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Skagit Transit Board Of Directors Agenda

Regular Meeting
October 21, 2020
1:00 p.m.

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 September Meeting Minutes..... Page 2-5
- b) Approval of Claims and Payroll

| | |
|--|-------------|
| September Payroll Direct Deposit and Checks #16488 – 16501 | \$780,773 |
| September Direct Federal withholding transfer..... | \$169,506 |
| September Claims Checks and ACH #39631 - #39807 | \$1,034,263 |

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for September Page 6
- b) Award Janitorial Services Contract #20-009-P..... Page 7
- c) Resolution 2020-06 Approving Skagit Transit – Whatcom Transportation Authority Fare Inter-Local Agreement Page 8 - 10

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. EXECUTIVE DIRECTORS REPORT

9. INFORMATION ITEMS

Inter-agency Agreement between Skagit Transit and Whatcom Transportation Authority

10. NEW BUSINESS

11. ADJOURNMENT

**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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Arden Flores, Manager of Finance and Administration
SUBJECT: Budget Update for September 2020

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

Revenues:

Skagit Transit received \$1,203,212 in sales tax revenue for the month of September 2020. This is 4.9% higher than the \$1,146,990 collected in September 2019. Total sales taxes collected so far for 2020 are \$9,304,155 which is 4.18% lower than the \$9,709,874 collected from January through September of 2019.

There were no federal or state grants funds received during the month.

Expenses:

- ◆ Fuel - well within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

| | Sep 2020 | Sep 2019 |
|---------------------|------------------|------------------|
| Operating | \$ 5,013,475 | \$ 2,203,735 |
| Facilities | 400,000 | 400,000 |
| Capital Replacement | 2,505,609 | 2,363,669 |
| Non-Designated | <u>1,502,482</u> | <u>1,283,039</u> |
| Total Reserves: | \$ 9,421,566 | \$ 6,250,443 |

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Award Janitorial Services Contract #20-003-P

INFORMATION:

Skagit Transit's existing Janitorial Services Contract, #15-015-P, with Frontline Cleaning Services expires 10/31/2020 and has no Option Year terms remaining. Request for Proposals (RFP) #20-003-P was published 8/13/2020 to solicit responses from qualified building maintenance professionals for the provision of scheduled and as-needed janitorial services for Skagit Station and the MOA.

The RFP was advertised in Skagit Valley Herald's legal section on 8/13 thru 8/16/2020. The solicitation notice was also posted on Skagit Transit's website, and notification of the RFP was sent to 8 vendors on the Vendor Bid List.

Four vendors attended the Pre-Proposal Meeting on 8/20 and 8/21/2020. Of these 4 vendors, 3 submitted a proposal by the 9/17/2020 deadline. All proposals were deemed responsive. A five-member Evaluation Committee met on 9/28/2020 to review, evaluate and score the 3 proposals. Out of a possible 500 total points, the Final Score Tabulation was:

| | |
|----------------------------------|-----|
| 5 Star Services Inc. | 437 |
| Advantage Building Services | 435 |
| Frontline Cleaning Services Inc. | 427 |

RECOMMENDATION:

Skagit Transit staff recommends that the Janitorial Services Contract #20-003-P be awarded to the highest scoring Proposer; 5 Star Services, Inc.

BUDGET IMPACT:

\$47,750 estimated 2021 Budget

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning and Outreach Supervisor
SUBJECT: Approve Resolution 2020-06 Skagit Transit-Whatcom Transportation Authority Interlocal Fare Agreement

INFORMATION:

Whatcom Transit Authority (WTA) and Skagit Transit have been working on a renewal of our Interlocal Fare Agreement concerning fares and fare revenue. This agreement is in place because the two agencies jointly operate the Route 80X which requires a common fare structure and associated policies. The WTA Board has already approved this Interlocal Fare Agreement that supports continued fare coordination between agencies.

BACKGROUND:

Beginning in 2014, WTA and Skagit Transit began coordinating fares on Route 80X which led to a broader agreement on fares and fare policies. This was to resolve issues such as differing policies on who rides free and what passes were recognized by each agency. That agreement has worked successfully. There are some reasons that caused both agencies to want to update the agreement.

- 1. Reducing confusion about the number of fares and fare passes sold.** When the original agreement was put in place, the 90X was not included as it was considered a separate or premium service. So currently Skagit Transit has fares and passes for local service, the Route 80X and the Route 90X. By grouping our County Connector services into one fare structure, this will reduce confusion. For instance, the 80X has a day pass that is good for the 80X and local service. The Route 90X does not have a day pass offered at all.
- 2. Electronic Fare Integration.** Both agencies have adopted the same electronic fare system. There needs to be a policy framework for both agencies to use that system in a regional capacity.
- 3. Ridership Agreements.** Both agencies are developing ridership agreements with outside organizations. How each agency recognizes those agreements needs to be codified.

Staff has negotiated an update to the Interlocal Fare Agreement that will combine regional services into one set of fares and established the framework for moving forward with the integration of electronic fares. Some policy areas were clarified such as WTA provides free rides for youth 18 and under. This agreement clarifies that one agency's local fare policies will not be binding on the other agency unless specifically covered in this agreement.

Staff is recommending approval of the new Interlocal Fare Agreement with the Whatcom Transportation Authority.

RECOMMENDATION:

Approve Resolution 2020-06 Skagit Transit-Whatcom Transportation Authority Interlocal Fare Agreement.

BUDGET IMPACT:

None

RESOLUTION NO. 2020-06

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING THE SKAGIT TRANSIT-
WHATCOM TRANSPORTATION AUTHORITY FARE INTER-LOCAL AGREEMENT**

WHEREAS, Skagit Transit and Whatcom Transportation Authority have completed negotiations on a renewal of our existing inter-local agreement on fare reciprocity and recognition;

WHEREAS, Skagit Transit recognizes the benefits of coordinating fare policies, prices, and rules with Whatcom Transportation Authority to provide inter-county mobility to public transportation riders;

WHEREAS, Skagit Transit and Whatcom Transportation Authority are planning to integrate their usage of the TouchPass electronic fare system into a regional system in 2021;

WHEREAS, the Executive Director is authorized to execute the inter-local agreement on fares and any necessary fare amendments or addendum with Whatcom Transportation Authority on or after October 21, 2020 when systems are in place to support them;

WHEREAS, the public participation procedures required for a fare change have been completed; and,

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors of Skagit Transit supports and approves the signing of the inter-local agreement.

PASSED in open public meeting this 21st day of October, 2020.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

Ken Dahlstedt, Chairperson

Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Whitney Davis, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler, Counsel to Skagit Transit