

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

Wednesday, October 18, 2017

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Chair Wagoner called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Keith Wagoner, City of Sedro Woolley, Mayor (Chair)
Lisa Janicki, Skagit County Commissioner
Will Reichardt, Skagit County Sheriff
Ron Wesen, Skagit County Commissioner
Lauri Gere, City of Anacortes, Mayor
Ken Quam, City of Mount Vernon, Council Member
Rick DeGloria, City of Burlington, Council Member
Marge Root, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Troy Fair, Manager of Operations
Al Schaner, Manager of Maint & Facilities
Mary Lozeau, Clerk to the Board

Members Absent:

Ken Dahlstedt, Skagit County Commissioner
Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor

Member of Public:

Providing Legal Counsel:

I Public Comment:

II Consent / Action Items:

- a) Approval of Minutes
- b) Approval of Claims and Payroll
 - September Payroll Direct Deposits and Checks # 15902- # 15911..... \$652,919.46
 - September Direct Federal withholding transfer..... .. \$144,280.56
 - September Claims Checks and ACH # 34222 - # 34350 \$1,096,453.03

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

III Full Discussion/Action Items:

a) Monthly Budget Update

Mr. O'Brien stated Skagit Transit received \$1,043,704 in sales tax revenue in the month of September. This compares with \$990,139 in September of 2016. Mr. O'Brien noted this is a 5.41% or \$53,565 increase over last year with a year to date increase of 7.79% or \$621,182.

Mr. O'Brien reported expenses included Skagit Station Lobby benches, farecard machines, hot water pressure washer, and Apollo Video Software License. Mr. O'Brien noted fuel is within budget.

Mr. Wagoner congratulated Motoko Pleasant and informed the Board members he attended the Washington State Auditor's exit interview. Mr. Wagoner noted the auditors gave Skagit Transit a clean audit. The auditors were impressed with Motoko and staff.

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

b) Award A/E Services Agreement #17-013-F for MOA-2 Design

Mr. O'Brien stated on February 17, 2016, the Board approved and authorized the Executive Director to sign a grant agreement for the development and administration of designing MOA-2 at the Port of

Skagit. Skagit Transit does not have sufficient or experienced staff to meet the required commitment for the design of this facility therefore it is advisable and desirable to obtain the necessary Architectural and Engineering (A/E) services for this project from a professional A/E Consultant.

Mr. O'Brien noted Pursuant to 40 USC 1102 (The Brooks Act) and RCW 39.80 governing contracts and procedural requirements for the procurement of A/E services, Skagit Transit published Request For Qualifications (RFQ) #17-013-F on August 31, 2017 by posting the documents on its website. This process results in the most highly qualified consultant with price being negotiated after contract award. Mr. O'Brien stated if a fair and reasonable price cannot be negotiated with the top ranked firm, negotiations with that firm will terminate and Skagit Transit will enter negotiations with the second highest-ranking firm.

Mr. O'Brien informed the Board the legal ad for the RFQ was published twice in the Skagit Valley Herald. Notices were posted at Skagit Station, the existing MOA facility, and sent to 90 A/E firms on the MRSC Consultant Roster specializing in A/E Services for Transit Planning and Design. Nineteen firms were represented at the Pre-Submittal Meeting held at Skagit Station on September 7, 2017.

Mr. O'Brien stated three responsive submittals were received by the September 21st deadline. Presentations and interviews were conducted with all three candidates on October 3rd, immediately followed by evaluations by a three member Selection Committee: Dale O'Brien, E.D. for Skagit Transit; Pete Stark, GM for the Whatcom Transportation Authority (WTA); and Brad Windler, Service Development Planner for Skagit Transit.

Mr. O'Brien stated pending successful negotiations, Skagit Transit recommends that the Architectural and Engineering Services Agreement #17-013-F be awarded to TCF Architecture. In the event an agreement cannot be reached, Skagit Transit further recommends the Contract be awarded to Tetra Tech, Inc.

Mr. Wagoner inquired what the selection criteria's were to select a firm. Mr. O'Brien answered the committee considered technical expertise, key personnel and their references, commitment of resources, and overall quality of their response.

Ms. Gere moved to award the Architectural and Engineering Services Agreement #17-013-F to TCF Architecture. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Authorize the Registration of Skagit Transit for Cooperative Purchasing with the National Joint Powers Alliance (NJPA)

Mr. O'Brien informed the Board as a small public agency purchasing limited quantities, Skagit Transit is able to leverage better pricing through cooperative purchasing groups. Skagit Transit is currently a member of several such groups and has experienced savings both in purchase price and Procurement staff time. Mr. O'Brien noted State law encourages participation in cooperatives to eliminate duplication of efforts and the need to conduct formal bidding processes, thereby saving taxpayer dollars (RCW 39.34.030).

Mr. O'Brien stated staff wishes to enter a "Cooperative Purchasing Enrollment Agreement" with the National Joint Powers Alliance (NJPA) as a Participating Member, or complete their on-line registration form. The NJPA is a public entity created by Minnesota Statute 123A.21 serving all participating governmental and municipal agencies and non-profits nationwide to reduce the cost of purchased goods by leveraging their combined purchasing power. Mr. O'Brien noted this is accomplished through competitively solicited contracts for quality products through lead public agencies who are members of NJPA, and who allow participating public agencies to purchase from these contracts. NJPA's procurement process meets the competitive solicitation requirements of WA State and Skagit Transit's Policy. Mr. O'Brien added the City of Anacortes, City of Seattle, City of Yakima, City of Richland, Port of Longview, Spokane County, and Community Transit also purchase through NJPA.

Mr. Wesen moved to authorize the Contracts Administrator to register Skagit Transit as a Participating Member with the NJPA through either their online form or signing a Cooperative Purchasing Enrollment Agreement #17-019. Mr. DeGloria seconded the motion. The motion passed unanimously.

d) Approve Interlocal Agreement between Skagit Transit and Skagit County #17-018

Mr. Schaner reported Skagit Transit maintains an Interlocal Cooperative Agreement with Skagit County's Public Works Department to perform work at Skagit Transit facilities on an as-needed basis and as the County's schedule permits. Mr. Schaner noted the County's services have been used for utility lamp replacements, parking lot resurfacing, tree pruning, and cleaning catch basins.

Mr. Schaner noted the current Agreement County #C20120603, expires December 31, 2017. The agencies desire to enter a new Interlocal Agreement, effective January 1, 2018, which shall continue until December 31, 2023. Skagit Transit agrees to reimburse the County for actual expenses plus 9% of the total cost for overhead.

Ms. Gere moved to approve Interlocal Agreement #17-018 with Skagit County Public Works Department. Mr. Quam seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. O'Brien informed the Board members the Community Advisory Committee met last week and toured the MOA-2 facility.

V Information Items:

Mr. O'Brien thanked Motoko Pleasant, Marcie Smith, and Rhonda Wahlgren for their efforts in achieving a clean audit from the Washington State Auditors.

VI Unfinished Business:

VII New Business:

Chair Wagoner adjourned the meeting at 1:21 p.m.

Mayor Keith Wagoner, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board