



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

Skagit Transit Board of Directors Agenda

Regular Meeting
August 21st, 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 July Meeting Minutes	Page 3-4
b) Approval of Claims and Payroll	
June Payroll Direct Deposit and Checks #17181-17186	\$1,278,697
June Direct Federal withholding transfer	\$277,097
June Claims Checks and ACH #2163-2297	\$930,835
c) Approve June Budget Update	Page 5
d) Approve Policy 25.05 - Budget	Page 6
e) Approve Policy 25.10 - Budget Amendment Requests	Page 7
f) Approve Policy 30.10 - Returned Checks	Page 8
g) Approve Policy 60.10 - Emergency Purchases	Page 9
h) Approve Policy 80.05 - Fare	Page 10
i) Approve Policy 80.30 - End of Day Skagit Station Procedures	Page 11
j) Approve Policy 80.40-A - Reduced Fare Procedures	Page 12
k) Approve Policy 80.45 - Fare Refunds	Page 13
l) Approve Policy 80.50 - Mail Order Purchase of Fare Cards	Page 14
m) Approve Rideshare Policy Regarding Labor Actions	Page 15

6. FULL DISCUSSION / ACTION ITEMS

a) Approve Resolution 2024-07: Rescinding Resolution 2024-06	Page 16-17
b) Approve Resolution 2024-08: 2024-2029 TDP	Page 18-19
c) Approve Resolution 2024-09: New Signer to Bank Account	Page 20-21
d) Approve Resolution 2024-10: 2024 Budget Amendment	Page 22-29
e) Approve Re-Organization	Page 30-47
f) Approve Microsoft 365 User License Renewal 2024	Page 48
g) Approve Perkins Coie Agreement Extension	Page 49

7. INFORMATION ITEMS (Continued on next page)

- a) CEO Update

b) Revision to Policy Review Period for Union	
c) September Grant Applications & Match Commitments	Page 50
d) July Ridership Report	Page 51-57
e) CAC August Report	Page 58

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, July 17th, 2024

[Skagit Transit Board of Directors Meeting July 17th, 2024 - YouTube](#)

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Vice-Chair Commissioner Browning called the meeting to order at 10:59 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Peter Browning, Skagit County Commissioner (Vice-Chair)
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Bill Aslett, City of Burlington, Mayor
James Stavig, 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:

Peter Donovan, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Chair)
Andrew Vander Stope, City of Mount Vernon, Councilmember

Providing Legal Counsel:

None

Staff Present

Laura Klein, Clerk of the Board
Mary Borrows, 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:

Eric Esparza, Capital Projects Manager
Abby Bissell, HR Generalist; Les O'Neill, Operations Supervisor; Belle Tromp, Operations Manager; Aggie Juarez, Director of Facilities; Cheryl Willis, Marketing and Public Outreach, Jim Young, Operations Supervisor; Rogelio Conejo, Community Engagement Coordinator

Members of Public Present

Rosie, Staff Representative for Council 2

Members of the Public Present via Teleconference:

Madaline H, Eddie Allan, Ben Trepp, Joe Kunzler, Jesse Jones

1 Public Comment:

No Public Comment was made.

2 Consent / Action Items:

- a) Approval of June Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve May Budget Update
- d) Approve EEOC Policy
- e) Approve Title VI Policy
- f) Approve Disadvantaged Business Enterprise Policy
- g) Approve Updated Public Records Act Policy (Moved to full discussion)

Ms. Janicki moved to approve all Consent / Action items. Mr. Aslett seconded the motion. The motion passed unanimously. Later in the meeting, item g was moved to full discussion.

3 Full Discussion/Action Items:

- a) Approve HB Hansen Change Order No. 10/11
Ms. Stidham read the report as presented in the packet.

Ms. Janicki moved to approve HB Hansen Change Order No. 10/11. Mr. Stavig seconded the motion. The motion passed unanimously.

- b) Approve Contract 19-005 Mortenson's Signs Extension
Ms. Stidham read the report as presented in the packet.

Mr. Wesen moved to approve Contract 19-005's extension. Mr. Aslett seconded the motion. The motion passed unanimously.

- c) Approve Resolution 2024-06: Appoint Clerk of the Board
Ms. Stidham read the report as presented in the packet.

Mr. Alsett moved to approve Resolution 2024-06: Appoint Clerk of the Board. Mr. Stavig seconded the motion. The motion passed unanimously.

- d) Approve Contract 19-003-F Les Schwab Extension
Ms. Stidham read the report as presented in the packet.

