

Burlington City Hall  
Council Chambers  
833 South Spruce Street  
Burlington, WA 98233

# Skagit Transit Board of Directors Agenda

Regular Meeting  
October 18<sup>th</sup>, 2023  
11:00 a.m.

<https://us02web.zoom.us/j/86092215677>

Or go to zoom.com and enter meeting  
ID: 860 9221 5677

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. PUBLIC COMMENT
5. EXECUTIVE SESSION – POTENTIAL LITIGATION (RCW 42.30.110 (1)(i)) 20 Minutes
6. 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 September Meeting Minutes ..... Page 3-8
  - b) Approval of July Claims and Payroll
    - July Payroll Direct Deposit and Checks #17098-17105 ..... \$1,096,343
    - July Direct Federal Withholding Transfer ..... \$231,197
    - July Claims Checks and ACH #44778-44944 ..... \$698,879
  - c) Approval of August Claims and Payroll
    - August Payroll Direct Deposit and Checks #17106-17113 ..... \$1,150,776
    - August Direct Federal Withholding Transfer ..... \$249,622
    - August Claims Checks and ACH #44945-45120 ..... \$1,163,989
7. FULL DISCUSSION / ACTION ITEMS
  - a) Monthly Budget Report for July ..... Page 9-10
  - b) Monthly Budget Report for August ..... Page 11-12
  - c) Award A/E Services Agreement #23-018-F for MOA-2 Design Phase 2 and 3 ..... Page 13
  - d) Approve Contract #13-013 Extension for General Counsel Legal Services ..... Page 14
  - e) Approve Resolution 2023-07: Charge Card Changes ..... Page 15-17
  - f) Approve Resolution 2023-08: Approving Bank Account Access ..... Page 18-19
  - g) Approve Long-Range Transit Plan ..... Page 20-21
  - h) Approve New CAC Member ..... Page 22
  - i) Approve Fare-Free Fixed Route Service for Veteran Standdown Event ..... Page 23
8. INFORMATION ITEMS
  - a) CEO Update ..... Page 24-25
  - b) CAC Report ..... Page 26
  - c) Ridership Report ..... Page 27-28
9. ADJOURNMENT

## Skagit Transit Board of Directors Officers

Mayor Jill Boudreau ..... Chair    Mayor Matt Miller ..... Vice Chair

## Skagit Transit Board of Directors Membership and Votes

Mayor of Anacortes ..... 1  
Mayor of Burlington ..... 1  
Mayor of Mount Vernon ..... 1  
Mayor of Sedro – Wooley ..... 1  
Skagit County Commissioner District 1 ... 1  
Skagit County Commissioner District 2 ... 1  
Skagit County Commissioner District 3 ... 1  
Mount Vernon Councilperson ..... 1  
Burlington Councilperson ..... 1

**Non-Voting Members**  
Community Advisory Committee Chair  
Skagit Transit Labor Union President

## Quorum Requirement

A quorum consists of a simple majority (5) of the total votes (9).

**Title VI Notice to the Public:** Skagit Transit fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit Skagit Transit’s website at <https://www.skagittransit.org/about-us/civil-rights-discrimination/>

**Aviso resumido del Título VI al público:** Skagit Transit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del Skagit Transit en <https://www.skagittransit.org/about-us/civil-rights-discrimination/>

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**Aviso de la ADA para el público:** Skagit Transit cumple plenamente con la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 (ADA) y no discrimina por motivos de discapacidad. Para obtener más información, o para presentar una queja, póngase en contacto con el Coordinador de la ADA, Jennifer Davidson en 360-757-5178 o [jdavidson@skagittransit.org](mailto:jdavidson@skagittransit.org).

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

Wednesday, September 20th, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Vice Chair Mayor Miller called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Lisa Janicki, Skagit County Commissioner  
Julia Johnson, City of Sedro Woolley, Mayor  
Peter Browning, Skagit County Commissioner  
(represented by Danny Hagen)  
Ron Wesen, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor – **left 11:40**  
Bill Aslett, City of Burlington, Councilmember -**arrived 11:02**  
Colleen Kennedy, Labor Representative (non-voting member) **Arrived 11:05, left 12:13**

**Members Present via Teleconference**

Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Mark Hulst, City of Mount Vernon, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Crystle Stidham, Chief Executive Officer  
Jennifer Davidson, Director of Human Resources  
Brad Windler, Planning Supervisor  
Aggie Juarez, Director of Facilities  
Joe Macdonald, Director of Safety and Training

**Staff Present via Teleconference:**

Abby Bissell, HR Generalist  
Chris Chidley, Director of Information Technology  
Justin Self, Information Technologies  
Jo-Ann Wynne, Procurement

**Members of Public Present**

Soren Jensen, Coach Operator  
Brad Tinges

**Members of the Public Present via Teleconference:**

Jesse Jones, "Soren", "MISCK", Mallory Adkins, Timothy Woiwod, "public", "1Public", "MISCD", Andrew Cassell, "Skagit", Jim Heffern, "Samsung SM-S918U", David Ortiz, "Citizen", "Observer", "99999", "Anonymous", "Jill", Brandon Stone, "Ingrid's iPhone", "Susan", "Guest", "000000", "Jacinda's Iphone", Donald Kimball

**1 Consent / Action Items:**

- a) Approval of August Meeting Minutes

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

*The informational item a- State Auditor Entrance Conference was moved to before the Executive Session to respect the time of the auditors who came to talk to the Board. A summary of their comments is under section 6a.*

**2 Executive Session – Potential Litigation (RCW 42.30.110 (1)(a)(i))**

The Board met in Executive Session to discuss Potential Litigation per RCW 42.30.110. The Executive Session began at 11:12 am with the intention of ending at 11:42 am. *Mayor Sexton left at 11:40 am.* The Board extended the Executive Session by 10 minutes, now intending to end at 11:52 am. The Board returned to regular session at 11:52 am.

### 3 Board Chair Report

Mayor Boudreau reminded the Board to respond to the Survey the Clerk of the Board sent out regarding availability for a board retreat. Mayor Boudreau read a memo that was included in the agenda packet. The memo highlighted a work plan for the staff of Skagit Transit to update policies and procedures as many documents have not been updated in many years. The transition to new leadership is a time for staff and the Board to reflect and work together on these new processes. Ms. Boudreau thanked the staff for their hard work in collecting the current policies into a single repository.

A governance committee consisting of Ms. Stidham and 3 board members along with appropriate Skagit Transit staff will be formed to head this project.

Specifics of tasks to be undertaken for this project and their deadlines are listed in the report in the agenda packet.

Ms. Boudreau asked for the work plan to be voted on by the Board.

Mr. Wesen commented that this information will be helpful to Skagit Transit moving forward.

Ms. Boudreau added that as we go, there may be things to add to the work plan.

**Ms. Johnson moved to approve the work plan. Mr. Aslett seconded the motion. The motion passed unanimously.**

### 4 Public Comment:

Soren Jensen: "Soren Jensen, residing in Sedro-Woolley, or right outside of it. I was just looking at the minutes and all that stuff and I don't see any financial reports since June I think right now. I just wanna make sure that when you make all these decisions right now you'll have updated financial reports for whatever goes forward and you can make good decisions based on that. Ok? Thank you."

*Mayor Miller stated that the Board is aware of the reports and appreciates Mr. Jensen highlighting that.*

Alysa Stamey: "Can you hear me? Great! This is Alysa Stamey and I wish to speak. Um, this is Alysa Stamey and I'm from Bayview. Through reports available by public records, it is documented and undisputed that a member of this Board of Directors directed agency staff to withdraw grant applications for \$550,000 that were rated and recommended to be funded in order and instead received the funds for the city of Mount Vernon library project. It is also well recorded that this same Board member also directed agency staff to not apply for state and federal grants for which transit would otherwise qualify for preventing the agency from competing for at least \$5.5 million in potential revenue. According to the agency's policy 3.06 on ethics, this code of ethics prohibits Skagit Transit's officers and employees, Board members or agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. As permitted by state or local law or regulations, violation of this code by a Skagit Transit officer, employee, Board member or agent or by subcontractors or subrecipients for their agents shall result in penalties, sanctions, or other disciplinary action up to and including discharge. The policy further states that this code of ethics prohibits Skagit Transit's employees, officers, Board members or agents from participating in the selection, award or administration of a contract supported by federal or state funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award, the employee, officer, Board member or agent. I hereby request that Skagit Transit's Board of Directors take action today in compliance with agency policy and discharge Mayor Jill Boudreau, who is currently serving as Board Chair, and appoint an alternative member pursuant to agency bylaws section 2.2 while recognizing section 2.4 that allows for a review of the Board's composition if deemed appropriate. Uh, and I have more to say. Meeting minute corrections as well the Board chair stated at the August meeting 'I did not say that the Board approved the positions, I said that the Executive Director had the authority to shift job duties to existing positions. They aren't adding FTE, they are taking an existing FTE and assigning types of duties which is reclassifying.' This was stated within the last meeting and was listed in the August minutes. For the record, this is not a true statement. The job duties were not shifted to existing positions because the Executive

Assistant position never existed before, which makes it new. The individual that was appointed as Board Chair and hired as the Executive Assistant by the new CEO around a month after her hire was a contract employee before this time and as such was not an actual employee of Skagit Transit. You cannot reclassify a contract employee who was not an actual transit employee. This is a new position, which includes the addition of new staff. Please correct the minutes as Colleen was correct in her statement last month. This was a new position that was not approved by the Board that was appointed Clerk of the Board without vote or resolution. Uh, furthermore, I see in the agenda there is another request to approve the Project Manager FTE position first requested last month, however, as Lisa stated clearly, 'my hesitancy is there is a certain element of unrest and messiness within the org structure right now. I'd like to have more certainty where we are going forward right now and how we are going forward right now before we bring in another high-level employee.' I ask, is this really in the best interest of the public at this time. And at the moment, that is all I have, I do have more comments, but I realize I'm probably over 3 minutes, so I do have more to say, but for now I'll rest my case.

