

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

Wednesday, May 20, 2015

The Skagit Transit Board of Directors met in regular session in Burlington on Wednesday, May 20, 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
Katie Jungquist, Skagit County Treasurer
Mike Anderson, City of Sedro Woolley, Mayor
Rick DeGloria, City of Burlington Council member
Dale Ragan, City Mount Vernon, Council member
Joe DeGloria, City of Burlington Council member

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Finance Manager
Troy Fair, Operations Manager
Carolyn Chase, Service Planner
Mary Lozeau, Clerk to the Board

Member of Public:

Dennis Ruschmann

Members Absent

Steve Sexton, City of Burlington, Mayor, Vice Chair
Kenneth Dahlstedt, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Laurie Gere, City of Anacortes, Mayor

Providing Legal Counsel

I Public Comment: None.

II Consent / Action Items:

a) Approval of Minutes

b) Approval of Claims and Payroll

March Payroll Direct Deposits and Checks # 15352 - # 15375	\$ 566,410.53
March Direct federal withholding transfer.....	\$ 121,189.30
March Checks # 30546 - #30677	\$ 461,697.80

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

III Full Discussion/Action Items:

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$715,181 in sales tax revenue in the month of April. This compares with \$662,605 in April of 2014. This is a 7.9% or \$52,576 increase over last year with a year to date increase of 5.7% or \$166,017.

Ms. Pleasant stated expenses included 2015 County Assessment, Paratransit Coach #759, new phone system, and Trapeze Software. Fuel is within budget and all other expenses were as expected.

Mr. Joe DeGloria inquired if 7.9% increase is on trend or an uptick. Ms. Pleasant answered this is above the trend.

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

b) Award Fixed Route Transit Coaches Contract #14-019-F

Mr. O'Brien stated the 2015 budget includes funds to purchase one full-size Low Floor bus for Fixed Route. On February 11, 2015, the Board approved the purchase of a 35' Low Floor bus through a

piggyback on the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) and Gillig, LLC contract. Mr. O'Brien noted at that time Skagit Transit, the Whatcom Transportation Authority (WTA), and Kitsap Transit had combined efforts in a joint procurement for "Fixed Route Transit Coaches".

Mr. O'Brien reported as Lead Agency, WTA published Request for Proposals (RFP) #2014-1200 on December 22, 2014. Only a single response was received from Gillig, LLC of Hayward, CA by the April 13th deadline. Evaluation the proposal was determined responsive to the RFP requirements and the Proposer responsible. Mr. O'Brien stated prices of the recommended coaches for award fell within the baseline ranges created using the independent cost estimate developed prior to RFP publication and a price analysis conducted on the single proposal determined Gillig's pricing to be fair and reasonable. Mr. O'Brien added the bus purchases will coincide with five year bus replacement schedule and expansion needs.

Mr. Anderson moved to award Fixed Route Transit Coaches Contract #14-019-F. 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 property acquisition. Ms. Boudreau stated that the estimated time for the session is 30 minutes.

The Executive Session began at 1:06 p.m.

Ms. Boudreau reconvened the meeting into open session at 1:19 p.m.

Ms. Boudreau stated that executive sessions are allowed to discuss three purposes; personnel, acquisition of real estate, or proprietary or confidential information. Ms. Boudreau reported the Board members discussed property acquisition.

Mr. Ragan moved to develop a non-binding letter of intent to the owner of the property. Ms. Janicki seconded the motion. The motion passed unanimously.

V Citizens' Advisory Committee:

Ms. Chase reported that she attended the last committee meeting on May 14th. A guest speaker from Whatcom Transit Authority attended the meeting. Ms. Chase stated the committee also discussed their goals and priorities.

VI Information Items:

Ms. Boudreau thanked Mr. O'Brien and staff for the hard work for the recent workshop.

VI Unfinished Business:

Mr. O'Brien reported staff has plans to add an ADA Port-a-Potty at Chuckanut Park & Ride similar to the Port-a-Potty at Marchs Point Park & Ride. Mr. O'Brien shared the rental and cleaning costs of the Port-a-Potties for both Park & Ride locations.

VII New Business:

None.

Ms. Boudreau adjourned the meeting at 1:23 p.m.

Mayor Jill Boudreau, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board