

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

Wednesday, May 18, 2016

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Mayor Steve Sexton called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

**Members Present:**

Steve Sexton, City of Burlington, Mayor, Board Chair  
Jill Boudreau, City of Mount Vernon, Mayor  
Laurie Gere, City of Anacortes, Mayor  
Keith Wagoner, City of Sedro-Woolley, Mayor (Vice-Chair)  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Kenneth Dahlstedt, Skagit County Commissioner  
Rick DeGloria, City of Burlington, Council Member  
Soren Jensen, Labor Representative (non-voting member)

**Staff Present**

Dale O'Brien, Executive Director  
Motoko Pleasant Admin & Finance Manager  
Troy Fair, Operations Manager  
Al Schaner, Maintenance Manager  
Chris Chidley, IT Manager  
Brad Windler, Service Development Planner  
Mary Lozeau, Clerk to the Board

**Member of Public:**

**Providing Legal Counsel:**

**Members Absent:**

**I Public Comment:**

Carol Ehlers of Fidalgo Island thanked staff and the Board members for additional service coming to Fidalgo Island in June. Ms. Ehlers asked staff to communicate with residents in the area via Anacortes American. Since the beginning of transit services being offered in Anacortes, communication has been lousy. Ms. Ehlers stated people do not want to go to multiple websites for information and requested Skagit Transit utilize the Anacortes American to share information on services.

Ms. Ehlers stated Skagit Transit must provide transportation for riders to access government and services equally. Ms. Ehlers recommended when possible the use a small van in the area unless a rider is in a wheelchair and needs a lift.

**II Consent / Action Items:**

a) Approval of Minutes

b) Approval of Claims and Payroll

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|--|------------------|
| April Payroll Direct Deposits and Checks # 15657 - # 15677 ..... | \$ 606,759.52    |
| April Direct federal withholding transfer .....                  | ...\$ 131,303.06 |
| April Checks # 31890 - #32007.....                               | \$ 382,226.40    |

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

**IV Full Discussion/Action Items:**

a) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$781,054 sales tax revenue in the month of April. This compares with \$715,181 in April of 2015. This is a 9.2% or \$65,873 increase over last year with a year to date increase of 5.4% or \$167,966.

Ms. Pleasant stated expenses included 2016 County Assessment. Capital Expenditures included Retainage for MOA Equipment Upgrade Project, Tractor, and Trapeze Ranger for On Board Announcement. Fuel is within budget and all other expenses were as expected.

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

b) Resolution 2016-03 Coach Operator Uniform and Safety Vest Policy

Mr. Fair stated Skagit Transit has no formal policy regarding uniforms for Coach Operators. There are written departmental standards and sections of the Personnel Policy addressing general appearance and grooming standards for all employees, but nothing specific to the Coach Operators.

Mr. Fair noted in lieu of the clothing allowance requirements under the current operator's union agreement, and as a result of the new Uniforms and Related Services Contract #15-021 awarded to Don's Group Attire on January 20, 2016, staff determined that the departmental uniform standards being used since 2012 should be revised. Further consideration was given to driver requests to add more styles and colors.

Mr. Fair stated in the attached policy at the request of Soren Jensen, labor representative we are removing the language that safety vests be worn while taking breaks. Mr. Fair Skagit Transit will provide replacement vests in the event a vest is lost.

Mr. Wesen asked if the driver will be wearing the safety vest anytime they are outside of the coach. Mr. Fair answered that is our recommendation and we suggest they wear the safety vest at all times

**Mr. Wagoner moved to approve Resolution 2016-03 Coach Operator Uniform and Safety Vest Policy. Ms. Boudreau seconded the motion. The motion passed unanimously.**

c) Award Bike Shelter Contract #16-007-F-P

Mr. Schaner reported on April 9, 2015 the Board was notified that Skagit Transit was awarded Section 5307 federal grant money to purchase one bike shelter for the March Point Park and Ride. This project will increase the number of bike rack spaces to fourteen and provide shelter from inclement weather. Installation will be performed by Skagit Transit's Facilities staff.

Mr. Schaner stated Invitations for Bids (IFB) #16-007-F were published and advertised in the Skagit Valley Herald's legal section on April 19, 2016. Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to eighteen Vendors on the Vendor Bid List. A complete copy of the IFB and one Addendum were also posted on the website. Only two bids were received and were opened at 4:00 pm on May 5th in open public meeting at the MOA.

Mr. Schaner noted reviews for bid responsiveness and Bidder responsibility were conducted by the Contracts Administrator. It was determined that the apparent low bidder meets both of these award requirements, per Policy and State bid law, for this type of solicitation. Mr. Schaner recommended the Bike Shelter Contract be awarded to Brasco International, Inc.

**Ms. Boudreau moved to award the Bike Shelter Contract #16-007-F to Brasco International, Inc. Ms. Janicki seconded the motion. The motion passed unanimously.**

d) 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.

Federal Fiscal Year 2015 FTA Section 5307 and 5339 program funds apportioned to Skagit Transit \$1,669,493. Mr. O'Brien noted the grant funding will be used for operating support of Fixed Route and Paratransit services. The funds have a 50% match requirement.

