

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

Wednesday, November 18, 2015

The Skagit Transit Board of Directors met in regular session in Sedro-Woolley on Wednesday, November 18, 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, Board Chair  
Steve Sexton, City of Burlington, Vice Chair  
Jeanne Youngquist, Skagit County Auditor  
Katie Jungquist, Skagit County Treasurer  
Mike Anderson, City of Sedro Woolley, Mayor  
Lauri Gere, City of Anacortes, Mayor  
Dale Ragan, City Mount Vernon, Council Member  
Soren Jensen, Labor Representative (non-voting member)

**Members Absent**

Kenneth Dahlstedt, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Lisa Janicki, Skagit County Commissioner  
Rick DeGloria, City of Burlington, Council Member

**Staff Present**

Dale O'Brien, Executive Director  
Motoko Pleasant, Finance Manager  
Al Schaner, Maintenance Manager  
Troy Fair, Operation Manager  
Carolyn Chase, Planner  
Mary Lozeau, Clerk to the Board

**Member of Public:**

Joe Kunzler  
Keith Wagoner

**Providing Legal Counsel:**

Richard Langabeer

**I Public Comment:**

**II Consent / Action Items:**

- a) Approval of Minutes
- b) Approval of Claims and Payroll
  - October Payroll Direct Deposits and Checks # 15520 - # 15542 ..... \$ 546,234.72
  - October Direct federal withholding transfer..... \$ 123,320.39
  - October Checks # 31222 - #31340 ..... \$ 395,772.50

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

**III Executive Session**

Chair Boudreau announced that the Board would adjourn for an Executive Session to discuss property acquisition. Chair Boudreau stated that the estimated time for the session is 20 minutes.

The Executive Session began at 1:02 p.m.

Chair Boudreau reconvened the meeting into open session at 1:26 p.m. and asked the Board if any action would be taken.

**IV Full Discussion/Action Items:**

- a) Property Acquisition Issues

**Mr. Sexton moved to approve the offer of \$5,075,000.00 for the property at 11784 Bay Ridge Drive in Burlington. Skagit Transit is authorized to acquire the real property and offers to purchase the property in accordance with the terms and conditions set forth in the Purchase and Sale Agreement. In the event a negotiated purchase cannot be achieved with the property's owner, Skagit Transit is authorized to take such steps as are necessary to exercise its power of eminent domain to acquire the property. Mr. Anderson seconded the motion. The motion passed unanimously.**

b) Monthly Budget Update

Ms. Pleasant reported Skagit Transit received \$897,974 sales tax revenue in the month of October. This compares with \$847,242 in October of 2014. This is an 5.99% or \$50,732 increase over last year with a year to date increase of 7.23% or \$567,730. Skagit Transit also received \$53,874 federal grant reimbursement.

Ms. Pleasant stated expenses included VMware Software. Capital project engine rebuild and a new generator and AC Unit Installation. Fuel is within budget and all other expenses were as expected.

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

c) Approve Purchase of Five Cutaway Buses

Mr. Schaner stated on December 17, 2014, the Board approved the Fiscal Year 2015 Budget which included capital expense projections for the purchase of 4 Paratransit buses. One additional bus will be purchased with GCB2110 State Special Needs formula funds that was approved by the Board on September 16, 2015 to support Paratransit services.

Mr. Schaner noted Skagit Transit maintains a Cooperative Purchasing Agreement with the State of Washington in order to purchase goods and services from their competitively let contracts and intends to purchase five 2016 El Dorado National Aerotech buses from Schetky Northwest Sales, Inc., Portland, OR through State Contract #06209 titled "Public Transportation Vehicles, Light to Medium Duty Accessible Cut-away Transits". Two of these coaches will replace vehicles #737 and #738.

Mr. Schaner reported staff received quotes from Schetky based on the current Contract base price plus available options selected by Skagit Transit staff. All Purchase Orders will be reviewed by the Office of State Procurement to assure contract conformity.

**Mr. Sexton moved to approve the bus purchase through Washington State Contract #06209. Mr. Ragan seconded the motion. The motion passed unanimously.**

d) Award Card Lock Fueling Contract #15-020-F

Mr. Schaner reported Skagit Transit's current Card Lock Fueling Contract #10-008-F is in its fifth and final year, expiring November 30, 2015 and must therefore be rebid. Invitation For Bids (IFB) #15-020-F was published October 13, 2015 to solicit sealed bids for the purchase of regular unleaded gasoline from Contractor-owned card lock operated fueling locations and free-of-charge commercial fuel cards for each vehicle in Skagit Transit's fleet. Mr. Schaner noted this federally funded Contract is used by Skagit Transit staff fueling fleet Cutaway model buses from a Primary home site or backup primary fuel site, and by Vanpool customers and Skagit Transit staff operating other Agency owned vehicles requiring fuel at various offsite fueling locations. The primary sites also accommodate our diesel buses up to 40' length in the event Skagit Transit's ULSD fuel tank is inoperable.

