

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

Wednesday, January 21, 2015

The Skagit Transit Board of Directors met in regular session in La Conner on Wednesday, January 21, 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  
Will Reichardt, Skagit County Sheriff for Ken Dahlstedt  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Mike Anderson, City of Sedro Woolley Mayor  
Laurie Gere, City of Anacortes Mayor  
Dale Ragan, City of Mount Vernon Council member  
Steve Sexton, City of Burlington Mayor arrived at 1:15 p.m.  
Debbie Gabriel, Labor Representative (non-voting member)

**Members Absent**

Rick DeGloria, City of Burlington Council member

**Staff Present**

Dale O'Brien, Executive Director  
Motoko Pleasant, Finance Manager  
Troy Fair, Operations Manager  
Al Schaner, Maintenance & Facilities Manager  
Mary Lozeau, Clerk to the Board

**Member of Public:**

**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
  - December Payroll Direct Deposits and Checks # 15242 - # 15270..... \$ 531,492.90
  - December Direct federal withholding transfer ..... \$ 110,114.62
  - December Checks # 30097 - # 30213 ..... \$ 677,125.71

**Mr. Anderson moved to approve all Consent / Action items. Mr. Ragan seconded the motion. The motion passed unanimously.**

**III Full Discussion/Action Items:**

a) Monthly Budget Update

Motoko Pleasant reported Skagit Transit received \$780,963 sales tax revenue in the month of December. This compares with \$783,257 in December of 2013. This is a 0.29 % or \$2,294 decrease over last year with a year to date increase of a 0.8%, or \$75,790. Ms. Pleasant noted Skagit Transit also received \$22,306 state grant reimbursement.

Ms. Pleasant stated expenses included MOA Feasibility Study and Annual Software Maintenance Fee. Fuel is within budget and all other expenses were as expected.

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

b) Award Auto Body Services Contract #14-014

Al Schaner stated Skagit Transit's existing Auto Body Services Contract 09-021-F expires January 31, 2015 with no option year renewal terms remaining. Request for Proposals (RFP) 14-014 was published 11/18/14 for a new five-year contract. The Contract allows for two term extensions in successive one-year increments until 1/31/22, unless sooner terminated. Mr. Schaner noted only two

vendors out of a possible 16 solicited submitted proposals by the December 17th deadline; Skagit Grand Central Collision Repair, Burlington and Seaside Auto Body & Accessories, Inc., Anacortes.

Mr. Schaner stated preliminary reviews for responsiveness revealed that Skagit Grand Central Collision Repair submitted an incomplete proposal; omitting critical information requested on the Proposal Form. This information directly correlates to the Evaluation Criteria that the Evaluation Committee would use to score proposals. The proposal was rejected as non-responsive.

Mr. Schaner reported Seaside Auto Body was determined a responsive Proposer, addressing all requested items on the RFP forms provided. Subsequent reviews determined the Proposer responsible, and excellent ratings were received from references contacted by the Contracts Administrator. Mr. Schaner noted a price analysis was conducted on the single proposal and determined that the Proposer's rates are fair and reasonable. Rates will remain firm-fixed for the duration of the Contract and Proposer offered no increase for proposed Option Years.

Mr. Wesen asked who the current Auto Body vendor is. Mr. Schaner answered Seaside Auto Body. Mr. Reichert asked what the difference in labor rates are from the last contract. Mr. Schaner answered there was a \$2.00 per hour increase in labor rates.

**Mr. Ragan moved to award the Auto Body Service Contract to Seaside Auto Body & Accessories, Inc. Mr. Wesen seconded the motion. The motion passed unanimously.**

c) Award ULSD Fuel Delivery Contract #14-015-F

Al Schaner stated Skagit Transit's existing Ultra Low Sulfur Diesel (ULSD) Fuel Delivery Contract 09-022-F expires January 31, 2015 with no option year renewal terms remaining. Invitation For Bids (IFB) 14-015-F was published 12/4/14 for a new five-year contract. Mr. Schaner stated the Contract allows for two term extensions in successive one-year increments until 1/31/22, unless sooner terminated. Four bids were received by the 1/7/15 deadline and a public bid opening commenced at the MOA Conference Room.

Mr. Schaner reported bids were evaluated on the Total Bid Price, which is calculated by Bidders adding a set benchmark (OPIS Anacortes rack price from 1/5/15 10am ET) to their proposed margin or markup rate, if any, to arrive at their bid price. The bid price represents the Total Price per Gallon Delivered and Pumped. This figure is then multiplied by an annual average of 216,250 gallons and multiplied again by 7 years.

Mr. Schaner stated bid reviews determined that Associated Petroleum is the lowest responsive and responsible bidder. Ms. Boudreau noticed a discrepancy and asked for clarification on the contract number if it begins with 14 or 15. Ms. Lozeau answered the contract number begins with 14.

**Ms. Gere moved to award ULSD Fuel Delivery Contract #14-015-F to Associated Petroleum. Mr. Anderson seconded the motion. The motion passed unanimously.**

d) Approve Interlocal Agreement between Skagit Transit and Skagit County #15-003

Dale O'Brien reported on December 19, 2007, the Board appointed the Skagit Transit Manager of Finance and Administration, Motoko Pleasant, to serve as Auditor/Treasurer of Skagit Transit.

Mr. O'Brien stated since then, Skagit Transit and Skagit County execute an Interlocal Agreement every three years for the purpose of delegating the receipt and deposit of funds, disbursement of funds to Skagit Transit, and the investment of surplus funds to the Skagit County Treasurer.

Mr. O'Brien informed the Board the existing agreement expires February 28, 2015. Skagit Transit and Skagit County desire to enter a new three-year term Agreement effective March 1, 2015 through February 28, 2018.

**Ms. Gere moved to approve Interlocal Agreement #15-003 between Skagit Transit and Skagit County. Mr. Ragan seconded the motion. The motion passed unanimously.**

e) Approve Interlocal Agreement between Skagit Transit and Skagit County Superior Court

Dale O'Brien stated as part of the Skagit County Department of Emergency Management Plan, Skagit Transit will assist the Department of Emergency Management in the event of a declared emergency requiring transit services.

Mr. O'Brien noted the Interlocal Cooperation Agreement with Skagit County Superior Court furthers Skagit Transit's community outreach in times of crisis by allowing the Court's bailiff and juror's temporary use of the Skagit Station Community Meeting Room during a declared emergency. In the event a jury trial is in progress at the time of a declared emergency, the bailiff and jurors will need to relocate to a staging area separate from the judges, clerks, attorneys, and court staff. Once an all clear signal is given, everyone would return to the Courthouse. Mr. Ragan inquired if there is a cost for the use of Skagit Station meeting room. Mr. O'Brien answered there is no cost and noted if FEMA is involved a reimbursement could be paid.

**Ms. Gere moved to approve Interlocal Agreement #15-004 between Skagit Transit and Skagit County Superior Court. Ms. Janicki seconded the motion. The motion passed unanimously.**

f) Resolution 2015-01 ADA Paratransit Passenger No-Show Policy

Mr. Fair stated the Federal Transit Administration (FTA) performed a Triennial Review in September of 2014 and found Skagit Transit deficient in its no-show policy in accordance with The Americans with Disabilities Act (ADA). Skagit Transit's corrective action to comply with FTA's requirements is to revise the no-show policy and submit evidence that it has been implemented by February 19, 2015. Mr. Fair informed the Board the old policy stated after three no-shows a service suspension was imposed. The FTA requested the revision from number of no-shows to percentage of no-shows. Mr. Wesen inquired about the impact on the passengers. Mr. Fair answered staff very rarely imposes service suspensions. Ms. Boudreau stated that Paratransit service is currently is fare free and suggested that the Board review the fare free policy.

**Ms. Gere moved to approve Resolution 2015-01 ADA Paratransit Passenger No-Show Policy. Mr. Wesen seconded the motion. The motion passed unanimously.**

g) Skagit County Coalition to End Homelessness Fare Free Day

Mr. O'Brien stated Skagit County Coalition to End Homeless has an event scheduled for January 29, 2015 has requested a fare free day to support their event. Mr. O'Brien noted that Skagit Transit is unable to offer free rides to a specific group however a system wide fare free day can be implemented with Board approval.

**Mr. Anderson moved to approved January 29, 2015 Fare Free Day. Mr. Sexton seconded the motion. The motion passed unanimously.**

h) Election of Chair and Vice-Chair

Ms. Boudreau asked for nominations for 2015 Chair and Vice-Chair.

**Ms. Gere made a motion to nominated Ms. Boudreau for 2015 Board Chair. Ms. Boudreau accepted the nomination. Mr. Anderson seconded the motion. The motion passed unanimously.**

**Mr. Anderson made a motion to nominate Mr. Sexton for 2015 Vice-Chair. Mr. Sexton accepted the nomination. Ms. Janicki seconded the motion. The motion passed unanimously.**

#### **IV Citizens' Advisory Committee Report**

Mr. Fair stated the Citizens Advisory Committee met on January 8<sup>th</sup> and discussed adding a section to the Rider Guide with suggestions and tips for passengers. An application to join the committee was received from an Anacortes resident.

**V Information Items:**

None.

**VI Unfinished Business:**

Ms. Boudreau thanked the Board members for their feedback for Mr. O'Brien's annual performance evaluation. Ms. Boudreau stated she conducted the evaluation and she will send a copy of the evaluation to each Board member.

**VII New Business:**

None.

**Ms. Boudreau adjourned the meeting at 1:31 p.m.**

Attest:

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Mary Lozeau, Clerk of Skagit Transit Board

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Mayor Jill Boudreau, Chair  
Skagit Transit Board of Directors