

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

Wednesday January 16, 2019

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

**Members Present:**

Julia Johnson, City of Sedro Woolley, Mayor  
Laurie Gere, City of Anacortes, Mayor (Chair)  
Lisa Janicki, Skagit County Commissioner  
Mary Hudson, City of Mount Vernon, Councilmember (Vice Chair)  
Melinda Hunter, Labor Representative (non-voting member)  
Rick DeGloria, City of Burlington, Councilmember  
Ron Wesen, Skagit County Commissioner  
Sandy Perkins, Skagit County Auditor  
Steve Sexton, City of Burlington, Mayor

**Staff Present**

Dale O'Brien, Executive Director  
Motoko Pleasant, Manager of Finance & Admin  
Allan Schaner, Maintenance/Facilities Manager  
Mark Kennedy, Operations Manager  
Whitney Fernandes, Clerk to the Board

**Members Absent:**

Jill Boudreau, City of Mount Vernon, Mayor  
Kenneth Dahlstedt, Skagit County Commissioner

**Members of Public:**

None

**Providing Legal Counsel:**

None

**I Public Comment:**

None.

**II Consent / Action Items:**

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

December Payroll Direct Deposit and Checks #16063 – 16075 .....	\$742,409.13
December Direct Federal withholding transfer .....	\$152,382.62
December Claims Checks and ACH #36494- #36626 .....	\$251,650.76

**Ms. Hudson 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 December 2018

Ms. Pleasant stated Skagit Transit received \$1,069,068 sales tax revenue in the month of December which compares with \$991,655 in December of 2017. Ms. Pleasant stated this is a 7.9 % or \$78,413 increase over last year with a year to date increase of a 10.4%, or \$1,213,808. Ms. Pleasant stated Skagit Transit also received \$192,762 state and federal grant reimbursement.

Ms. Pleasant state capital expenses included the new MOA Design and Engineering and retainage release for new modular building. Ms. Pleasant stated fuels are within budget and all other expenses were as expected.

Ms. Pleasant stated the Reserve Accounts at the end of December were: Operating \$2,164,260; Facilities \$400,000; Capital Replacement \$4,001,937; Non-Designated \$2,238,225; with Total Reserves summing \$8,804,422.

Ms. Pleasant stated staff recommends the Board approve the monthly budget reports.

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

b) Award Uniforms and Related Services Contract #18-009

Mr. Kennedy stated a Request for Proposals (RFP) #18-009 for Uniforms was published 11/1/2018 to solicit responses from qualified Vendors for the provision of uniforms and related services such as fittings, tailoring, and embroidery for our Coach Operators.

Mr. Kennedy stated a legal advertisement was published in the Skagit Valley Herald November 1, 2018 and public notices were posted at Skagit Station and the MOA. The solicitation documents were made available on Skagit Transit's website, including the official Solicitation Notice that was sent to nine vendors on the Vendor Bid List and posted at the Office of Minority and Women Business Enterprises (OMWBE) website.

Mr. Kennedy stated two proposals were received by the 11/29/18 deadline and evaluated and scored by a seven-member Evaluation Committee, consisting of three staff members and four drivers on 12/17/18. Out of a possible 700 total points (100 pts. max. per Proposer), the Final Score Tabulation was Don's Group Attire: 563 and Aramark Uniform & Career Apparel: 522.

Mr. Kennedy stated Skagit Transit staff recommends that the Uniforms and Related Services Contract #18-009 be awarded to the highest scoring Proposer, Don's Group Attire with a budget impact of approximately \$150,000 over a five (5) year period.

Ms. Hudson asked what the main component of the scoring criteria that was the greatest difference between the two bids received. Mr. Kennedy stated Aramark's proposal was not completely conclusive for services needed and did not have a good ordering system. Ms. Hudson inquired if the number of bids received was a typical response rate. Mr. Kennedy stated two bids were received at the prior request as well.

**Ms. Hudson moved to approve the Uniforms and Related Services Contract #18-009. Ms. Johnson seconded the motion. The motion passed unanimously.**

c) Award Bus Shelters Contract

Mr. Schaner stated Skagit Transit's existing Bus Shelters Contract #17-021-F with LNI Custom Manufacturing, Inc. was terminated for default on November 28, 2018, as the company could not provide shelters to us. They are having staffing issues and are selling off equipment.

Mr. Schaner stated the next planned purchase for bus shelters is 2019 and therefore it was necessary to rebid for a new contract. Mr. Schaner stated Skagit Transit intends to purchase up to a maximum quantity of 24 bus shelters over a five-year term for a total estimated cost of \$243,228.79. Mr. Schaner stated the scope of the new contract includes a 3' x 10' Cantilever type bus shelter, in addition to our standard 5'x 10' Full-Size shelter, plus options for replacement items (window panels, roof, seals, benches, display cases, trash cans) and solar lighting. Mr. Schaner stated the contract is federally compliant in the event FTA funds are secured for purchasing bus shelters during the five-year Contract Term.

