

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

Wednesday, October 17, 2018

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:**

Jill Boudreau, City of Mount Vernon, Mayor  
Steve Sexton, City of Burlington, Mayor  
Kenneth Dahlstedt, Skagit County Commissioner (Chair)  
Julia Johnson, City of Sedro Woolley, Mayor  
Lisa Janicki, Skagit County Commissioner  
Laurie Gere, City of Anacortes, Mayor (Vice Chair)  
Rick DeGloria, City of Burlington, Councilmember  
Mary Hudson, City of Mount Vernon, Councilmember  
Jeanne Youngquist, Skagit County Auditor  
Soren Jensen, Labor Representative (non-voting member)

**Staff Present**

Dale O'Brien, Executive Director  
Motoko Pleasant, Manager of Finance & Admin  
Allan Schaner, Maintenance/Facilities Manager  
Brad Windler, Service Development Planner  
Whitney Fernandes, Clerk to the Board

**Members Absent:**

Ron Wesen, Skagit County Commissioner

**Member of Public:**

None

**Providing Legal Counsel:**

None

**I Public Comment:**

None.

**II Consent / Action Items:**

- a) Approval of September Meeting Minutes
- b) Approval of Claims and Payroll
  - September Payroll Direct Deposit and Checks #16029 – 16039..... \$711,334.29
  - September Direct Federal withholding transfer..... \$147,810.85
  - September Claims Checks and ACH #35809 - #36180 ..... \$443,679.68

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

**III Full Discussion/Action Items:**

- a) Monthly Budget Update for September 2018

Ms. Pleasant stated Skagit Transit received \$1,140,325 sales tax revenue in the month of September which compares with \$1,043,704 in September of 2017. Ms. Pleasant stated this is a 9.26 % or \$96,621 over last year with a year to date increase of 10.63 % or \$913,685.

Ms. Pleasant stated capital expenses were camera upgrades for Skagit Station, the fiber connection project for the South Mt. Vernon Park & Ride, five 15 passenger vans for the Vanpool Program, the design and engineering for new MOA Building and the Skagit Transit website upgrade.

Ms. Pleasant stated fuels are currently within budget and all other expenses were as expected.

Ms. Pleasant stated the reserve accounts currently are:

September 2018	
Operating	\$ 2,151,936
Facilities	400,000
Capital Replacement	3,976,717
Non-Designated	2,225,474
Total Reserves =	\$ 8,754,127

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

b) Award On-Call Engineering Services Agreement #18-007

Mr. O'Brien stated staff determined that the professional services of an Architectural and Engineering (A&E) firm would be required for various upcoming projects and rather than spend time, cost and efforts soliciting for these services individually, staff determined it to be in the best interest of the Agency to solicit for On-Call Engineering Services through a Task Order Agreement entered into with one firm. Mr. O'Brien stated the contract term will be three years with options for two successive one-year extensions at Skagit Transit's discretion. Mr. O'Brien stated all projects are contingent upon approval and available funding, and no assignments are promised as a result of this RFQ.

Mr. O'Brien stated pursuant to RCW 39.80 governing contracts and procedural requirements for the procurement of professional A&E services, Skagit Transit published Request for Qualifications #18-007 on July 26<sup>th</sup> and August 2<sup>nd</sup>, 2018. Mr. O'Brien stated the RFQ was advertised twice in the Skagit Valley Herald's legal section; public notices were posted at Skagit Station and the MOA; the RFQ documents were posted on Skagit Transit's website; and announcements were sent to over 50 A&E firms, with three (3) firms requesting placement on the Planholders' List.

Mr. O'Brien stated by the August 27<sup>th</sup> deadline for Statements of Qualifications, two (2) submittals were received from Perteet, Inc. and Coffman Engineering and both submittals were evaluated on August 30, 2018 by the four-member Selection Committee comprised of Brad Windler, Mark Kennedy, Al Schaner and Chris Chidley all employees of Skagit Transit. Mr. O'Brien stated after evaluations, discussions and meeting both teams, the evaluation panel scored Perteet, Inc. 372 and Coffman 356. Mr. O'Brien stated the evaluation panel recommended moving forward with negotiations with Perteet, Inc. as the highest scoring firm.

