



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

## Skagit Transit Board of Directors Agenda

Regular Meeting  
April 17<sup>th</sup>, 2024  
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. 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 March Meeting Minutes .....	Page 3-5
b) Approval of Claims and Payroll	
February Payroll Direct Deposit and Checks #17146-17151 .....	\$937,743
February Direct Federal withholding transfer .....	\$259,004
February Claims Checks and ACH #45897-45946 & 1500-1652 .....	\$904,913
c) Approve February Budget Update .....	Page 6
d) Approve New and Updated Policies .....	Page 7-21
Employee Appreciation Policy	8
Recognition Refreshments Policy	12
Travel Reimbursement Policy	13
Use of Facsimile Signature Stamps Policy	17
Credit Card Purchases Policy	18
Requisition Procedures Policy	20

**6. FULL DISCUSSION / ACTION ITEMS**

a) Approve Van Donation .....	Page 22
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**7. INFORMATION ITEMS**

a) CEO Update	
b) Clarification on GL Policy	
c) All Staff Meeting Satisfaction Survey Results .....	Page 23-25
d) CAC April Report .....	Page 26-27
e) March Ridership .....	Page 28

**8. ADJOURNMENT**

## Skagit Transit Board of Directors Officers

Mayor Matt Miller ..... Chair    Commissioner Peter Browning.. 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](mailto: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](mailto:jdavidson@skagittransit.org).

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

Wednesday, March 20<sup>th</sup>, 2024

**[Skagit Transit Board of Directors Meeting 3-20-2024 - YouTube](#)**

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board 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**

Peter Browning, Skagit County Commissioner (Vice-Chair)  
Lisa Janicki, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Peter Donovan, City of Mount Vernon, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Matt Miller, City of Anacortes, Mayor (Chair)  
Steve Sexton, City of Burlington, Mayor  
James Stavig, City of Burlington, Councilmember  
Colleen Kennedy, Labor Representative (non-voting member)

**Members Present via Teleconference**

Andrew Vander Stope, City of Mount Vernon, Councilmember (*arrived after the meeting started*)  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

None

**Providing Legal Counsel:**

None

**Staff Present**

Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Chris Arkle, Finance/Accounting Manager  
Jennifer Davidson, Director of HR  
Crystle Stidham, Chief Executive Officer  
Zach Wright, Security Supervisor

**Staff Present via Teleconference:**

Aggie Juarez, Director of Facilities; Joe Macdonald; Director of Safety and Training; Abby Bissell, HR Generalist; Greg Latham, Director of Maintenance and Operations; Jim Young, Ops Supervisor; Les O'Neill, Ops Supervisor

**Members of Public Present**

Tammy Coppinger

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

"Independent Journalist", "public", Madeline H, Joe Kunzler, Marcia, Brad Tinges, "000000000"

**1 Public Comment:**

Public Comment was made. It can be viewed through the meeting recording at the top of the page.

**2 Executive Session – Review of Performance of Public Employee [RCW 42.30.110\(1\)\(d\)](#)**

The Board met in executive session regarding the review of performance of a public employee. Mr. Miller stated that the Board would meet for 20 minutes from 11:03 a.m. to 11:23 a.m. The Board resumed the regular meeting at 11:23 a.m.

**3 Consent / Action Items:**

- a) Approval of February Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve January Budget Update
- d) Approve Resolution 2024-04: Public Records Act Policy
- e) Approve Revision to General Leave Policy
- f) Approve 2025 Congressional Community Project Funding Opportunity

Mr. Browning moved to approve all Consent / Action items, aside from item c, which was pulled into Full Discussion/Action Items. Ms. Johnson seconded the motion. The motion passed unanimously.

**4 Full Discussion/Action Items:**

- a) Approve January Budget Update (moved from Consent Agenda)

Mr. Stavig asked clarifying questions about the report. Mr. Arkle and Ms. Stidham clarified these questions and noted that going forward, monthly budgeted fare amounts will be presented instead of annual figures.

**Mr. Browning moved to approve the January Budget Update. Mr. Aslett seconded the motion. The motion passed unanimously.**

b) Approve June 2024 Meeting Date Change

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

**Ms. Janicki moved to approve changing the June 2024 Board Meeting date to Thursday, June 20<sup>th</sup> from 12:00pm-1:00pm. Ms. Johnson seconded the motion. The motion passed unanimously.**

c) Approve Chief Executive Officer Compensation Increase

Mr. Miller gave a brief overview of the review process for the CEO and the results of that review, recommending a one-step increase in pay.

**Mr. Browning moved to approve a one-step compensation increase for the CEO. Mr. Stavig seconded the motion. The motion passed unanimously.**

## 5 Information Items

a) CEO Update

Ms. Stidham presented a verbal report including the following topics: MOA2 work is progressing with some unexpected expenses which are being worked through with the architect and contractors. Recruitments – Finance Director position received 11 applications, 3 of which were selected by Prothman to move forward to final interviews being held on April 5<sup>th</sup>. Capital Project Manager has been offered and will start April 16<sup>th</sup>. Candidate travelling for final interview for Planning and Outreach Supervisor position. New bus driver class starts April 16<sup>th</sup>. All Employee Meeting was March 9<sup>th</sup>. The new vision and mission statements were shared to employees. Employee Satisfaction survey is attached to the packet. Over 60 responses were received and overall, employees are satisfied with their workplace. There were requests for more transparency on what is happening in the organization. Going to continue to work on valuing employee feedback. National Transit Driver Appreciation Day – the Executive Team organized a pancake breakfast for all staff to appreciate our drivers. Lots of good feedback from this event. Planning to have similar events each quarter to celebrate the staff members who start their shifts later in the day. Community Events – Long Range Transit Plan outreach meetings to come to get community feedback. Details are on the Skagit Transit Website. Information table at Concrete Fair on April 8<sup>th</sup> and Anacortes Street Fair on April 20<sup>th</sup>. Triennial- took staff 2 months to gather information. Audit will take 4 months to complete their review and an on-site visit will occur June 25<sup>th</sup> and 26<sup>th</sup>. FTA 5503 funding required 4 metrics to obtain funding. Skagit Transit did not meet all of them due to service cuts in 2022. Working with AFSCME to address issues leading to absenteeism.

b) Satisfaction Survey Results

Ms. Stidham included a summary of the survey results in her CEO Update above.

c) CAC March Report

Ms. Jones requested the board add an item to remove a CAC member due to no contact. Mr. Miller approved adding an additional item.

