

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

Wednesday, February 11, 2015

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, February 11, 2015. Mayor Jill Boudreau called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present

Jill Boudreau, City of Mount Vernon Mayor, Chair
Kenneth Dahlstedt, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Steve Sexton, City of Burlington Mayor
Mike Anderson, City of Sedro Woolley Mayor
Laurie Gere, City of Anacortes Mayor
Rick DeGloria, City of Burlington Council member
Dale Ragan, City of Mount Vernon Council member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Finance Manager
Al Schaner, Maintenance Manager
Chris Chidley, IT Manager
Mary Lozeau, Clerk to the Board

Member of Public:

Members Absent

Ron Wesen, Skagit County Commissioner

Providing Legal Counsel

Members of the Public:

I Public Comment: None.

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposits and Checks # 15242 - # 15294 \$ 542,271.90
 - January Direct federal withholding transfer..... \$ 114,133.78
 - January Checks # 30214 - #30304 \$ 433,210.28

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

III Full Discussion/Action Items:

- a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$741,227 sales tax revenue in the month of January. This compares with \$708,400 in January of 2014. This is a 4.6% increase over last year with a year to date increase of the same.

Ms. Pleasant stated expenses included six vanpool vans and a new phone system. Fuel is within budget and all other expenses were as expected.

Mr. Dahlstedt moved to approve the Monthly Budget Update. Mr. Ragan seconded the motion. The motion passed unanimously.

- b) Approve Intergovernmental Cooperative Purchasing Agreement with the Northern Arizona Intergovernmental Public Transportation Authority #15-005

Mr. O'Brien stated Chapter 39.34 RCW regarding Interlocal Cooperation Act allows public agencies to enter Interlocal Agreements with each other for the purpose of using a competitively let contract also known as piggybacking to purchase the same goods and services in accordance to the pricing, terms

and conditions of that contract, providing the contract complies with the competitive requirements of the public agency seeking the piggyback and WA State law.

Mr. O'Brien stated staff proposes to purchase one 35' Low Floor Gillig bus through Contract #2013-100 awarded to Gillig by the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) of Flagstaff, AZ. This bus will replace existing Fixed Route bus #011 which was approved by the Board for surplus on March 20, 2013.

Mr. O'Brien noted NAIPTA does not require an Interlocal Agreement to assign contract options, Skagit Transit is required by State law to execute an Interlocal Agreement with NAIPTA prior to purchase. Mr. Ragan inquired about the passenger seating capacity of the bus. Mr. Schaner answered 34.

Mr. Dahlstedt moved to execute Interlocal Agreement #15-005 with Northern Arizona Interlocal Public Transportation Authority. Ms. Gere seconded the motion. The motion passed unanimously.

c) Purchase One 35 Foot Low Floor Gillig Bus

Mr. Schaner stated on December 17, 2014 the Board approved the 2015 budget which included funding for the purchase of three replacement fixed route buses.

Mr. Schaner reported staff proposes to piggyback off the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) bus contract #2013-100 for the purchase of one 35' Low Floor bus from Gillig, LLC of Hayward, CA. NAIPTA has agreed to release one bus option to Skagit Transit. Skagit Transit would purchase the bus directly from Gillig and utilize the pricing, terms and conditions of the established NAIPTA Contract.

Mr. Schaner stated until the joint procurement bus contract with the Whatcom Transportation Authority and Kitsap Transit is executed later this summer, the piggyback method of procurement is preferred as the competitive requirement has been completed, it complies with State bid law, conserves Agency resources and ensures Skagit Transit receives an economical price for the desired bus. Mr. Schaner noted once Gillig receives the NAIPTA Contract it takes twenty months until the bus is built and delivered.

Mr. Anderson moved to approve the purchase of one replacement bus from Gillig through NAIPTA Contract #2013-100. Ms. Janicki seconded the motion. The motion passed unanimously.

d) Resolution 2015-02 Sole Source Procurement for Paratransit Scheduling and Onboard Technology Projects

Mr. Chidley informed the Board Skagit Transit purchased it's Paratransit Scheduling System (PASS) over 19 years ago from Trapeze and has since been using Trapeze products to upgrade this system as transit technology continues to evolve. Trapeze products are proprietary and solely owned by the Trapeze Group who has the exclusive right to maintain and enhance their software and hardware products and control all associated costs thereto. It is Skagit Transit's desire to continue using Trapeze products to upgrade the PASS infrastructure and associated technology onboard Paratransit and Fixed Route coaches for a cohesive and issue-free system. Mr. Chidley stated staff seeks the Board's approval to award a sole source procurement to TripSpark, a division of the Trapeze Group, for multiple system upgrades that would be implemented over a two-year period as funding becomes available.

Mr. Chidley noted in compliance with Skagit Transit's Procurement Policy, Section 4-306, a contract may be awarded without competition when it is determined there is only one single responsible source for the required item, property or services.

Mr. Dahlstedt moved to approve Resolution 2015-02 Sole Source Procurement Scheduling and Onboard Technology Projects. Mr. DeGloria seconded the motion. The motion passed unanimously.

e) Award Security Camera Contract #15-001-F

Mr. O'Brien stated this report will be removed from the agenda today and brought to the March Board Meeting.

IV Citizens' Advisory Committee:

Mr. O'Brien reported the February meeting is on the 12th. The Committee will be approving a new member.

V Information Items:

Mr. O'Brien shared a letter from a paratransit passenger expressing her appreciation for paratransit service and a last minute same day ride.

VI Unfinished Business:

None.

VII New Business:

None.

Ms. Boudreau adjourned the meeting at 1:12 p.m.

Mayor Jill Boudreau, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau, Clerk of Skagit Transit Board