

Join the meeting from your computer, tablet or smartphone.

<https://us02web.zoom.us/j/82627081949>

Or go to zoom.com and enter meeting ID: 826 2708 1949

Skagit Transit Board of Directors Agenda

Regular Meeting
February 17, 2021
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 January Meeting Minutes Page 2-3
- b) Approval of Claims and Payroll

January Payroll Direct Deposit and Checks #16535 – 16547.....	\$913,485
January Direct Federal withholding transfer	\$164,780
January Claims Checks and ACH #40141 - #40206.....	\$106,320

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Reports for January..... .Page 4
- b) Approve Resolution 2021-01 Authorizing the Surplus of Equipment..... Page 5-6
- c) Approve the Purchase of Mechanic’s Tools Page 7

7. EXECUTIVE DIRECTORS REPORT

8. INFORMATION ITEMS

Stuff the Bus Food Drive

9. ADJOURNMENT

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

Wednesday January 20, 2021

The Skagit Transit Board of Directors met in regular session via teleconference. Chair Boudreau called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Marge Root, Labor Representative (non-voting member)

Members Present via Teleconference

Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Steve Sexton, City of Burlington, Mayor
Laurie Gere, City of Anacortes, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Judy Jones, Community Advisory Committee Chair (non-voting member)

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember
Chris Loving, City of Burlington, Councilmember

Staff Present

Dale O'Brien, Executive Director
Arden Flores, Manager of Finance & Administration
Whitney Davis, Clerk to the Board

Staff Present via Teleconference:

Mark Kennedy, Operations Manager
Chris Chidley, IT Manager

Members of Public via Teleconference:

Joe Kunzler
Pam Carlson, SCOG

Providing Legal Counsel:

None

1 Public Comment:

None

2 Consent / Action Items:

- a) Approval of December Meeting Minutes
 - b) Approval of Claims and Payroll
- | | |
|--|-----------|
| December Payroll Direct Deposit and Checks #16522 – 16534..... | \$766,428 |
| December Direct Federal withholding transfer | \$159,390 |
| December Claims Checks and ACH #40035 – 40159..... | \$218,360 |

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for December

Mr. Flores read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,165,696 in sales tax in the month of December. There were no federal or state grants received. The reserve account balance is \$10,925,381.

Ms. Johnson moved to approve the December Monthly Budget Update. Ms. Janicki seconded the motion. The motion passed unanimously.

4 Community Advisory Committee Report

Mr. O'Brien informed the Board that the CAC meeting minutes would be included with the agenda packet going forward.

Ms. Jones greeted those present at the Board meeting and stated she was proud and honored to serve as the 2021 CAC chair. Ms. Jones read the report as it was presented with the agenda packet and welcomed discussion.

6 Executive Directors Report

Mr. O'Brien stated effective today, staff is advertising for phase 1 construction on MOA-2 with bid opening on March 3, 2021. Staff will present and request approval to move forward with the lowest bidder at the March 17th Board meeting.

Mr. O'Brien reminded the Board that Legends is renting space from Skagit Transit in the MOA-2 building, which will not interfere with construction of phase 1. Legends is working to complete their new warehouse on Josh Wilson Road, and planning to finish in July or August. Mr. O'Brien stated once Skagit Transit is able to secure funds to complete phase 2, the building will be vacant and ready to move forward with construction in a rapid fashion.

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

Mayor Boudreau adjourned the meeting at 1:09 p.m.

Attest:

Mayor Jill Boudreau, Chair Skagit Transit Board of Directors

Whitney Davis, Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Arden Flores, Manager of Finance and Administration
SUBJECT: Budget Update for January 2021

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

Revenues:

Skagit Transit received \$1,083,444 in sales tax revenues for the month of January 2021. This is 4.9% higher than the \$1,032,551 collected in January of 2020.

There were no federal or state grants received during the month

Expenses:

- ◆ Capital Expenditures
 - Sedro Woolley Park & Ride restrooms – design costs - \$21,622
- ◆ Fuel – within budget
- ◆ All other expenses were as expected

The current Reserve Account balances are:

	Jan 2021	Jan 2020
Operating	\$ 5,016,146	\$ 2,217,283
Facilities	400,000	400,000
Capital Replacement	4,007,224	2,380,709
Non-Designated	<u>1,503,253</u>	<u>1,290,843</u>
Total Reserves:	\$ 10,926,623	\$ 6,288,835

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Greg Latham, Maintenance Manager

SUBJECT: Approve Resolution No. 2021-01 Authorizing Disposal of Surplus Vehicles

INFORMATION:

Resolution No. 2021-01 identifies 3 Paratransit Coaches that have met their useful life benchmark and are now surplus to the Paratransit program. 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.

Pursuant to RCW46370, 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.). Scheduled Auction date is March 1-7th.

RECOMMENDATION:

Approve Resolution No.2021-01 authorizing the Executive Director to dispose of Surplus vehicles by process of auction and transfer of agency program support.

BUDGET IMPACT:

Unknown at this time.

RESOLUTION NO. 2021-01

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
754	2014	Chevrolet	Startrans Senator	1GB6G5BLOC1200194	143,007
755	2013	Chevrolet	Startrans Senator	1GB6G5BLXC1200736	142,538
756	2012	Chevrolet	Startrans Senator	1GB6G5BL2C1201153	140,879

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby authorizes 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 17th day of February, 2021.

ATTEST TO FORM:

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

Whitney Davis, Clerk of Skagit Transit

Jill Boudreau, Chair

APPROVED AS TO FORM:

Dale S. O'Brien, Executive Director

Dannon C. Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Greg Latham, Maintenance Manager

SUBJECT: Approve Purchase of Six (6) Fleet Pro Master Tool Sets

INFORMATION:

The 2021 approved capital budget includes the purchase of six (6) Mechanic Tool Sets for the Maintenance Department. Skagit Transit Mechanics are currently required to provide their own tools and this practice has led to high replacement tool cost each year and costly down time. In prior years, the Maintenance Department budgeted approximately \$5,000.00 dollars a year for tool replacement and a \$400 dollar a year tool allowance for each Mechanic. With the continued rising cost of quality tools and the continual progression of tools, this budget would have increased. Therefore it was decided to purchase the tools rather than requiring the Mechanics to use their own tools.

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 with 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.

Advantages for Tool purchase;

- 1) Minimizes the risk of injury due to inferior tools.
- 2) Long term yearly cost lower.
- 3) Consistency in repairs.
- 4) Lifetime tool guarantee.
- 5) State Contract Pricing

RECOMMENDATION:

Approve the purchase of six (6) Fleet Pro Master Tool Sets

BUDGET IMPACT:

Capital Budget Request
Price Each- 22,699.00
6 Total- 136,194.00
Tax Total- 11,576.49
Total- 147,770.49