

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

Wednesday, September 18, 2019

The Skagit Transit Board of Directors met in regular session in Mount Vernon, WA. Vice Chair Dahlstedt called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Kenneth Dahlstedt, Skagit County Commissioner (V. Chair)
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Councilmember
Erin Moberg, City of Mount Vernon, Councilmember
Germaine Kornegay, City of Sedro Woolley, Councilmember
Matt Miller, City of Anacortes, Councilmember
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Allan Schaner, Maintenance/Facilities Manager
Chris Chidley, Information Technology Manager
Brad Windler, Planning and Outreach Supervisor
Whitney Davis, Clerk to the Board

Members Absent:

Laurie Gere, City of Anacortes, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor

Members of Public:

Peter Chipalla

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

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

August Payroll Direct Deposit and Checks #16161 – 16171	\$758,769
August Direct Federal withholding transfer	\$162,489
August Claims Checks and ACH #37712 - #37877	\$379,248

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for August 2019

Mr. O'Brien stated Skagit Transit received \$1,209,693 in sales tax revenue for the month of August which compares with \$1,200,741 in August of 2018. Mr. O'Brien stated this is a .75% increase over last year with a year to date increase of 2.36% or \$197,457. Mr. O'Brien stated Skagit Transit also received \$19,716 in Federal Grant reimbursements.

Mr. O'Brien stated capital expenses included five (5) 15-passenger vans for the Vanpool Program in the amount of \$188,972. Mr. O'Brien stated fuels are currently within budget and all other expenses were as expected.

Mr. O'Brien stated reserve account balances are: Operating: \$2,199,815; Facilities: \$400,000; Capital Replacement: \$2,358,740 and Non-Designated: \$ 1,280,778 totaling \$6,239,333. Mr. O'Brien stated staff recommends the Board approve the monthly budget update.

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

b) Award Agreement for GVP8 Server Migration and Pass – Email SMS 19-017

Mr. Chidley stated Skagit Transit staff is recommending moving forward with upgrading the IVR system which is currently running one part of the server system on an older operating system and needs to be migrated to a newer operating system. Mr. Chidley stated the other half of this is to add features to the current IVR system to include texting and emailing. At this time, Skagit Transit desires to make a sole source procurement to the Trapeze Group to make the necessary upgrade.

Mr. Chidley stated Skagit Transit has been using Trapeze products for over 20 years. These products are proprietary and solely owned by the Trapeze Group who has the exclusive right to maintain and enhance their software products and control all associated costs thereto.

Mr. Chidley stated in compliance with Skagit Transit's Procurement Policy, a contract may be awarded without competition when it is determined there is only one single responsible source for the required items, property or services.

Mr. Chidley stated the PASS-Email/SMS Software allows for passengers to receive automatic trip notifications through the Email and SMS mediums. Skagit Transit currently utilizes the PASS-Email/SMS Software to send automatic notifications over the phone and would like to extend the notification offering to their passengers using the PASS-Email/SMS Software.

Mr. Chidley stated the PASS-IVR GVP8 Migration upgrade includes Genesys Voice Platform (GCP) Migration to GVP 8.5. Implementation services will include all tasks associated with migrating Skagit Transit's current IVR system from GVP 8.1 to GVP 8.5. Mr. Chidley stated Trapeze will provide development, installation and testing to the upgraded system.

Mr. Chidley stated staff recommends the Board award the agreement to Trapeze Software Inc. for a cost of \$101,861.00 that is completely grant funded.

Mr. Wesen inquired about the source of grant funding for this upgrade. Mr. Chidley stated he wasn't sure of the exact grant but that it pertained to ADA compliance.

Ms. Moberg moved to award the Agreement for GVP8 Server Migration and Pass – Email SMS 19-017. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Fare Free Day for Project Homeless Connect/Point In Time Count

Mr. Windler stated Project Homeless Connect is a one-day event that aims to engage the local community and build sustainable partnerships to help end homelessness. Free services will be provided by local non-profits, businesses, and volunteers.

Mr. Windler stated this event has been combined with the "Point In Time Count" of homeless citizens in the community. The event will take place on Thursday, January 23rd, 2020. Event organizers have asked if Skagit Transit will continue support of the event by operating fare free on January 23rd.