*Mayor Miller commented that written public comments are accepted as well.*

Colleen Kennedy: *\*First part of comments were unintelligible due to microphone not being on.\** "oh, sorry. When I worked in education, the teachers union took a vote of no confidence in one of the principals, yet they remained in the position until they retired. The principal took the vote as a learning experience, asked how they can make changes and work together as a team and moved on. I've seen none of this from Crystle. There has been no reaching out to the union and asking how we can work together to make a better working relationship. It has been radio silent for months. Instead in the few months she has been here, she has decimated the morale of Skagit Transit. People don't want to come to work. She has demoted people from positions from which they have excelled for years, fired people that questioned her, created a hostile work environment for employees, and frustrated the public by cancelling routes without notice. Between March 1<sup>st</sup> and August 15<sup>th</sup>, 45 routes have been cancelled without notice to the public. Last year in that same time period there were no routes cancelled. The routes that have been cancelled repeatedly leave the public waiting for an hour or more rather than a half hour. When the bus arrives, some of them are overcrowded and standing room only. I specifically asked for an accounting of the revenue we lost from all of these cancelled routes and was told by Alan we don't have that information. If this is indeed true, I find that appalling. At the last meeting, well to touch on it a bit earlier, Mayor Boudreau stated that new positions were shifted duties. These positions did not exist. So whose duty was shifted and on whose authority. I honestly don't know what the future of Skagit Transit will be if changes are not made. We will lose many valuable and experienced employees and a huge hurdle to gain the trust of the voting community. I am requesting that this letter be included in the minutes as I expected my last letter to be and I do not want Laura to take the liberties she took with my letter regarding the vote of no confidence when it came to the minutes summary of that meeting as well as Mayor Miller's comments that have not been corrected. As is a public meeting and everything said needs to be available to the public and recorded correctly. And I also just wanted to bring an example of this is the welcome that we have received since Crystle has been here. These are all the disciplinary letters served on drivers. These are the 8 that I got just last week. 4 of them are Loudermills which meaning they want to fire the employee. I cannot believe that drivers that have been here 5, 10, and 15 years have suddenly fallen apart. In the last 6 months, so I just wanted to share that information. I am done."

## 5 Full Discussion/Action Items:

### a) Approve Clark Nuber Contract No. 23-026

Ms. Stidham read the report as presented in the packet.

Mr. Wesen asked roughly how much they have done for the agency so far and the cost.

Ms. Stidham said one invoice for \$35,000 has already come through. An estimate of \$60,000 in progress and an estimated \$120,000 to finish the state audit and the rest of the listed items.

Ms. Boudreau commented that she appreciated that Ms. Stidham brought in Clark Nuber to help as they have identified some significant work for the agency to undertake.

**Ms. Boudreau moved to approve Clark Nuber Contract 23-026. Ms. Janicki seconded the motion. The motion passed unanimously.**

b) Approve Revised Drug and Alcohol Policy

*Colleen Kennedy left at 12:13 pm.*

Ms. Davidson read the report as presented in the packet.

**Ms. Johnson moved to approve the Revised Drug and Alcohol Policy. Mr. Wesen seconded the motion. The motion passed unanimously.**

c) Approve Public Transportation Agency Safety Plan Update

Mr. Macdonald read the report as presented in the packet.

**Mr. Aslett moved to approve the Public Transportation Agency Safety Plan Update. Ms. Boudreau seconded the motion. The motion passed unanimously.**

d) Approve Fare-Free Service for Community Connect Event

Mr. Windler read the report as presented in the packet.

Ms. Stidham clarified that the free fare will only be for individuals stating they are going to this event and are advertised as such.

**Ms. Janicki moved to approve Fare-Free Service for Community Connect Event. Ms. Johnson seconded the motion. The motion passed unanimously.**

e) Approve Purchase of 65 XR90 WiFi Units from Green Ramp Group

Mr. Chidley read the report as presented in the packet.

**Ms. Boudreau moved to approve the Purchase of 65 XR90 WiFi Units from Green Ramp Group. Mr. Wesen seconded the motion. The motion passed unanimously.**

f) Approve Purchase of Five Fixed Route Coaches

Ms. Stidham read the report as presented in the packet.