Mr. Wesen asked what strings are attached to this grant. Mr. O'Brien stated the grant award can only be spent on Fixed Route and Paratransit services.

**Mr. Dahlstedt moved to approve the grant project and authorize the Executive Director to sign the grant agreement. Mr. Wesen seconded the motion. The motion passed unanimously.**

e) Award Skagit Station Wiring Upgrades Contract #16-002-F-P

Chair Sexton asked for a motion to add this action item to the agenda since the item was not initially posted on the agenda.

**Ms. Janicki moved to add the Award Skagit Station Wiring Upgrades Contract #16-002-F-P. Mr. Wagoner seconded the motion. The motion passed unanimously.**

Mr. Chidley stated multiple grants were received to help complete the Skagit Station wiring upgrade project. Project work includes updated wiring and fiber infrastructure for the security cameras, Electric Vehicle Charging (EVC) stations, LED lighting retrofit on the poles, transformer upgrade, a turnkey Public Announcement System for the building, and a turnkey Audio/Visual System for the Community Meeting Room.

Mr. Chidley reported 2012 FHWA STP funds flexed to FTA Section 5307 in the amount of \$74,091 for the purchase and installation of security cameras at Skagit Station. Approved by the Board February 15, 2012. 2014 FHWA STP funds flexed to FTA Section 5307 in the amount of \$56,000 for the purchase and installation of passenger information audio and visual displays at Skagit Station. Approved by The Board on May 21, 2014. Mr. Chidley stated 2015-2017 State Appropriated Funding in the amount of \$74,344 for the purchase and installation of EV Charging Stations and necessary infrastructure at Skagit Station was Board approved on September 16, 2015.

Mr. Chidley noted Invitation For Bids (IFB) #16-002-F-P were published April 5, 2016 on Builders Exchange of WA. Using the Small Works Roster process, the Bid Notice was sent to all Electrical and Communications contractors registered on the MRSC Small Works Roster under six sub-categories relevant to the Project work. Five contractors attended the Pre-Bid Meeting/Site Visit held at Skagit Station on April 12th; one Addendum was issued April 20th. Mr. Chidley stated only a single responsive bid was received in open public meeting on May 3rd in the Skagit Station Meeting Room. The bid was submitted by Evolve, Inc. of Mukilteo, WA for a Total Bid Price of \$456,072.04 which was \$218,780 over estimate. Mr. Chidley stated since the 2012 funds expire December 31, 2016, it is not in the Agency's best interest to delay award or extend the Bid Due Date. After reviews determined the Bidder to be responsible, a cost analysis was conducted and attempts to negotiate a better price resulted in a Best and Final Offer of \$417,380 and staff recommends awarding the Skagit Station Wiring Upgrades Contract #16-002-F-P to Evolve, Inc.

Ms. Gere asked why some of the funds were approved in February of 2012 and why it took so long to act on. Mr. O'Brien stated part of the delay was getting a task order from our in-house engineer and another part of the delay was firming up our new wiring plans and we did cut back some of the project. Mr. O'Brien noted staff wanted to go out for bid only once and have one contractor for the entire project.

**Ms. Gere moved to award the Skagit Station Wiring Upgrades Contract #16-002-F-P to Evolve, Inc. Ms. Boudreau seconded the motion. The motion passed unanimously.**

## **VI Citizens' Advisory Committee:**

Mr. O'Brien introduced Brad Windler, Service Development Planner to the Board. Mr. Windler stated for the past two months he has been working with the committee to revise their bylaws a project Ms. Chase began with the committee. Mr. Windler noted he attended the May 10th committee meeting and they have finished and anticipates bringing the revised bylaws to the June Board meeting.

Mr. Wesen inquired if the committee had some input on the South Fidalgo expansion. Mr. Windler stated information and brochures were shared with the committee and suggestions were received. A committee member suggested staff reach out to the director of the senior center. Mr. Windler informed the Board he did meet with the director and provided brochures since their clients will now also be Skagit Transit clients.

## **VII Information Items:**

### **a) Summer Reading Program**

Mr. Soneda from Skagit County Public Libraries thanked the Board members for the continued partnership with Skagit Transit.

**VIII Unfinished Business:**

**VIII New Business:**

Mr. O'Brien reported Skagit Transit is required by state law to review the composition of the Board every four years and a public meeting is scheduled July 27<sup>th</sup>. Board members and elected representatives from each city and town within the Public Transit Benefit Area will be invited to attend and if determine if the Board composition should change.

Mr. O'Brien informed the Board Island Transit has sent a letter to the Office of Financial Management to release \$500,000.00 for Skagit Transit to continue to operate our 90X Everett Service. Island Transit will have fare boxes on their buses providing service to Everett beginning June 20<sup>th</sup>.

**Chair Sexton adjourned the meeting at 1:40 p.m.**

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Mayor Steve Sexton, Chair  
Skagit Transit Board of Directors

Attest:

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Mary Lozeau,  
Clerk of Skagit Transit Board