



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

Skagit Transit Board of Directors Agenda

Regular Meeting
January 17th, 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. VOTE FOR 2024 VICE CHAIR OF SKAGIT TRANSIT BOARD OF DIRECTORS
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 December Meeting Minutes Page 3-5
7. FULL DISCUSSION / ACTION ITEMS
 - a) Approve Resolution 2024-01: Appointing Auditor/Treasurer Page 6-7
 - b) Approve Travel Reimbursement for Non-Employees Policy Page 8-10
 - c) Approve Closure and Transfer of Bank Account Page 11
8. INFORMATION ITEMS
 - a) CEO Update
 - b) Naloxone Policy
 - c) CAC December Report Page 12
 - d) December Ridership Page 13-14
 - e) Response to December 20th, 2023 public comments Page 15 -21
9. CLOSED SESSION – Collective Bargaining Negotiations 42.30.140 (4)(a)
10. ADJOURNMENT



Skagit Transit Board of Directors Officers

Mayor Matt Miller Chair Vacant Pending Board Vote 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, December 20th, 2023

[Skagit Transit Board of Directors Meeting 12-20-2023 - YouTube](#)

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
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Councilmember
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember

Providing Legal Counsel:

None

Staff Present

Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies
Crystle Stidham, Chief Executive Officer
Chris Arkle, Finance/Accounting Manager
Brad Windler, Planning Supervisor
Zach Wright, Security Supervisor

Staff Present via Teleconference:

Joe Macdonald, Director of Safety and Training; Jill Issacson; Aggie Juarez, Director of Facilities; Jim Young, Ops Supervisor; Abby Bissell, HR Generalist, Andrew Litke, Security Supervisor; Jo-Ann Wynne, Procurement; Justin Self, IT Technician

Members of Public Present

Joe Downes, Soren Jensen, Karen Stroschein, Chris Squires, Rocky Bliss, Eric Stroschein, Peter Donovan

Members of the Public Present via Teleconference:

Brad Tinges, "Ray", "00000", "Independent Journalist 2", "JW", Scott McFarlane, "Citizen", James Howard, "Sam E2"

1 Board Member Recognition

Staff recognized that this would be Board Chair Mayor Boudreau's last meeting as she is retiring from office. Staff presented her with a commemorative plaque.

2 Public Comment:

Public Comment was made. It can be viewed at the video linked above.

3 Consent / Action Items:

- a) Approval of November Meeting Minutes
- b) Approval of December Special Meeting Minutes
- c) Approval of October Claims and Payroll
- d) Approval of November Claims and Payroll
- e) Approve 2024 FTA Low and No Emissions Grant Funding Opportunity
- f) Approve 2024 RAISE Grant Funding Opportunity
- g) Approve Fare Free Service for Point in Time Count
- h) Approve Fare Free Service for Severe Winter Weather Shelters

Ms. Johnson 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 October
Mr. Arkle read the report as presented in the packet.

Mr. Wesen moved to approve the Monthly Budget Report for October. Mr. Miller seconded the motion. The motion passed unanimously.

- b) Approve Monthly Budget Report for November
Mr. Arkle read the report as presented in the packet.

Ms. Janicki moved to approve the Monthly Budget Report for November. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Approve Resolution No 2023-10: 2023 Budget Amendment

Mr. Arkle read the report as presented in the packet. A question was raised regarding a number in the report, and it was agreed that the number will be changed and sent to the Board after the meeting. The numbers in the resolution were correct.

Ms. Janicki moved to approve Resolution 2023-10 given that the corrected numbers are sent to the Board. Mr. Miller seconded the motion. The motion passed with Mr. Aslett opposed.

Mayor Boudreau left at 11:51am. Mayor Miller took over as Chair for the remainder of the meeting.

d) Approve Resolution 2023-11: 2024 Budget

Ms. Stidham presented the presentation that was included in the packet.

Ms. Janicki moved to approve Resolution 2023-011 with correction to the title. Mr. Sexton seconded the motion. The motion passed unanimously.

e) Approve Work Plan – Personnel Policy Manual Extension

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

Ms. Janicki moved to approve the extension for approving the Personnel Policy Manual until June 30th, 2024. Mr. Sexton seconded the motion. The motion passed unanimously.

f) Approve A/E Services Agreement #23-018-F for MOA Design Phase 2 and 3

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

Ms. Janicki moved to approve agreement #23-018-F. Mr. Aslett seconded the motion. The motion passed unanimously.

g) Approve Purchase of Seven Replacement and Four Expansion Vans

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

Mr. Browning moved to approve the purchase of 7 replacement and 4 expansion vans. Mr. Sexton seconded the motion. The motion passed unanimously.

h) Approve 2024 FTA 5307 FLEX Funds Grant Award

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

Mr. Browning moved to approve the 2024 FTA 5307 FLEX Funds Grant Award. Ms. Janicki seconded the motion. The motion passed unanimously.

i) Approve New CAC Member

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

Mr. Sexton moved to approve the New CAC Member. Mr. Wesen seconded the motion. The motion passed unanimously.

5 Information Items

a) CAC November Report

Ms. Jones highlighted the points of the report, including that Ms. Jones will be returning as CAC Board Chair for 2024.

b) CAC December Report

Ms. Jones stated that there were no new items for December and action cannot be taken until the new By-Laws are approved.

Ms. Janicki asked that in the January meeting, a red-lined copy of the new By-Laws be presented.

- c) October Ridership
Mr. Windler summarized the October and November Ridership reports by indicating increased ridership on Fixed Route and Paratransit.
- d) November Ridership

Mayor Miller adjourned the meeting at 12:35 p.m. The Board then went into closed session for 5 minutes.

Matt Miller, Chair Skagit Transit Board of Directors

Attest:

Laura Klein, Clerk of Skagit Transit Board



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Resolution No. 2024-01: Appointing an Auditor/Treasurer for Skagit Transit System

INFORMATION:

Resolution No. 40 adopted April 20, 1995 names the Manager of Finance and Administration as the Auditor/Treasurer of Skagit Transit.

The position of Manager of Finance and Administration is no longer in use. The current Finance/Accounting Manager, Chris Arkle has been performing the functions of the Auditor/Treasurer to the Board since his arrival in October 2023.

This resolution will authorize the Finance/Accounting Manager to perform the duties and responsibilities of Auditor/Treasurer for Skagit Transit System.

RECOMMENDATION:

Staff recommends the Board Approve Resolution 2024-01 authorizing the appointment of the Finance/Accounting Manager, Chris Arkle, to be the permanent Auditor/Treasurer for Skagit Transit System.

RESOLUTION NO. 2024-01

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPOINTING AN
AUDITOR/TREASURER BOARD FOR THE SKAGIT TRANSIT AUTHORITY**

WHEREAS, in April 1995, the Manager of Finance and Administration was appointed to serve as Auditor/Treasurer of Skagit Transit System; and

WHEREAS, the position of Manager of Finance and Administration no longer exists within Skagit Transit; and

WHEREAS, the Skagit Transit bylaws require the Board of Directors to appoint an Auditor/Treasurer; and

WHEREAS, the position of Finance/Accounting Manager has been performing the functions of the role since October of 2023;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT the Board of Directors of Skagit Transit hereby appoints the Finance/Accounting Manager, Chris Arkle, to the capacity of Auditor/Treasurer for the authority, to perform all the duties and responsibilities of the position, retroactively dated to November 1st, 2023.

PASSED in open public meeting this 17th day of January 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Matt Miller, Chair Skagit Transit Board of Directors

By _____
Crystle Stidham, Chief Executive Officer

ATTEST TO FORM:

Laura Klein, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Travel Reimbursement for Non-Employees Policy

INFORMATION:

Skagit Transit has several positions that are actively being recruited for. In order to find the candidate that will be the best fit for the organization, some positions may require a recruitment strategy of sourcing candidates from outside of the PTBA.

A policy has been established to address instances where a candidate will need to travel for the purpose of participating in the recruitment process.

This policy is established to provide guidelines for reimbursing travel expenses incurred by candidates for employment during the recruitment process. The reimbursement will be based on federal rates established by the Office of Travel, Relocation, Transportation, and Mail Policy through the Federal Travel Regulation (FTR), which is published by the General Services Administration (GSA) and is applicable to specific travel-related expenses.

This policy applies exclusively to candidates for employment who are invited to participate in interviews or other recruitment-related activities that require travel.

By adhering to this policy, Skagit Transit aims to facilitate a fair and consistent reimbursement process for travel expenses incurred by candidates during the employment recruitment process, promoting transparency and a positive candidate experience.

RECOMMENDATION:

Staff recommends the Board approve the policy regarding Travel Reimbursements for Non-Employees.

Travel Reimbursement for Candidates for Employment

Purpose: This policy is established to provide guidelines for reimbursing travel expenses incurred by candidates for employment during the recruitment process. The reimbursement will be based on federal rates established by the Office of Travel, Relocation, Transportation, and Mail Policy through the [Federal Travel Regulation \(FTR\)](#), which is published by the General Services Administration (GSA) and is applicable to specific travel-related expenses.

Scope: This policy applies exclusively to candidates for employment who are invited to participate in interviews or other recruitment-related activities that require travel.

1. **Authorized Travel Expenses:** Reimbursement will be provided for the following eligible travel expenses up to the rates published by GSA:
 - Transportation: Airfare, train fare, rental car, and mileage for personally owned vehicles.
 - Lodging: Expenses incurred for hotel accommodations in accordance with GSA “standard rates” for Washington. See [FY 2024 Per Diem Rates for Washington | GSA](#).¹
 - Meals and Incidentals: Expenses incurred for meals (including taxes and tips) and incidental expenses such as parking fees, tolls, and other minor miscellaneous costs directly related to the business in accordance with GSA guidelines under M&IF (Meals and Incidentals). See [FY 2024 Per Diem “standard rates” for Washington | GSA](#).

Federal Rates: Reimbursement rates are based on the current federal guidelines for travel expenses as published by GSA or any applicable federal agency. These rates may be subject to periodic updates, and the organization will adhere to the latest published rates.

Submission of Expense Reports: Candidates must submit detailed and itemized expense reports within five days after the completion of the travel. The expense report should

¹ [The Federal Travel Regulation \(FTR\) 301-11.300 through 306](#) notes that if lodging is not available at your temporary duty location, your agency may authorize or approve the maximum per diem rate of up to 300% of per diem for the location where lodging is obtained. You should also ensure you have checked www.fedrooms.com to confirm there are no rooms available at per diem in the area where you need to travel.

include receipts for all eligible expenses, and per diem rates for meals, lodging, and incidentals must be used where applicable.

Approval Process: Expense reports/travel claims will be reviewed and approved by the Chief Executive Officer before reimbursement is processed. Incomplete or improperly documented expense reports may be returned for clarification or correction, and expenses that exceed per diem requirements will only be reimbursed up to the rates published in the GSA guidelines. Ineligible expenses shall be denied.

Payment Processing: Reimbursements will be processed promptly following the approval of the expense report within 30 (thirty) calendar days of receiving the travel claim. Payments will be made in accordance with the organization's regular payment schedule.

Exceptions: Any exceptions to this policy must be pre-approved by the Chief Executive Officer and documented in writing. Exceptions will only be granted under exceptional circumstances, when aligned with the best interests of the organization, and in accordance with GSA guidelines for exceptions.

Compliance: All reimbursements will be made in compliance with federal and state regulations. Candidates are responsible for understanding and adhering to tax implications associated with reimbursements.

Policy Review: This policy will be reviewed biannually to ensure its relevance and effectiveness. Any necessary updates will be made in accordance with changes in federal rates or organizational needs.

By adhering to this policy, Skagit Transit aims to facilitate a fair and consistent reimbursement process for travel expenses incurred by candidates during the employment recruitment process, promoting transparency and a positive candidate experience.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Closure and Transfer of Bank Account

INFORMATION:

On December 13th, 2023, staff discovered that the bank account ending in 9598 was potentially compromised due to an unauthorized check being deposited. This incident is under investigation with the bank, who has restricted cashflow in and out of the account out of an abundance of caution.

