

**Skagit Transit
Board Of Directors
Agenda**

Regular Meeting
November 15, 2017
1:00 p.m.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF MEMBERS**
- 4. PUBLIC COMMENT**
- 5. CONSENT / ACTION ITEMS**

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- a) Approval of October Meeting Minutes..... Page 2-4
- b) Approval of Claims and Payroll
October Payroll Direct Deposit and Checks #15912 - #15920..... \$467,218.42
October Direct Federal withholding transfer \$146,352.11
October Claims Checks and ACH #34351 - #34497 \$296,159.39

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 5
- b) Approve Purchase of Thirteen Vanpool Vans Page 6
- c) Approve Resolution 2017-07 Authorizing Disposal of Surplus Vehicles Page 7-8

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. EXECUTIVE DIRECTORS REPORT

9. INFORMATION ITEMS

- a) 2018 Draft Budget

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. ADJOURNMENT

**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

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Motoko Pleasant, Manager of Finance and Administration
SUBJECT: Budget Update for October 2017

INFORMATION:

The monthly budget reports are presented for your review. Items of interest are:

Revenues:

Skagit Transit received \$1,052,259 sales tax revenue in the month of October. This compares with \$1,030,760 in October of 2016. This is a 2% or \$21,499 increase over last year with a year to date increase of 7.1% or \$642,681. Skagit Transit also received \$1,695,387 federal grant reimbursement.

Expenses:

◆ Capital Expenses

- New MOA Land purchase
- Chuckanut P&R Asphalt Repair

◆ Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>October 2017</u>	<u>October 2016</u>
Operating	\$ 2,119,844	\$ 2,103,109
Facilities	400,000	400,000
Capital Replacement	3,910,883	3,876,443
Non-Designated	2,192,268	2,174,910
Total Reserves =	\$ 8,622,995	\$ 8,554,462

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

BUDGET IMPACT:

None.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Approve Purchase of Thirteen (13) Vanpool Vans

INFORMATION:

On September 20, 2017, the Skagit Transit Board of Directors approved the Vanpool Investment Program (VIP) Grant #GCB2812. On April 19, 2017, the Board approved FTA Section 5339 Grant #WA-2017-059. Both awards are for the purchase of replacement vans for the Vanpool Program. Skagit Transit will blend funding sources to the maximum extent possible of the state and federal grants to meet the replacement vehicle needs, any remaining balance will be satisfied with local funds.

Skagit Transit maintains a Master Contracts Usage Agreement (MCUA) with the State Department of Enterprise Services (DES) in order to utilize their competitively let contracts for various items and services, in accordance to State and federal procurement regulations. This is the preferred method for public agencies procuring property and services as it alleviates the redundancy and cost of the public body conducting its own competitive process for the same items or services, and the State can offer more economical pricing through its multiple awards and expanded purchasing power.

State Contract #05916 is available for the purchase of 12 and 15-Passenger vans from two Contractors: Bud Clary Dodge, Longview, WA offers the Chrysler Pacifica van; and Columbia Ford, Longview, WA offers the 12-Passenger Ford Transit T35 van.

RECOMMENDATION:

Approve the purchase of 13 vans through Washington State Contract #05916.

BUDGET IMPACT:

7-Passenger Dodge Pacifica Vans, 6 @ \$25,692 each	\$154,152
Total Options @ \$295 each	<u>\$ 1,770</u>
Total Purchase Price	<u>\$155,922</u>
15-Passenger Ford Transit T35 Vans, 7 @ \$29,499 each	\$206,493
Total Options @ \$5,450 each	<u>\$ 38,150</u>
Total Purchase Price	<u>\$244,643</u>
GRAND TOTAL	<u>\$400,565</u>
FTA Funds	\$114,964
State Funds	\$191,747
Local Funds	<u>\$ 93,854</u>
	<u>\$400,565</u>

***Note:** Rideshare vehicles are tax exempt per RCW 82.08.0287

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Al Schaner, Maintenance and Facilities Manager

SUBJECT: Approve Resolution No. 2017-07 Authorizing Disposal of Surplus Vehicles

INFORMATION:

Resolution 2017-07 identifies 6 Vanpool vans that staff has declared excess and ready for surplus disposal by sale through an open or sealed bid auction.

Pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC (formerly Berglund and Jones Auctioneers, Inc.). Auction dates to be arranged at a later date.

RECOMMENDATION:

Approve Resolution No. 2017-07 authorizing the Executive Director to dispose of surplus vehicles through an auction process.

BUDGET IMPACT:

Unknown at this time.

RESOLUTION NO. 2017-07

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING THE SURPLUS OF EQUIPMENT

WHEREAS, RCW 43.19.1919 authorizes the sale, donation, or exchange of property that is no longer used; and

WHEREAS, Resolution No. 62 of the Skagit Transit System details the policy and procedures for disposition of surplus property; and

WHEREAS, Skagit Transit has identified the following vehicles to be excess equipment:

Vehicle #	Year	Make	Model	Vin #	Mileage (10/30/17)
873	2008	Chevy	Express 15-Pasenger	1GAHG39K281190449	142,645
927	2006	Dodge	Grand Caravan	2D8GP44L26R868328	143,485
928	2006	Dodge	Grand Caravan	2D8GP44LX6R835447	149,336
930	2006	Dodge	Grand Caravan	2D8GP44L66R835445	168,102
931	2005	Dodge	Grand Caravan	2D8GP44L65R184042	152,611
942	2005	Chevy	Express 15-Pasenger	1GAHG39U451238630	140,382

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby authorize the surplus and disposal of the above referenced equipment in a manner consistent with Skagit Transit Resolution No. 62 (Policy on surplus and disposal of Skagit Transit property).

PASSED in open public meeting this 15th day of November, 2017.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

ATTEST TO FORM:

By _____
Mayor Keith Wagoner, Chairperson

Mary Lozeau
Clerk of Skagit Transit

By _____
Dale S. O'Brien, Executive Director

APPROVED AS TO FORM:

Richard J. Langabeer
Attorney for Skagit Transit