

# Skagit Transit Board of Directors Agenda

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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 October Meeting Minutes ..... Page 3-5
- b) Approval of Claims and Payroll  
October Payroll Direct Deposit and Checks #17029 - 17037 .....\$986,381  
October Direct Federal withholding transfer.....\$181,814  
October Claims Checks and ACH #43341 - #43458.....\$408,600

## 6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report for October..... Page 6-7
- b) Public Transportation Agency Safety Plan (PTASP)..... Page 8-9
- c) Resolution 2022-13 Authorizing Procurement Policy Revision..... Page 10-11
- d) Approval of New Community Advisory Committee Member .....Page 12
- e) Approve Design and Engineering of New Bus Stops .....Page 13
- f) Approve Purchase of One Service Truck .....Page 14
- g) Evergreen Compensation Study Overview
- h) Approve Resolution 2022-14 Implementing Compensation Study Findings ..... Page 15-18
- i) Approve Amendment to Resolution 2022-09 for the Adoption of Department of Retirement Systems ..... Page 19-20

## 7. COMMUNITY ADVISORY COMMITTEE REPORT

- a) CAC Meeting Minutes .....Page 21

## 8. INFORMATION ITEMS

- a) FY 2023 Preliminary Budget

- b) PTASP Packet – Supporting Documents
- c) Procurement Policy
- d) October Ridership Report

## 9. ADJOURNMENT

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

Wednesday October 19, 2022

The Skagit Transit Board of Directors met in regular session in Burlington, WA and via teleconference. Chair Commissioner Janicki called the meeting to order at 11:04a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Lisa Janicki, Skagit County Commissioner (Chair)  
Peter Browning, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor  
Jose Reeves, Labor Representative (non-voting member)

**Members Present via Teleconference**

Judy Jones, Community Advisory Committee (Chair, non-voting member)  
Dave Thomas, Skagit County Assessor

**Members Absent:**

Ron Wesen, Skagit County Commissioner  
Jill Boudreau, City of Mount Vernon, Mayor  
Julia Johnson, City of Sedro Woolley, Mayor  
Mark Hulst, City of Mount Vernon, Councilmember  
Rick DeGloria, City of Burlington, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Dale O'Brien, Executive Director  
Greg Latham, Maintenance Manager  
Mark Kennedy, Operations Manager  
Joe Macdonald, Safety & Training Manager  
Jennifer Davidson, HR Manager  
Nicolas Bergman, IT Technician  
Abby Bissell, Human Resources Generalist  
Brad Windler, Planning and Outreach Supervisor  
Whitney Davis, Clerk to the Board

**Staff Present via Teleconference:**

Chris Stamey, Manager of Finance & Administration  
Aggie Juarez, Facilities Manager  
Marcy Smith, Grants Coordinator  
Mika Bergman, Maintenance Support Technician  
Melinda Hunter, Operations Supervisor

**Members of Public Present**

Gary Prothman  
Josh Nylander, WTA IT Manager

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

Chris Jones, CAC

**1 Public Comment:**

Mr. Jones shared his appreciation for Skagit Transit, noting the continuing need for additional drivers. Mr. Jones shared his support for staff and the Board of Director's efforts to recruit additional drivers.

**2 Consent / Action Items:**

- a) Approval of September Meeting Minutes
  - b) Approval of Claims and Payroll
- |  |           |
|--|-----------|
| September Payroll Direct Deposit and Checks #17020 – 17028 ..... | \$873,550 |
| September Direct Federal withholding transfer .....              | \$186,512 |
| September Claims Checks and ACH #43189 – 43340 .....             | \$325,713 |

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

***Due to time constraints agenda items were presented and discussed in an alternate order than presented in the agenda packet. Additionally, some items were skipped in the interest of time. The minutes will reflect the order in which items were presented in the meeting.***

### **3 Full Discussion/Action Items:**

a) Monthly Budget Update Report for September

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,471,789 in sales tax in the month of September. Skagit Transit also received \$941,867 in Federal Operating grants. Capital expenditures included MOA-2 Construction Management Costs. Fuel is trending at \$144,018 over the budgeted amount, salaries and wages are trending at \$39,744 under budget and benefits are trending at \$12,870 under budget. The reserve account balance is \$21,043,457. Phase 1 of the MOA-2 project is still at 40% completion, but construction on the roof replacement has started.

