



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

Skagit Transit Board of Directors Agenda

Regular Meeting
November 8th, 2023
9:00 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))
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 October Meeting Minutes Page 3-4
 - b) Approval of September Claims and Payroll
 - September Payroll Direct Deposit and Checks #17114-17119 \$1,146,510
 - September Direct Federal Withholding Transfer \$248,352
 - September Claims Checks and ACH #45121-45271 \$1,025,662
7. FULL DISCUSSION / ACTION ITEMS
 - a) Monthly Budget Report for July (Tabled from Oct Meeting) Page 5-6
 - b) Monthly Budget Report for August (Tabled from Oct Meeting) Page 7-8
 - c) Monthly Budget Report for September Page 9
 - d) Approve Resolution 2023-09: Revoking Bank Account Access Page 10-11
 - e) Approve SKIP Participant Agreement Page 12
 - f) Approve Perkins Coie Agreement Page 13
8. INFORMATION ITEMS
 - a) CEO Update
 - b) Budget Presentation
 - c) Remix Page 14-18
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/>

ADA Notice to the Public: Skagit Transit fully complies with Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability. For more information, or to file a grievance contact the ADA Coordinator, Jennifer Davidson at 360-757-5178 or jdavidson@skagittransit.org.

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.

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

Wednesday, October 18th, 2023

Video Recording of Meeting: [Skagit Transit Board Meeting 10-18-2023](#)

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

Members Present

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)
Mark Hulst, City of Mount Vernon, Councilmember

Members Absent:

Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Councilmember

Providing Legal Counsel:

Evan Chinn, Summit Law

Staff Present

Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies
Crystle Stidham, Chief Executive Officer
Jennifer Davidson, Director of Human Resources
Chris Stamey, Chief Financial Officer
Brad Windler, Planning Supervisor
Aggie Juarez, Director of Facilities

Staff Present via Teleconference:

“Human Resources”, “Skagit Transit”, Jo-Ann Wynne, Procurement, Greg Latham, Director of Operations and Maintenance, Joe Macdonald, Director of Safety and Training, Mika Bergman, Maintenance

Members of Public Present

Soren Jensen, Coach Operator

Members of the Public Present via Teleconference:

Brad Tinges, “noone”, “Government Accountability Journalist”, “Public”, “00000”, “Skagit”, “Soren”, “Big Guy”, “2083088876”, “Madeline H.” “000000000”, James Howard, “BIBTAP”, “JW”

1 Public Comment:

Public comments were made. A full transcription of public comments can be found by watching the recording of the meeting linked at the top of this page. Comments are from timestamp 1:45 to 4:45.

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 11:05 am with the intention of ending at 11:25 am. The Board extended the Executive Session by 10 minutes, ending at 11:35 am. The Board returned to regular session at 11:37 am.

3 Consent / Action Items:

- a) Approval of September Meeting Minutes
- b) Approval of July Claims and Payroll
- c) Approval of August Claims and Payroll

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

4 Full Discussion/Action Items:

- a) Approve Monthly Budget Report for July

Mr. Stamey read the report as stated in the packet after deviating to explain the report process. Ms. Boudreau commented that the Board only needs to hear the report as written. Ms. Janicki commented on accounting procedures. Concerns were raised about how the report was not submitted in time for review and the Board was not comfortable with taking action at this meeting.

Mr. Wesen moved to table this agenda item for the next meeting. Mr. Hulst seconded the motion. The motion passed unanimously.

- b) Approve Monthly Budget Report for August

Mr. Stamey read the report as stated in the packet.

Mr. Wesen moved to table this agenda item for the next meeting. Mr. Sexton seconded the motion. The motion passed unanimously.

- c) Award A/E Services Agreement #23-018-F for MOA-2 Design Phase 2 and 3
Ms. Stidham read the report as stated in the packet.

Ms. Janicki moved to Award A/E Services Agreement #23-018-F to KPFF Consulting Engineers. Mr. Sexton seconded the motion. The motion passed unanimously.

- d) Approve Contract #13-013 Extension for General Counsel Legal Services
Ms. Stidham read the report as stated in the packet.