Mr. Wesen moved to approve the contract extension for 19-003-F. Ms. Janicki seconded the motion. The motion passed unanimously.

- e) Approve Updated Public Records Act Policy (Pulled from Consent Agenda)
Ms. Stidham read the report as presented in the packet.

Ms. Janicki moved to approve the updated PRA Policy. Mr. Wesen seconded the motion. The motion passed unanimously.

4 Information Items

- a) CEO Update
Ms. Stidham presented a verbal report including the following topics:
MOA2
Recruitments
Operations KPIs
Triennial
Governance Committee
Meeting with Community Transit
Ridership Report
Finances
TDP
Community Events
A full report of the CEO update can be found at time marker [24:23](#) on the meeting recording.
- b) June Ridership Report
June's Ridership Report were captured in the CEO Update.
- c) CAC July Report
Ms. Jones told the Board that there is now a full slate of CAC members. Ms. Jones expressed gratitude to those who helped fix the glitch in the web map. She also questioned which routes would serve the new Lynnwood Light Rail.

Commissioner Browning adjourned the meeting at 12:00 p.m.

Attest:

Matt Miller, Chair Skagit Transit Board of Directors

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 June 2024

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

Revenues:
Sales Tax Received:

June	2024	2023	2022
	1,392,761	1,572,012	1,377,068

Grant Revenue:

Federal Operating	-
Federal Capital	16,224
Local Operating	-
State Operating	1,403,438
State Capital	9,072

Fare Revenue:

	2024	2023	2022	2021
June	59,024	70,448	64,108	50,061
Yrly-Budget	718,000	684,500	592,964	545,000
Mon-Budget	59,833	57,042	49,414	45,417

Expenses

Capital	
Route Improvements	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	-
Service Equipment	-
Vanpool Equipment	5,412
MOA 2	750,703
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equip.	-
Intangible Asset - SW	-
Communications & IS	-

Ending Cash:

June 2024	June 2023	June 2022
3,621,530	3,116,784	6,842,789

Reserves:

	June 2024	June 2023	June 2022
Operating	5,485,351	5,206,025	5,027,379
Facilities	10,400,000	10,400,000	8,400,000
Capital			
Replacement	5,339,932	4,538,156	4,026,745
Non-Designated	1,643,313	1,559,686	1,506,579
Total	22,868,596	21,703,867	18,960,703

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



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 25.05 – Budget

INFORMATION:

One of the policies reviewed by the Governance Committee is the Budget policy. Some major changes made to this policy include:

- The addition of language specifying that only amendments that exceed \$100,000 per quarter and do not affect the bottom line will be included in the quarterly report
- Removing the language allowing Skagit Transit to amend the budget without board approval is the amendment does not increase or decrease overall budget totals

RECOMMENDATION:

Staff recommends the Board approve the revised policy 25.05 – Budget

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 25.10 – Budget Amendment Requests

INFORMATION:

One of the policies reviewed by the Governance Committee is the Budget Amendment Requests policy. Some major changes made to this policy include:

- Inclusion of language requiring a quarterly report to the Board of any amendments exceeding \$100,000
- Changes to titles
- Clarification that the CEO gives the amendment presentation to the Board

RECOMMENDATION:

Staff recommends the Board approve the revised policy 25.10 – Budget Amendment Requests

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 30.10 – Returned Checks

INFORMATION:

One of the policies reviewed by the Governance Committee is the Returned Checks policy. Some major changes made to this policy include:

- The removal of language allowing staff to redeposit a check up to two times if the customer cannot be reached
- Clarification that if a check was used to purchase a pass and the check fails, the pass will be deactivated
- Addition of language specifying that if Rideshare fee checks fail, then the rideshare privilege will be revoked until payment is made

RECOMMENDATION:

Staff recommends the Board approve the revised policy 30.10 – Returned Checks

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 60.10 – Emergency Purchases

INFORMATION:

One of the policies reviewed by the Governance Committee is the Emergency Purchases policy. Some major changes made to this policy include:

- Title Changes
- Changing the threshold for Sole Source Justification from \$5,000 to \$10,000
- Changing the threshold for purchases to be made by procurement from \$5,000 in FTA funds to \$10,000 in FTA funds

RECOMMENDATION:

Staff recommends the Board approve the revised policy 60.10 – Emergency Purchases

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 80.05 – Fare

INFORMATION:

One of the policies reviewed by the Governance Committee is the Fare policy. Some major changes made to this policy include:

- Including language that all fare changes will include an equity analysis and be approved by the Board
- Updating the current fare structure
- Including language stating that Non-PCA companions will be charged a fare
- Clarifying that operators cannot provide change
- Including language that SVC sells quarterly student passes on the Umo portal
- Including language about the fare reciprocity between Skagit Transit and WTA
- Including a section on reduced fare
- Clarifying elements of eligibility

RECOMMENDATION:

Staff recommends the Board approve the revised policy 80.05 – Fare

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 80.30 – End of Day Procedures Skagit Station

INFORMATION:

One of the policies reviewed by the Governance Committee is the End of Day Procedures Skagit Station policy. Some major changes made to this policy include:

- Clarifying operating hours of the station and customer service hours
- Removing many of the old procedure steps

RECOMMENDATION:

Staff recommends the Board approve the revised policy 80.30 – End of Day Procedures Skagit Station

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 80.40-A – Reduced Fare Cards

INFORMATION:

One of the policies reviewed by the Governance Committee is the Reduced Fare Cards policy. Some major changes made to this policy include:

- Clarifying that veterans with proper identification are eligible for reduced fare, except those who have been dishonorably discharged.
- Including language that denial letters will be sent to unsuccessful applicants
- Including language that successful applicants will be set up with a Umo account for the appropriate fare type, eliminating the need to show ID when paying reduced fare

RECOMMENDATION:

Staff recommends the Board approve the revised policy 80.40-A – Reduced Fare Cards

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 80.45 – Fare Refunds

INFORMATION:

One of the policies reviewed by the Governance Committee is the Fare Refunds policy. Some major changes made to this policy include:

- Adding language that refunds are available in cases where a passenger has passed away
- Updating titles for who can process refunds
- Adding language requiring a denial letter to be sent in the case the refund is denied
- Removing some language about authorizations, and making language more concise

RECOMMENDATION:

Staff recommends the Board approve the revised policy 80.45 – Fare Refunds

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Policy 80.50 – Mail Order Purchase of Fare Cards

INFORMATION:

One of the policies reviewed by the Governance Committee is the Mail Order Purchase of Fare Cards policy. Some major changes made to this policy include:

- Replacing “Passes” with Umo Cards
- Removal of the requirement to include payment with the order form

RECOMMENDATION:

Staff recommends the Board approve the revised policy 80.50 – Mail Order Purchase of Fare Cards

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Rideshare Policy Regarding Labor Actions

INFORMATION:

Skagit Transit has updated its Rideshare Policy to include situations in which a possible labor action or potential strike could affect participants and worksites served by our Rideshare groups.

This policy outlines the options that Rideshare participants have when a labor action or strike affects their workplace.

Option 1 is to continue operation of the Rideshare group with all or part of the current ridership. The vehicle may never be used for strike activities.

Option 2 is to reserve the vehicle by paying the monthly reservation fee so that the group may return to normal ridership once the strike is resolved.

Option 3 is to disband the group and re-join when the strike is resolved, knowing that a vehicle may not be immediately available when the group resumes.

Rideshare participants have been made aware of these options.

RECOMMENDATION:

Staff recommends the Board approve the Rideshare Policy Regarding Labor Actions.

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Resolution 2024-07: Rescinding Resolution 2024-06

INFORMATION:

In July, the Board approved Resolution 2024-06 approving the appointment of Mary Borrows to Clerk of the Board. Mary has since separated from the organization.

Staff is asking the board to rescind resolution 2024-06, which would keep the current Executive Assistant, Laura Klein as Clerk to the Board until such time an appropriate replacement is found.

RECOMMENDATION:

Staff recommends the Board rescind Resolution 2024-06.

RESOLUTION NO. 2024-07

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS RESCINDING RESOLUTION
2024-06**

WHEREAS, the July 2024 Board Meeting passed Resolution 2024-06 appointing Mary Borrows, the Executive Assistant to serve as Clerk of the Board; and

WHEREAS, Mary Borrows has since separated from Skagit Transit; and

WHEREAS, the former Executive Assistant is stepping in until a replacement can be found;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT the Board of Directors of Skagit Transit hereby rescinds Resolution 2024-06 and reinstates Laura Klein to the position of Clerk of the Board until a replacement can be found.

PASSED in open public meeting this 21st day of August 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Matthew 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 Resolution 2024-08: 2024 – 2029 Transit Development Plan

INFORMATION:

No later than September 1st each year, transit agencies in the State of Washington are required to submit a 6-Year Transit Development Plan (TDP) to the Washington State Department of Transportation. The public hearing is scheduled for the August 21st Board of Directors meeting.