Mr. O'Brien stated as a result, the firms were notified of the results and cost data was requested of Perteet and its sub-consultants to begin negotiations for fixed rates and fees applicable for the first contract term. Mr. O'Brien stated staff performed a cost analysis of Perteet's rates and on those of their subcontractors. Mr. O'Brien stated a sufficient level of detail was required to perform a thorough analysis of its billing rates for compliance with 48 CFR Part 31; their rates are reasonable based on the outcome of the cost analysis. Mr. O'Brien stated the Agreement provides for assigning subcontractors with Skagit Transit's approval, by Amendment.

Ms. Gere expressed her support and agreed with the on-call engineering agreement.

Ms. Janicki asked to clarify if the contract was for civil engineering and not for architecture. Ms. Janicki also asked if this contract would be for services related to the design of the new MOA building. Mr. O'Brien stated this contract will be for projects such as restrooms at the park and ride and the bus pad, and not for the new MOA building. Ms. Janicki stated it is nice to have an architecture and engineering contractor on call.

**Ms. Boudreau moved to approve Agreement #18-007 awarding On-Call Engineering Services Contract. Ms. Janicki seconded the motion. The motion passed unanimously.**

c) Resolution 2018-12 Adoption of 2018 Strategic Plan

Mr. Windler stated in 2018, Skagit Transit underwent a Strategic Planning Process to gauge rider satisfaction with the services provided and to develop a prioritized list of future service improvements. Mr. Windler stated staff began this process with internal meetings in January and the public process beginning in May. Mr. Windler stated public outreach included a rider survey and a series of public meetings in June and July which were held at different times of the day and in different locations.

Mr. Windler stated a draft 2018 Strategic Plan was presented at the September Board of Directors meeting and was made available for a public comment period. Mr. Windler stated all public comments on the draft plan were distributed to the board.

Mr. Windler stated there will be no budget impact as service improvements are approved through the annual budget process.

Ms. Boudreau stated the plan was well organized however, when looking at the Strategic Plan online the font was very large and made it difficult to read. Mr. Windler stated Skagit Transit is required to create documents in large print for the visually impaired.

Ms. Youngquist expressed her appreciation for Skagit Transit for the transportation service provided for the Washington State County Auditor's annual finance conference.

**Mr. Sexton moved to approve Resolution 2018-12 Adoption of the 2018 Strategic Plan. Ms. Johnson seconded the motion. The motion passed unanimously.**

#### **IV Community Advisory Committee Report**

Mr. Windler stated he asked the Community Advisory Committee members if they had any public comment regarding the Strategic Plan, and none were submitted. Mr. Windler stated the committee discussed the paratransit service and the extension to seven days for making ride reservations. Mr. Windler stated the committee also discussed the new batching system for reservations. Mr. Windler explained this system uses the computer to design the routes and call the clients with their ride times. Mr. Windler stated three committee members are current paratransit clients, and the chair of the committee works at the dialysis facility and they are very familiar with the system which allowed them to provide great feedback on the service.

Mr. O'Brien added the batching system's efficiency has eliminated the need for two extra on call routes.

Mr. Dahlstedt clarified clients can call and reserve a ride seven days prior to their appointments.

#### **V Executive Directors Report**

Mr. O'Brien stated staff met with the TCF Architects on Monday and began planning Task #2 of the design and engineering of the new MOA facility. Mr. O'Brien stated the design engineer of the new MOA will be 30% complete in December. Mr. O'Brien stated at the September Board meeting, the Board approved the transfer of \$922,595 from the non-designated reserve fund to pay for the completion of Task #2. Mr. O'Brien stated the transfer of the funds will be done in 2019 and will be included in the 2019 budget.

Mr. O'Brien stated on October 11<sup>th</sup> staff attended a Joint Transportation Committee meeting where Skagit Transit presented the need for Capital funding assistance from the state. Mr. O'Brien stated Skagit Transit receives state funding mostly for operating costs, and capital projects are funded by federal funds. Mr. O'Brien stated federal funds are difficult to obtain as there are many agencies nationwide applying for those funds and it would be helpful to get more funding from the state.

#### **VI Information Items:**

None.

**VII Unfinished Business:**

None.

**VIII New Business:**

None.

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

**Commissioner Dahlstedt adjourned the meeting at 1:15 p.m.**

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Commissioner Kenneth Dahlstedt, Chair  
Skagit Transit Board of Directors

Attest:

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Whitney Fernandes,  
Clerk of Skagit Transit Board