



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

## Skagit Transit Board of Directors Agenda

Regular Meeting  
May 17, 2023  
11:00 a.m.

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

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

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF MEMBERS**

**4. PUBLIC COMMENT**

**5. 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 April Meeting Minutes ..... Page 2-5
- b) Approval of Claims and Payroll
  - April Payroll Direct Deposit and Checks # 17076-17082 ..... \$1,297,536
  - April Direct Federal withholding transfer ..... \$262,649
  - April Claims Checks and ACH #44248-44442 ..... \$698,752

**6. FULL DISCUSSION / ACTION ITEMS**

- a) Approve Monthly Budget Update Report for April ..... Page 6
- b) Approve Increase in Operator Staffing ..... Page 7

**7. INFORMATION ITEMS**

- a) MOA2 Update ..... Page 8-9
- b) Security Update ..... Page 10-11
- c) CAC Meeting Minutes ..... Page 8-9
- d) Ridership Report ..... Page 10-11

**8. EXECUTIVE SESSION**

**9. ADJOURNMENT**

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

Wednesday, April 19, 2023

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

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

**Staff Present**

Crystle Stidham, Chief Executive Officer  
Chris Stamey, Chief Financial Officer  
Jennifer Davidson, Director of Human Resources  
Mark Kennedy, Director of Operations  
Aggie Juarez, Director of Facilities  
Chris Chidley, Director of Information Technologies  
Brad Windler, Planning and Outreach Supervisor  
Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Whitney Davis, Fare Revenue Supervisor

**Members Present via Teleconference**

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

**Staff Present via Teleconference:**

Joe Macdonald, Director of Safety and Training  
Greg Latham, Director of Vehicle Maintenance  
Jim Young, Operations Supervisor  
Melinda Hunter, Operations Supervisor  
Marcy Smith, Grants Manager  
Jo-Ann Wynne, Contracts Manager  
Mika Bergman,

**Members Absent:**

Bill Aslett, City of Burlington, Councilmember  
Mark Hulst, City of Mount Vernon, Councilmember

**Members of Public Present**

Lindsey Raitz

**Providing Legal Counsel:**

None

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

None

**1 Public Comment:**

None.

**2 Consent / Action Items:**

- a) Approval of March Minutes
- b) Approval of Claims and Payroll
  - March Payroll Direct Deposit and Checks #17068 - 17075 .....\$1,082,450
  - March Direct Federal withholding transfer ..... \$223,769
  - March Claims Checks and ACH #44093 - 44247..... \$439,811

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

**3 Full Discussion/Action Items:**

- a) Monthly Budget Update Report for March

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,228,784 in sales tax, \$236,602 in grant revenue and \$59,854 in Fare Revenue in the month of March. Mr. Stamey explained he is looking into the sources of sales tax by industry. Capital expenditures totaled \$83,880 and were included in the 2023 budget. The reserve account balance is \$21,435,048 which is 27% higher than in March 2022.

Mr. Wesen inquired about the kiosks included in the Capital expenses. Mr. Windler explained the kiosks provide live interactive route information to passengers.

**Mr. Miller moved to approve the March Monthly Budget Update. Ms. Janicki seconded the motion. The motion passed unanimously.**

b) Approve Resolution 2023-02 Authorizing the Addition of Two Cash Drawers

Mr. Stamey read the report as presented in the agenda packet. Staff is requesting two additional cash tills of \$200 each to provide sufficient change supply for Customer Service. This change would allow staff to increase hours of availability to the public by 45 minutes daily without affecting staff hours and noted this has been blessed by state auditors.

**Ms. Janicki moved to approve Resolution 2023-02 authorizing the addition of two cash drawers. Mr. Browning seconded the motion. The motion passed unanimously.**

c) MOA-2 Project Overview Presentation

Ms. Stidham presented an overview of the history and progress of the construction on the new Maintenance, Operations and Administration Facility.

d) Approve HB Hansen Construction Change Order 8

Ms. Stidham read the report as presented in the agenda packet. Staff is requesting Board approval of change order 8 totaling \$1,627,314.06 Ms. Janicki clarified change order 8 included the purchase of windows.

Ms. Boudreau noted the City of Mount Vernon is also experiencing extraordinary inflationary costs. Mr. Sexton shared concerns about problems snowballing and inflation causing tremendous budget overages.

Ms. Janicki noted the constructability and engineering review created a higher point in confidence in the project going forward with the plans as presented. Ms. Stidham added that HB Hansen ensured staff that the estimate and schedule provided takes the project to 98% completion so there should be little to no change orders from a monetary standpoint for the remainder of the project and staff is analyzing every change order and invoice and closely monitoring the project.