Ms. Janicki requested a budget amendment be presented to accurately authorize the overages in operating expenses due to the price of fuel.

**Mr. Browning moved to approve the September Monthly Budget Update as presented. Mr. Miller seconded the motion. The motion passed unanimously.**

b) WSDOT Grant Award and Project

Mr. O'Brien summarized the report that was presented in the agenda packet regarding grant awards and the projects they will be applied to.

**Mr. Browning moved to approve the WSDOT grant project and award. Mr. Sexton seconded the motion. The motion passed unanimously.**

c) Purchase 7 Vanpool Replacements

Mr. O'Brien summarized the report that was presented in the agenda packet regarding the purchase of seven Chrysler Pacifica replacement vans through the Washington State Department of Enterprise Services for the Vanpool program.

**Mr. Browning moved to approve the purchase of 7 Vanpool replacement vans. Mr. Sexton seconded the motion. The motion passed unanimously.**

d) Award On-Call Engineering and Planning Services Agreement #22-012

Mr. Windler summarized the report that was presented in the agenda packet awarding an on-call engineering and planning service agreement to Kimley-Horn and Associates, Inc. of Everett Washington.

**Mr. Miller moved to approve the award of on-call engineering and planning services agreement #22-012. Mr. Browning seconded the motion. The motion passed unanimously.**

e) Zero-Emissions Fleet Transition Plan

Mr. Windler summarized the report that was presented in the agenda packet. Mr. Windler explained federal legislation requires Skagit Transit to submit a fleet transition plan if the agency plans to apply for any grant funds to purchase vehicles or infrastructure related to zero-emissions technology. Mr. Windler noted the importance of the time as Skagit Transit is currently in the process of constructing a new Maintenance, Operations and Administration (MOA) facility and added the plan will be designed by the on-call engineering consultant. Lastly Mr. Windler noted planned expenditures covered by the grant would need to be submitted by June 30, 2023.

**Mr. Browning moved to approve the zero-emissions fleet transition plan. Mr. Miller seconded the motion. The motion passed unanimously.**

**4 Executive Session**

Chair Janicki announced that the Board would adjourn for an Executive Session to discuss the recruitment of a new Executive Director. Ms. Janicki stated the estimated time for the session is 45 minutes and the Board will reconvene in open session at approximately 12:15 p.m.

At 12:22 Ms. Davidson announced an additional 5-10 minutes was needed in the executive session. At 12:28 Ms. Janicki reconvened the meeting into open session.

Ms. Janicki stated the Board has not made any decisions and moved to adjourn the public meeting.

**5 Community Advisory Committee Report**

A report of the Community Advisory Meeting minutes was included in the agenda packet. Information was not presented in the meeting.

**Commissioner Janicki adjourned the meeting at 12:30 p.m.**

Attest:

\_\_\_\_\_  
Lisa Janicki, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
Whitney Davis, Clerk of Skagit Transit Board

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Chris Stamey, Manager of Finance and Administration  
**SUBJECT:** Budget Update for October 2022

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

Revenues:

**Sales Tax:**

Skagit Transit received \$1,500,300 in sales tax revenues for the month of October 2022. This is 13.9% higher than the \$1,316,766 received in October 2021, and 23.7% higher than the \$1,212,647 received in October 2020. Fiscal Year 2022 totals so far are 9.8% higher than 2021 and 30.2% higher than 2020.

|                | 2022       | 2021       | 2020       |
|----------------|------------|------------|------------|
| <b>October</b> | 1,500,300  | 1,316,766  | 1,212,647  |
| <b>Jan-Oct</b> | 13,695,749 | 12,474,068 | 10,516,803 |

**Federal Operating Grants:**

We received \$320,438 in Federal Operating Grant Revenue in October. \$226,384 in America Rescue Plan Act funding and \$94,054 in CARES (Coronavirus Aid Relief Economic Security) funding.

**Fare Revenue:**

|                | 2022    | 2021    | 2020      | 2019    |
|----------------|---------|---------|-----------|---------|
| <b>October</b> | 49,215  | 51,158  | 46,929    | 80,117  |
| <b>Jan-Oct</b> | 566,065 | 496,031 | 462,790   | 774,192 |
| <b>Budget</b>  | 592,964 | 545,000 | 1,084,850 | 884,850 |

Currently fare revenue is trending 0.4% or \$199 below budget projections for Jan - October 2022. Fare revenue is budgeted at 3.3% of 2022 total operating expense budget.

Expenses:

- ◆ Capital
  - MOA 2 Construction Management Costs - \$5,483.60
- ◆ Fuel - Currently \$245,249 over the annual budgeted amount of \$957,600.
  - We are spending an average of \$120,285 per month on fuel.
- ◆ Salaries/Wages are trending \$34,235 under budget
- ◆ Benefits - Trending at \$25,043.72 under budget
- ◆ All other expenses were as expected

Ending Cash:

| October 2022 | October 2021 | October 2020 |
|--------------|--------------|--------------|
| 6,665,701    | 4,336,951    | 4,625,909    |

Reserves:

|                     | October 2022      | October 2021      | October 2020     |
|---------------------|-------------------|-------------------|------------------|
| Operating           | 5,058,294         | 5,020,047         | 5,014,130        |
| Facilities          | 10,400,000        | 4,400,000         | 400,000          |
| Capital Replacement | 4,113,520         | 4,010,651         | 2,506,001        |
| Non-Designated      | 1,515,703         | 1,504,422         | 1,502,649        |
| <b>TOTAL</b>        | <b>21,087,516</b> | <b>14,935,120</b> | <b>9,422,779</b> |

**MOA2 Phase 1 Construction Finances Update:**

**Construction Contractor: HB Hansen Construction Inc.**

Original Contract Amount: \$2,885,000 + Tax

Total Approved Change Orders: \$1,553,775

1. \$4,458 Electrical, concrete site wall, and slab patching
2. \$17,773 HSS Column in conflict with existing, CFS brackets
3. \$40,136 Slab patch hooks, footing RFI, material cost escalations
4. \$6,408 Gate hardware, roof insulation mockup
5. \$1,485,000 New Roofing

Total payment to Contractor: \$1,533,579

Project % of completion: 40%

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

## SKAGIT TRANSIT

**TO: Skagit Transit Board of Directors**

**FROM: Joe Macdonald, Manager of Safety and Training**

**SUBJECT: Public Transportation Agency Safety Plan first review**

### BACKGROUND AND INFORMATION:

On July 18, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective July 18, 2019.

Transit operators must certify that they have a safety plan in place meeting the requirements of the rule by December 31<sup>st</sup>, 2020.

The initial version of this document was approved by the Skagit Transit Board of Directors on August 19, 2020.

The next update of the PTASP plan was approved by the Skagit Transit Board of Directors on August 18<sup>th</sup>, 2021.

**Bipartisan Infrastructure Law changes to 49 U.S.C § 5329(d):** On February 17, 2022, FTA published a "Dear Colleague Letter" outlining new requirements for agencies covered by 49 U.S.C 5329 (d). Skagit Transit is considered a "Small" Transit Agency, meaning that it does not serve an urbanized area with a population of 200,000 or more. For agencies of this size, the new requirements entail that the PTASP must be:

1. **Developed in coordination with representatives of frontline employees.** The PTASP document was submitted to the Skagit Transit Safety Committee in April, 2022 for review and suggestions. This Committee is comprised of representatives of Operations, Maintenance, Facilities, Administration, Security, Safety/Training, and four Coach Operators, as well as the Managers of Operations, Maintenance, and Human Resources serving in an advisory capacity. Suggestions from the Committee were incorporated into the revised PTASP document.



2. **Strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases.** Skagit Transit's Infectious Disease Response Plan, signed by the Executive Director and Chief Safety Officer, is included as attachment 6.a.

These changes must be in place and approved by Skagit Transit's Governing Board by December 31, 2022. Upon approval by the Board, the plan must then be submitted to the Washington State Department of Transportation (WSDOT), and the Skagit Council of Governments (SCOG).

**RECOMMENDATION:**

**This document was provided to the Board as an information item in the October 19<sup>th</sup>, 2022 Board packet. Staff recommends that the Board approve the Skagit Transit Public Transportation Agency Safety Plan (PTASP).**

**BUDGET IMPACT:**

**None. Skagit Transit already has all the elements necessary to carry out this plan in place.**

**SKAGIT TRANSIT**

**TO: Skagit Transit Board of Directors**

**FROM: Chris Stamey, Manager of Finance and Administration**

**SUBJECT: Resolution 2022-13 Authorizing Approval of Procurement Policy Revision**

**INFORMATION:**

State Auditors suggested that we modify our procurement policy to clarify Article 4, Section 4 on page 24 where it states A&E services used with Federal Funds DO NOT have a threshold.

The Procurement Policy has been revised to read:

Qualifications-Base Procurement – Architectural and Engineering (A&E) Services – **NO THRESHOLD**

Qualifications-based procurement procedures are required for the selection of contractors performing A&E services, as based on the Brooks Act, 40 U.S.C. Chapter 11, and Chapter 39.80 RCW. Skagit Transit may only use qualifications excluding price procurement procedures when it seeks to acquire A&E services, such as program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, land surveying, mapping, and other related services as set forth in 49 U.S.C. Section 5325(b), when the A&E services directly support, or are directly connected with or related to, the construction, alteration, or repair of real property.

**RECOMMENDATION:**

Staff recommends approving Resolution 2022-13 Procurement Policy Revision

**BUDGET IMPACT:**

None

**RESOLUTION NO. 2022-13**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING  
THE PROCUREMENT POLICY REVISION**

**WHEREAS**, Skagit Transit's current procurement policy Article 4, Section 4 on page 24 reads Qualifications - Based Procurement - Architectural and Engineering (A&E) Services; and

**WHEREAS**, State Auditors suggested Skagit Transit staff modify the existing procurement policy to clarify A&E services used with Federal Funds Do Not have a threshold; and

**WHEREAS**, Skagit Transit staff wish to update the policy based on State Auditor's suggestions.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT**, the Board of Directors approve this revision to the procurement policy. Article 4, Section 4 on page 24 is modified as follows: Qualifications - Based Procurement - Architectural and Engineering (A&E) Services - NO THRESHOLD.

**PASSED** in open public meeting this 22<sup>nd</sup> day of November, 2022.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

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Lisa Janicki, Chair Skagit Transit Board of Directors

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Dale S. O'Brien, Executive Director

**ATTEST TO FORM:**

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Whitney Davis, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

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Dannon Traxler, Counsel to Skagit Transit

## **SKAGIT TRANSIT**

**TO:** Skagit Transit Board of Directors

**FROM:** Brad Windler, Planning & Outreach Supervisor

**SUBJECT:** Approval of New CAC Members

### **INFORMATION:**

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

- John Norman

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

### **RECOMMENDATION:**

Staff recommends approving the new member.

### **BUDGET IMPACT:**

None.

## **SKAGIT TRANSIT**

**TO:** Skagit Transit Board of Directors

**FROM:** Brad Windler, Planning and Outreach Supervisor

**SUBJECT:** Design and Engineering of New Bus Stops

### **INFORMATION:**

Skagit Transit is looking to construct two new bus stops in locations that will require significant engineering support in order to be constructed in an ADA compliant manner. One bus stop will be in the area of the Swinomish Casino near Highway 20 to service the Route 513 and the other will be located along Marketplace Dr in Burlington and will connect the Burlington RV Park with the new Route 101 that is expected to start operating in 2023.

Staff has been in contact with the planning staff at both the City of Burlington and the Swinomish Tribe. Both locations will require the creation of construction documents produced by an engineer. Staff is requesting to use the new on-call engineering firm to accomplish this work. Transit staff is still in discussion with jurisdictional staff to finalize the proposed design, but engineering expertise is needed to make sure that any agreement is one that is feasible and can be accomplished at a reasonable expense. The funding for this project will expire on June 30<sup>th</sup>, 2023 as it is WSDOT Special Needs funding.

### **RECOMMENDATION:**

Approve the completion of the design and engineering of two new bus stops. This project is already included in the 2022 budget.

### **BUDGET IMPACT:**

Total Funds: \$160,000 (includes tax)

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Greg Latham, Maintenance Manager  
**SUBJECT:** Approve Purchase of One (1) Service Truck

### **INFORMATION:**

On December 15<sup>th</sup> 2021, the Board approved the 2022 budget which included Capitol Funds for Vehicle Replacements.

Skagit Transit is requesting to purchase one 2023 Ford F450 4WD Service Truck from Bud Clary Ford/Hyundai in Longview Washington through the WA State Contract# 05916. This vehicle will replace the current Maintenance Department's service truck.

The current 2004 Ford F450 used by the Maintenance Department met its useful life benchmark in 2016 and will be surplus after replacement.

### **RECOMMENDATION:**

Approve the purchase of one replacement, 2023 Ford F450 4WD Service Truck using the **Washington State Department of Enterprise Services** Contract# 05916 for Motor Vehicles.

### **BUDGET IMPACT:**

Cost \$127,012.04 included in 2022 Budget

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors

**FROM:** Dale O'Brien, Executive Director  
Chris Stamey, Manager of Finance & Administration

**SUBJECT:** Approve Resolution No. 2022-14 Recommended Compensation Schedule Adjustment

### INFORMATION:

In July 2022, the Board of Skagit Transit awarded the compensation study services to Evergreen, LLC to provide a comprehensive review of Skagit Transit's current compensation, classification, benefit and pay structure for all positions. This process included:

- Review current compensation policies, practices, and job descriptions
- Salary Market Survey and Analysis
- Board Adoption of new classification, benefit, and pay structure
- Update the 8-step Compensation Schedule

On March 31, 2005, the Board of Directors approved the following Compensation Philosophy:

#### **Skagit Transit Compensation Philosophy**

Skagit Transit values our employees as the most vital resource in meeting our organizational mission and providing service to our community. Within the fiscal resources available and in compliance with all applicable rules and laws, Skagit Transit seeks to attract and retain well-qualified, productive employees through a total compensation philosophy, which is driven by the following principles:

- *To establish compensation levels for positions on the basis of internal equity (utilizing a job evaluation system) and external competitiveness (comparing jobs within relevant labor markets). When examining the market, Skagit Transit will strive to place position salary maximums at the average of other peer salary range maximums.*
- *To maintain a system that provides for uniform increases (3.5% between each step) and to administer the compensation program equitably and consistently.*
- *To maintain high expectations of performance and reward employees who meet these expectation with annual step increases identified within the pay plan which recognize an employee's increasing knowledge, skills, longevity and performance. Conversely, employees who perform below established expectations will not receive an annual step increase.*
- *To recognize that total compensation includes both pay and benefits when determining market competitiveness.*

- *To assist employees in understanding their compensation and benefits by clearly communicating to all employees.*
- *Along with compensation, to ensure employees are receiving the necessary training and tools to effectively perform their jobs.*
- *To establish a periodic review the compensation system to assess market competitiveness and effectiveness of Skagit Transit's system in attracting and retaining employees.*