**Ms. Johnson moved to remove Anthony Whiteside from the CAC Membership. Mr. Browning seconded the motion. The motion passed unanimously.**

d) February Ridership

Ms. Stidham commented that fixed route ridership is still down 40% from our pre-pandemic numbers. Our Paratransit is only down 4%.

**6 Executive Session – Litigation or Potential Litigation [RCW 42.30.110\(1\)\(i\)](#)**

The Board met in executive session regarding litigation or potential litigation. Mr. Miller stated that the Board would meet for 10 minutes from 11:55 a.m. to 12:05 p.m. The Board resumed the regular meeting at 12:06 p.m.

**Mayor Miller adjourned the meeting at 12:06 p.m.**

\_\_\_\_\_  
Matt Miller, Chair Skagit Transit Board of Directors

Attest:

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



**TO:** Skagit Transit Board of Directors  
**FROM:** Chris Arkle, Accounting & Finance Manager  
**SUBJECT:** Monthly Budget Update Report for February 2024  
**INFORMATION:** The monthly budget reports are presented for your review. Items of interest are:

**Revenues:**

**Sales Tax Received:**

February	2024	2023	2022
	1,516,794	1,470,642	1,414,865

**Grant Revenue:**

Federal Operating	107,776
Federal Capital	-
Local Operating	-
State Operating	2,320,056
State Capital	-

**Fare Revenue:**

	2024	2023	2022	2021
February	57,433	41,160	52,706	44,509
Yrly-Budget	706,000	684,500	592,964	545,000
Mon-Budget	58,833	57,042	49,414	45,417

**Expenses**

Capital

Route Improvements	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	(660)
Service Equipment	(229)
Vanpool Equipment	157,789
MOA 2	368,064
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equip.	-
Intangible Asset - SW	-

**Ending Cash:**

February 2024	February 2023	February 2022
5,830,257	4,835,331	5,560,907

**Reserves:**

	February 2024	February 2023	February 2022
Operating	5,390,322	5,123,578	5,021,130
Facilities	10,400,000	10,400,000	6,400,000
Capital			
Replacement	5,067,248	4,301,211	4,013,154
Non-Designated	1,614,845	1,535,124	1,505,224
<b>Total</b>	<b>22,472,415</b>	<b>21,359,913</b>	<b>16,939,508</b>

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



**TO:** Skagit Transit Board of Directors

**FROM:** Crystle Stidham, Chief Executive Officer

**SUBJECT:** Approve Revised Policies

**INFORMATION:**

Skagit Transit staff along with the Board-appointed Governance Committee have been working on revising all of Skagit Transit's policies, specifically focusing on Financial and Administrative Policies.

The Governance committee to date has produced 5 completed policies for review and approval.

The policies presented for approval are attached and listed as follows:

- Employee Appreciation Policy
- Recognition Refreshments Policy
- Travel Reimbursement Policy
- Use of Facsimile Signature Stamps Policy
- Credit Card Purchases Policy
- Requisition Procedures Policy

**RECOMMENDATION:**

Staff recommend approving the attached Financial and Administrative Policies.

## 621.4 - Employee Appreciation and Recognition Events Program and Individual Recognition Policy

### **Purpose and Scope:**

The intent of this Employee Appreciation and Recognition Events Program Policy (“the Policy”) is to provide general guidance and financial parameters for Skagit Transit’s employee appreciation and recognition events (“A&R Events”) award program and to individually honor those who have provided exceptional contributions to the success of Skagit Transit.

All A&R Events and individual recognition awards are intended to foster and recognize the impactful contributions of Skagit Transit employees . Appreciation and recognition awards must not exceed the established appreciation and employee recognition budget per year or the financial limitations set forth in this Policy and must meet the performance standards established herein. This Policy does not address all types of appreciation or recognition events but is intended as a general guide for any employee appreciation efforts approved by the Chief Executive Officer or Human Resources. Appreciation and recognition event ideas shall be submitted to Human resources for specific guidance, recommendations, approval and implementation. No such events shall be implemented without express written approval from the Chief Executive Officer or Human Resources.

An award of recognition consistent with this policy is not a gift of public funds.

The Washington Attorney General established in 1995 that municipalities may “...establish employee awards (in the form of monetary payments or otherwise) as compensation in return for meeting identified performance standards or goals in excess of normal employee performance requirements.” However, these types of programs must meet the following requirements:

- **Going above and beyond:** exceeding normal employment requirements typically outlined in a job description.
- **Individually based:** documentation of how each employee who might qualify for an incentive award will contribute to the goal and exceed normal job expectations.
- **Established before the performance period begins:** establish criteria and expectations for exceeding normal employment requirements.
- **Measurable outcomes:** Governments should establish a measurable outcome or outcomes upon which to evaluate whether the employee attained the goal.

In addition, RCW 41.60.150 provides: “Other than suggestion awards and incentive pay unit awards, agencies shall have the authority to recognize employees, either individually or as a class, for accomplishments including outstanding achievements, safety performance, longevity, outstanding public service, or service as employee suggestion evaluator and implementors. Recognition awards may not exceed two hundred dollars in value per award. Such awards may include, but not limited to, cash or such items as pen and desk sets, plaques, pins, framed certificates, clocks, and calculators. Award costs shall be paid by the agency giving the award.”

Additionally, any recognition award provided to an employee’s compensation must be properly reported for individual employee tax purposes.



**Policy:**

Employee appreciation events are defined as any event or gathering organized for the purposes of showing appreciation to Skagit Transit employees to improve morale, create and foster a positive and sought-after work environment, to promote success in the workplace, and to incentivize strong work performance.

**Employee Appreciation Events:**

Skagit Transit is subject to budgetary authority, and in accordance with RCW 41.60.150, will expend funds for the purpose of Employee Appreciation Events. The expenditure of funds for meals related to appreciation events must be authorized by the Chief Executive Officer in advance and may not exceed per-employee cost of meals covered under the Travel section of Skagit Transit's Personnel Policy Manual (meal reimbursement rates per ST's PPM that states all meals will be reimbursed at the Washington State rate in effect for the destination county). However, the annual employee meeting may exceed the meal reimbursement allotment provided the event is approved and remains within the confines of those funds authorized and in accordance with standards outlined in RCW41.60.150. Events must follow a reasonable standard, with cost fluctuation to mirror that of the economy. Skagit Transit encourages appreciation events based upon performance standards and activities that provide employees with a meaningful experience but is not considered extravagant by community standards.

**Employee Recognition Events:**

Annual events and recognition programs, such as Employee of the Quarter will be coordinated by the Human Resources Department. Funding for the programs will be maintained centrally within the Human Resources Department.

**Years of Service:**

Employees will be recognized annually with a Longevity Award for years of service at Skagit Transit. At five-year increments, an award may be given to an employee or official who has completed aggregate Skagit Transit years of service. The type and cost of the awards will be approved by the Chief Executive Officer. The cost of the awards will reflect current inflation and economic patterns.

**Employee of the Quarter:**

Employees will be nominated, voted for and recognized each quarter and known as Employee of the Quarter. The employee recognition award provided to the employee selected will consist of a certificate signed by the Chief Executive Officer, and a recognition award not to exceed \$100.00. The Employee of the Quarter will also receive the Employee of the Quarter parking spot at the Maintenance Operations and Administration (MOA) building. The Employee of the Quarter will also be included in the vote for the Employee of the Year Award.

**Employee of the Year:**

This award is to recognize a singular employee who has displayed and exemplified the Mission, Vision, and Values of Skagit Transit. Only employees who were selected as Employee of the Quarter are eligible to be considered for the Employee of the Year award. The employee

recognition award will consist of a certificate signed by the Chief Executive Officer, a designated parking space for the following calendar year, recognition at the All-Staff Meeting, and \$200.00. This amount may fluctuate conditionally upon RCW 41.60.150. The employee award will not exceed the RCW.

**Recognition of Retirement:**

Any employee who retires from Skagit Transit service is eligible to be recognized at a departing retirement staff event. The event may include light refreshments. The Employee's Department Head will partner with the Human Resources Department to plan the event and use the respective department's budget for all expenses relevant to the retirement event. The event cost should not exceed \$200.00. The retiree's recognition may also include a plaque or service eligible token of appreciation not to exceed as outlined in RCW 41.60.150

**Board Service Recognition:**

The outgoing Skagit Transit Chair may be recognized for their service to Skagit Transit. The recognition award must be in line with the reasonable and prudent limits for recognition activities and shall not exceed The maximum allowed under RCW 41.60.150.

DRAFT

## **621.5 - Refreshments and Meeting Meals Policy**

### **Purpose and Scope:**

Skagit Transit is supported by a multitude of sources including but not limited to volunteer citizen advisory boards and committees. In addition, Skagit Transit employees participate on cross agency transit committees involving issues and matters important to Skagit Transit. Often it is necessary and desired to provide light refreshments at meetings, appreciation, and recognition events and in the case of day long meetings, training seminars, all staff meetings, and retreats full meals.

Therefore, within reasonable limits established by the Chief Executive Officer or Department Head, meals, coffee, and light refreshments may be provided for meetings, retreats, formal training sessions, appreciation and recognition events, volunteers, committees, community members, and other governmental employees and/or authorized agents working on behalf of Skagit Transit.

Meals may be purchased for employees and those working on behalf of or attending mandatory meetings, trainings sessions, appreciation or recognition events, or retreats.

Presentation of a receipt or invoice for the above expenses is required, along with an available agenda and list of attendees, for reimbursement of such expenses. For the purposes of this section, coffee encompasses any non-alcoholic beverages such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals. Examples include items such as muffins, rolls, fruit, vegetables, or cheese, etc.

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## Travel Reimbursement Policy

### 702.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines for submission and reimbursement of Agency travel-related expenses. This policy applies to all employees and elected officials who incur travel expenses on behalf of the Agency.

#### 702.1.1 DEFINITIONS

Definitions related to this policy include:

**Travel expenses** - Eligible expenses for travel, lodging, meals, and registration fees associated with participation in approved training programs, conventions, seminars, memorials, and other events that relate to an employee's or elected official's responsibilities, training, and/or education, or that serve a direct Agency purpose.

### 702.2 POLICY

It is the policy of the Agency to reimburse employees and elected officials for reasonable and necessary work-related travel expenses.

### 702.3 COORDINATOR

The Chief Executive Officer should designate an employee to develop and maintain procedures related to this policy. Procedures should include:

- (a) Detailed processes for submitting pre-approvals and travel reimbursement requests.
- (b) Reviewing and maintaining necessary forms and documentation.
- (c) Periodic audits to review compliance with this policy.

### 702.4 EXPENSE GUIDELINES

Departments are to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- Teleconferencing and Video conferencing.
- Video recordings and published reports.
- Car-pooling and greater use of public transportation.
- Reduced frequency of regularly scheduled out-of-town meetings.
- Restrictions on the number of staff traveling to the same destination.
- Coordination between agencies for joint travel arrangements when more than one agency is involved.

#### 702.4.1 TRANSPORTATION

All travel should be by the most practicable means possible, considering distance, location, and type. The following forms of travel should be considered:

## *Travel Reimbursement Policy*

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- (a) Agency vehicle
  1. When using an Agency vehicle, the fuel, tolls, and reasonable parking expenses (e.g., valet should not be used unless there is no other option) will be reimbursed.
- (b) Private vehicle
  1. When using a private vehicle, reimbursement will be at the current IRS mileage rate.
- (c) Rental vehicle, train, and air
  1. Employees or elected officials should obtain approval from the Chief Executive Officer or the authorized designee before booking a rental vehicle, train fare, or airfare.
  2. Full reimbursement may not be approved if the employee or elected official does not obtain advance approval and/or does not purchase the most practicable fare.

### **702.4.2 ACCOMMODATIONS**

If travel requires the employee or elected official to stay overnight, the employee or elected official should arrange lodging and request approval from the Department Director and Chief Executive before departure.

Lodging should be at or near the event at standard rates. Employees or elected officials should make all reasonable efforts to get the best rates possible, including researching whether government rates are available and whether tax-exempt certificates are accepted or assignments of rights to refund are provided. Employees or elected officials are expected to take reasonable steps to provide or obtain the forms for tax exemption, when applicable, and submit the forms to the Agency in a timely manner. A receipt is required.

### **702.4.3 MEALS**

Employees or elected officials traveling on Agency business may choose meal cost reimbursement according to the terms and conditions as established by the Agency.

Do not use a Skagit Transit company credit card for paying for meals while in travel status. While traveling on Skagit Transit business. Meal per diem will be paid in lieu of actual receipts. All meals will be reimbursed at the Federal rate in effect for the destination county. A 15% allowance for gratuities will be added to the standard rates.

A full day's per diem may be claimed for any day you are in travel status for your entire regularly scheduled working hours plus an additional three hours. The three hours may consist of hours occurring before, after, or a combination of both before and after your regularly scheduled working hours for the day.

If not in travel status for an entire day, individual meal per diem may be claimed for out-of-county travel as follows:

- Breakfast per diem may be claimed if you begin travel two hours prior to the start of your normal workday.

### *Travel Reimbursement Policy*

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- Lunch per diem may be claimed if you are traveling through the two hours on either side of your normal lunch period.
- Dinner per diem may be claimed if you end travel two hours after the end of your normal workday.

If the meal or meals are included in the cost of any seminar or conference attended by the employee, the per diem will be adjusted to exclude the cost of the meal or meals included in the registration fee.

#### **702.4.4 MISCELLANEOUS TRAVEL EXPENSES**

Miscellaneous travel expenses essential to the transaction of official business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- Taxi, shuttle, bus fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, rideshare, and ferry and bridge tolls.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place that is used to transact official business. The room rental is reimbursable as a separate item from lodging when authorized by the Chief Executive Officer or authorized designee.
- Mandatory fees charged by lodging facilities.

#### **702.4.5 PERSONAL CARE ATTENDANT SERVICES**

Costs for personal care attendant services may be reimbursed. The costs for personal care attendant services required by disabled travelers in order for them to travel will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant. The Chief Executive Officer or authorized designee sets the maximum reimbursement for such costs as part of the agency's required system for management and control over travel.

#### **702.4.6 BOARD OR COMMITTEE TRAVEL**

Meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity. This subsection addresses reimbursement for those persons appointed to serve on any board or committee in an advisory, coordinating, or planning capacity. All reimbursements shall be at the same rate as regular employees of Skagit Transit.

#### **702.4.7 PROHIBITED EXPENSES**

Expenses not eligible for reimbursement include but are not limited to:

- (a) Expenses for any non-employee or non-elected official.
- (b) Non-business-related telephone calls.
- (c) Entertainment expenses unless pre-approved by the Chief Executive Officer or the authorized designee.
- (d) Alcoholic beverages.

# Skagit Transit

## Personnel Policy Manual

### *Travel Reimbursement Policy*

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- (e) Outside meals if the conference/event lodging reservation includes a meal package.
- (f) Any travel-related expense that is covered by another source.

#### **702.5 APPROVALS**

All Travelers must complete a Skagit Transit "Travel Authorization" form for all travel where expenses will occur and must receive prior authorization from the department head or authorized designee. Travel outside the PTBA requires the Chief Executive Officer or their designee approval where expenses will occur. Attach all conference, agenda, class, or training information to the form.

All travel should be pre-approved by the Department Director and Chief Executive Officer. Once travel has been completed, the employee or elected official should submit requests for travel expense reimbursement:

- (a) To the Chief Executive Officer or the authorized designee for review and approval as soon as practicable, but no later than 14 days after completion of travel.
- (b) On an Agency form. The form should contain a statement that the expenses were incurred by the traveler as necessary for the performance of official duties and shall be verified by a written declaration that all information is true and correct.
- (c) With an attached receipt or other documentation of the expense, unless claiming per diem expenses.

Upon receipt of a request for reimbursement, the Chief Executive Officer or the authorized designee should review and process the request as appropriate. If additional information is needed to process the request, the employee should be given an opportunity to provide the information. If a request for reimbursement is denied, the reason for the denial should be provided in writing, and the employee should have an opportunity to respond.

If an employee fails to follow the required processes and obtain appropriate approvals, reimbursement of travel expenses may be denied.

#### **702.6 TRAVEL EXPENSE CLAIMS, PAYMENTS, REIMBURSEMENTS**

Original receipts for the following items are required to accompany the Travel Detail Voucher:

- Lodging at a commercial facility.
- Allowable miscellaneous expenditures
- Meal receipts showing the details of the items ordered, unless claiming per diem.

#### **702.7 LOST OR MISPLACED RECEIPTS**

If an original receipt cannot be found or is misplaced, an Affidavit for Lost receipt form must be filled out. This form requires the signature of both the employee who incurred the cost and the employee's department head.

Procedure Number: \_\_\_\_  
Approval Date: \_\_\_\_  
Chief Executive Officer: Crystle Stidham  
Department Director:

## POLICY ON USE OF FACSIMILE SIGNATURE STAMPS

The Skagit Transit Board of Directors has authorized use of facsimile signatures in lieu of manual signatures.

The following are the established procedures:

- 1) Only original signatures (including any electronic signatures) will authorize procurement procedures, checks, and legal documents.
- 2) The signature stamps will be secured and accessible only to the employee authorized to use it.
- 3) Use of a signature stamp by a designated employee must be authorized in writing by the stamp holder prior to the period of absence and may only be used for that specified period of absence. The use of signature stamps is prohibited in the use of check signing. The stamp holder is the employee whose facsimile is on the stamp.