To maintain normal business practices while this is being looked into, staff is asking for approval to close the effected account and transfer funds into a new account at the same bank.

RECOMMENDATION:

Staff recommends the Board approve the closure of the bank account ending in 9598 and the transfer of funds into a new bank account.

CAC REPORT

January 9, 2024

New member Daniel Kihangu was officially welcomed to the Community Advisory Committee.

There were no guests or public comments.

A CAC appreciation event is taking place during the February 13 meeting, and Board members are most welcome to attend.

A consultant with the long-range planning studies will be present to take any member feedback regarding services and their implementation.

Members reviewed proposed language changes to the by-laws draft, and a recommendation vote will be taken, to bring the proposed by-laws to the Board for a vote to approve.

Brad gave the staff report, and Cheryl alerted the membership to the January 15 office closure and January 25 Ride Free Day.

Next meeting, February 13.

Respectfully Submitted,

Judy Jones

CAC Chair

Skagit Transit DEC Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	36,035	-----	2023	452,091	-----
2022	29,103	23.8%	2022	376,580	20.1%
2019	50,898	-29.2%	2019	708,083	-36.2%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,158 2023- 1,470



On Time Performance



96.46%

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



Fixed Route Weekday Highlights

Ridership Top 5 Routes Overall

208 MV-Burlington	5,166
90X Everett Connector	2,900
207 Mount Vernon	2,829
205 Mount Vernon	2,736
40X MV-Wstrn Skagit	1,968

5 Routes w/largest % change vs 2022

409 Anacortes	172.6%
513 Western Skagit	86.4%
206 Mount Vernon	83.1%
717 Concrete	76.7%
205 Mount Vernon	74.0%

Selected Statistics for November

Youth Ridership- 4,610

WWU Ridership- 682

SVC Ridership- 440

Ride Pass Grant Program- 1,013

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,345	-----	2023	65,767	-----
2022	4,598	16.3%	2022	53,400	23.2%
2019	6,157	-13.2%	2019	75,496	-12.9%

Zero Denials 882 Cancellations 62 Will Calls/Same Day Rides
 44 new applicants 22 renewal applications

Paratransit trips on Fixed Route: 890 trips - saving the agency \$64,970



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 130,404 miles

Paratransit Total Miles Operated- 42,735 miles

Diesel Fuel Consumed	21,813 Gallons
Propane Fuel Consumed	8,276 Gallon Equivalent



Adoption & Usage

Umo DATA:	
# of Umo Boardings on Fixed Route	20,786
% of Umo Boardings on Fixed Route	57.68%
# of Umo Boardings on Paratransit	3,051
Total Paratransit Boardings	5,345
% of Umo Boardings on Paratransit	57.08%
# of Total Umo Boardings	23,837
% of Umo Boardings on ALL modes	57.61%



600 County Shop Dr.
Burlington, WA 98233

To:

From: Crystle Stidham, CEO

Re: December 20th, 2023, Board Meeting

December 26, 2023

The purpose of this memo is to address the public comments that were made at the Board Meeting on December 20th, 2023.

Statement

It was stated that the bathroom in customer service was closed to drivers.

Response

On December 1st, 2023, a memo went out to employees stating that a new break room was open and available to all employees at Skagit Station and that the customer service office would now be closed to all employees except, security, leadership, facilities, and IT staff on an as-needed basis. This means that customer service is now closed to all employees unless they need to conduct business-related activities in the customer service office, e.g., fix a computer, conduct a security check, perform a maintenance function, etc.

All employees still have access to the bathroom facilities located near the lobby area.

Statement

The public bathrooms are unacceptable because:

- They do not have hot water
- There are no paper towels
- There is no soap at the end of the day
- There are no seat covers

Response

Regardless of who is using the public bathrooms, we take great pride in the look and cleanliness of all our facilities.

