

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

Wednesday April 15, 2020

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

<p><u>Members Present:</u> Kenneth Dahlstedt, Skagit County Commissioner (Chair) Soren Jensen, Labor Representative (non-voting member)</p> <p><u>Members Present via Teleconference:</u> Jill Boudreau, City of Mount Vernon, Mayor (Vice Chair) Laurie Gere, City of Anacortes, Mayor Lisa Janicki, Skagit County Commissioner Ron Wesen, Skagit County Commissioner Julia Johnson, City of Sedro Woolley, Mayor Steve Sexton, City of Burlington, Mayor Mark Hulst, City of Mount Vernon, Councilmember</p> <p><u>Members Absent:</u> Rick DeGloria, City of Burlington, Councilmember</p>	<p><u>Staff Present:</u> Dale O'Brien, Executive Director Arden Flores, Manager of Finance & Admin Justin Self, IT Technician Tiffany Guwin, Clerk to the Board</p> <p><u>Staff Present via Teleconference:</u> Chris Chidley, IT Manager</p> <p><u>Members of Public via Teleconference:</u> Joe Kunzler Pam Carlson, SCOG Dave Mohler, KBA Consulting</p> <p><u>Providing Legal Counsel:</u> None</p>
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I Public Comment:

Mr. Kunzler expressed the essential need for Skagit Transit services. He thinks it is essential for a ballot measure to keep the system properly funded. He thinks that Skagit Transit should do one day fare free in the fall to thank riders for only utilizing the service during this time if it was essential.

II Consent / Action Items:

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

March Payroll Direct Deposit and Checks #16405 – 16417.....	\$726,223
March Direct Federal withholding transfer.....	\$150,493
March Claims Checks and ACH #38822- #39020.....	\$5,104,007

Ms. Boudreau moved to approve all Consent/Action items. Ms. Janicki seconded the motion. The motion passed unanimously.

III Full Discussion/Action Items:

- a) Monthly Budget Update reports for March
Mr. Flores read the Budget Update as presented in the Agenda Packet. Items of note include Skagit Transit received \$920,956 in Sales Tax revenues for the month of March 2020. Nine buses were purchased totaling \$4,850,403. During the February 2020 Board meeting, the Board approved a \$4.3 million transfer from the reserves, which included a temporary \$3 million transfer to pay for these 9 buses. The grant requests for reimbursements have already been sent to the grantors and the \$3 million will be replenished upon receipt of the grant payments.

Ms. Johnson moved to approve the March Monthly Budget Update. Ms. Gere seconded the motion. The motion passed unanimously.

b) Award Security Guard Services Contract #20-001-F

Mr. O'Brien read the contract as presented in the Agenda packet. Three proposals were received and a three member evaluation committee scored the proposals. The top two highest scoring proposers were then interviewed. After requesting Best and Final Offers (BAFO) and revised proposals, the two proposers were scored. A unanimous decision was made to award the contract to Kaeka Group, Inc. The Annual Cost of this contract will be \$114,778, and the Total Cost will be \$573,892 for 5 years.

The Staff recommends that the Board approve the Award the Security Guard Services Contract #20-001-F to the highest scoring proposer Kaeka Group, Inc.

Ms. Janicki asked Mr. O'Brien what distinguished Kaeka Group, Inc from the other Proposers and what was the Committee able to achieve from the Best and Final Offer process? Mr. O'Brien stated that they had the best Staff and referrals. They are a large company that does high end security for the Federal Government and large companies. The Contract proposed is 708 hours lower than the current contract in place with Pacific Security to compensate for the recently hired Skagit Transit Security Supervisor. Kaeka Group, Inc included in their proposal much more training for their Guards and had the most professionalism of the other Proposers.

Ms. Janicki moved to approve the Security Guard Services Contract #20-001-F to the highest scoring proposer Kaeka Group, Inc. Ms. Johnson seconded the motion. The motion passed unanimously.

IV Executive Session

The Board entered into Executive Session at 1:20 for approximately 20 minutes to discuss the proposed AFSCME 2020–2022 Contract that was recently approved by the AFSCME Local 176. No decisions were made during the Executive Session.

Mr. Dahlstedt asked if there was a motion. Mr. Hulst made a motion to pass the AFSCME contract as proposed. Ms. Johnson seconded the motion. The motion passed with 7 in Favor and 1 Opposed.

V Community Advisory Committee Report

Mr. O'Brien reported that the Operations Manager, Mark Kennedy met with the CAC to give them an update on our current Service levels and how the Drivers are doing amidst the current situation.

VI Executive Directors Report

Mr. O'Brien stated that our weekday Route hours have been reduced by 592.8 hours per week and our weekend hours have been reduced by 56.3 hours. We've suspended 3 routes, but we still cover our entire service area, just not the same frequency.

VII Information Items:

None.

VIII Unfinished Business:

None.

IX New Business:

None.

Commissioner Dahlstedt adjourned the meeting at 1:34 p.m.

Commissioner Ken Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Tiffany Guwin,
Clerk of Skagit Transit Board