Consistent with the compensation philosophy, Evergreen, LLC assessed the current market competitiveness of Skagit Transit's compensation system. The following peer organizations were used in the compensation survey:

**Market Comparable Peer Agencies:**

- Whatcom Transportation Authority
- Island Transit
- Community Transit
- Everett Transit
- King County Metro
- Pierce Transit
- Kitsap Transit
- Sound Transit
- Intercity Transit
- City of Bellingham
- City of Anacortes
- City of Everett
- City of Mt. Vernon
- Whatcom County
- Snohomish County
- Port of Skagit
- Northwest Clean Air Agency

When comparing Skagit Transit salary ranges with peer positions in other organizations, data revealed that our positions were lagging 17% behind the market at the minimum of the range, and 19% behind the market maximum, on average.

Staff is recommending the following actions to bring Skagit Transit's salary schedule more in line with the Board approved compensation philosophy and with market comparable peers:

Adopt a revised salary schedule and move staff into the new salary schedule using the recommendation as presented by Evergreen Solutions, LLC.

**Benefit Comparisons**



Evergreen Solutions, LLC also reviewed Skagit Transit's benefit offerings with its comparable agencies in consideration of total compensation. Generally, Skagit Transit's benefits are similar to the comparable agencies, with the exception of retirement benefits.

On average, comparable agencies pay for 95.5% of employee healthcare premiums for PPO plans, and 85.3% of employee healthcare premiums for HMO. Skagit Transit is close to the market, with the employer providing 90% of the healthcare premiums and employees paying for the remaining 10%.

Skagit Transit provides 8 hours monthly for paid time off, while peers provide 15.4, on average. Peers offer 10.7 holidays per year, on average, while Skagit Transit provides 12.

The most striking difference between Skagit Transit and its comparable agencies when it comes to total compensation is its retirement benefits. Many comparable agencies participate in the Washington State Public Employee Retirement System (PERS). In lieu of PERS, Skagit Transit provides a 401a program to employees with a 5% match to a mandatory 5% employee contribution. Skagit Transit also contributes to Social Security and provides employees with a voluntary 457 deferred compensation plan. It is difficult to compare PERS with Skagit's 401a system due to the differing natures of the two retirement programs. A more thorough, actuarial analysis would need to be performed to determine the relative monetary benefits of one plan over the other.

By not participating in PERS, Skagit Transit could be at a disadvantage when it comes to attracting or retaining qualified candidates from other public agencies where a candidate has participated in PERS.

#### **RECOMMENDATION:**

Staff recommends the Board approve Evergreen Solutions, LLC recommended compensation schedule to include the above changes, with the implementation effective December 1, 2022.

#### **BUDGET IMPACT:**

The fiscal impact of implementing the recommended compensation schedule is approximately \$1,539,003 for year 2023 which includes salaries, taxes, and DRS retirement expense. This expense is sustainable with our operating revenues. Bringing wages to market will allow Skagit Transit to hire sufficient staff which will allow coverage of routes and temper Overtime which as of October 31<sup>st</sup> totaled \$357,660.

**RESOLUTION 2022-14**

**A RESOLUTION ADOPTING A REVISED SKAGIT TRANSIT COMPENSATION SCHEDULE**

**WHEREAS**, Skagit Transit’s salary schedule for all employees needs to be updated; and

**WHEREAS**, the Board of Directors requested that a compensation study be completed and recommended changes be presented for approval;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Board of Directors of Skagit Transit System hereby adopts the Recommended Compensation Schedule effective December 1, 2022.

