

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

Wednesday, February 21, 2018

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

Members Present:

Lauri Gere, City of Anacortes, Mayor (Vice Chair)
Ron Wesen Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Rick DeGloria, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember
Marge Root, Labor Representative (non-voting member)
William Aslett, City of Burlington, Councilmember

Staff Present

Dale O'Brien, Executive Director
Allan Schaner, Maintenance/Facilities Manager
Mary Lozeau, Human Resources Generalist
Whitney Fernandes, Clerk to the Board

Members Absent:

Ken Dahlstedt, Skagit County Commissioner (Chair)
Jill Boudreau, City of Anacortes, Mayor
Germaine Kornegay, Councilmember, City of Sedro Woolley
Steve Sexton, City of Burlington, Mayor
Julia Johnson, City of Sedro Woolley, Mayor

Member of Public:

None

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of January Meeting Minutes
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks #15940 - #15948.....\$589,330.83
 - January Direct Federal withholding transfer\$142,920.45
 - January Claims Checks and ACH #34758 - #34951\$792,139.32

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for January 2018

Mr. O'Brien stated Skagit Transit received \$940,150 sales tax revenue in the month of January. This compares with \$875,031 in January of 2017. Mr. O'Brien stated this is a 7.44 % or \$65,119 increase over last year with a year to date increase of the same.

Mr. O'Brien reported expenses were annual software maintenance fee – Mitel Phone system, and annual membership and dues - SCOG and WSTA. Mr. O'Brien also reported capital expenses included Remix Software License and noted fuel is within budget.

Mr. DeGloria moved to approve the January Monthly Budget Update. Ms. Hudson seconded the motion. The motion passed unanimously.

b) Award Security Guard Services Contract #17-023-F

Mr. O'Brien stated Skagit Transit's existing Security Guard Services Contract #14-001-F with G4S Secure Solutions (USA), Inc. expires March 31, 2018. Mr. O'Brien stated although one additional renewal term is available, Skagit Transit gave notification to G4S that it will not be renewing this federally funded contract due to many challenges and reoccurring performance issues experienced over the past several months.

Mr. O'Brien reported a Request for Proposals (RFP) #17-023-F was published December 11, 2017 to solicit responses for a new contract. Mr. O'Brien stated notices were sent to 19 potential security guard companies, the RFP was advertised in our Official Newspaper of Record (SVH) and public notices were posted at the MOA, Skagit Station, and on Skagit Transit's website. Mr. O'Brien stated seven companies requested to be placed on the Plan holders' List but only three were represented at the Pre-Proposal Conference held at Skagit Station on December 18, 2017. Mr. O'Brien reported five proposals were received but one was rejected as non-responsive for failure to comply with and adhere to RFP requirements.

Mr. O'Brien stated a three-member Evaluation Committee met at the MOA on February 25, 2018 to interview all four responsive Proposers and then conduct evaluations. Mr. O'Brien reported Committee Members were: Troy Fair, Operations Manager; Bill Maikai, Security Supervisor; and Aggie Juarez, Facilities Supervisor. Mr. O'Brien stated out of a possible 300 total points (100 pts. max. per Proposer), the Final Score Tabulation is:

PROPOSER	TOTAL PTS
Pacific Security (Parker Corporate Services, Inc.)	278
Securitas, Inc. (Securitas Security Services USA, Inc.)	262
PPC Solutions, Inc. (Phoenix Protective Corporation)	257
Knighthawk Protection (Veteran Infrastructure Products, LLC)	244

Mr. Aslett inquired if cost was part of the bids. Mr. O'Brien stated yearly cost proposal for bidders were, Pacific Security \$ 88,960, Securitas Inc. \$101,760, PPC Solutions, Inc. \$107,870, and Knighthawk Protection was \$97,056. The term of the three year contract was Pacific Security \$389,052, Securitas, Inc. \$430,260, PPC Solutions, Inc. \$446,744 and, Knighthawk \$397,002. Mr. O'Brien stated Pacific Security was by far the lowest.

