

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

Wednesday January 15, 2020

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

Members Present:

Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair)
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Laurie Gere, City of Anacortes, Mayor
Steve Sexton, City of Burlington, Mayor
Mark Hulst, City of Mount Vernon, Councilmember
Rick DeGloria, City of Burlington, Councilmember
Soren Jensen, Labor Representative (non-voting member)

Staff Present

Arden Flores, Manager of Finance & Admin
Mark Kennedy, Operations Manager
Whitney Davis, Clerk to the Board

Members Absent:

Julia Johnson, City of Sedro Woolley, Mayor

Members of Public:

None

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of December Meeting Minutes
- b) Approval of Claims and Payroll

December Payroll Direct Deposit and Checks #16372 – 16381	\$754,711
December Direct Federal withholding transfer	\$155,461
December Claims Checks and ACH #38342- #38500	\$239,646

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for December

Mr. Flores read the Budget Update as presented in the agenda packet. Items of note include Skagit Transit received \$1,124,835 in sales tax revenue for the month of December, Skagit Transit did not receive any State or Federal Grant reimbursements and the total reserve account balance is \$6,279,795.

Mr. Sexton inquired what the 2020 reserves were projected to be spent down to and inquired what the financial policy states regarding standard amount of maintained reserves. Mr. Flores stated in 2011 after Skagit Transit was awarded an additional .2% in sales tax revenues, staff increased the reserve account to \$8 million which has since accrued interest. Mr. Flores stated the only part of the reserves that staff defines and evaluates is the Operating reserves and as a recognized business practice Skagit Transit maintains two to three months of operating reserves. Mr. Flores stated as far as Facilities, Capital Replacement and Non-Designated reserves staff has not evaluated the reserve balances in accordance with the needs of the agency. Mr. Flores stated as Skagit Transit is approaching a major capital

replacement cycle and Gillig buses are over half a million dollars each. Mr. Flores stated in February he will initiate an informational session with the Board to discuss reserve account balances and where they should remain.

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

b) Federal Fiscal Year 2019 Federal Section 5339 Grant Award

Mr. Flores read the report as presented in the agenda packet. Mr. Flores stated Federal Fiscal Year 2019 Federal Transit Administration Section 5339 funds apportioned to Skagit Transit from Washington State DOT in the amount of \$112,310 will be programmed to assist in the construction of the new Maintenance Operations and Administration facility located at 11784 Bay Ridge Drive in Burlington.

Mr. Wesen moved to approve the Federal Fiscal Year 2019 Federal Section 5339 Grant Award. Ms. Gere seconded the motion. The motion passed unanimously.

c) Award Construction Management and Inspection Services #19-013-F for MOA-2 Facility

Mr. Flores read the report as presented in the agenda packet. Mr. Flores stated Skagit Transit advertised a request for qualifications for construction management and inspection services for phase I of the new MOA facility. Six firms were present at the pre-submittal meeting and the first step included scoring and ranking submittals based on their firm's qualifications, experience and history, qualifications and experience of key individuals, approach to complete the work, capacity and availability and their previous municipal work experience.

Mr. Flores stated three responsive submittals were received and a five member selection committee consisting of four Skagit Transit staff and one member from the Whatcom Transportation Authority scored and ranked the proposals as KPFF: 406, KBA: 402 and Roen & Associates: 369. Next the firms were interviewed with final scores determined as KBA: 478 and KPFF: 401.

Mr. Flores stated staff then requested a cost proposal from the highest scoring firm, KBA and negotiated an amount not to exceed \$241,000. Grant funding would cover 80% of the project in the amount of \$192,800 and \$48,200 would be required from local funds.

Ms. Janicki noted scores were very close after the first round of scoring and were drastically differentiated after the interview stage. Ms. Janicki inquired who was on the selection committee, and suggested that in the future if a member of the staff is not qualified for services being solicited a professional be a part of the scoring process so there is assurance that all the right questions are being asked. Mr. Flores stated the Executive Director, Mr. O'Brien, The Facilities and Maintenance Manager Mr. Schaner, the Facilities and Maintenance Supervisor Mr. Juarez and a member of WTA were part of the selection committee. Due to the snow, Skagit Transit's Contracts Administrator was not able to attend the Board meeting and Mr. Flores could not confirm the qualifications of the other members present on the scoring committee.

Mr. Sexton inquired about the status of the overall funding for the project. Mr. Flores stated once staff receives approval for this Construction Management Project, staff has secured funding and will be able to go out for bid for phase I of the project. Currently staff is working to obtain grant funding for phase II and III of the MOA-2 project. Mr. Sexton clarified that the \$241,000 included in this contract is to cover phase I of the project.

Mr. Wesen stated he agreed with Commissioner Janicki's comments regarding having a member on the committee with the expertise and construction experience.

Ms. Gere moved to approve the Construction Management and Inspection Services #19-013-F for MOA-2 Facility. Mr. Wesen seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

None.

V Executive Directors Report

None.

VI Information Items:

None.

VII Unfinished Business:

None.

VIII New Business:

None.

Mr. Wesen inquired how the buses were operating with the snow and inclement weather conditions. Mr. Kennedy stated all Fixed Routes are operating on snow routes, however no service has been missed. Mr. Kennedy stated the Facilities Department was doing an excellent job of keeping the Park and Ride locations and parking lots clear.

Ms. Janicki requested staff update the Board with details of what Phase I includes at the next meeting. Ms. Janicki stated she would like to see a breakout of the phase I budget and what percentage of the budget will be used for the construction management contract.

Commissioner Dahlstedt stated he will sign all documents that have been approved at this Board meeting.

Commissioner Dahlstedt adjourned the meeting at 1:20 p.m.

Commissioner Ken Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Davis,
Clerk of Skagit Transit Board