Mr. Windler stated at 2018's event, 1,192 individuals from 416 households were able to connect with social and medical services. Organizers said many of the adult attendees identified the bus as their transportation to the event. Mr. Windler stated fare free transit service removes transportation as a barrier to accessing this event.

Mr. Windler stated the Homeless Connect event usually occurs in August, however the event for this year was cancelled by the committee and moved to the Point In Time Count event. Mr. Windler stated staff previously presented an agenda item for a fare free day in August that was approved.

Mr. Windler stated staff recommends operation local routes fare free on January 23, 2019 in support of Project Homeless Connect with a budget impact of one day's revenue or approximately \$600 cash, not counting monthly passes.

Ms. Kornegay requested clarification that the event will be hosted in multiple locations. Mr. Windler confirmed there are several location that will be hosting this event and staff is attending meetings where locations for the event are being discussed. Mr. Windler stated operating the system fare free will help clients get around the county to an event that is closest to them and Skagit Transit staff is working to assure transportation to all the locations.

Mr. Wesen inquired if the event had been held at Skagit Valley College in the past. Mr. Windler stated that it used to be at the college and it will now be dispersed throughout the county.

Ms. Kornegay moved to approve Fare Free Day for Project Homeless Connect/Point In Time Count. Ms. Moberg seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler stated there was not a quorum present at the Community Advisory Committee meeting, however there was an informal discussion regarding topics they would like to address this fall. Mr. Windler stated they would like to have presentations with guest speakers particularly the Washington State Ferry system as that is something the committee is interested in.

Mr. Windler stated the committee will be taking a field trip to Everett on October 24th to see the new bulb stops that Everett Transit has implemented. Mr. Windler explained these bulb stops extend the curb allowing the bus to stop in the lane of travel, leaving more space for amenities as well as assists in time efficiency.

Mr. Wesen inquired how many members are required for a quorum. Mr. Windler stated there are 11 committee members and majority is required. Mr. Windler stated only five members were present at the meeting.

V Executive Directors Report

Mr. O'Brien stated the state auditors completed the audit of Skagit Transit and there were no findings Mr. O'Brien commended the work staff does and confirmed a clean audit with no finding or management letter.

Mr. O'Brien stated he went to Washington D.C. last week with seven other General Managers from the Washington State Transit Association and met with Senator Murray, Senator Cantwell, Representative Larsen and Representative DelBene as well as six other representatives throughout the state. Mr. O'Brien stated they also met with the FTA's Acting Director Jane Williams, the DOT Assistant Secretary Anne Reinke and the Senate Committee for Transportation and Budget. Mr. O'Brien stated he felt this was a very successful trip for Skagit Transit and the representatives are aware of the two grants Skagit Transit has applied for both of which are for \$10 million to complete phase II of the construction of the new MOA.

Mr. O'Brien stated the representatives were aware of the MOA project and that Skagit Transit was unsuccessful in obtaining grants last year. Mr. O'Brien stated the FTA is doing their best to help get the new location built.

Mr. O'Brien stated phase I will begin this year and the agency has the funds to complete the shell of the building and add insulation to bring the building up to code. Mr. O'Brien stated if staff is successful in

securing the grant for \$10 million which would cover the cost of phase II. Mr. O'Brien stated Skagit Transit would still have to secure funds to cover phase III.

Mr. O'Brien stated the FTA gave Skagit Transit another option that would fund phase III. Mr. O'Brien explained the FTA would loan Skagit Transit the funds necessary to complete phase III at a rate of 1% over a 30 year loan with no payments for five years. Mr. O'Brien stated all fees would be waived, which would be a savings of \$270,000 and the FTA would assign an aid to work directly with Skagit Transit throughout the process of obtain the remaining \$13 million needed to complete the new MOA. Mr. O'Brien stated this is a decision he will bring back to the Board if it comes forward.

VI Information Items:

None.

VII Unfinished Business:

None.

VIII New Business:

None.

Commissioner Dahlstedt stated he will sign all documents that have been approved at this Board meeting.

Commissioner Dahlstedt adjourned the meeting at 1:16 p.m.

Mayor Laurie Gere, Chair
Skagit Transit Board of Directors

Attest:

Whitney Davis,
Clerk of Skagit Transit Board