Mr. DeGloria asked if there are currently security guards working at Skagit Station. Mr. O'Brien confirmed they are still on site, and will continue to be there until the contract ends on March 31, 2018. Mr. DeGloria also asked that the board approved security supervisor is on site. Mr. O'Brien confirmed his presence and noted there are no longer homeless staying at the station during the evenings.

Mr. Wesen inquired about the issues faced with the current security company and wanted to know what measures would be taken to assure these same issues are not experienced with the new company. Mr. O'Brien stated Skagit Transit made it clear to the new contractor what deficiencies were faced with the current contractor, and also stated Al Schaner, the maintenance and Facilities Manager, Bill Maikai, the new security supervisor, and the new contractor will have a meeting to go over site protocols. Mr. O'Brien stated the new contractor also provides security at the county courthouse.

Ms. Janicki inquired if all the committee members agreed on the decided contract. Mr. O'Brien confirmed they were in agreement and there was a consensus.

Mr. DeGloria moved to Award Security Guard Contract #17-203-F. Ms. Janicki seconded the motion. The motion passed unanimously.

c) Approve Resolution 2018-01 Revision of Wellness Program Policy

This item will be brought forward to a future meeting and was not addressed at this meeting.

IV Community Advisory Committee Report

Mr. O'Brien stated the Community Advisory Community met on Tuesday February 13. Mr. O'Brien stated the group reviewed the new website and gave feedback. Mr. O'Brien stated the mobility specialist gave an update on how the outreach team is handling events for senior services, food banks and things of that nature. Mr. O'Brien also stated the committee discussed community outreach and programs such as parades and county fairs.

V Executive Directors Report

Mr. O'Brien stated he would like to thank Mary Lozeau for the great job she has done for the years of service as the clerk to the board. Mr. O'Brien stated that Mary's position as human resources generalist has gotten so busy that Skagit Transit has now passed the duties on to Whitney, who will now be the clerk for the board.

Mr. O'Brien informed the board that he received a letter of resignation from Troy Fair, the Operations Manager that was effective Tuesday February 20.

Mr. O'Brien also gave a recap of the 2017 Ride Pass Program. Mr. O'Brien stated in 2014 the Skagit Transit Board of Directors approved 10,000 passes per year to assist government and 501(c)3 and non-profit agencies whose programs assist low income and infirm clients. Mr. O'Brien stated in 2015- 10 agencies requested passes, in 2016- 15 agencies requested passes and in 2017- 21 agencies requested passes. Mr. O'Brien reported the number of passes requested in 2015 was 15,030, the number of passes requested in 2016 was 10,865 and the number of passes requested in 2017 was 13,380. Mr. O'Brien noted Skagit Transit collectively passed them out so that each agency got some. Mr. O'Brien stated there were 29 agencies that were awarded passes in 2018 and 13,380 passes were requested. Mr. O'Brien stated Skagit Transit will go through the same process and will have the Community Advisory Committee and other members determine which of the applications and which agencies will get the passes. Mr. O'Brien mentioned there were more than 30 agencies that requested passes and applied for the program.

Mr. Wesen inquired on how the passes are tracked, and how the passes are redeemed to ride on the bus. Mr. O'Brien stated the recipient would give the pass to the driver and it would be put through the fare box and the ridership is accounted for. Mr. O'Brien also stated the agencies are required to fill out a quarterly report to advise Skagit Transit how many passes were given in that quarter. Mr. O'Brien stated in 2017 there were 325 passes that were not used and were returned to Skagit Transit.

Mr. Aslett inquired how close the reports reconcile between how many the agencies turn back in and how many were actually used. Mr. O'Brien replied that the report came back with reconciliation and stated there is a clause in the contract that if the agency loses the passes or cannot answer for lost passes then they will no longer receive passes in the future.

Ms. Janicki inquired how often Skagit Transit evaluates adjusting the number of free passes given in the program since the 10,000 passes in 2014 was passed. Mr. O'Brien stated that if the request became so large, the information would be brought to the board to decide if they wanted to increase the 10,000 passes currently provided.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Vice Chair Gere adjourned the meeting at 1:15 p.m.

Attest:

Whitney Fernandes,
Clerk of Skagit Transit Board

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors