

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

Wednesday, January 20, 2010

The Skagit Transit Board of Directors met in regular session on Wednesday, January 20, 2010. Mayor Ed Brunz called the meeting to order at 1:05 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

**Present: Commissioners Sharon Dillon and Ron Wesen; Treasurer Katie Jungquist Skagit County; Mayor Ed Brunz, Councilperson Joanne Valentine; City of Burlington; Mayor Bud Norris, City of Mount Vernon; Mayor Dean Maxwell, City of Anacortes; and Mayor Mike Anderson, City of Sedro Woolley.**

**Skagit Transit Representatives: Dale O'Brien, Executive Director; Motoko Pleasant, Manager of Finance & Administration; Ben Haigh, Manager of Maintenance and Facilities; Dennis Digges, Operations Manager; Richard Langabeer, Legal Counsel and Mary Lozeau, Clerk to the Board.**

**Members of the Public: None.**

**I Public Comment:**  
None.

**II Consent / Action Items:**

- a) Approval of Minutes of December 16, 2009 Board Meeting.
- b) Approval of Claims and Payroll
  - December Payroll Checks # 13428 through # 13446..... \$ 378,892.06
  - December direct federal withholding transfer..... ..\$ 80,866.68
  - December Claims Checks # 23260 through # 23403 ..... \$ 743,309.07

**Commissioner Sharon Dillon moved to approve all Consent / Action items. Mayor Dean Maxwell seconded the motion. The motion passed unanimously.**

**III Full Discussion/Action Items:**

- a) Monthly Budget Update

Motoko Pleasant stated Skagit Transit received \$620,902 sales tax revenue in the month of December. This compares with \$378,470 in December of 2008 and is a 64.06% increase over last year with a year to date increase of 37.02%. Motoko noted Skagit Transit also received state and federal grant reimbursements for South Mount Vernon and March's Point Park & Ride projects. Motoko reported expenses included labor law service, and capital expenses included Park & Ride projects, vans for vanpool program, and MOA roof project. Motoko noted fuel is within budget and total reserves are \$6.6 million.

**Mayor Mike Anderson moved to approve the Monthly Budget Update. Commissioner Sharon Dillon seconded the motion. The motion passed unanimously.**

b) Award of ULSD Fuel Delivery Service Contract #09-020-F

Ben Haigh stated Skagit Transit's current fuel delivery Contract, #04-017-F, with Associated Petroleum expires January 31, 2010 and this is the fifth and final year for this Contract and must therefore be rebid. Ben noted Request For Proposals #09-020-F were published on November 2, 2009 seeking vendors to provide and deliver No. 2 Dyed Ultra Low Sulfur Diesel (ULSD) to Skagit Transit's 8,000 gallon fuel tank at the MOA facility. The RFP was advertised in Skagit Valley Herald's legal section; public notices were posted at Skagit Transit's two facilities; copies of the proposal notice and RFP were made available on Skagit Transit's website; and notices were also sent to out to eight vendors on Skagit Transit's Bid List. Ben reported of the four Proposers who requested to be placed on the final Planholders' List, only two submitted proposals by December 4th due date. The Evaluation Committee Members: Ben Haigh, Maintenance and Facilities Manager; Dennis Digges, Operations Manager; and Dennis Carter, Maintenance Manager for Island Transit; met on December 15, 2009 to review, evaluate and score the two proposals. Ben stated staff recommends that the contract be awarded to the highest scoring Proposer, Associated Petroleum Products, Inc.

**Mayor Bud Norris moved to award contract #09-020-F to Associated Petroleum Products, Inc. Commissioner Ron Wesen seconded the motion. The motion passed unanimously.**

c) Award of Auto Body Repair Services Contract #09-021-F

Ben Haigh reported Skagit Transit's current Auto Body Repair Services Contract, #05-001-F, with Seaside Auto Body & Accessories expires January 31, 2010. This is the fifth and final year for this Contract and must therefore be rebid. Ben noted Request For Proposals #09-021-F was published on November 19, 2009 seeking qualified vendors to provide auto body repair services for our entire fleet. Ben continued the RFP was advertised in the Skagit Valley Herald's legal section on November 23, 2009; public notices were posted at the MOA and Skagit Station; copies of the notice and RFP were made available on Skagit Transit's website; and announcements were also sent to out to 19 vendors on Skagit Transit's Bid List. Ben stated staff received 3 proposals by December 22nd due date; however, one was rejected for certifying both compliance and non-compliance to the Federal Buy America Certification. The Evaluation Committee Members: Ben Haigh, Maintenance and Facilities Manager; Dennis Digges, Operations Manager; and Al Schaner, Maintenance Supervisor; met on January 5, 2010 to review, evaluate and score the two remaining proposals. Ben reported the Committee recommends the contract 09-021-F be awarded to the highest scoring Proposer, Seaside Auto Body.