- *Both restrooms have hot water. Our facilities team has confirmed this on numerous occasions.*
- *The bathrooms have hand dryers in lieu of paper towels.*
- *There have been no validated reports of running out of soap*
- *Seat cover dispensers and seat covers were installed shortly after opening the new break room and before the December 20th, 2023, Board meeting*

The bathrooms are cleaned 7 days a week before the station opens each morning and facilities conduct bathroom checks throughout the day to ensure bathrooms are clean and stocked. The team has responded to numerous unscheduled calls for service to the bathrooms and have not found a substantiated issue.

Statement

A man was using fentanyl in the men's restroom and was taken to the hospital.

Response

Unfortunately, we are experiencing a crisis across the nation concerning fentanyl abuse. We are taking action to protect all employees and customers by doing the following:

- *Installing air sensors in the bathrooms that monitor and detect vaping and smoking. This real time monitoring will sound an alarm if it detects vape or smoke and our onsite security team will be alerted immediately.*
- *Notices will be posted that the air sensors have been installed to deter usage in our bathrooms.*
- *Security is conducting bathroom checks at 15-minute intervals or less during business hours.*
- *We have sanitizing protocols in place in the event that we do have a fentanyl exposure.*

We recognize that the safety and security of our passengers, employees, and the communities we serve are of paramount importance. We are committed to maintaining a robust and proactive security infrastructure that prioritizes the well-being of all stakeholders. Through continuous investment in advanced technologies, on site security, and collaborative partnerships with law enforcement agencies, we strive to create a secure and reassuring environment for everyone who relies on our transit services and uses our facilities.

Statement

Customer service could easily be moved to the former Greyhound office.

Response

This space is not set up for customer service. Skagit Transit did receive a quote from its contracted architectural and engineering firm for the design and management of the project and the quote came in at about \$383,000, not including construction.

We will be going out for bid in early 2024 to get a cost estimate on just adding a bathroom to the new breakroom area.

Statement

Drivers do not have access to bathrooms on every route.

Response

Drivers have access to at least one bathroom on every single route.

Statement

The contract is not being followed. This statement was made in relation to bid changes.

Response

As outlined in a memo on November 13, 2023, responding to a demand to bargain, the provisions of the Collective Bargaining Agreement (CBA) do not require negotiation regarding the proposed schedule changes. Instead, according to Article three (3) of the CBA, Management Rights, management has the authority to make unilateral changes to handle its affairs, determine work schedules, enhance efficiency, and oversee operations. This includes aspects such as assigning working hours, modifying work schedules, assigning shifts, revising schedules, allocating work, scheduling operations, and introducing new or different operational methods.

Ms. Kennedy acknowledged this in her statement.

Despite that, Skagit Transit Management did meet with AFSCME leadership on two different occasions and sought input from drivers regarding the proposed changes.

Statement

Skagit Management violated Article 6.1.2 of the CBA.

Response

This article states that Skagit Transit will respond to route improvement suggestions within 10 working days. Skagit Transit did not receive any route improvement suggestions prior to the development of the new route changes, and only received one following the memo from Management asking for input.

This article also states that in addition to the route improvement process, that Skagit Transit will meet twice annually (March and September) to review ridership statistics and discuss any possible increase in full time bid positions, as well as analyze recovery time on routes.

While I acknowledge that Management didn't meet with the Union in March and September as outlined in the CBA, a review with tenured staff reports that these meetings have not occurred in the history of this or previous CBAs.

This was immediately rectified after being brought to my attention and Skagit Transit Management met with the Union to review ridership statistics, discuss any possible increase in full time bid positions, and analyze recovery time on routes. These meetings have already been scheduled for March and September 2024.

Note that there is no obligation to bargain over route or bid changes in Article 6.1.2 or anywhere else in the CBA.

Statement

“Employees have been told that it is Mandatory to set up a workplace email account yet drivers have not been told that if they use their personal cell phone or work computer for work related things, that device can be open to subpoena and investigations if there is ever any sort of lawsuit or information request to the agency. Just last week, Management started demanding to see employees personal cell phones without cause.”