Mr. Schaner stated Invitation For Bids (IFB) #19-001-F was issued and posted on Skagit Transit's website on 12/7/2018 and Bid notices were posted at Skagit Station, the MOA, on Skagit Transit's website, and sent to 17 potential Bidders. Mr. Schaner stated the legal advertisement was published in the Skagit Valley Herald on 12/07/2018 and posted on the Washington State Office of Minority and Women's Business Enterprises website. Mr. Schaner stated sealed bids were received until exactly 10:00 a.m. on 12/20/18 and immediately opened in public meeting at the MOA. Mr. Schaner stated two bids were determined responsive and both bidders deemed responsible. Mr. Schaner stated bids were evaluated on the Total Bid Price for 24 shelters: Duo-Gard Industries \$243,228.79 and ASAP Metal Fab \$247,651.25 which was \$4,422.46 above the low bidder.

Mr. Schaner stated staff recommends the Board Award the Bus Shelters Contract #19-001-F to Duo-Gard Industries. Mr. Schaner stated in 2019 Skagit Transit plans to purchase two (2) Full Size Shelters at \$9,710 each and two (2) Cantilever Shelters at \$8,904 each for a total of \$37,228. Mr. Schaner stated over the next five (5) years Skagit Transit will purchase additional shelters on an as needed basis as funding becomes available.

Ms. Hudson asked if only two bids were received. Mr. Schaner confirmed only two (2) bids were received from Duo-Gard Industries and ASAP Metal Fab. Ms. Hudson inquired if LNI Custom Manufacturing, Inc. fulfilled the requirements stipulated in the contract with Skagit Transit prior to the contract termination and if there are savings from incompleteness. Mr. Schaner stated last year was the first year of the contract with LNI and the company did fulfill the first order of two (2) full size bus shelters with solar lighting. Mr. Schaner stated the agency attempted to place an additional order for bus stops of a different color, but LNI did not receive or fill that order. Mr. Schaner stated LNI was reporting staffing issues and was selling off remaining inventory. Mr. Schaner stated the agency received the items that were ordered and included in the contract with LNI.

Ms. Janicki inquired of the pricing for the five year contract included escalation or if the bid was a fixed price. Mr. Schaner stated the bid was a fixed price.

Mr. Wesen inquired how staff determined when or where to install a cantilever stop, and if they provided shelter from the weather. Mr. Schaner stated smaller areas that require a bus stop could have a Cantilever stop installed that would reduce the amount of work staff would put into the construction of the infrastructure. Mr. Schaner stated staff has had to remove sections of concrete from sidewalks in order to accommodate installation of larger stops at certain locations. Mr. Schaner stated staff anticipates using the Cantilever stops in areas such as along Riverside drive where the sidewalks are more narrow and do not provide enough space to simply install a full size shelter stop. Mr. Schaner stated the Cantilever stops have the same size roof as full size stops and still provide shelter from the weather but require a smaller footprint.

**Ms. Janicki moved to approve the Bus Shelters Contract. Mr. Wesen seconded the motion. The motion passed unanimously.**

d) Approve Purchase of One 2019 Ford F250 Pickup

Mr. Schaner stated the 2019 Capital Budget provides for the purchase of one (1) 2019 Ford F250 Pickup to replace the current Ford truck which has reached its useful life.

Mr. Schaner stated 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. Mr. Schaner stated 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.

Mr. Schaner stated State Contract #05916 is available for the purchase of motor vehicles. Skagit Transit intends to purchase one (1) 2019 Ford F250 Pickup from Columbia Ford, Longview, WA off the State Contract which meets the required criteria.

Mr. Schaner stated staff recommends the Board approve the purchase of one (1) 2019 Ford F250 Pick-up through Washington State Contract #05916 with a budget impact of \$51,298.13.

Mr. Wesen asked what the vehicle will be used for. Mr. Schaner stated the pickup will be a staff vehicle for the Facilities Supervisor, who will use the truck as a mobile toolbox. Mr. Schaner stated the truck will be equipped with three (3) toolboxes, a deicer spreader and will have a snow plow attachment for providing maintenance across Skagit County. Mr. Wesen clarified the truck will not be used solely for transportation.

Ms. Hudson inquired if the truck was a new purchase or a replacement purchase. Mr. Schaner stated this truck is a replacement purchase.