**Mayor Bud Norris moved to award Auto Body Repair Services Contract #09-021-F to Seaside Auto Body. Mayor Dean Maxwell seconded the motion. The motion passed unanimously.**

d) Approve Purchase of Paratransit and Fixed Route Coaches

Ben Haigh stated on December 16, 2009, the Board approved the 2010 Budget that included capital expense projections for the purchase of ten fleet replacement vehicles and two coaches for service expansion. Ben noted on December 24, 2009, staff submitted an order request for ten of these vehicles to Emmett Koelsch (EK) Coaches of Mukilteo, WA that would be purchased through Washington State Contract #06209. Ben reported utilizing the State Contracts is one of the preferred procurement methods as it complies with procurement regulations, offers quality products and services with more economical pricing than Skagit Transit could obtain on its own, and is an overall cost-effective and time saving

program for all concerned taxpayers. Ben noted EK Coaches required a purchase order prior to the 2009 year end in order to hold the chassis for Skagit Transit and the order request was also sent to the Office of State Procurement (OSP) for review. Ben noted the bus order consists of six 2010 Startrans Senator Mini-buses, three 2010 ARBOC/Chevrolet Spirit of Mobility buses, and one 2010 Startrans Senator Mini-bus.

**Commissioner Sharon Dillon moved to approve the purchase with EK Coaches through State Contract #06209 for the vehicles. Councilperson Joanne Valentine seconded the motion. The motion passed unanimously.**

e) Election of Chair and Vice Chair

Mayor Ed Brunz opened nominations for Chair and Vice-Chair.

**Commissioner Sharon Dillon made a motion to nominate Commissioner Kenneth Dahlstedt for Board Chair and Mayor Ed Brunz for Vice-Chair. Mayor Bud Norris amended the motion to reverse the nomination to Mayor Ed Brunz for Board Chair and Commissioner Kenneth Dahlstedt as Vice Chair. Mayor Mike Anderson seconded the amended motion. The amended motion failed with Commissioner Dillon, Mayor Maxwell, Treasurer Katie Jungquist, Councilperson Valentine, and Commissioner Wesen opposed.**

**The motion for Commissioner Kenneth Dahlstedt for Board Chair and Mayor Ed Brunz for Vice Chair passed with Mayor Bud Norris, Mayor Mike Anderson, and Mayor Ed Brunz opposed.**

f) Executive Session

Dale O'Brien cancelled the Executive Session because staff has had no further communication to share with the Board members on the land discussion issue discussed at the Executive Session in December Board meeting.

**IV Citizen's Advisory Committee Report:**

Dale O'Brien reported Valerie Rose was elected CAC Chair and Don Downing as Vice Chair. Dale stated he updated the CAC members of the South Mount Vernon Park & Ride opening in mid April and the March's Point Park & Ride project expected to be completed and operational by January 25<sup>th</sup>.

**V Information Items:**

Dennis Digges stated in 2009 fixed route ridership exceeded 2008 ridership by 5,000 riders. Dennis noted most of the U.S saw declining ridership after 2008. The additional service that Skagit Transit began in May 2009 lifted total ridership on fixed route. Dennis stated ridership on route 80X to Bellingham declined in 2009 and noted lower gas prices and fewer workers going to jobs may have contributed to that decline. Dennis reported Dial-a-Ride ridership increased in 2009. Dennis noted additional service offered with route 49 in Anacortes and an overall increase in demand by more clients contributed to the increase. Dennis stated vanpool ridership leveled off after steady increases in the past five years. Dennis noted demand for vanpool vehicles slacked off due to businesses shutting down, furlough programs and reductions in the work force, and gas prices.

**Unfinished Business:**

None.

**VII New Business:**

None.

**Mayor Ed Brunz adjourned the meeting at 1:36 p.m.**

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Kenneth Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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Mary Lozeau  
Clerk of Skagit Transit