**Mr. Wesen moved to approve the Purchase of Five Fixed Route Coaches. Mr. Aslett seconded the motion. The motion passed unanimously.**

g) Approve Resolution 2023-06: Appoint Clerk of the Board

Ms. Stidham read the report as presented in the packet.

Ms. Janicki commented that she completely supports this action and asked if there was a budget amendment to go with this action.

Ms. Stidham responded that there was a reallocation of a different position. One position was eliminated for this position, so there is no budget amendment and in fact the position's salary is lower than that of the eliminated position.

**Ms. Boudreau moved to approve Resolution 2023-06. Ms. Janicki seconded the motion. The motion passed unanimously.**

h) Approve Project Manager FTE

Ms. Stidham read the report as presented in the packet. Ms. Stidham also noted that a presentation was given to the Board via email alongside the Agenda Packet detailing the projects and costs savings for this position.

Mayor Miller stated he did not see the presentation in the packet. The Clerk clarified that the presentation was presented as a separate link in the meeting materials sent to the Board and was not included in the actual board packet.

Mr. Wesen asked how difficult it would be to find someone with the skill level being asked in the position. Ms. Stidham said that this is a difficult labor market, but WTA just hired a similar position a few months prior.

Ms. Boudreau said that she hopes the agency can find someone and to keep the Board informed of the hiring process.

Mr. Miller commented that his municipality in Anacortes knows him as the "FTE" guy and that FTEs are forever in government and is worried about continuation of work after this large project is done.

Ms. Janicki commented that while she expressed some reluctance at the last meeting, the slides presented and the number of projects with substantial costs savings made her wish the agency had hired a project manager five years ago. The issues happening with the current MOA2 project would not have happened if the agency had the in-house oversight.

**Ms. Janicki moved to approve Project Manager FTE. Ms. Boudreau seconded the motion. The motion passed unanimously.**

## 6 Information Items

a) State Auditor Entrance Conference

Two auditors from the State of Washington came to speak to the Board about the upcoming audit. The purpose for the audit is 2 years accountability audit for FY 2021 and 2022, a 1-year financial statement audit for 2022, and Federal Single audit for 2022. At the end of the audit, an exit conference will be held to discuss the audit results. Copies of specific audit items were passed out to the Board at the meeting. An audit report will be available to the public at the conclusion of the audit.

Ms. Boudreau thanked the representatives for coming and reminded them about the specific items that were requested by her.

Ms. Janicki requested a soft copy of the pages that were handed out at the meeting.

b) CEO Update

With Clark Nuber and Commissioner Janicki's help, Skagit Transit has job offered an Accounting Manager. The candidate has accepted and will be starting October 6<sup>th</sup>.

c) United Way & Helping Hands Food Bank Partnership (Written Report)

- d) WWU Ridership Agreement (Written Report)
- e) Fall Planning Studies Update (Written Report)
- f) CAC Report (Written Report)
- g) Ridership Report (Written Report)

Items 6a-6g are written reports included in the agenda packet. For the sake of time, no further comments were read at the meeting, except for Judy Jones stating that there were more applications for CAC membership, so more information will come soon. She also mentioned the "Week without Driving" event coming up October 2<sup>nd</sup>-8<sup>th</sup> and elected officials are encouraged to use alternative transportation to support this event. The point of the event is to help officials see the challenges that come with not having access to a personal vehicle and to help the officials make more informed decisions based on the experience.

**Mayor Miller adjourned the meeting at 12:35 p.m.**

\_\_\_\_\_  
Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

\_\_\_\_\_  
Laura Klein, Clerk of Skagit Transit Board





**TO:** Skagit Transit Board of Directors  
**FROM:** Chris Stamey, Chief Financial Officer  
**SUBJECT:** Monthly Budget Update Report for July 2023

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

Revenues:

**Sales Tax:**

July	2023	2022	2021
	1,568,089	1,420,266	1,299,986

**Grant Revenue:**

Local Operating \$ 6,185  
 Fed Operating \$ 90,880  
 State Capital \$ 61,906  
 Federal Capital \$ 0

**Fare Revenue:**

	2023	2022	2021	2020
July	58,644	52,726	51,809	34,810
<b>Budget</b>	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Service Equipment  
 Credit to True up Prepays (\$6,279)

MOA 2  
 Building Contractor Payment Apps \$189,338  
 Sprinkler System Repair \$17,409  
 Restroom Rental and Service \$4,062  
 Office Trailers Lease \$1,753

Ending Cash:

July 2023	July 2022	July 2021
2,750,343	4,622,244	6,307,858



Reserves:

	<b>July 2023</b>	<b>July 2022</b>	<b>July 2021</b>
Operating	5,228,219	5,031,576	5,018,668
Facilities	10,400,000	10,400,000	400,000
Capital Replacement	4,601,931	4,037,194	4,009,440
Non-Designated	1,566,300	1,507,802	1,504,009
<b>TOTAL</b>	<b>21,796,450</b>	<b>20,976,572</b>	<b>10,932,117</b>

**RECOMMENDATION:** Staff recommends the Board approve the monthly budget report.



**TO:** Skagit Transit Board of Directors  
**FROM:** Chris Stamey, Chief Financial Officer  
**SUBJECT:** Monthly Budget Update Report for August 2023

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

Revenues:

**Sales Tax:**

August	2023	2022	2021
	1,615,661	1,481,083	1,372,015

**Grant Revenue:**

State Operating \$ 0  
 Fed Operating \$ 2,990,685  
 State Capital \$ 0  
 Federal Capital \$ 115,184

**Fare Revenue:**

	2023	2022	2021	2020
August	79,122	49,994	51,461	43,878
<b>Budget</b>	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Route Improvements  
 Kimley Horn Prof Svcs- Market Place Drive \$558

Vanpool Vehicles  
 7 Chrysler Pacifica Vans, Licensing, Spare Tire Kits \$320,684

MOA 2  
 Building Contractor Payment Apps \$200,312  
 Architect \$74,390  
 RFQ Advertising A&E \$627  
 Restroom Rental & Service \$4,588  
 Office Trailers Lease \$1,753

Ending Cash:

August 2023	August 2022	August 2021
4,987,405	5,296,779	7,337,318



Reserves:

	<b>August 2023</b>	<b>August 2022</b>	<b>August 2021</b>
Operating	5,251,424	5,038,385	5,019,385
Facilities	10,400,000	10,400,000	400,000
Capital Replacement	4,668,609	4,056,211	4,010,070
Non-Designated	1,573,217	1,509,807	1,504,224
<b>TOTAL</b>	<b>21,893,250</b>	<b>21,004,403</b>	<b>10,933,679</b>

**RECOMMENDATION:** Staff recommends the Board approve the monthly budget report.



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Award A/E Services Agreement #23-018-F for MOA-2 Design Phase 2 and 3

**INFORMATION:**

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) # 23-018-F on July 31, 2023, by posting the documents on its website. This process results in the most highly qualified consultant with a price being negotiated after the contract award. 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.

The legal ad for the RFQ was published in the Skagit Valley Herald and on Skagit Transit's Website. Notices were posted at Skagit Station, and the existing MOA facility. Six firms were represented at the Pre-Submittal Meeting held at MOA2 on August 11, 2023.

Two responsive submittals were received by the August 31st deadline. Presentations and interviews were conducted with two candidates on September 27th, followed by evaluations by a 3-member Selection Committee: Final scores determined by the Committee are as follows:

Kimley-Horn and Associates	549
KPFF Consulting Engineers	567

**RECOMMENDATION:**

Staff recommends the Board award KPFF Consulting Engineers the Architectural and Engineering Services Agreement #23-018-F, pending successful negotiations. In the event an agreement cannot be reached, Skagit Transit further recommends the Contract be awarded to Kimley-Horn and Associates Inc.



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Approve Contract #13-013 Extension for General Counsel Legal Services

**INFORMATION:**

On November 22, 2013, Skagit Transit entered into contract #13-013 for General Counsel Legal Services with Langabeer & Traxler, P.S.

The Original Term was for five (5) years with option of two (2) five successive year extensions.

The contract is currently in its first five-year extension, which is due to expire November 30, 2023. Skagit Transit would like to exercise the second five-year extension, from Dec.1, 2023 through November 30, 2028, not to exceed \$200,000.

**BUDGET IMPACT:**

2023 Budget currently includes legal services to Dec. 31, 2023.  
Legal services will be included in each subsequent budget year until the term is up.

**RECOMMENDATION:**

Staff recommends the Board approve the second five-year extension to this contract.



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Approve Resolution No. 2023-07: Changes to Skagit Transit's Charge Card Issuance for Staff

**INFORMATION:**

One of the early Board actions after the formation of Skagit Transit was to establish the use of Charge Cards for key members of staff. Throughout the years, changes have been made through Board Resolutions to change the staff that are allowed to use a card as well as the amounts those individuals are authorized to spend, either for changes to the job scope or to match inflation.

Today we are presenting another change to the issuance of charge cards. The purpose is to re-evaluate which positions need a charge card and the credit limit that is appropriate to that position's day-to-day operations, including any larger expense that may arise such as conference registrations and travel.

The following chart outlines the positions in possession of a charge card and the amount that position is limited to.