## CREDIT CARD PURCHASE PROCEDURES

A Credit Card Purchase is a payment method whereby employees (Requestors) are empowered to deal directly with suppliers for purchases using a credit card issued by a bank or major credit card provider. These employees are authorized by the Chief Executive Officer to make these purchases. A pre-established credit limit is established for each card issued. *Credit Card purchases shall not exceed the card holder's credit limit.*

If a Requestor is not authorized to hold a credit card or a Requestor has exceeded or is close to exceeding their Credit Card limit, then a Department Manager, Director, or Procurement can make the purchase for the Requestor upon written request and approval from the Chief Executive Officer or the Director of Finance.

### **For Micro-Purchases (up to \$10,000)**

1. Requestor makes the purchase with an Agency Credit Card either online, over the counter, or over the phone.
2. Before making the purchase, or as soon as possible thereafter, or at the latest upon receipt of the credit card statements, Requestor completes and submits an Electronic Requisition (E-Req) according to "Skagit Transit's Electronic Requisition (E-Req) Procedures for Abila MIP Fund Accounting Software" manual, *on a monthly basis*. If done on a monthly basis, a single E-Req may be produced in the interest of time and efficiency. It is however recommended that staff input E-Reqs as soon as possible.
3. Requestor retains and submits a copy of the order confirmation/receipt to their immediate supervisor or the Director of Finance or Finance Accounting Manager, along with any other paperwork relevant to the purchase. The E-Req number may be written on the purchase receipt by the Requestor for easy reference.
4. Reviewer approves/rejects E-Reqs and forwards all purchase receipts to Procurement.
5. Procurement completes the E-Req/PO process, assembles all PO paperwork, and forwards the packet to Receiving or A/P, as applicable, for further processing. PO paperwork for intangible items (i.e. membership renewals, subscriptions, software, etc.) are forwarded to A/P; physical items to be shipped directly to Skagit Transit must go through the Receiving Dept.

**NOTE:** If the purchase is FTA (Federal Transit Authority) funded and costs over \$10,000; the Requestor **MUST NOT** make the purchase. The purchase request and all documentation will be submitted to Procurement to ensure all federal requirements are met prior to making the purchase.

### **For Small Acquisitions (\$10,001 - \$99,999)**

1. All purchases above \$10,001 must go through the procurement process.

**\*Existing Vendor:** A business or individual currently listed on Skagit Transit's Vendor List in the accounting system. If a Vendor is not on the list, the Contracts & Procurement Administrator must establish an account with the Vendor PRIOR to the purchase being made.

## REQUISITION PROCEDURES

**INITIATING A PURCHASE:** Requisitions will be completed and approved for all purchases, regardless of dollar amount, unless on the Requisition Exemption List or exempted by the Director of Finance, or the Chief Executive Officer.

**Requestor:** The individual or department who actually uses a procured good or service also known as “the end user”.

**Electronic-Requisition (“E-Req”) Administrator:** A member of the Finance Department with the delegated authority to monitor and process all Agency E-Reqs in accordance with established policies and procedures. In the absence of the Contracts and Procurement Administrator, the Accounting and Purchasing Agent or designated employee will perform backup assistance and vice-versa.

### **PURCHASES UP TO \$ 99,999 – SMALL ACQUISITION THRESHOLD (SAT)**

**\*NOTE:** If the purchase is FTA (Federal Transit Authority) funded and costs over \$10,000; the Requestor **MUST NOT** make the purchase. The purchase request and all documentation will be submitted to Procurement to ensure all federal requirements are met prior to making the purchase.

#### **REQUESTOR WILL:**

- 1) Create an E-Req in accordance with Skagit Transit’s “*Electronic Requisition (E-Req) Procedures for Abila MIP Fund Accounting Software*” manual.
- 2) Submit E-Reqs to their Department Manager/Director for approval. In the event the Requestor’s Dept. Manager/Director is not available, E-Reqs may be submitted to the Finance Manager or Director of Finance.
- 3) If the Requestor is a Department Director, E-Reqs will be submitted to the Chief Executive Officer for approval. If the Chief Executive Officer is out of the office for any length of time, E-Reqs may be submitted to another Department Director, provided the E-Req amount is within that Director’s spending authority.
- 4) If the Requestor is the Chief Executive Officer, E-Reqs may be self-approved or submitted to the Director of Finance for approval, provided E-Req amounts are within the spending authority of the Director of Finance.
- 5) Submit all documents supporting the purchase (receipts, confirmations, class descriptions, etc.) to the E-Req Administrator for Purchase Order (PO) processing.
- 6) Requestor shall not create E-Reqs for other departments or code requisitions to other departments.

#### **IN THE PROCESS OF CREATING THE PO, THE E-REQ ADMINISTRATOR WILL:**

- 1) Open all new E-Reqs, regardless of approval status, and ensure that the E-Req is properly coded and formatted (e.g. proper GL coding, department coding, etc); all necessary fields are completed; written quotes are attached for purchases exceeding \$10,000; applicable FTA clauses are attached for purchases over \$10,000; any pertinent information supporting the purchase is noted on the E-Req; and supporting documents have been submitted accordingly. If an error is believed to have been made with GL coding or departmental coding the E-Req Administrator shall verify with the requestor.
- 2) Determine whether or not a new vendor account must be established whenever the “Unassigned” vendor

option on the E-Req has been selected. . All new vendor accounts must be established by the Contracts & Procurement Administrator prior to purchase.

- 3) Upon receiving Final Approval status in the system, create a PO for each E-Req in accordance to established procedures for doing so.

#### **APPROVING DEPARTMENT MANAGER/DIRECTOR WILL:**

- 1) Approve or reject E-Reqs in accordance with Skagit Transit's "Electronic Requisition (E-Req) Procedures for Abila MIP Fund Accounting Software" manual.
- 2) Open and review each E-Req with an "Approved Request" status (approved by E-Req Administrator), verifying that all codes are correct and are made in accordance to the Dept. Budget.
- 3) Make changes, as necessary, stating the reason why in the "Notes" tab on the E-Req.
- 4) Select "Final Approval" or forward to another manager for approval.

#### **PURCHASES OVER \$100,000 (COMPETITIVE FORMAL BIDS)**

Will be handled by the Contracts Administrator. (See Article 5 - Formal Competitive Processes ).

#### **IMMEDIATE NEEDS & UNFORESEEN PURCHASES UNDER \$10,000**

These types of purchases usually result in the E-Req being completed AFTER the procurement has already been made by an \*Authorized Employee with either an Agency Credit Card or from an \*Existing Vendor. (See procedures for "Emergency & Immediate Needs / Unforeseen Purchases").

Situations arising due to an unforeseen event:

- 1) The item or service cannot wait until the next business day when standard purchasing procedures would apply (i.e. after hours and on weekends).
- 2) It is necessary that the Skagit Transit employee pick up the item(s) right away.

#### **REQUESTOR WILL:**

- 1) Complete an E-Req in full as soon as possible after the purchase.
- 2) Document the reason for the immediate purchase by writing in the "Notes" section of the E-Req tab, or submit a written memo to the E-Req Administrator that references the corresponding E-Req number.
- 3) Select the appropriate "Fair and Reasonable Determination" on the E-Req for the purchase.
- 4) Obtain proper approvals according to the Requisition Requirements.
- 5) Submit all paperwork to the E-Req Administrator within 48 hours of purchase, including all quotes, receipts, charge slips, invoices or correspondence relating to the purchase. Reference the E-Req number on each slip of paper.

#### **EMERGENCY PURCHASES OVER \$10,000**

Initiations for Small Acquisitions (\$10,001 - \$99,999) will ALWAYS be submitted to the Procurement Dept. for obtaining quotes with ONE EXCEPTION: The situation is a true emergency, either on or off business hours,

and a procurement needs to be immediately expedited to aid or rectify a dangerous situation or imminent threat to the public or agency. This type of non-competitive procurement is considered a Sole Source (See Article 4, Part C, Section 4-306 of the Procurement Policy) and requires documentation of the emergency and reasons why competitive quotes could not be obtained. Emergency Situation as defined in Article 8 of the Procurement Policy: "...when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances."

**REQUESTOR WILL:**

- 1) Obtain verbal approval from a Director, or the Chief Executive Officer, to proceed with the purchase.
- 2) Complete an E-Req in full as soon as possible after the purchase.
- 3) Complete a "Sole Source Justification Form" to document the reason for the emergency purchase and why competitive quotes could not be obtained.
- 4) Attach all receipts, charge slips, invoices, or other documentation relating to the purchase, to the Sole Source form.
- 5) Submit all paperwork to Procurement within 48 hours of purchase.

**\*Authorized Employees:** Procurement staff or those employees who have received prior verbal approval from a Director or the Chief Executive Officer, to purchase items necessary to complete certain assigned tasks specific to their job. (i.e. renew memberships, dues, subscriptions, register for conferences and classes or make travel reservations, etc.)



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Approve Vehicle Donation

**INFORMATION:**

Skagit Transit staff recently received a request from Skagit County government requesting the donation of a van for the purpose of transporting Veterans from Skagit County to medical appointments in Everett and Seattle in partnership with the Veteran’s Affairs.

Under Skagit Transit’s Fixed Asset Disposal Policy (Admin.085.010), the agency is allowed to do this under Exception A.

- a) “When the sale or other transfer is to another municipal corporation or government agency;”

Staff would like to donate vehicle 1018, a 2013 Dodge Grand Caravan to Skagit County government to help them meet the needs of Veterans in Skagit County. This vehicle was slated to be decommissioned and sold at auction. Once this vehicle is transferred, Skagit Transit will have no further obligation to this vehicle. All future operating, maintenance, and insurance costs will be covered by the Skagit County government.

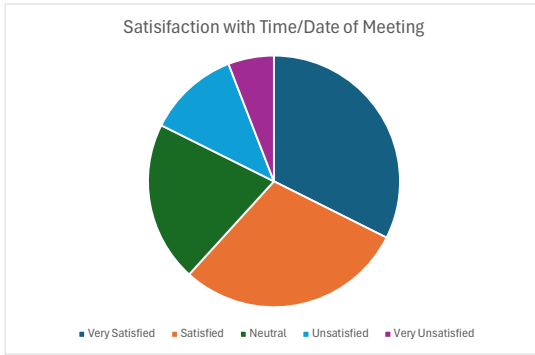
**RECOMMENDATION:**

Staff recommend transferring vehicle 1018 to Skagit County government.

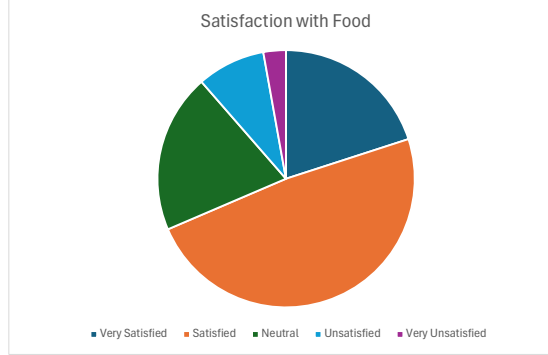
Estimated Budget Impact: Vehicle’s value is estimated at approximately \$15,500, however, auction prices vary based on market conditions.