Skagit Transit released a draft TDP for a 30-day public comment period on July 19, 2024. Several public comments were submitted on the draft plan as well as comments from other public agencies.

The TDP identifies planned activities for the period 2024 to 2029. Annual updates reflect existing system conditions, needs assessments, planned activities, operating revenues and expenditures, and other supporting data. Projects must be listed in the TDP to be eligible for state and federal grants.

RECOMMENDATION:

Staff recommends that the Board approve Resolution 2024-08, adopting Skagit Transit's 6-year Transit Development Plan.

BUDGET IMPACT:

Program update will have no impact on the 2024 budget.

RESOLUTION NO. 2024-08

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING
THE 2024-2029 TRANSIT DEVELOPMENT PLAN**

WHEREAS, RCW 35.58.2795 directs that by September 1st of each year, the legislative authority of each municipality, as defined in RCW 35.58.272, and each regional transit authority shall prepare a six-year transit development plan for that calendar year and the ensuing five years; and

WHEREAS, the required public hearing for the plan is to take place prior to adoption on August 21, 2024 at Burlington Council Chambers; and

WHEREAS, all public notification and participation procedures required by Skagit Transit's Public Participation Policy and Procedures and RCW 35.58.2795 have been fulfilled.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT, the Board of Directors approve the 2024-2029 Transit Development Plan.

PASSED in open public meeting this 21st day of August 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By_____

Matt Miller, Chair Skagit Transit Board of Directors

By_____

Crystle Stidham, CEO of Skagit Transit

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 Resolution 2024-09 Bank Account Access for Skagit Transit System

INFORMATION:

Dan Heverling has been hired as Director of Finance. In order to perform the duties of this position, he will need access to the bank accounts of Skagit Transit.

The Director of Finance will be added to the following accounts:

- Acct ending in 1711
- Acct ending in 9580
- Acct ending in 9606
- Acct ending in 7551

After approval, meetings will be scheduled with the bank to get him on the accounts.

RECOMMENDATION:

Staff recommends the Board approve Dan Heverling as a signer on Skagit Transit Bank Accounts.

BUDGET IMPACT:

Estimated Budget Impact: None

RESOLUTION NO. 2024-09
A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING BANK ACCOUNT
ACCESS FOR SKAGIT TRANSIT SYSTEM

WHEREAS, the position of Director of Finance has recently been filled by Dan Heverling; and

WHEREAS, this role will require access to the bank accounts of Skagit Transit in order to perform the duties of the role; and

WHEREAS, Skagit Transit would like to have an official record of authorized bank account users;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Board of Directors of Skagit Transit System hereby approve access to the Skagit Transit Bank accounts for Dan Heverling, Director of Finance.

PASSED in open public meeting this 21st day of August, 2024.

SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON

By _____
Matthew 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 Resolution 2024-10: 2024 Budget Amendment

INFORMATION:

The 2024 Budget was approved by the Board of Directors during the December 2023 Board meeting. Staff has prepared a presentation that summarizes significant changes in revenue and expenditure projections and presents that information to request modifications to the previously approved budget.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2024-10: 2024 Budget Amendment.

BUDGET IMPACT:

Estimated Budget Impact: \$1,034,392 more than the approved 2024 budget.

RESOLUTION NO. 2024-10

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING
THE 2024 BUDGET AMENDMENT**

WHEREAS, Resolution approved the annual budget for Fiscal Year 2024; and

WHEREAS, it has become necessary to amend the Fiscal Year 2024 Budget.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit that the 2024 Budget is hereby amended.

PASSED in open public meeting this 21st day of August 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By_____

Matt Miller, Chair Skagit Transit Board of Directors

By_____

Crystle Stidham, CEO of Skagit Transit

ATTEST TO FORM:

Laura Klein, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit



2024 Budget Amendment

Presented To

Skagit Transit Board of Directors

Presentation Date

August 21st, 2024

Summary



SKAGIT TRANSIT

Income From Operations				
Revenues	2023 Approved Budget	2024 Approved Budget	2024 EOY	
Operating Revenues				
Operational Income	18,949,325	17,448,500	17,448,500	
Operating Grants	7,940,392	7,944,775	7,736,463	
Total Operating Revenues	26,889,717	25,393,275	25,184,963	
Operating Expenditures	22,609,701	24,612,919	24,788,409	
Total Surplus (deficit) from Operations	\$ 4,280,016	\$ 780,357	\$	396,554
Capital Projects Summary				
	2023 Approved Budget	2024 Approved Budget	2024 EOY	
Capital Grant Revenues	1,332,217	7,340,698	7,470,698	
Capital Expenditures	3,262,285	10,079,821	10,860,409	
Total Deficit from Capital Projects	(1,930,068)	(2,739,122)	(3,389,711)	
Total Surplus/(Deficit)	\$ 2,349,948	\$ (1,958,765)	\$	(2,993,157)
Net Deficit	\$(643,209)			

Revenues



SKAGIT TRANSIT

Revenues Increase / (Decrease)

Local Grant Changes

State Operating Grant Assistance	6,688
Total Local Grant Changes	6,688

Capital Grant Changes

Federal Grant Operating Assistance	(215,000)
Federal Capital Contributions	130,000
Total Capital Grant Changes	(85,000)
Total Revenue Change	(78,312)

Expense Change - Payroll



**SKAGIT
TRANSIT**

Salary/Benefit Increase / (Decrease)
Salary changes reflected through end of 2024

New Positions

Finance Analyst (2 months)	\$15,703
Maintenance Manager	303
New Positions Subtotal	\$16,006

Eliminated Positions

Director of IT	(63,257)
Director of Facilities	(56,946)
Fare Revenue Supervisor	(36,563)
Eliminated Positions Subtotal	(156,766)

Net Payroll Decrease	(140,760)
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Expense Change – Major Expenses



SKAGIT TRANSIT

Expense Increase / (Decrease)

Expense Increases

MOA II	\$ 1,063,179
Temporary Help	301,000
Professional and Technical	280,000
Rideshare Vehicles	90,852
Employee Recruitment	70,000
Consulting Services	60,000
Ultra-Low Sulfur Fuel	50,000
Garage/Shop Equipment	36,157
Tires & Tubes	26,000
Other - Expenses below \$20,000	49,750
Total Expense Increase	\$ 2,026,938

Expense Decreases

Payroll Changes	(490,760)
Software	(409,600)
Gas	(60,000)
On Call Pay	(45,000)
Security Services	(42,500)
Other - Expenses below \$20,000	(23,000)
Total Expense Decreases	(1,070,860)

**Total Expenditure
Change**

\$ 956,078

Summary



SKAGIT TRANSIT

Income From Operations				
Revenues	2023 Approved Budget	2024 Approved Budget	2024 EOY	
Operating Revenues				
Operational Income	18,949,325	17,448,500	17,448,500	
Operating Grants	7,940,392	7,944,775	7,736,463	
Total Operating Revenues	26,889,717	25,393,275	25,184,963	
Operating Expenditures	22,609,701	24,612,919	24,788,409	
Total Surplus (deficit) from Operations	\$ 4,280,016	\$ 780,357	\$ 396,554	
Capital Projects Summary				
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Total Deficit from Capital Projects	(1,930,068)	(2,739,122)	(3,389,711)	
Total Surplus/(Deficit)	\$ 2,349,948	\$ (1,958,765)	\$ (2,993,157)	
Net Deficit	\$(643,209)			



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Re-Organization

INFORMATION:

The Board of Directors has asked Skagit Transit to review their organizational structure and make changes to maximize the efficiency of the organization and to be mindful of budget impacts. Staff have finished their review and today, we present the results of this reorganization for your approval. Below is a summary of major changes:

- Staff is recommending that the positions of Director of IT, Director of Facilities, and Fare Revenue Supervisor be eliminated
- A Finance Analyst position will be added
- The Director of Maintenance and Operations will become Director of Maintenance, Operations, and Facilities and will absorb the Facilities department
- The Director of HR will become Director of HR and Risk Management and will absorb the Safety department
- The Director of Safety and Training will become the Manager of Safety and Training
- IT will be absorbed by the Finance department
- The Capital Project Manager will report to the CEO
- Planning and Outreach Supervisor will become Manager of Planning and Outreach and will oversee the Customer Service Representative (no financial impact)
- Rideshare Coordinator will report to Manager of Maintenance

RECOMMENDATION:

Staff recommends the Board approve the Re-Organization.

BUDGET IMPACT:

Estimated Budget Impact: Estimated savings of \$140,760 for the remainder of 2024, then \$531,633 in 2025.