Mr. Browning moved to approve the second 5-year extension. Mr. Miller seconded the motion. The motion passed unanimously.

- e) Approve Resolution 2023-07: Charge Card Changes
Ms. Stidham read the report as stated in the packet.

Mr. Wesen moved to approve Resolution 2023-07. Mr. Browning seconded the motion. The motion passed unanimously.

- f) Approve Resolution 2023-08: Approving Bank Account Access
Ms. Stidham read the report as stated in the packet.

Mr. Browning moved to approve Resolution 2023-08. Mr. Miller seconded the motion. The motion passed unanimously.

- g) Approve Long-Range Transit Plan
Mr. Windler read the report as stated in the packet.

Mr. Miller moved to approve the Long-Range Transit Plan. Mr. Browning seconded the motion. The motion passed unanimously.

- h) Approve New CAC Member
Mr. Windler read the report as stated in the packet.

Mr. Browning moved to approve the new CAC member. Mr. Sexton seconded the motion. The motion passed unanimously.

- i) Approve Fare-Free Fixed Route Service for Veteran Standdown Event
Mr. Windler read the report as stated in the packet.

Mr. Sexton moved to approve Fare-Free service for Veteran Event. Ms. Janicki seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update (Written Report)
- b) CAC Report (Written Report)
- c) Ridership Report (Written Report)

Mr. Wesen asked for clarification about what “UMO” meant.

Mr. Windler clarified that it was the electronic ticketing service that Skagit Transit uses.

Mayor Boudreau adjourned the meeting at 12:17 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 Arkle, Finance/Accounting Manager
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
Budget	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:

	July 2023	July 2022	July 2021
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
TOTAL	21,796,450	20,976,572	10,932,117

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



TO: Skagit Transit Board of Directors
FROM: Chris Arkle, Finance/Accounting Manager
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
Budget	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Bus Stop Pull Out Design – Market Place Drive	\$19,225.96
Service Equipment Ford F550	\$80,184.80
Service Equipment Ford F250	\$64,127.12
Door Lock System for MOA & P&R	\$13,367.35
Software Switch Upgrade	\$14,252.95
Legal Expenses MOA2	\$15,011.62
Chuckanut P&R Generator	\$64,185.78
Kiosks MP & SW	\$9419.15
MOA2 Construction Phase 1	\$170,075.01

Ending Cash:

August 2023	August 2022	August 2021
3,116,784	5,296,779	7,337,318

Reserves:

	August 2023	August 2022	August 2021
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
TOTAL	21,893,250	21,004,403	10,933,679

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



TO: Skagit Transit Board of Directors
FROM: Chris Arkle, Accounting & Finance Manager
SUBJECT: Monthly Budget Update Report for September 2023

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

Revenues:

Sales Tax:

	2023	2022	2021
September	1,499,379	1,471,789	1,374,802

Grant Revenue:

Federal Capital \$ 153,066

Fare Revenue:

	2023	2022	2021	2020
September	58,479	70,414	53,266	49,574
Budget	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Route Improvements	\$1,384
Revenue Equipment	\$44,940
MOA2	\$285,171

Ending Cash:

September 2023	September 2022	September 2021
4,281,290	6,430,819	5,964,125

Reserves:

	September 2023	September 2022	September 2021
Operating	5,275,190	5,047,739	5,019,706
Facilities	10,400,000	10,400,000	2,400,000
Capital Replacement	4,736,898	4,083,142	4,010,352
Non-Designated	1,580,302	1,512,575	1,504,320
TOTAL	21,992,390	21,043,456	12,934,378

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



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Resolution No. 2023-09: Revoking Bank Account Access

INFORMATION:

On November 1st, 2023, Skagit Transit's CFO Chris Stamey separated from his position. Since he is no longer an employee, there is no longer a need for him to have access to Skagit Transit's bank accounts.

The purpose of this resolution is to remove Mr. Stamey from the Skagit Transit bank accounts.

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

Crystle Stidham, CEO, Admin/Signer
Chris Arkle, Finance/Accounting Manager, Admin/Signer
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. 2023-09 revoking Chris Stamey's bank account access for Skagit Transit System.