# 2024 All Staff Meeting Satisfaction Survey

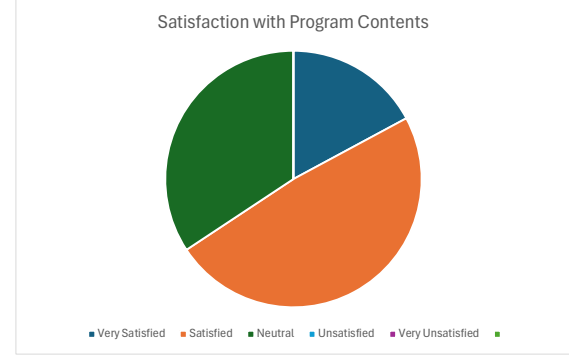
How satisfied were you with the time and date of the meeting?  
 Very Satisfied 11    Satisfied 10    Neutral 7    Unsatisfied 4    Very Unsatisfied 2



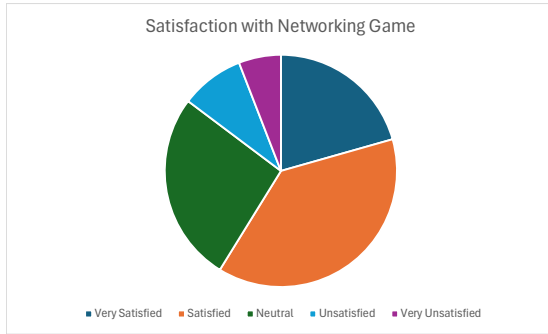
How satisfied were you with the food at the meeting?  
 Very Satisfied 7    Satisfied 17    Neutral 7    Unsatisfied 3    Very Unsatisfied 1



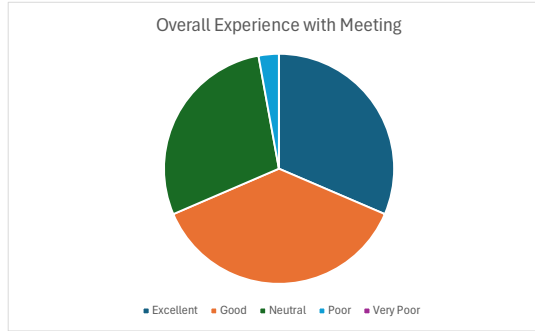
How satisfied were you with the program contents?  
 Very Satisfied 6    Satisfied 17    Neutral 12    Unsatisfied 0    Very Unsatisfied 0



How satisfied were you with the networking game prior to the meeting?  
 Very Satisfied 7    Satisfied 13    Neutral 9    Unsatisfied 3    Very Unsatisfied 2



How would you rate your overall experience with the meeting?  
 Excellent 11    Good 13    Neutral 10    Poor 1    Very Poor 0



## Do you have any suggestions for next year's meeting?

1	Beef for dinner option
2	
3	It would have been nice to hear a few words from our new ops manager
4	Morning time can be easier to arrange. The icebreaker questions were excellent! Perhaps have someone serve the appetizers 2 per person so they don't run out.
5	Maybe have it on a weekend that doesn't have a time change :) Saturday evening was nice though! Day light savings was difficult for drivers working sat/sun.
6	Buffet
7	
8	
9	Not the casino. Not the day light saving time
10	I'd like to see us be at a different venue, particularly a business within our service area. The Skagit Casino doesn't want our clients there and I wish we weren't giving them our business.
11	
12	Summer time BBQ outside? A guest speaker - someone that has an inspiring story that could maybe help the morale be built back up. I am not sure if I heard music, but background music
13	Keep up the great work organizing annual meetings
14	I think event should be held at a business that pays taxes and supports our riders and services.
15	I enjoyed the breakfast buffet more. The food was better. However Saturday night was enjoyable.
16	1. recognize employees who are new or have been hired since the last all-employee meeting. 2. we probably need to set expectations of the leadership group before the meeting, and make sure this group is assigned to tables.
17	
18	I would probably prefer a morning meeting like 2023's. Skagit Transit merch! Lanyard, keychain, string bags, pins, notebooks, coasters? I liked the safety kit!
19	More drawings. The appetizers ran short and all I got was 3 pot stickers. Can we have Mexican food next year? Italian food? BBQ? Buffet
20	
21	Do not have it on daylight savings and communicate with other departments. Ie, operations drivers worked 14 hours, lost an hour and had to return Sunday morning. Not safe, I took GL
22	
23	The meeting was fine for the most part. But honestly speaking, being a para driver here since 2016 and a former nurse assist. Reg. with state of WA (caregiver almost 25 years), I still feel undervalued quite honestly.
24	Don't go to a casino if you don't want people to drink. The question should be, if the meeting wasn't mandatory, would you have come?
25	
26	It won't effect me next year, but it might effect someone else... keep an eye on college spring breaks and try to schedule away from them. IF my observations are correct, isn't Feburary the least *intentionally* scheduled time off? Maybe do it in Feb.?
27	Do not hold it at a casino. Employee feedback on discussions brought up should be necessary. Better food options should be offered.
28	Give the public lots of notice, and shut down service earlier. Give drivers better directions where meeting is (drivers not familiar with the casino were asking where?)
29	Would like to have it in the morning again
30	Same location would be nice
31	1. the daylight svngs time change was challenging to those working the next day. 2. Really liked the updates on goals and future projects. Operations often only sees the day to day so this information was great to hear.
32	Perhaps a venue that actually supports Skagit Transit? Even Swinomish has bus stops we stop at. We no longer go to Skagit. What about venues that pay supporting taxes?
33	
34	
35	Love doing the evening meeting. Appreciate that!



Do you have any additional comments or feedback that you would like to share with us?