Position	Monthly Charge Limit (up to, with discretionary reductions allowed)
CEO	\$10,000
Director-Level Positions	\$4,000
Executive Assistant	\$4,000
Accounting Manager	\$4,000
Maintenance Parts Technician	\$4,000
HR Generalist	\$3,000
Operations Supervisor	\$2,000
Maintenance Manager	\$2,000
Fare Revenue Supervisor	\$2,000
Planning/Outreach Supervisor	\$2,000
Facilities Supervisor	\$2,000

**RECOMMENDATION:**

Staff recommends the Board approve Resolution No. 2023-07 authorizing the revision to Skagit Transit's Charge Card Issuances.

**RESOLUTION NO. 2023-07**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS ALLOWING CHANGES TO SKAGIT TRANSIT'S CHARGE CARD ISSUANCE FOR STAFF**

**WHEREAS**, Skagit Transit recognizes the need for key staff to make appropriate purchases to facilitate the day-to-day operations of the organization; and

**WHEREAS**, the need has arisen to review the key staff approved to have a charge card and their purchasing requirements; and

**WHEREAS**, the Skagit Transit Board of Directors previously approved charge cards for key staff on Resolution #19, #42, #58, #2005-19, #2008-10, #2012-04, and #2013-06.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT:**

1. Resolution 2013-06 is rescinded.
2. Charge Cards will be allowed for the following positions at the following limits:

<b>Position</b>	<b>Monthly Charge Limit (up to, with discretionary reductions allowed)</b>
CEO	\$10,000
Director-Level Positions	\$4,000
Executive Assistant	\$4,000
Accounting Manager	\$4,000
Maintenance Parts Technician	\$4,000
HR Generalist	\$3,000
Operations Supervisor	\$2,000
Maintenance Manager	\$2,000
Fare Revenue Supervisor	\$2,000
Planning/Outreach Supervisor	\$2,000
Facilities Supervisor	\$2,000

3. Charge cards will be used for approved purchases according to normal Skagit Transit procurement procedures.

**PASSED** in open public meeting this 18th day of October 2023.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Jill Boudreau, Chair Skagit Transit Board of Directors

By \_\_\_\_\_  
Crystle Stidham, Chief Executive Officer



**ATTEST TO FORM:**

\_\_\_\_\_  
Laura Klein, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dannon Traxler, Counsel to Skagit Transit



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Approve Resolution No. 2023-08: Approving Bank Account Access

**INFORMATION:**

Skagit Transit is excited to welcome our new Finance/Accounting Manager, Chris Arkle. In order to perform the duties of his position, he will need access to the Skagit Transit bank accounts.

The purpose of this resolution is to request that he be able to access these accounts and to maintain a record of positions who should have access.

The current list of authorized users for the Skagit Transit Bank Accounts is as follows:

Crystle Stidham, CEO, Admin/Signer  
Chris Stamey, CFO, Admin/Signer  
Chris Arkle, Finance/Accounting Manager, Admin/Signer, *pending approval*  
Sarah Nevares, Payroll Coordinator, Read-Only  
Whitney Davis, Fare and Revenue Supervisor, Read-Only  
Clark Nuber, Read-Only

**RECOMMENDATION:**

Staff recommends the Board approve Resolution No. 2023-08 approving Chris Arkle's bank account access for Skagit Transit System.

**RESOLUTION NO. 2023-08**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING BANK ACCOUNT  
ACCESS FOR SKAGIT TRANSIT SYSTEM**

**WHEREAS**, the position of Finance/Accounting Manager has recently been filled by Chris Arkle;  
and

**WHEREAS**, this role will require access to the bank accounts of Skagit Transit in order to perform  
the duties of the role; and

**WHEREAS**, Skagit Transit would like to have an official record of authorized bank account users;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Board of Directors  
of Skagit Transit System hereby approve access to the Skagit Transit Bank accounts for Chris  
Arkle, Finance/Accounting Manager.

**PASSED** in open public meeting this 18th day of October, 2023.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Jill Boudreau, Chair Skagit Transit Board of Directors

By \_\_\_\_\_  
Crystle Stidham, Chief Executive Officer

**ATTEST TO FORM:**

\_\_\_\_\_  
Laura Klein, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dannon Traxler, Counsel to Skagit Transit



**TO:** Skagit Transit Board of Directors  
**FROM:** Brad Windler, Planning & Outreach Supervisor  
**SUBJECT:** Approve Long-Range Transit Plan

**INFORMATION:**

This fall, Skagit Transit will begin conducting a series of planning studies that will review the services that we offer under the project title “Long-Range Transit Plan.” This project is expected to last approximately one year and will provide a set of prioritized service recommendations. The Long-Range Transit Plan will encompass three smaller studies:

**Regional Transit Study-** In partnership with WTA and Island Transit, this study will review our County Connector Network for a cost of \$200,000. Both Island Transit and WTA are contributing funding to help cover the local match, but Skagit Transit is the lead agency. The WSDOT Consolidated Grant Program will be providing most of the funding. This is a North Sound Transportation Alliance project and will identify our future needs for inter-county public transportation.