RESOLUTION NO. 2023-09

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

WHEREAS, the former CFO of Skagit Transit, Chris Stamey, has separated from employment; and

WHEREAS, this individual will no longer be allowed to access any company systems or accounts; and

WHEREAS, access to the bank accounts of Skagit Transit is included in this list of accounts,

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Board of Directors of Skagit Transit System hereby revoke access to the Skagit Transit Bank accounts for Chris Stamey, former CFO.

PASSED in open public meeting this 8th day of November, 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, CEO
SUBJECT: Approve SKIP Participant Agreement

INFORMATION:

In early October 2023, Skagit Transit received notice that the agency's funds had been moved into the Skagit County Investment Pool (SKIP).

The Skagit County Investment Pool is an investment pool consisting of public funds offered by the Skagit County Treasurer and authorized under RCW's 36.29.020, 36.29.022, and 36.29.024.

The SKIP is being established to provide county departments as well as eligible government entities within Skagit County a mechanism whereby they may utilize the resources of the County Treasurer to maximize the potential of their surplus public funds, in a manner that optimizes safety, liquidity and return on such funds. The SKIP portfolio is a combination of the State LGIP pool holdings and direct investments in high-quality securities with varying maturities designated to control investment risk and enhance earnings. SKIP seeks to provide current income by investing in a combination of State LGIP holdings and fixed income securities that meet defined standards for credit quality and maturity.

The fund seeks to provide income by investing in the State LGIP to provide for ongoing participant liquidity needs and in high-quality, short- and intermediate term securities that are eligible for investment in the State of Washington. The SKIP is designed to provide for withdrawals and contribution by participants as needed.

RECOMMENDATION:

Staff recommends the Board Approves the SKIP Participant Agreement to keep Skagit Transit's funds in the Skagit County Investment Pool.



TO:	Skagit Transit Board of Directors
FROM:	Crystle Stidham, CEO
SUBJECT:	Approve Agreement with Perkins Coie LLP
INFORMATION:	
<p>Skagit Transit entered into an agreement with Perkins Coie LLP in December of 2022 to provide legal advice and assistance with architectural and engineering design issues with MOA2. The architect hired to design MOA2 has agreed to enter into mediation. Perkins Coie will be representing Skagit Transit in this mediation. Perkins Coie has retained a construction expert consulting firm to assist in a settlement.</p> <p>It is estimated that retaining this firm is expected to cost approximately \$100,000. Legal fees for Perkins Coie are estimated to cost approximately \$100,000.</p>	
RECOMMENDATION:	
<p>Staff recommends the Board Approve an agreement with Perkins Coie and their construction expert consulting group not to exceed \$200,000.</p>	