Response

Employees are not required to set up workplace email on their personal devices. Employees that do not have a Skagit Transit issued device may check their Skagit Transit email on agency portals located at Skagit Station or MOA during their normal work hours.

Skagit Transit is currently involved in litigation with a former employee. The agency has a legal obligation to preserve all data related to this claim, which includes data stored on personal devices. Management is working closely and collaboratively with our legal team to ensure that we are preserving the legally required data to protect the agency and its employees.

Moving forward, Skagit Transit will train all new employees on the Public Records Act during onboarding and will work with current employees to ensure that they receive the training as well.

Statement

Management has ignored the Union and Council's requests to meet about the new policies, new bids, and the restroom changes. Management has not met with the Union since October 12, 2023.

Response

Article 19, Section 19.2 states that "With respect to changes to policy or procedures, the Union will be given 30 days advance notice and opportunity to comment prior to adoption by the employer. The Employer may implement the change at the end of the comment period."

Skagit Transit Management has asked AFSCME leadership to put their comments regarding the policy changes in writing numerous times so that we may review them prior to implementation. As of the date of this memo, Skagit Transit has not received any written comments regarding proposed policy changes.

We have met with AFSCME leadership several times to allow them an opportunity to provide feedback on route changes.

We have discussed changes to bathroom access.

Skagit Transit has met with AFSCME leadership the following dates since October 1st, 2023:

October 1st, 2023 – Labor Management Meeting

October 12th, 2023 – Labor Management Meeting

October 20th, 2023 – Video Review per AFSCMEs request

October 20th, 2023 – MOU for Interim Safety and Training Coordinator

November 2, 2023 – Bid review

November 6th, 2023- MOU for Interim Safety and Training Coordinator

November 7th, 2023- Second Step Grievance 23-05
November 2nd, 2023 – Bid review
November 8th, 2023 – Route Committee Meeting
November 8th, 2023 – Safety Meeting
November 13th, 2023 – Bid review
November 17th, 2023 – Negotiations and Labor Management Meeting
December 1st, 2023 – Negotiations and Labor Management Meeting
December 6th, 2023 - Negotiations and Labor Management Meeting
December 13th, 2023 – Route Statistics and Ridership Review
December 21st, 2023 – Negotiations and Labor Management Meeting
January 3, 2024 – Negotiations and Labor Management Meeting

The assertion from AFSCME leadership that we have not been engaging in meetings with them is inaccurate. We consistently hold regular meetings with AFSCME leadership to address various aspects of labor-management issues. These meetings serve as a platform to discuss matters such as the negotiation of Memorandums of Understanding (MOUs), the Dispatch labor contract, bid reviews, route assessments, safety concerns, and the provision of comprehensive statistics on routes and ridership. Our commitment to open communication and collaboration underscores our dedication to fostering a constructive working relationship with AFSCME.

Statement

An employee stated that she was assaulted and stalked, and nothing was done about it. The same employee stated that she had a medical condition that requires her to have a private bathroom.

Response

Management conducted a search of all files, records, and reports did not find an incident of the employee in question being assaulted or stalked. Human Resources met with the employee, and she is alleging that this incident took place approximately 3 years ago. The current management team was not here at that time and the employee states that she did not fill out a report regarding the incident.

That employee has never requested accommodation for a medical issue that requires a private bathroom. Human Resources provided her with the information to request a reasonable accommodation and the employee reports that she does not need one at this time.

Statement

Drivers are working in a hostile work environment. Management's response to complaints is that we take everything from them.

Response

This employee has not filed a complaint about a hostile work environment. Human Resources met with him and addressed a myriad of complaints and took note of suggestions.

Management makes a concerted effort to engage employees by having an employee of the quarter, annual employee meeting, Halloween Costume Contest, Health & Wellness Fair, Lunch on the Lawn, Ugly Sweater Contest, as well as other activities that make employees feel appreciated and engaged. We will continue to work with AFSCME leadership and employees to foster a better working environment. We are also working on an employee engagement/satisfaction survey.