**Mr. Wesen moved to approve the Purchase of One 2019 Ford F250 Pickup. Mr. DeGloria seconded the motion. The motion passed unanimously.**

e) Approve Purchase of Six (6) Vanpool Vans

Mr. Schaner stated on December 19, 2018 The Washington State Department of Transportation (WSDOT) amended the Vanpool Investment Program (VIP) grant GCB2812. Mr. Schaner stated this funding will be utilized to procure 2 additional replacement 2019 Chrysler Pacifica L, 7 passenger vans.

Mr. Schaner stated Skagit Transit will blend funding sources to the maximum extent possible of local dollars and state grant funds to meet the replacement vehicle needs. We will procure 2 vans with grant funds, 1 van will be purchased as a match, and 3 vans will be procured with local funds for a total of 6 vans.

Mr. Schaner stated 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. Mr. Schaner stated 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.

Mr. Schaner stated State Contract #05916 is available for the purchase of 7-Passenger vans from Dwayne Lane's Chrysler Jeep Dodge, Everett, WA.

Mr. Schaner stated staff recommends the Board approve the purchase of six (6) vans through Washington State Contract #05916 with a budget impact of \$157,014.00 for 7-Passenger Chrysler Pacifica Vans, at \$26,169 each, including options. Mr. Schaner stated Grant Funds will be used in the amount of \$34,020.00 and Local Funds in the amount of \$122,994.00. Mr. Schaner noted Rideshare vehicles are tax exempt per RCW 82.08.0287.

Ms. Johnson asked how often the vans are replaced and if it was on a bi-annual basis. Mr. Schaner stated vans are replaced when they have met their useful life benchmark which is four years or 150,000 miles, whichever comes first.

**Ms. Hudson moved to approve the Purchase of Six (6) Vanpool Vans. Mr. Wesen seconded the motion. The motion passed unanimously.**

f) Approve Resolution 2019-01 Authorizing the Surplus of Equipment

Mr. Schaner stated Resolution No. 2019-01 identifies five (5) Vanpool Vehicles that have met their useful life benchmark and are now surplus from the Vanpool program. Mr. Schaner stated in accordance with

Skagit Transit's policy and procedures for disposition of surplus property, all vehicles will be prepared for sale through an open or sealed bid auction.

Mr. Schaner stated pursuant to RCW 46.70, the Auctioneer shall be a licensed and bonded Vehicle Dealer. Mr. Schaner state 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.). Mr. Schaner stated the scheduled Auction Date is February 2, 2019.

Mr. Schaner stated staff recommends the Board approve Resolution No. 2019-01 authorizing the Executive Director to dispose of Surplus Vehicles by process of auction and transfer of agency program support with an unknown budget impact at this time.

Mr. Wesen inquired if surplus vehicles were offered to other agencies prior to being auctioned. Mr. O'Brien stated the agency is required to obtain fair market value. Mr. O'Brien stated surplus equipment was sold to Friendship House last year, and the agreed upon price was determined by Blue Book value of the vehicles in conjunction with value received from previous auctions.

**Ms. Hudson moved to approve Resolution 2019-01 Authorizing the Surplus of Equipment. Ms. Johnson seconded the motion. The motion passed unanimously.**

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

Mr. O'Brien stated the committee met on January 8<sup>th</sup> and discussed the current fare system for fixed route, electronic fares and introducing fares to the paratransit service. Mr. O'Brien stated the CAC committee was supportive of these changes and would like to request a Board member attend the March 12<sup>th</sup> meeting to discuss the proposed changes.

Mr. O'Brien stated the committee will be taking a field trip to Everett to tour Everett Station as well as a bus bulb that Everett Transit has installed on Broadway Avenue. Mr. O'Brien stated Bus Bulbs are a part of the sidewalk that extends toward the street allowing the bus to stop in the right-hand travel lane. Mr. O'Brien explained this is proven to improve on-time performance and build efficiencies in loading busses as the bus does not have to wait on traffic to get back into the lane of travel.

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

Mr. O'Brien stated work on the design for the new MOA is ongoing and TCF Architecture will begin a new series of meetings next week to work on the design of the interior of the building. Mr. O'Brien stated they will be finishing the design to completion so that when funding is available Skagit Transit will be ready to build the new facility.

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

None.

#### **VII Unfinished Business:**

None.

#### **VIII New Business:**

Mr. O'Brien stated staff provided a copy of a letter to each Board member that was submitted by a frequent rider of Skagit Transit, expressing her appreciation for the service the agency provides.

Mayor Gere stated she will sign all documents that have been approved at this Board meeting.

**Mayor Gere adjourned the meeting at 1:28 p.m.**

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Mayor Laurie Gere, Chair  
Skagit Transit Board of Directors

Attest:

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Whitney Fernandes,  
Clerk of Skagit Transit Board