Remix & Jan 2024

Using Technology to Find Efficiencies

Presented To

Skagit Transit Board of Directors

Presentation Date

08 November 2023



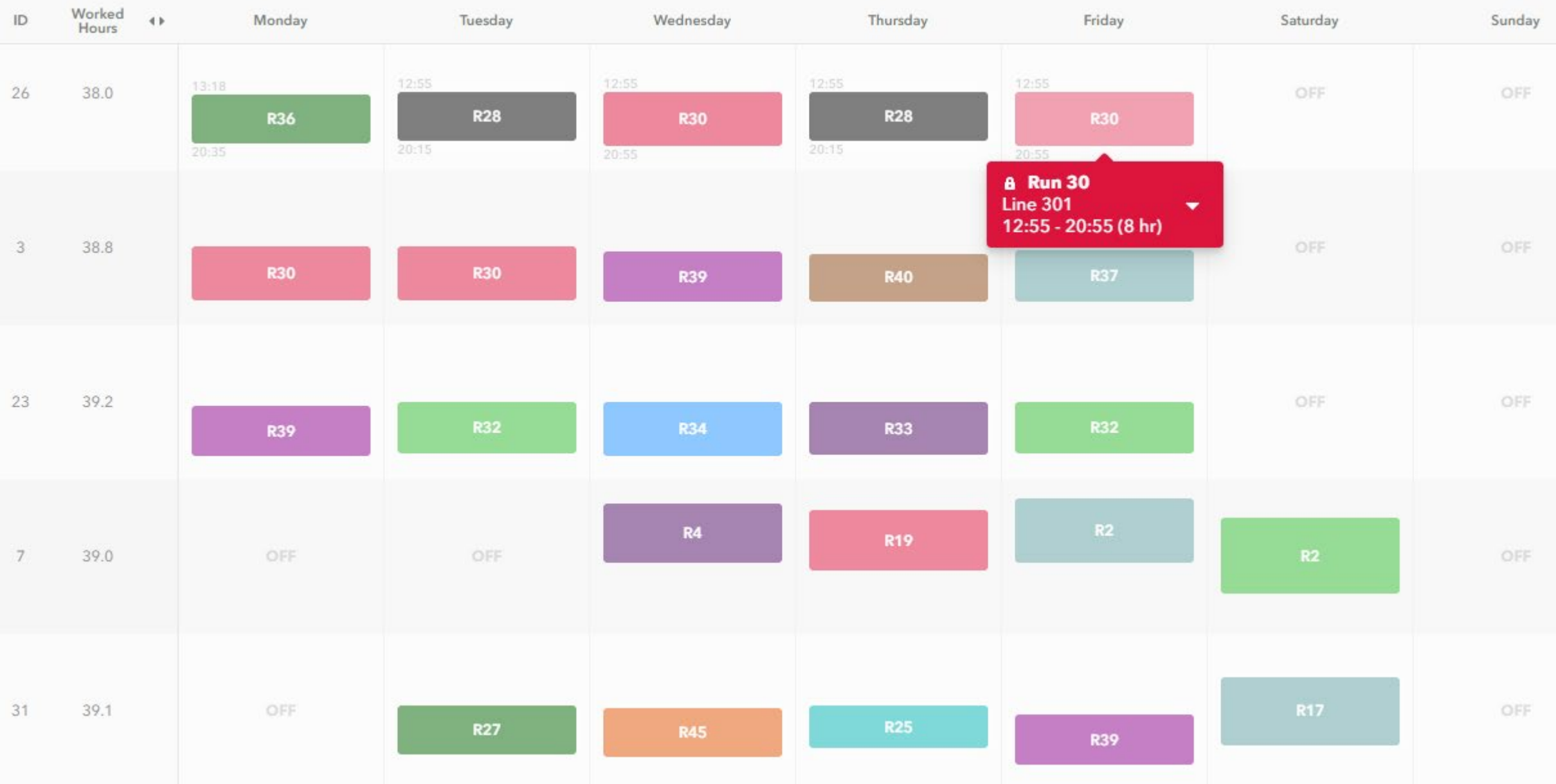
JAN Service Change



SKAGIT TRANSIT

- Increasing the frequency of the Route 513 from every 3 hours to hourly
- Interlining Routes 101 and 513
- Increasing the frequency of the Route 615 from every 3 hours to 2 hours
- Route 513 serves Chuckanut P&R to March Pt P&R
- Route 101 serves Burlington
- Route 615 operates from Skagit Station to LaConner to March Pt P&R





Efficiencies

1. Reduced the time needed to create the bid from weeks to a couple of days.
2. Reduced the number of drivers needed by 1
3. Reduced the number of coaches by 1
4. Reduced the number of staff cars by 1
5. Provides 2 consecutive days off for ALL drivers
6. Allowed consistent start times for most of the drivers
7. Used manpower savings in FR to meet paratransit demand

	Current	Jan 2 nd old system	Jan 2 nd using Remix	Jan 2 nd FR w/41 hrs of Para
Drivers	49	51	50	51
Buses	22	23	22	22

Future Remix Goals



SKAGIT TRANSIT

- Reduce driver time spent “deadheading”
- Eliminate more staff cars
- Reduced Overtime
- More efficient use of labor through additional mixing of Fixed Route and Paratransit

