

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

**Special Board Meeting
January 31, 2023**

The Skagit Transit Board of Directors met in a Special Meeting via teleconference. Chair Mayor Boudreau called the meeting to order at 11:31 a.m. followed by roll call.

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Vice Chair)
Steve Sexton, City of Burlington, Mayor
Sandy Perkins, Skagit County Auditor
Judy Jones, Community Advisory Committee, Chair
(non-voting member)

Staff Present via

Dale O'Brien, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Mark Kennedy, Director of Operations
Whitney Davis, Clerk to the Board
Melinda Hunter, Operations Supervisor

Providing Legal Counsel:

Andrew Greene

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember
Bill Aslett, City of Burlington, Councilmember
Colleen Kennedy, Labor Representative (non-voting member)

Members of the Public Present via

Teleconference:

Brandon Stone

Public Comment:

None.

Executive Session:

At 11:38 Chair Boudreau announced that the Board would adjourn into Executive Session for 30 minutes. Mayor Boudreau stated the purpose of the executive session is to discuss with legal counsel regarding agency enforcement actions, litigation or potential litigation to which Skagit Transit, the governing body, or a member acting in an official capacity is, or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to Skagit Transit pursuant to RCW 42.30.110(1)(j).

At 12:08 attendees were notified an additional 15 minutes were needed. At 12:10 the Executive Session resumed, and Ms. Boudreau stated the meeting would reconvene at 12:25. The Executive session was complete at 12:19. The open meeting reconvened at 12:25 after all attendees were able to return to the open public meeting.

Full Discussion/Action Items

MOA-2 Project Discussion

Ms. Boudreau stated staff has received the re-design of the work on the MOA-2 facility from the architecture firm and a change order proposal (COP) from the construction management company to complete the re-designed work.

Ms. Boudreau proposed authorizing the Chief Executive Officer to contract with a third-party engineering firm to conduct a review or validation of the plans that have been presented by TCF Architecture. Ms. Boudreau stated the estimated expense of the third-party engineering review will cost approximately \$10,000 - \$15,000.

Mr. Browning made a motion to authorize Skagit Transit to contract a third-party engineering firm to review the civil plans of the MOA-2 project presented by TCF Architecture not to exceed \$15,000. Ms. Janicki seconded the motion. The motion passed unanimously.

Ms. Boudreau noted the Contractor HB Hansen Construction has provided a change order proposal referenced as PR 02 COP 53 in the amount of \$1,260,981.23 to address MOA 2 Phase 1 framing design issues and requested Board approval to authorize Skagit Transit to sign PR02-COP 53.

Ms. Janicki made a motion to authorize Skagit Transit to sign PR02-COP 53. Mr. Miller seconded the motion. The motion passed unanimously.

Ms. Boudreau presented an additional change order proposal COP 54 regarding the additional cost for completion of the roof project in the amount of \$275,458.30.

Mr. Sexton inquired why this additional cost was not included in the original change order for the roof. Mr. O'Brien stated the flashing and gutters were excluded from the original change order. Mr. Stamey explained that TCF Architecture designed the roof without details for the roof flashing and gutters and that work was bid separately. Ms. Boudreau added that to proceed with procurement of the roofing materials, the work was separated, and a separate bid was submitted for the flashing and gutters.

Mr. Browning made a motion to authorize Skagit Transit to sign COP 54 in the amount of \$275,458.30. Ms. Johnson seconded the motion. The motion passed with Mr. Sexton opposed.

Ms. Boudreau stated the Board can expect a final construction change directive that encompasses all outstanding change orders, includes a calendar date of completion which is currently anticipated at 449 days within the next month.

Ms. Boudreau adjourned the meeting at 12:35 p.m.

Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Whitney Davis, Clerk of Skagit Transit