Mr. Schaner stated IFB was advertised in Skagit Valley Herald's legal section on October 14, 2015. The Bid Notice was posted at Skagit Station, the MOA, Skagit Transit's website, and was sent to eleven vendors on the Vendor Bid List. A complete copy of the IFB and three subsequent Addenda were also posted on the website. Mr. Schaner noted three responsive bids were received before the 11:00 am deadline on October 27, 2015 and were opened, read aloud, and recorded at a public bid opening held immediately after in the MOA Training Trailer.

Mr. Schaner reported Bids were evaluated on the lowest Margin Bid Price offered for regular unleaded gasoline for the initial three year Contract Term. While fuel prices will fluctuate daily, the margin remains firm-fixed for the life of the Contract and is added to a specified benchmark (OPIS Daily Average Rack Price) in order to determine fuel contract prices. Bidders ranked from lowest to highest were Associated Petroleum Products, Inc.; Reisner Distributor, Inc.; and Nel/Son Distributing, Inc. Per Policy and State bid law, award goes to the lowest responsive and responsible bidder.

**Ms. Gere moved to award the Card Lock Fueling Contract #15-020-F to Associated Petroleum Products, Inc. Mr. Sexton seconded the motion. The motion passed unanimously.**

e) Public Hearing on Planned Route 185 Service Reductions

Chair Boudreau opened the Public Hearing and asked for Public Comments. No comments were given. And the Public Hearing was closed.

f) Approve Planned Route 185 Service Reductions

Ms. Chase explained transit service to Bow-Edison and Bayview is provided by Skagit Transit Route 185. Route 185 is currently a flex route that will transition to a fixed route at the end of the year. Due to low ridership, staff recommends reducing service on route 185 from five to three days per week. This reduction in service days requires a 30-day public comment period, a public hearing, and Board approval.

Ms. Chase noted Route 185 operates Monday through Friday and makes five round trips to Bow-Edison and four round trips to Bayview per service day. Since its inception, boardings have averaged 340 per month and passenger boardings per revenue hour have averaged 1.9. While the route has seen ridership growth since it began in September of 2013, ridership remains very low. Ms. Chase stated over the last twelve months, the route has averaged 439 boardings per month and 2.5 boardings per revenue hour. The route saw its highest ridership in April of 2015 when the route experienced ridership of 3.6 boardings per hour. Route 185 compares poorly to Skagit Transit's other flex routes operating with similar operating hours. Ms. Chase reported Route 8 to Concrete and Route 49 in Anacortes consistently see 6 and 4 boardings per hour respectively. A number of options to improve ridership were considered however, after investigating options, staff was not confident that route changes would increase ridership and justify continued five-day-per-week service.

Ms. Chase stated the 30-day public comment period for the service cut ends on November 17, 2015. If approved the service cut would occur on January 4, 2016, the date when all of Skagit Transit's Flex Routes will transition to becoming fixed routes. Ms. Chase reported two comments were received to date about the reduction of service days on route 185.

Ms. Chase described the public participation timeline including the dates of public comment period, rider alerts, legal notices published, public hearing, a board vote to approve eliminate the service, and public notification of finalized schedule changes.

**Ms. Gere moved to approve a reduction of service days on route 185 from five to three days per week effective January 4, 2016. Mr. Anderson seconded the motion. The motion passed unanimously.**

g) Approve New Citizens Advisory Committee Member Appointment

Mr. O'Brien stated per the CAC Bylaws, the Board of Directors shall approve new CAC member appointments. On November 10th, the CAC voted to approve the appointment of a new member, Joe Kunzler of Sedro-Woolley. In a bio he provided to Staff, Mr. Kunzler describes himself as a Sedro-Woolley resident who is interested in transit issues and would like to strengthen the Skagit Transit network.

**Mr. Anderson moved to approve the appointment of Joe Kunzler to the CAC. Mr. Sexton seconded the motion. The motion passed unanimously.**

**VI Citizens' Advisory Committee:**

Ms. Chase reported she attended that November 12<sup>th</sup> meeting. There was discussion and suggestions for the community van program and the election for Joe Kunzler to join the committee.

**VII Information Items:**

**VIII Unfinished Business:**

**VIII New Business:**

a) 2016 Draft Budget

Ms. Pleasant presented the 2016 Draft Budget to the Board. Ms. Pleasant noted there is a thirty day public comment period. Ms. Pleasant stated the draft budget will be brought back to the December meeting for approval. Chair Boudreau reminded Board members to contact Mr. O'Brien and Ms. Pleasant with any questions concerning the Draft Budget before the December meeting.

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

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Mayor Jill Boudreau, Chair  
Skagit Transit Board of Directors

Attest:

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Mary Lozeau,  
Clerk of Skagit Transit Board