



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

Skagit Transit Board of Directors Agenda

Regular Meeting
May 15th, 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 April Meeting Minutes Page 3-4
- b) Approval of Claims and Payroll
 - March Payroll Direct Deposit and Checks #17153-17160 \$900,056
 - March Direct Federal withholding transfer \$247,228
 - March Claims Checks and ACH #1653-1820 \$593,582
- c) Approve March Budget Update Page 5
- d) Approve Fare-Free Service to the Concrete Back to School Fair Page 6
- e) Approve WA State Commerce Clean Energy Grant Programs Application Page 7
- f) Approve Economic Development of Public Facilities Grant Application Page 8

6. FULL DISCUSSION / ACTION ITEMS

- a) Approve Resolution 2024-05: Surplus of Equipment Page 9-11
- b) Approve HB Hansen Change Order #9 Page 12
- c) Approve Astound Contract Continuation Page 13
- d) Approve Dispatch Agreement 2024-2025 Page 14

7. INFORMATION ITEMS

- a) Personnel Policy Manual
- b) CEO Update

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.

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, April 17th, 2024

[Skagit Transit Board of Directors Meeting 4-17-2024 - 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 11:01 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Peter Browning, Skagit County Commissioner (Vice-Chair) *Left at 11:25 AM*
Ron Wesen, Skagit County Commissioner
Peter Donovan, City of Mount Vernon, Mayor
Matt Miller, City of Anacortes, Mayor (Chair)
Bill Aslett, 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
Julia Johnson, City of Sedro Woolley, Mayor
Lisa Janicki, Skagit County Commissioner *Arrived at 11:10 AM*
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; Justin Self, IT; Mika Bergman, Maintenance; Rebekah Tuno, Grants Manager

Members of Public Present

None

Members of the Public Present via Teleconference:

“Independent Journalist”, “public”, Marcia, Brad Tinges, “000000000”, Eddie Alan

1 Public Comment:

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

2 Consent / Action Items:

- a) Approval of March Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve February Budget Update
- d) Approve New and Updated Policies

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

3 Full Discussion/Action Items:

a) Approve Van Donation

Ms. Stidham read the report as presented in the packet. Ms. Janicki expressed appreciation and explained in further detail what the vehicle will be used for.

Mr. Donovan moved to approve the donation of the van. Ms. Johnson seconded the motion. The motion passed with Ms. Janicki, Mr. Wesen, and Mr. Browning abstaining from the vote due to conflict of interest.

4 Information Items

a) CEO Update

Ms. Stidham presented a verbal report including the following topics:
MOA2 progression
Open recruitments and recent hires
Long Range Transit Plan and other community events
Triennial Report
Governance Committee Update
Recent Conferences

A full report of the CEO update can be found at time marker [14:15](#) on the meeting recording.

b) Clarification on GL Policy

Ms. Stidham clarified a policy from the March Board meeting. The policy that was presented to the Board was correct, but the report accompanying the policy wasn't clear, so Ms. Stidham affirmed that only *qualified* retirement accounts are eligible for the GL sellback.

c) All Staff Meeting Satisfaction Survey Results

Ms. Stidham mentioned the results of the survey about the Annual All-Staff Meeting are in the packet to review.

d) CAC April Report

Ms. Jones had to leave early, so mentioned in the online chat that the report was in the packet for reviewing.

e) March Ridership

Ms. Stidham commented that we are still down 35% on fixed ridership as compared to pre-pandemic ridership and that Paratransit ridership has nearly fully recovered from pre-pandemic levels.

Mayor Miller adjourned the meeting at 11:32 a.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 March 2024
INFORMATION: The monthly budget reports are presented for your review. Items of interest are:

Revenues:

Sales Tax Received:

March	2024	2023	2022
	1,180,496	1,228,784	1,227,470

Grant Revenue:

Federal Operating	-
Federal Capital	246,540
Local Operating	-
State Operating	12,390
State Capital	-

Fare Revenue:

	2024	2023	2022	2021
March	62,928	59,854	56,789	49,283
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	-
Service Equipment	53,739
Vanpool Equipment	5,956
MOA 2	144,271
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equip.	-
Intangible Asset - SW	-
Communications & IS	10,770

Ending Cash:

March 2024	March 2023	March 2022
5,336,779	4,485,094	6,562,342

Reserves:

	March 2024	March 2023	March 2022
Operating	5,414,569	5,141,586	5,021,893
Facilities	10,400,000	10,400,000	6,400,000
Capital			
Replacement	5,136,826	4,352,977	4,013,973
Non-Designated	1,622,109	1,540,485	1,504,975
Total	22,573,504	21,435,048	16,940,841

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



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Fare-Free Fixed Route Service for Concrete Back to School Fair

INFORMATION:

Skagit Transit was recently contacted by staff from Skagit County Health Department who are charged with coordinating the one-day Concrete Back to School Fair.