Organizational Chart Revisions

August 21, 2024 - Board of Directors Meeting



Agenda

- Changes Made in 2023
- Proposed Changes for 2024
- Cost Savings to Skagit Transit
- Executive Team
- Finance
- Administration
- Facilities
- Maintenance
- Operations

Changes Made in 2023

Original Title	New Title	Cost Savings (Annual)
Chief Financial Officer	Director of Finance	\$49,718
Director of Operations	Operations Manager	\$41,247
Security Manager	Security Supervisor	\$25,689
Total 2023 Cost Savings (salaries only)		\$116,654

Changes Proposed for 2024

Eliminated Positions	Title	Cost Savings
	Director of IT	\$253,028
	Director of Facilities	\$227,784
	Fare Revenue Supervisor	\$146,252
	Total	\$627,064
New/Changed Positions	New Position Title	Financial Impact
	Maintenance Manager (previously Interim)	(\$1,213)
	Finance Analyst	(\$94,218)
	Total	\$(95,431)
Total 2024 Cost Savings (prorated salary and benefits)		\$140,760
Total 2025 Cost Savings		\$531,633

Cost Savings to Skagit Transit

Eliminating Director of IT* saves **\$253,028**

Eliminating Director of Facilities saves **\$227,784**

Eliminating Fare Revenue Supervisor saves **\$146,252**

Changing CFO to Director of Finance saves **\$49,718** if hired at Level 3C

Changing Director of Operations to Operations Manager saved **\$41,247**

Changing Security Manager to Security Supervisor saved **\$25,689**

Making the Interim Maintenance Manager permanent will cost **\$1,213**

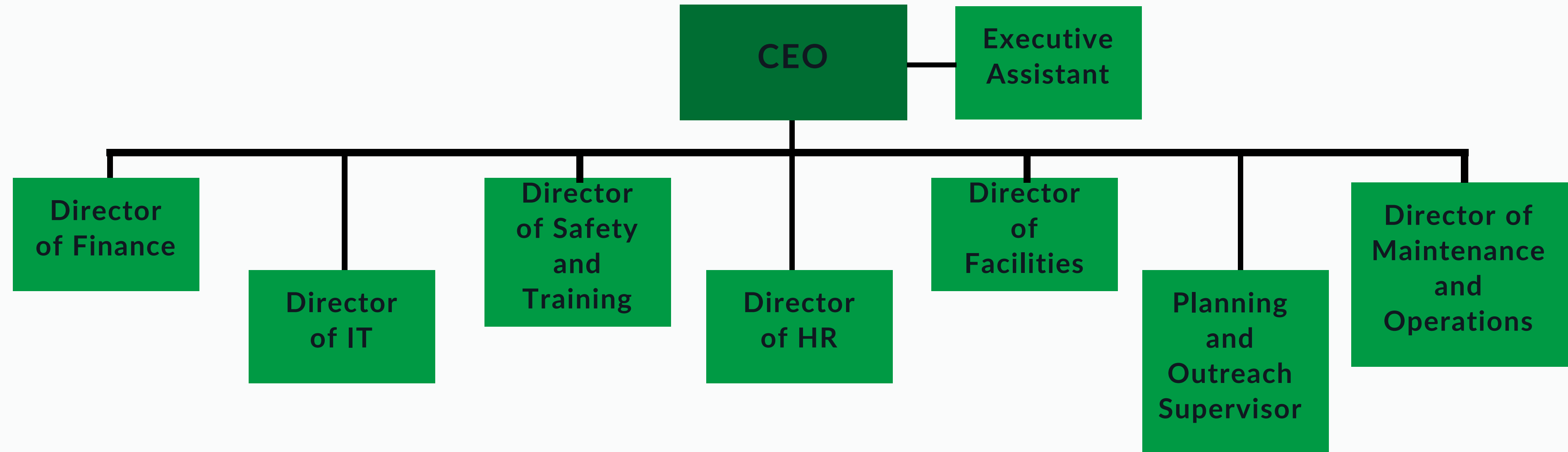
Adding Finance Analyst will cost **\$94,218** if hired at Level 10B