Funding is as follows:

Grant Funds

- a. WSDOT Consolidated Grant Reg. Transit Study \$160,000
- b. Matching funds from our partner transit agencies \$20,000
- c. Our local match for these funds in the 2023 Budget \$20,000

**Comprehensive Operational Analysis-** This will review our local services. There will be a demographic review to make sure that we are not missing any target populations. They will conduct a review of ridership and make recommendations on future changes.

Funding is as follows:

2023 Budgeted local match from grant funded projects that are on hold.

- a. Total diverted local match \$45,000

Skagit Transit 2023 Budget line items that were unused or underutilized.

- b. Total Local Budget \$95,000

**Microtransit Study-** This is a study to determine if Microtransit services are appropriate and to develop an operational plan for how they would function. We have identified two areas of study, NW Skagit County and Fidalgo Island for possible implementation. The operational plan developed would serve as a blueprint that could be replicated in other parts of Skagit County if Microtransit is implemented. So this project could provide benefits throughout the county even though the initial focus is in western Skagit County.

Funding is as follows:

Grant Funds

- a. FTA Areas of Persistent Poverty Grant- \$80,000
- a. Our local match for these funds in the 2023 Budget \$20,000

Kimley-Horn Consulting is under contract as our on-call planning & engineering firm. Staff have worked with the consultant and staff at our partner agencies to develop a scope of work. The scope of work is expected to cost \$413,000. However, the staff is asking for authorization of the \$413,000 plus a \$27,000 contingency fund for a total of \$440,000. It is possible that as we go through this project that we may want to engage in additional outreach or other activities that are not apparent in advance. The contingency funding would cover any unanticipated expenses.

**Staff is recommending that we conduct the Long-Range Transit Plan.**

**RECOMMENDATION:**

Staff recommend the Board authorize the Chief Executive Officer to sign the task order with Kimley-Horn to conduct the Skagit Transit Long-Range Transit Plan with a not to exceed amount of \$440,000.



**TO:** Skagit Transit Board of Directors  
**FROM:** Brad Windler, Planning & Outreach Supervisor  
**SUBJECT:** Approve New CAC Member

**INFORMATION:**

The Skagit Transit Community Advisory Committee (CAC) has received a new application for membership. The CAC has met with the candidate and is recommending the following citizen be approved to be CAC members:

Ray Bock

At its September meeting, the CAC moved to recommend approval of this application for new members.

**RECOMMENDATION:**

Staff recommend the Board approve the new member.



**TO:** Skagit Transit Board of Directors  
**FROM:** Brad Windler, Planning & Outreach Supervisor  
**SUBJECT:** Approve Fare-Free Fixed Route Service for Veteran Standdown Event

**INFORMATION:**

Skagit Transit was recently contacted by staff from various Skagit County veteran organizations about an upcoming event at the Skagit County Fairgrounds. These organizations are hosting an event called a Veteran Standdown on October 20th and 21st, 2023. This event is geared towards connecting veterans from Skagit County with needed social and medical services.

Skagit Transit has been asked to provide fare free service on our fixed route services. This may assist low-income veterans in attending this event.

Staff recommends approving fare free service on October 20th and 21st for the fixed route service for all routes that operate solely in Skagit County.

**RECOMMENDATION:**

Board approves Fare Free Fixed Route service on October 20th and 21st, 2023 for all routes except Routes 80X and 90X.

Estimated Budget Impact: \$882 in lost cash fares.

## CEO Report Out 10/18/23

### MOA2 Update

- Construction crew is still on site. They have assured us that the completion date of April 2024 has not changed. I'm happy to report that some of the windows are in and have been installed – earlier than expected.
- We have identified that we have been overpaying on state taxes and are working with our attorney and the contractor for a remedy.

### Architect (TCF)

- We were scheduled to start mediation with our architect on December 2, 2023 but our attorney advised us this week that the report won't be due in time to give the opposing attorney the 90 days requested to review it so mediation will likely be postponed until early 2024.

### Finance Accounting Manager

- Our new Accounting Manager, Chris Arkle, started October 6, 2023. He brings an impressive resume and range of experience and we're excited to have him join our team. While I wished that he's been here to join us today, he's actually in training with Clark Nuber to learn our financial system. I can already tell that he going to be a great addition.

### State Audit

- With the help of staff and Clark Nuber, the audit is progressing well. We are still hoping to finish up at the end of October.