**PASSED** in open public meeting this 22<sup>nd</sup> day of November 22, 2022.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

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Lisa Janicki, Chair Skagit Transit Board of Directors

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Dale S. O'Brien, Executive Director

**ATTEST TO FORM:**

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Whitney Davis, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

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Dannon Traxler, Counsel to Skagit Transit

## SKAGIT TRANSIT

**TO:** Skagit Transit Board of Directors  
**FROM:** Jennifer Davidson, Human Resources Manager  
**SUBJECT:** Approve Amendment to Resolution 2022-09 for the Adoption of Department of Retirement Systems

### INFORMATION:

On August 17, 2022 the Board approved resolution 2022-09 which approves transitioning to the Washington State Department of Retirement Systems (DRS).

On September 21, 2022, staff presented the following three enrollment options to the board:

- A) Employer pays all previous service costs (both member and employer contributions) Payment must be completed within 15 years from entry into PERS.
- B) Employer and member share previous service cost. Payment must be completed within five years from entry into PERS.
  - B1) Member pays member contributions. Employer pays employer contributions.
  - B2) Member pays 90% of previous service cost.
- C) Member pays all previous service costs (both member and employer contributions). Payment must be completed within five years from entry into PERS.

Skagit Transit Staff has reviewed and researched each of the options listed above.

### RECOMMENDATION:

Staff recommends the Board approve the amendment to resolution 2022-09 for the adoption of the Washington State Department of Retirement Systems (DRS) enrollment into the Washington State Public Employees' Retirement System (PERS) to become effective January 1, 2023.

Staff also recommends the Board select option B2 and allow Skagit Transit to share in the previous service cost. Staff recommends Skagit Transit contribute 10% of the previous service cost.

### BUDGET IMPACT:

Budgetary impact would be up to \$380,000.00 over a period of five years.

**RESOLUTION NO. 2022-09 AMENDMENT**

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS  
APPROVING THE ADOPTION OF DEPARTMENT OF RETIREMENT SYSTEMS -  
PERS**

**WHEREAS**, it is the responsibility of the Skagit Transit Board of Directors to establish and maintain a competitive benefits package for Skagit Transit employees; and

**WHEREAS**, Skagit Transit desires to enroll its employees in the Department of Retirement Systems Public Employees Retirement System (PERS) Option B2;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, by the Board of Directors of Skagit Transit System hereby approves the enrollment and implementation of the Washington State Department of Retirement Systems (DRS) - PERS Option B2 for Skagit Transit employees.

**PASSED** in open public meeting this 22nd day of November 2022.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

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Lisa Janicki, Chair Skagit Transit Board of Directors

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Dale S. O'Brien, Executive Director

**ATTEST TO FORM:**

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Whitney Davis, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

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Dannon Traxler, Counsel to Skagit Transit

## CAC REPORT

November 8, 2022

Elections were held this month, with officers being as follows:

- Judy Jones, Chair
- Doris Brevoort, Vice-Chair
- Chris Jones, Special Projects Assistant

New term officially begins January 1 of the upcoming year.

For the staff report: Brad went over the grant submissions to WSDOT for new buses and service improvements. Funding is also being requested for a new outreach position of Community Engagement Coordinator, with recruitment to begin the summer of 2023. And, lastly, funding is being sought for a study to research growth in adjacent counties, in order to accommodate future transit service, to also start in 2023. The latter met with enthusiasm from the CAC.

Notice was given of the rescheduled CEO candidates reception, December 8, 5:30 PM at the county commissioners' building, 1800 Continental Place in Mount Vernon.

The CAC press release went out to the usual contacts and services approximately two weeks ago

Brad then described in brief two conferences recently attended, the first through the American Planning Association, and the second regarding the possibility of hydrogen fueled vehicles for our county.

Note that Skagit Transit will be closed Thanksgiving Day.

Region awareness committee: Longer bus wait times are experienced, due to driver shortages and cutbacks in services.

In our round table discussion, one of our members reports a stellar experience with ParaTransit, as she has been riding, due to a temporary disability. The only suggestion is that the phone tree options be streamlined and simplified when calling in for rides.

Respectfully Submitted,

Judy Jones

CAC Chair

Next meeting Dec 13, 2022 04:30 PM