TOTAL SAVINGS: \$648,287 per year**

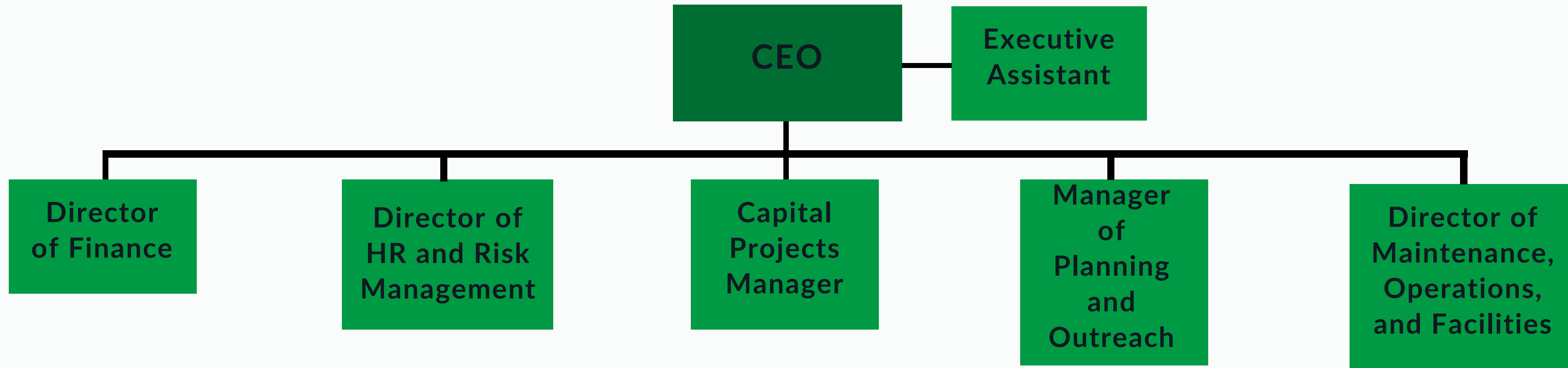
*Requires contracting out IT Department. Cost analysis TBD

**Does not include cost of Contracted IT or redlining savings

Organizational Chart - Executive Team (Current)