1	
2	
3	Having all drivers included made for a better turnout and meeting overall. What happens to all of the photos that were taken? The first aid kits were great. Thank you!
4	The ravioli entrée was excellent! Curious what the photos will be used for- don't recall.
5	The appetizers were gone before the divers that worked could arrive. They not only worked all day, they missed out on them. :( Having said that, thank you for the meeting!
6	
7	
8	
9	
10	There are pictures taken all the time- at this event, at food/toy drives, touch the bus, the transitions fair, etc. but we never get to see them. How about a slide show as people are mingling and eating prior to the services part of the evening?
11	It was nice to see everyone at one place at the same time
12	So well organized and put together. Your efforts didn't go unnoticed.
13	
14	
15	
16	I definitely like dinner better than breakfast meetings.
17	
18	The networking game was cool, but I definitely noticed a lot of name sharing w/o talking to the people mentioned. A change in structure to the game might help.
19	Bring back 5 year coffee mugs and 10 year jackets.
20	Lost hour of sleep
21	Introduce new employees! Let the Manager of the largest department work force at Skagitsay few words to her staff w/ her introduction!
22	
23	Yes, since I've been at Skagit Transit I have never won anything; I'm a lot disappointed being told that I could remove the (mailbox incident almost 2 years ago (by management) lies? Off my record) and then told (I feel rudely by Abby in HR) that I could not remove them! Lied to by (management) one too many times...
24	We were hoping for mock-tails or something more than coffee and water, though I did get some pepsi which was nice. Pre-show music needed something better. I would have loved to provide, I did a new-age radio show for 7 years at KSER in Everett.
25	
26	I began very annoyed, as the time of the meeting disrupted other plans. Surprisingly, I actually really enjoyed dinner. Would have gone to "very satisfied" if I hadn't had to accomplish 2 days work in one! GREATLY APPRECIATED the updates more than anything, being included makes me feel like a valued member of the Skagit Transit family!
27	
28	This year, I received a "2 year" safe worker award for the 2nd year in a row, and I've worked here over 6 years with no accidents or unsafe actions. The math don't add up.
29	
30	
31	I also really appreciated that a lot of feedback from last year's meeting was taken into consideration! This was a pretty fabulous event. Thanks to all!
32	Disappointed in quality of food as it had been for better when we had gone there for breakfast meeting in past. Start on time regardless of late comers. We all know about timepoints, so really no excuse other than emergency.
33	
34	
35	

# MARCH Performance Report

## Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	40,175	-----	2024	114,283	-----
2023	37,367	+7.51%	2023	84,729	34.88%
2019	62,547	<b>-35.77%</b>	2019	175,789	<b>-34.99%</b>

2019 represents our **PRE-PANDEMIC** ridership.

Average Weekday Ridership: 2023-1,401

2024- 1,584

## Fixed Route Weekday Highlights



### Ridership Top 5 Routes Overall

208 MV-Burlington	6289
207 Mount Vernon	3922
205 Mount Vernon	3786
90X Everett Connector	3700
410 Anacortes	2489

### 5 Routes w/ Largest % Change from March 2023

409 Anacortes	68.6%
513 Western Skagit	60.8%
615 MV-LaConner	37.7%
207 Mount Vernon	37.5%
300 Sedro-Woolley	28.9%

## Selected Statistics for March

Youth Ridership 5,115  
SVC Ridership 1,287

WWU Ridership 774  
Ride Pass Grant Program 1,459

## Umo Data

# of Umo Boardings on Fixed Route	23,596
% of Umo Boardings on Fixed Route	58.73%
# of Umo Boardings on Paratransit	3,427
Total Paratransit Boardings	5,936
% of Umo Boardings on Paratransit	57.73%
# of Total Umo Boardings	27,023
% of Umo Boardings on ALL modes	58.60%

# On Time Performance



96.46%

## Paratransit Ridership Comparison

Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	5,936	-----	2024	16,631	-----
2023	6,134	-3.23%	2023	16,543	0.53%
2019	6,457	<b>-8.07%</b>	2019	17,619	<b>-5.61%</b>

Zero Denials      854 Cancel/No-Show    155 Will Calls/Same Day Rides  
 69 New Applicants    26 Renewal Applications

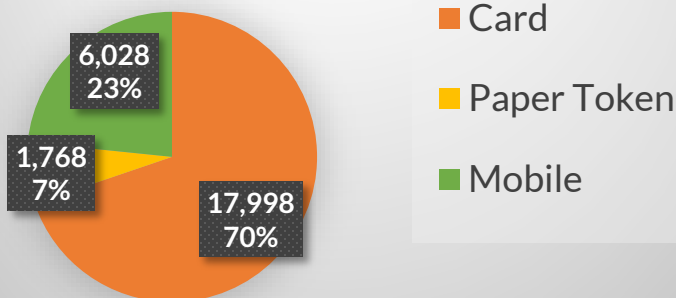
Paratransit trips on Fixed Route: 1,045 trips - saving the agency \$76,285



## Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated	154,057 Miles
Paratransit Total Miles Operated	46,214 Miles
Diesel Fuel Consumed	24,059 Gallons
Propane Fuel Consumed	8,963.99 Gallon Equivalents

## Fare Payments by Media Type March 2024



## **CAC REPORT**

### **April 9, 2024**

Guest and public commenter Ed Johnson was thanked for presenting his observations voiced at today's meeting.

CAC members were thanked for serving as greeters at the various public meetings held in March and April. Each member reported a small public turnout, but several were from churches and agencies that connect to the communities. The consultants were not able to make all public meetings.

There was a discussion on the routes 615/301. Many times drivers must notify the next driver to wait for the bus if there is someone transferring. This route warrants further discussion, as there was no interim liaison at this meeting..

Details on the May 8 committee excursion aboard Route 615 were confirmed, and members are asked to RSVP to Cheryl. Cheryl was also thanked by the membership for organizing the trip. A report on ridership comments had to be tabled, as information was not sent to the member presenter in time for today's meeting.

Cheryl and Rogelio reported on March and April youth events, and updated flyers and other information will be distributed. They also attended an information fair at the Concrete community center April 8.

Cheryl also answered the member question, that Skagit Transit will be promoting at the county fair in August.

Judy was asked to do some web site testing by the IT staff, and reports great improvements to the CAC page, the Facebook page link being fixed, and will be testing other pages as needed. The IT staff gets the credit for all their hard work.

Three concerns came up in the ensuing round table discussion:

- Larger high-contrast print and longer view times are needed on bus reader boards, very important.
- Skagit Transit needs to be able to promote at more of the local festivals with high-profile signage.
- Any member distributing Skagit Transit information to churches and businesses need to report those to Cheryl for follow-up.

In marketing, while distribution is important, advertising and follow-up are equally so.

With no further discussion, the meeting was adjourned.

Next Meeting, May 14.

Respectfully Submitted,  
Judy Jones  
CAC Chair