The Community Connect Back to School Fair is a one-day event that aims to engage local community and build partnerships to make resources available to vulnerable families in East County. The event will take place on August 23, 2024, in Concrete. Event organizers have asked Skagit Transit to support the event by operating fare free for event participants on August 23, 2024.

RECOMMENDATION:

Staff recommends approval of event attendees being authorized to ride fixed route at no charge when identifying to the operator that they are attending the Concrete Back to School event on August 23, 2024. Excluding route 80x and 90x.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve WA State Commerce Clean Energy Grant Programs - Round 3
General Solicitation

SUMMARY:

On April 18, 2024, the Washington State Department of Commerce released notification of the opportunity to apply for up to \$3,000,000 under their Clean Energy Grant Program general solicitation. Approximately \$34,000,000 is available under Round 3 to support projects that advance clean energy and reduce greenhouse gas emissions through activities that modernize the electric grid, promote innovation and solar energy deployment, enhance community resilience, support low-income communities, and facilitate the siting and permitting of clean energy projects. Funding is available through June 2025, and any contracts with performance beyond that point will be subject to legislative re-appropriation. Applications are due June 14, 2024. A committee will review applications in July and an award announcement will occur July 24th.

We are currently consulting with Commerce to ensure our project scope aligns with funding requirements. If scope aligns, we will apply for \$3,000,000 to support construction costs for phase 2 due to constraints on availability of funds. If awarded, we must reduce carbon emissions by 2030. Our new facility is essential in ensuring Skagit Transit's successful transition to zero emissions as it will allow for the necessary infrastructure to support the operation of battery electric buses. Carbon emission reduction will occur through our fleet transition to zero emissions buses in alignment with our Zero Emissions Transition Plan.

Construction costs to complete phases 2 & 3 of the Maintenance, Operations and Administration (MOA) Facility Replacement project are estimated at \$34.5 million. A total of \$15 million has been secured in State and local funds. An additional \$19.5 million is necessary to ensure completion.

RECOMMENDATION:

Staff recommends the Board approve submission of an application to Washington State's Department of Commerce Clean Energy Grant requesting \$3,000,000 for phase 2 of Skagit Transit's MOA Facility Replacement project.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Skagit County Economic Development Grant Funding Opportunity

SUMMARY:

On April 4, 2024, Skagit County released notification of the opportunity to apply for up to \$500,000 under their Economic Development Grant. Funding must be utilized for construction costs of public facilities that retain and/or create family-wage jobs, in accordance with [RCW 82.14.370](#). Approximately \$3,000,000 is available for award and may be expended on construction costs only. Projects that include matching funds and incorporate a partnership component will be prioritized. Applications are due May 20, 2024. A committee will review applications in June and awards are anticipated in mid-July.

Construction costs to complete Phases 2 & 3 of the Maintenance, Operations and Administration (MOA) Facility Replacement project is estimated at \$34.5 million. A total of \$15 million has been secured in State and local funds. An additional \$19.5 million is necessary to ensure completion.

Staff requests Board approval to apply for \$500,000 to support construction costs of Phases 2 & 3 of the MOA Facility Replacement project.

RECOMMENDATION:

Staff recommends the Board approve submission of an application to Skagit County's Economic Development Grant requesting \$500,000 for phases 2 & 3 of Skagit Transit's MOA Facility Replacement project.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Resolution 2024-05 Authorization for Disposal of Surplus Vehicles

INFORMATION:

Skagit Transit identified 9 vehicles that have met the Useful Life Benchmark (ULB) and are now surplus to Skagit Transit's Rideshare and Staff vehicles fleets. In accordance with Skagit Transit's policy and procedures for disposition of surplus property, all vehicles will be prepared for sale through an open or sealed bid auction.

Pursuant to RCW 46.70, the auctioneer shall be a licensed and bonded vehicle dealer. The only such auction house in close proximity to Skagit Transit for transferring the vehicles is Bellingham Public Auto Auction, LLC. The scheduled auction date is June 1-7th.

RECOMMENDATION:

Skagit Transit staff is asking the board to authorize the Chief Executive Officer to dispose of surplus vehicles by process of auction and transfer of agency program support.

Budget Impact

No Budget Impact

RESOLUTION NO. 2024-05

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING THE SURPLUS OF EQUIPMENT

WHEREAS, RCW 43.19.1919 authorizes the sale, donation, or exchange of property that is no longer used; and

WHEREAS, Resolution No. 62 of the Skagit Transit System details the policy and procedures for disposition of surplus property; and

WHEREAS, Skagit Transit has identified the following vehicles to be excess equipment:

Vehicle #	Year	Make	Model	Vin #	Mileage
915	2004	Toyota	Prius Hybrid	JTDKKB20U340039883	110,069
916	2004	Ford	F450 XL	1FDXF46P94EC48891	77,702
1020	2015	Dodge	Grand Caravan	2C4RDGCG8FR659696	157,141
1022	2015	Dodge	Grand Caravan	2C4RDGCGXFR661126	161,992
1023	2015	Dodge	Grand Caravan	2C4RDGCG1FR661127	178,858
1027	2015	Dodge	Grand Caravan	2C4RDGCG1FR659698	147,442
408	2017	Ford	Transit 15 Passenger	1FBZX2YG5HKA31295	138,841
413	2017	Ford	Transit 15 Passenger	1FBZX2YG1HKB26372	155,132
415	2018	Ford	Transit 15 Passenger	1FBZX2YM0JKB41909	125,831

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby authorizes the surplus and disposal of the above referenced equipment in a manner consistent with Skagit Transit Resolution No. 62 (policy on surplus and disposal of Skagit Transit property).