### Public Comment Correction

- Over the last several months, there has been public comment made at the Board meetings that have been incorrect. While I feel like staff, to include myself, have provided accurate information to our partners and stakeholders, perhaps we have not. I'd like to take this opportunity to correct some misinformation.
- It was reported that between March 1<sup>st</sup>-August 15, 2023 that we had 45 cancellations and 0 for the same time from of 2022. That information is incorrect. We actually had a total of 90 cancellations during the same period for 2022.
- For the time period in question for 2023, unscheduled bus driver absenteeism was about 28%. I am unable to provide a comparison for 2022 since the previous administration did not track absenteeism. I report these statistics not to reflect negatively on our bus drivers. As an individual who started as a public bus driver over 25 years myself, I recognize the difficulties and challenges our hard-working bus drivers face every day. Me and my staff have identified opportunities for



improvement to try to combat absenteeism, and we are committed to working with AFSCME leadership to try to improve attendance. We know that we owe that to our valuable customers. I hope that AFSCME leadership will collaborate with us to find try to find solutions.

- AFSCME leadership also reported that Skagit Transit management has not engaged with them for months. When that comment was made, Skagit Transit Management and Mayor Boudreau had met with AFSCME leadership just 5 days prior. We also met with them last Thursday for a regularly scheduled Labor Management Meeting. We are committed to continue working with the AFSCME leadership team to try to provide the essential transportation services that our community relies on for their day to day activities.
- For the last several months union leadership has spoken publicly about route cancellations. What they haven't shared is the reason why; excessive absenteeism by some of their members. Currently, Bus drivers' average absenteeism is approximately 28%. While management has met with AFSCME leadership to work collaboratively in resolving the absenteeism Problem, we have also advised them that we will start holding those bus drivers that do have poor attendance accountable. We will be issuing a memo next week.
- Lastly, AFSCME leadership has reported that Loudermill notices were given to employees because we want to fire bus drivers. This is also an incorrect statement. The purpose of a Loudermill, or pre-disciplinary hearing, is simply that. A hearing to determine if discipline is warranted based on a reported violation of a policy or procedure, or law. I want it noted that employees a pre-disciplinary hearing does NOT mean that a driver is being fired, or even disciplined.
- Lastly, I want to thank the Board for their continued support over the last several months.

## **CAC REPORT October 10, 2023**

The CAC has voted to accept new member applicant Ray Bock, and asks the Board for its official membership approval.

As November is the committee's election month, nominations were held this month for a slate of officers to serve in 2024.

The committee plans to update its current by-laws, and three members have been appointed to put forth a proposal next month.

Those CAC members who can, plan to volunteer in support of the upcoming commemoration of Skagit Transit's thirtieth year of service on November 1.

The agency's new Community Engagement Specialist was introduced, and gave a brief overview of his work experience and skills he brings to the table for Skagit Transit.

After some reporting and discussion from the Region Awareness committee, and Round Table, the meeting was adjourned.

Respectfully Submitted,  
Judy Jones  
CAC Chair

# Skagit Transit SEPT Performance Report

## Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	37,311	-----	2023	334,618	-----
2022	33,098	12.7%	2022	281,014	19.1%
2019	52,933	-29.5%	2019	537,768	-37.8%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,329      2023- 1,549



## On Time Performance



90+%\*



97%

\*- A data issue is present, and we are working with our data vendor to get a more exact number



## Fixed Route Weekday Highlights

### Ridership Top 5 Routes Overall

208 MV-Burlington	5,740
90X Everett Connector	3,475
205 Mount Vernon	2,657
207 Mount Vernon	2,443
40X MV-Wstrn Skagit	2,443

### 5 Routes w/largest % change vs 2022

206 Mount Vernon	72.7%
205 Mount Vernon	27.9%
300 Sedro Woolley	24.5%
409 Anacortes	23.2%
40X MV-Wstrn Skagit	21.1%

## Selected Statistics for September

Youth Ridership- 5,045

WWU Ridership- 471

SVC Ridership- 764

Ride Pass Grant Program- 1,314

### Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,256	-----	2023	48,929	-----
2022	4,830	8.8%	2022	38,828	26.0%
2019	6,081	<b>-13.6%</b>	2019	56,329	<b>-13.1%</b>

Zero Denials      752 Cancellations      68 Will Calls/Same Day Rides  
 75 new applicants      8 renewal applications

Paratransit trips on Fixed Route: 963 trips - saving the agency \$72,225



### Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated-      117,147 miles

Paratransit Total Miles Operated-      36,021 miles

Diesel Fuel Consumed	21,435 Gallons
Propane Fuel Consumed	8,274 Gallon Equivalents



### Adoption & Usage

Umo DATA:	
# of Umo Boardings on Fixed Route	20,950
% of Umo Boardings on Fixed Route	56.15%
# of Umo Boardings on Paratransit	3,019
Total Paratransit Boardings	5,256
% of Umo Boardings on Paratransit	57.44%
# of Total Umo Boardings	23,969
% of Umo Boardings on ALL modes	56.31%