ID	Sign On	Sign Off	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00
1	04:20	12:45	✓	B1 - 90X1	B1 - 90X1 ²⁵	B1 - 90X1	B1 - 90X1 ²⁰	B1 - 90X1	B1 - 90X1 ²⁰	B1 - 90X1	B1 - 90X1		
2	04:25	13:55	✓	🏠	B19 - 70	B19 - 70X	B19 - 70	B19 - 70	B19 - 70	B19 - 70	B19 - 70	B19 - 70	B19 - 70
3	04:50	11:45	✓	B4 - 90X2	B4 - 90X2	B4 - 90X2	B4 - 90X2	B4 - 207 ¹⁵	B4 - 207				
43	05:05	13:05	✓	B5 - 90X3	B5 - 90X3	✓	B26 - PARA						
4	05:10	14:05	✓	🏠	B10 -	B10	B10 -	B10	B10 -	B10	B10 -	B10	B10 -
5	05:15	13:55	✓	🏠	B7 - 300	B7 - 300	B7 - 300	B7 - 300	B7 - 300	B7 - 300	B7 - 300	B7 - 300	B7 - 300
7	05:15	13:15	✓	🏠	B6 -	B6 -	B6 -	B6 -	B6 -	B6 -	B6 -	B6 -	B6 -
6	05:20	14:05	✓	🏠	B9 - 61 ¹⁵	B9 - 615	B9 - 615 ¹⁵	B9 - 615	B9 - 615 ¹⁵	B9 - 615	B9 - 615 ¹⁵	B9 - 615	B9 - 615
8	05:30	13:15	✓	🏠	B22 - 717 ¹⁵	B22 - 717 ¹⁵	B22 - 717 ¹⁵	B22 - 717 ¹⁵	B22 - 717 ¹⁵	B22 - 717 ¹⁵	B22 - 717		
9	05:35	13:15	✓	B13 -	B13 -	B13 -	B13 -	B13 -	B13 -	B13 -	B13 -	B13 -	B13 -
10	05:35	12:45	✓	🏠	B23 -	B23 - 80X	B23 - 80X ²⁰	B23 - 80X	B23 - 80X ²⁰	B23 - 80X	B23 - 80X		
11	05:50	13:20	✓	B12 -	B12 -	B12 -	B12 -	B12 -	B12 -	B12 -	B12 -	B12 -	B12 -
12	05:50	14:20	✓	B14 - 207 ¹⁵	B14 - 204	B14 - 207 ¹⁵	B14 - 204	B14 - 207 ¹⁵	B14 - 204	B14 - 207 ¹⁵	B14 - 204	B14 - 207 ¹⁵	B14 - 204
13	05:50	14:20	✓	B15 - 204	B15 - 207 ¹⁵	B15 - 204	B15 - 207 ¹⁵	B15 - 204	B15 - 207 ¹⁵	B15 - 204	B15 - 207 ¹⁵	B15 - 204	B15 - 207
14	05:50	13:30	✓	B17 -	B17 -	B17 -	B17 -	B17 -	B17 -	B17 -	B17 -	B17 -	B17 -
15	05:55	13:05	✓	B2 -	B2 - ¹⁵	B2 - 101	B2 -	B2 - ¹⁵	B2 - 101	B2 -	B2 - ¹⁵	B2 - 101	B2 -
16	06:00	13:55	✓	B18 -	B18 -	B18 -	B18 -	B18 -	B18 -	B18 -	B18 -	B18 -	B18 -
17	06:05	14:20	✓	B8 - 2	B8 -	B8 - 2	B8 -	B8 - 2	B8 -	B8 - 2	B8 -	B8 - 2	B8 -
18	06:05	14:05	✓	B11 - 101	B11 -	B11 - ¹⁵	B11 - 101	B11 -	B11 - ¹⁵	B11 - 101	B11 -	B11 - ¹⁵	B11 - 101



SKAGIT TRANSIT

In Summary

- Purchasing Remix Scheduling cost \$105,000 over 5 years
- Estimated Reduction of Resources
 - 1 FTE \$100,000 annually
 - 1 Coach \$650,000
 - 1 staff car \$45,000