PASSED in open public meeting this 15th day of May 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 HB Hansen Change Order No. 9

INFORMATION:

On May 19, 2021, the Board approved Contract #19-014-F for Phase 1 Construction of the MOA2 Facility with HB Hansen Construction in the amount of \$2,885,000. To date, the Board has approved Change Orders (CO) 1 thru 7 totaling \$1,220,583 and last year Change Order No. 8, dated April 4, 2023, totaling \$1,627,314.06.

Staff would like to present for your consideration, Change Order No. 9, dated April 2, 2024, totaling \$103,893.54

Change Order 9 includes: 29 calendars days needed to accommodate constructability review, Skagit Transit Staff approvals, and Weather & Flood Delays. The remaining Change Order Proposals (COP) includes: The installation of 6 posts to support the canopies, costs related to winterize the building openings and labor / materials needed to provide electrical connections to the coiling door, riser room compressor, and exit sign at door A108b.

Staff together with our Architect have reviewed and authorized Change Order 9.

RECOMMENDATION:

Staff recommends the Board approve the above-listed change order for the MOA2 Construction Contract.

BUDGET IMPACT:

Estimated Budget Impact: The Contract Sum will be increase by this change order \$103,893.54

The Contract Time will be increased 29 Calendar Days



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Continuation of Sole Source Contract with Astound for Dark Fiber Connectivity Services

INFORMATION:

Skagit Transit has a longstanding partnership with Astound, initiated in 2011, which has been pivotal in maintaining and enhancing our critical network infrastructure. This partnership has evolved through acquisitions and expanded needs, leading to the current contract which encompasses a 36-month agreement for dark fiber connections that are essential for the operation of cameras and WiFi across various Park and Ride locations.

As part of our ongoing commitment to ensuring the best possible service while adhering to fiscal responsibility, the next renewal of our contract, scheduled at the end of this 36-month period, will include an updated sole source justification to ensure that continuing with Astound as a sole source provider remains in the best interest of Skagit Transit.

The necessity for such a renewal strategy stems from the critical need for seamless integration of services with our existing infrastructure and the unique capabilities provided by Astound. Transitioning to another provider would not only involve significant compatibility challenges and infrastructure development but also potentially expose our operations to unacceptable risks of network failure.

RECOMMENDATION:

Staff strongly recommends the approval of the continuation of the sole source contract with Astound for dark fiber connectivity services before May 30th to secure our locked-in rates and avoid any potential increase in costs, which would result in a budget impact.

BUDGET IMPACT:

There is no additional budget impact as the expenditures for the continuation of the sole source contract with Astound have been fully anticipated and accounted for in the 2024 fiscal year budget.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Dispatch Agreement 2024-2025

INFORMATION:

The negotiation process for the Local 176-T Dispatch Collective Bargaining Agreement 2024-2025 has been completed.

The following is a summary of changes that were agreed upon for this Contract based on the signed tentative agreements from December 2023. This includes new language added, language removed, and language altered:

1. Defining when an employee can receive double time pay
2. Adding Juneteenth as a full-service holiday and adjusting the number of holidays listed
3. Defining the increments in which pre-approved General Leave is taken
4. Updating the amount that employees will receive in their VEBA account
5. Establishing a 4.25% increase in wages for January 1, 2024, and January 1, 2025
6. Clarifying the holiday pay and bid adjustment language on days when a non-service holiday falls on an employee's bid workday.
7. Formatting and minor language changes
8. Requiring notifications to the Union be in writing delivered to the appointed representatives from Local 176-T and Council 2
9. Removing Section 5.7 (Redundant language)
10. Establishing the Union's right to inspect recordings used in employee discipline
11. Establishing that no employee can alter or tamper with audio or video recording systems
12. Clarifying that extended leaves of absence will extend the probationary period
13. Updating how employee contact sheets/oral reminders can be excluded from their file.
14. Clarifying timing of notices for unplanned absences
15. Clarifying Jury Duty and court witness procedures
16. Updating process for General Leave donation
17. Updating grievance process
18. Clarifying when employees cannot accrue General Leave
19. Clarifying how many changes to leave time are allowed per year
20. Establishing employee's responsibility of notifying ST of WA paid leave benefit approval
21. Updating Longevity Amounts for Employees reaching 10, 15, and 20 years of service.

RECOMMENDATION:

Staff recommends the Board approve the Dispatch Collective Bargaining Agreement.

BUDGET IMPACT:

Increases to Salary and Benefits will total \$40,000 for 2024.