

The following project has been awarded state funding:

\$576,204 Expansion of service on routes 80X and 90X, adding weekend services to 90X from Mount Vernon to Everett and additional weekend services on 80X from Mount Vernon to Bellingham. There is also an addition of one mid-day route on route 90X.

Match requirement is 50%

RECOMMENDATION:

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

BUDGET IMPACT:

1. WSDOT Consolidated Grant Program Projects \$185,000
2. WSDOT Regional Mobility Grant Program \$576,204

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Approve Purchase of Seven (7) Cutaway Buses

INFORMATION:

On June 21, 2017 the Board approved WSDOT Consolidated Grant Program Awards for the purchase of 6 replacement Paratransit buses. The 2017 amended budget includes the purchase of 1 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. State Contract #04115 is available for the purchase of light to medium duty Cutaway vehicles meeting federal requirements and was awarded to 4 contractors. Skagit Transit intends to purchase 7 propane fueled ElDorado Aerotech buses from Schetky Northwest Sales, Inc. to replace buses #738 – 742, 744, and 745.

RECOMMENDATION:

Approve the purchase of 7 Paratransit buses through Washington State Contract #04115.

BUDGET IMPACT:

*Total 7 Replacement Buses	\$899,003 (\$128,429/ea)
Grant Reimbursement	<u>\$719,949</u>
Local Funds plus Match	\$179,054

*Rideshare vehicles are tax exempt per RCW 82.08.0287

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Information Technology Manager

SUBJECT: Approve Purchase of Apollo RoadRunner System

INFORMATION:

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 personnel 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 personell to wait for a bus' 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' DVR and the transaction is logged on the paper form again.

To resolve this antiquated and time consuming process, staff inquired about 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 the following:

- 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.

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.

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.

RECOMMENDATION:

Authorize the software solution purchase from the GSA-Apollo Video Technologies contract.

BUDGET IMPACT:

Total Project Cost	\$78,883.84, incl. tax
2017 Budget	\$50,000.00
2017 Budget Amendment	\$28,883.84, incl. Clip Management and Location Software

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Information Technology Manager

SUBJECT: Approve Interlocal Agreement between Skagit Transit and
City of Burlington (Skagit Transit No. 17-009)

INFORMATION:

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.

A 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. The current cost for Wave fiber at the Chuckanut and South Mount Vernon Park and 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.

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 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. 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.

RECOMMENDATION:

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.

BUDGET IMPACT:

Estimated Montly Fees

Chuckanut Fiber	\$200
MOA Fiber (if desired)	\$200
Port of Skagit Fiber	\$200
Mount Vernon Fiber	\$200
1 Rack Space	<u>\$ 35</u>
Total	\$835