

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

Wednesday, June 17, 2015

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, June 17, 2015. Mayor Jill Boudreau called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present

Jill Boudreau, City of Mount Vernon Mayor, Chair
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Will Reichardt, Skagit County Sheriff
Mike Anderson, City of Sedro Woolley, Mayor
Lauri Gere, City of Anacortes, Mayor
Steve Sexton, City of Burlington, Mayor, Vice Chair
Dale Ragan, City Mount Vernon, Council member
Soren Jensen, Labor Representative (non-voting member)

Staff Present

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

Members Absent

Kenneth Dahlstedt, Skagit County Commissioner

Member of Public:

Providing Legal Counsel

I Public Comment: None.

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - May Payroll Direct Deposits and Checks # 15376 - # 15409..... \$ 624,859.62
 - May Direct federal withholding transfer..... ..\$ 128,738.72
 - May Checks # 30678 - #30800..... ..\$ 690,135.35

Ms. Lauri Gere 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

Ms. Pleasant reported Skagit Transit received \$853,741 in sales tax revenue in the month of May. This compares with \$808,173 in May of 2014. This is a 5.6% or \$45,568 increase over last year with a year to date increase of 5.7% or \$211,585. Ms. Pleasant reported Skagit Transit received \$180,344 State grant reimbursement for Tri County Connector and VIP expansion Vans.

Ms. Pleasant stated expenses included retro payment to operators per labor contract, revenue vehicle parts and supplies, security cameras. Capital expenses included two new fixed route vehicles 151 and 152. Fuel is within budget and all other expenses were as expected.

Mr. Sexton moved to approve the Monthly Budget Update. Mr. Anderson seconded the motion. The motion passed unanimously.

b) Award MOA Equipment Upgrades Contract #15-012-P

Mr. Chidley stated Project titled "MOA Equipment Upgrades" is a result of Task Order #12 executed in May 2014 between Skagit Transit and Perteet, Inc. under the master On-Call Engineering Agreement #11-006. Under TO12, Skagit Transit's IT Manager determined the need for a heavy-duty AC unit in the MOA Server Room to prevent overheating of sensitive computer equipment, and an outdoor data connection from the MOA to the Training Trailer as the existing wireless bridge is inadequate for the amount of data going out to the building. Mr. Chidley noted the Maintenance &

Facilities Manager determined a backup generator is needed to handle additional power loads required of new equipment being installed. Perteet provided mechanical and electrical Plans, Specifications and Estimates required to bid this Project.

Mr. Chidley reported Skagit Transit published Invitation for Bids (IFB) #15-012-P on May 21, 2015. Bid notices were sent to every contractor registered on the MRSC Shared Small Works Roster under a specific category and select sub-categories relative to the required work. Bid Documents were made available on Builders Exchange of Washington. Seven potential bidders attended the pre-bid meeting held at the project worksite on May 27, 2015. Four Addenda were issued. Mr. Chidley noted sealed bids were received until 10:00 am on May 14, 2015 in the MOA Conference Room, Burlington, WA; a public bid opening immediately followed.

Mr. Chidley stated four bids were opened and read aloud by Motoko Pleasant, Manager of Finance & Administration, and the information was recorded by Rhonda Wahlgren, Contracts Administrator. The apparent low bidder was Valley Electric of Mount Vernon. Full reviews were performed on all bids for accuracy, responsiveness and responsibility. Valley Electric's bid was incomplete for failure to provide 2 of the 3 required forms as their bid and was therefore rejected as non-responsive. I.M.A.C., Inc. became the low bidder and staff recommends Contract #15-012-P be awarded to I.M.A.C., Inc.

Ms. Gere moved to award MOA firm fixed price contract #15-012-P for MOA Equipment Upgrades to I.M.A.C., Inc. of Mount Vernon, WA. Mr. Anderson seconded the motion. The motion passed unanimously.

c) Report of Grant Projects and Awards

Mr. O'Brien stated 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.

Mr. O'Brien stated the 2015-2017 Federal Section 5310 grant has been awarded. The pass-through Washington State DOT - \$419,853 provides capital assistance for projects designed to meet the special needs of elderly and persons with disabilities.

\$123,400 has been awarded to establish a Mobility Management Outreach Program. The program is designed to increase community awareness of Skagit Transits services by providing education to individuals, community organizations and agencies through one on one assistance, group classes and printed materials.

\$296,453 has been awarded to purchase and install a next stop bus announcement system on fixed route coaches. This project will meet the needs of the transit user by providing vehicle route and direction information when boarding a vehicle and proper stop location when exiting the vehicle. More specifically this system will assist the passenger who has visual or hearing limitations to obtain important transit stop and route specific information allowing them to travel independently.

Mr. O'Brien reported Federal Transit Administration (FTA) Section 5307 Formula Funds FY2015 \$1,645,564. Currently \$1,097,043 is available for obligation, the remaining amount will be made available after congressional action on transportation funding. Urbanized Area Grant Funding to be used for operating support of Fixed Route and Paratransit services. The funds have a 50% match requirement.

Mr. Ragan moved to approve the grant projects and authorize the Executive Director to sign the grant agreements. Ms. Janicki seconded the motion. The motion passed unanimously.

IV Executive Session:

Chair Boudreau announced that the Board would adjourn for an Executive Session to discuss personnel. Chair Boudreau stated that the estimated time for the session is 10 minutes.

The Executive Session began at 1:11 p.m.

Chair Boudreau reconvened the meeting into open session at 1:17 p.m.

Ms. Boudreau reported the Board members discussed the Executive Director's employment agreement.

Mr. Sexton moved to approve the renewal of the Executive Director's employment agreement. Ms. Janicki seconded the motion. The motion passed unanimously.

V Citizens' Advisory Committee:

Mr. O'Brien stated the June CAC Meeting was cancelled.

VI Information Items:

Mr. O'Brien informed the Board Island Transit Board members will be contacting them to discuss continuation of Route 411.

VI Unfinished Business:

Ms. Janicki inquired about the outcome of the Concrete public meeting. Mr. Fair stated he attended the public meeting in Concrete on May 27th. Mr. Fair reported multiple comments about the need for increased morning runs and a specific request for an 8:00 a.m. run. Mr. Fair noted another common request was for additional service to Marblemount.

VII New Business: None.

Chair Boudreau adjourned the meeting at 1:35 p.m.

Mayor Jill Boudreau, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board