Ms. Boudreau and Mr. Miller echoed the confidence in the third-party review of the construction plans.

**Ms. Janicki moved to approve HB Hansen Construction Change Order 8. Ms. Johnson seconded the motion. The motion passed with Mr. Sexton opposed.**

e) Approve KBA Construction Management Contract No. 19-013-F Amendment #5

Ms. Stidham read the report as presented in the agenda packet. Ms. Stidham stated KBA Construction provided a project proposal of \$440,131 to continue construction management services through May 31, 2024 and staff is in the process of negotiating the contract. Ms. Stidham noted that staff discovered the original contract expired December 31, 2022. Ms. Stidham stated the proposal was received prior to receiving the remaining project schedule from HB Hansen and staff is working to negotiate the number of hours they are projecting for the completion of the project. Additionally, staff is negotiating the hourly rates they are proposing and noted the hourly rates have increased significantly since the project began.

Ms. Boudreau shared concerns about approving a contract that is still under negotiations, and suggested the Board discuss approving a parameter providing approval up to \$440,000 and noted the issue of operating outside of a contract.

Mr. Stamey added that staff is working to create a solution to avoid active contracts expiring prior to completion of projects and eliminate overspending.

**Mr. Browning moved to approve staff to negotiate the extension of the KBA Construction Management Contract No. 19-013-F Amendment #5 up to \$440,131. Mr. Wesen seconded the motion. The motion passed unanimously.**

f) Approve Kaeka Security Guard Services Contract #20-001-F Amendment

Ms. Stidham read the report and noted a correction in the original presentation. Ms. Stidham explained the extensive delays in the construction of the MOA-2 project have increased expenses associated with maintaining the 24-hour security service by approximately \$100,000. The request to increase the contract by \$300,000 would include up to six months of month-to-month service at MOA-2 as well as at Skagit Station. Ms. Stidham noted performance issues with Kaeka and the contract expires at the end of May. Staff has been asked to submit a request for proposal to bring in another security company.

Ms. Boudreau inquired about Kaeka interfaces with Skagit Transit Security staff. Ms. Stidham explained Skagit Transit Security staff overlap with the contracted security and help oversee contracted employees. Kaeka has not been very reliable, so Skagit Transit Security staff has been filling in to cover in their absence.

Mr. Miller clarified that \$100,000 of the requested approval covers expenses already incurred, and \$200,000 covers six months of month-to-month services.

**Ms. Johnson moved to approve the Kaeka Security Guard Services Contract #20-001-F Amendment. Ms. Janicki seconded the motion. The motion passed unanimously.**

## 6 Information Items

a) Fleet-wide Coach Wi-Fi Upgrade Project - Update

Mr. Chidley read the report as presented in the agenda packet with a correction to the price of the previously approved contract to \$229,500. Mr. Chidley explained that Skagit Transit would not receive products ordered in time to apply grant funds as planned. Staff is requesting

Board approval to transfer the grant funds to an open operating grant and approve the Wi-Fi project to be programmed to the 2023-2025 grant biennium.

Mr. Browning inquired about the ability to control or monitor use of the guest Wi-Fi system. Mr. Chidley explained staff will have the ability to apply content filtering and data usage.

**Mr. Wesen moved to approve the fleet-wide coach Wi-Fi Upgrade Project to be programmed to the 2023-2025 grant biennium. Mr. Sexton seconded the motion. The motion passed unanimously.**

b) Community Advisory Committee Report

Ms. Jones read the report as presented in the agenda packet.

c) March Ridership Report

Mr. Windler noted the new format for the ridership report and welcomed feedback and requests for any changes. Mr. Windler stated staff is looking into information on the statistics of Customer Service calls and noted Youth ridership accounts for approximately 10% of March's ridership and added that is a great source of growth.

**Mayor Boudreau adjourned the meeting at 12:06 a.m.**

Attest:

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

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

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

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

Revenues:

**Sales Tax:**

April	2023	2022	2021
	1,195,022	1,155,719	1,027,401

**Grant Revenue:**

Federal Capital \$ 7,124

**Fare Revenue:**

	2023	2022	2021	2020
<b>April</b>	59,088	61,961	47,726	21,656
<b>Budget</b>	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Bus Stop Pull Out Design – Market Place Drive	\$18,901
MOA 2 – PA 13 and PA 14; Modular & Restroom rentals	\$107,429
Right Systems – Network Storage Server	\$53,867

Ending Cash:

April 2023	April 2022	April 2021
3,061,824	5,260,634	4,604,911

Reserves:

	April 2023	April 2022	April 2021
Operating	5,162,261	5,022,804	5,017,663
Facilities	10,400,000	8,400,000	400,000
Capital Replacement	4,412,395	4,015,912	4,008,557
Non-Designated	1,546,645	1,505,248	1,503,708
<b>TOTAL</b>	<b>21,521,301</b>	<b>18,943,964</b>	<b>10,929,928</b>

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



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, CEO  
**SUBJECT:** Approve Increase in Operator Staffing

**INFORMATION:**

On May 1st, 2023, Skagit Transit increased service with the addition of route 101 serving new areas of Burlington, WA. Additionally, Skagit Transit is increasing service on routes 513 and 615 serving La Conner and West County areas. Those changes are 50% grant funded for two years with the expectation of two additional years and will begin Aug. 28th, 2023. These factors have increased the need for staffing above current approved levels.

**RECOMMENDATION:**

Staff recommends the Board approve four additional Coach Operators to meet staffing needs.

**BUDGET IMPACT:**

Cost of four additional Coach Operators:

Total cost for 6 months of additional Operators: \$180,048

## CAC REPORT

May 9, 2023

The CAC will be making recommendations on the new style of bus shelter to be used in future. Eight possibilities were viewed and discussed by the committee, and further discussion will take place at the next meeting.

Under the Strategic Plan category, members gave additional information on bus stop improvements.

Since the new service changes took effect May 1, there has not yet been anything to report from ridership or the community. All new schedule information has been disseminated to the major distribution points, such as senior centers, libraries, and schools.

Ridership continues to improve, and youth ridership is seeing a very positive upward trend.

The Region Awareness committee reports smooth connections, also notes fewer passengers since the pandemic, even though there is ridership increase.

Brad states that the agency should be receiving a decision on the funding for the intercounty partnership project very shortly.

He also reports that the pilot project with WWU, paying the flat fee for students and staff to ride free will more than likely now turn into a permanent agreement between the college and Skagit Transit.

In our Round Table session, more bus route suggestion information was taken. Brad also stated that this fall is the time when many in-depth studies will take place concerning over-all route improvements.



Please feel free to join us at our next meeting, in person, or via Zoom.

June 13, 2023, 4:30 PM at Skagit Station or

Join Zoom Meeting

<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

Dial by your location

+1 253 215 8782 US (Tacoma)

Respectfully Submitted,

Judy Jones

CAC Chair

# Skagit Transit April Performance Report

## Fixed Route Ridership Comparison

Month to Month	Actual	% Change	YTD	Actual	% Change
2023	36,711	17.8%	2023	138,097	19.2%
2022	31,173		2022	115,902	
2019	63,775	<b>-42.4%</b>	2019	239,564	<b>-42.3%</b>

2019 represents our PRE-PANDEMIC ridership compared to our current ridership.

Average Weekday Ridership: 2022- 1,250      2023- 1,504



## On Time Performance



90+%\*



97.36%

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

## Fixed Route Highlights



### Ridership Top 5 Routes Overall

208 MV-Burlington	7,139
90X Everett Connector	3,960
205 Mount Vernon	3,346
207 Mount Vernon	2,720
410 Anacortes	2,375

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

717 Concrete	202.4%
305 SW-MV/SVC	76.7%
70X MV-Concrete	75.2%
202 Mount Vernon	56.7%
300/301 Change	46.9%

## Selected Statistics for March

Youth Ridership- 4,613

WWU Ridership- 773

SVC Ridership- 1,153

Ride Pass Grant Program- 1,362

## Paratransit Ridership Comparison

Month to Month	Actual	% Change	YTD	Actual	% Change
2023	5,783	33.6%	2023	22,329	36.7%
2022	4,330		2022	16,342	
2019	6,440	<b>-10.2%</b>	2019	24,059	<b>-7.2%</b>

Zero Denials      1,375 Cancellations      98 Will Calls/Same Day Rides  
 25 new applicants      20 renewal applications

Paratransit trips on Fixed Route: 1,071 trips - saving the agency \$77,648



## Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated-      126,225 miles

Paratransit Total Miles Operated-      42,584 miles

Diesel Fuel Consumed	21,052 Gallons
Propane Fuel Consumed	7,987 Gallon Equivalents



## Adoption & Usage

<b>Umo DATA:</b>	
# of Umo Boardings on Fixed Route	20,535
% of Umo Boardings on Fixed Route	55.94%
# of Umo Boardings on Paratransit	3,246
Total Paratransit Boardings	5,783
% of Umo Boardings on Paratransit	56.13%
# of Total Umo Boardings	23,781
% of Umo Boardings on ALL modes	55.96%