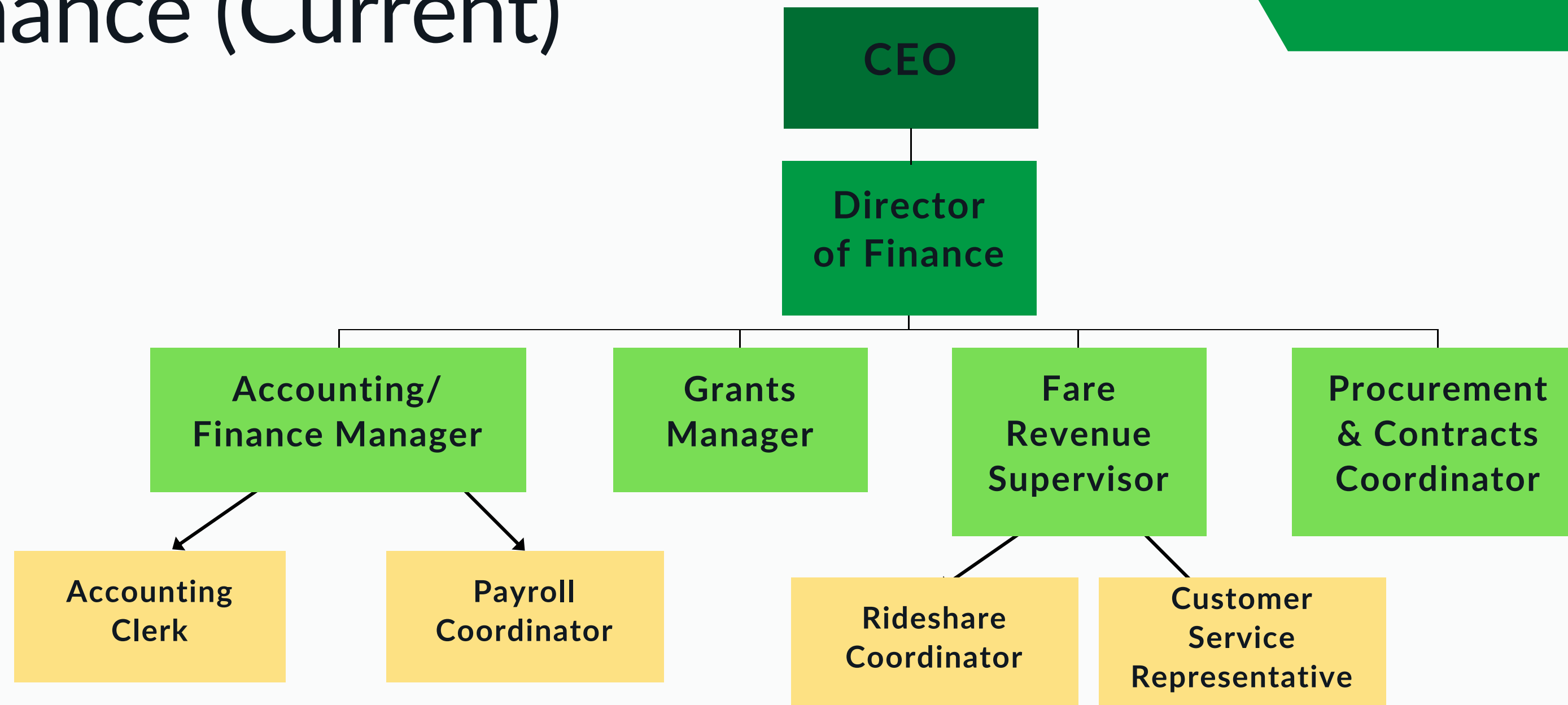


Organizational Chart - Executive Team (Proposed)

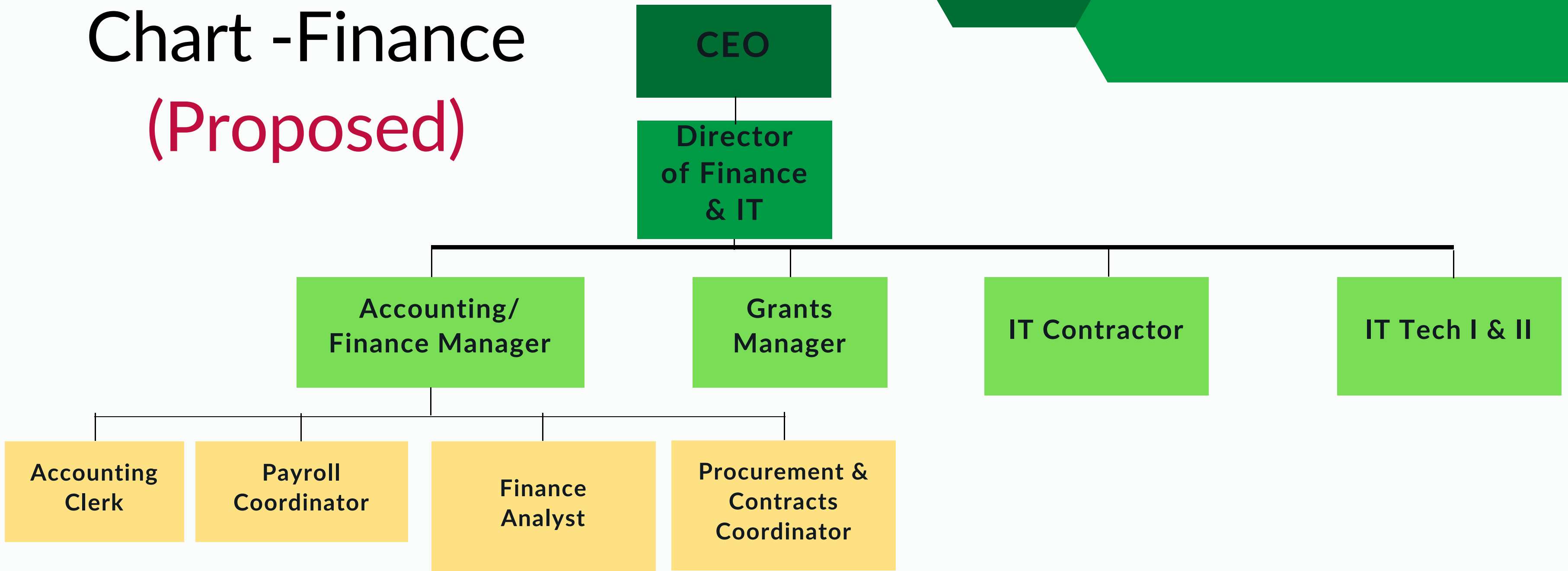


- Director of HR becomes Director of HR and Risk Management
- Director of Maintenance and Operations becomes Director of Maintenance, Operations, and Facilities
- Eliminate Director of IT
- Eliminate Director of Facilities
- Director of Safety and Training becomes Manager of Safety and Training (Under Director of HR and Risk Management)
- Capital Projects Manager reports to CEO
- Planning and Outreach Supervisor becomes Manager of Planning and Outreach

Organizational Chart - Finance (Current)

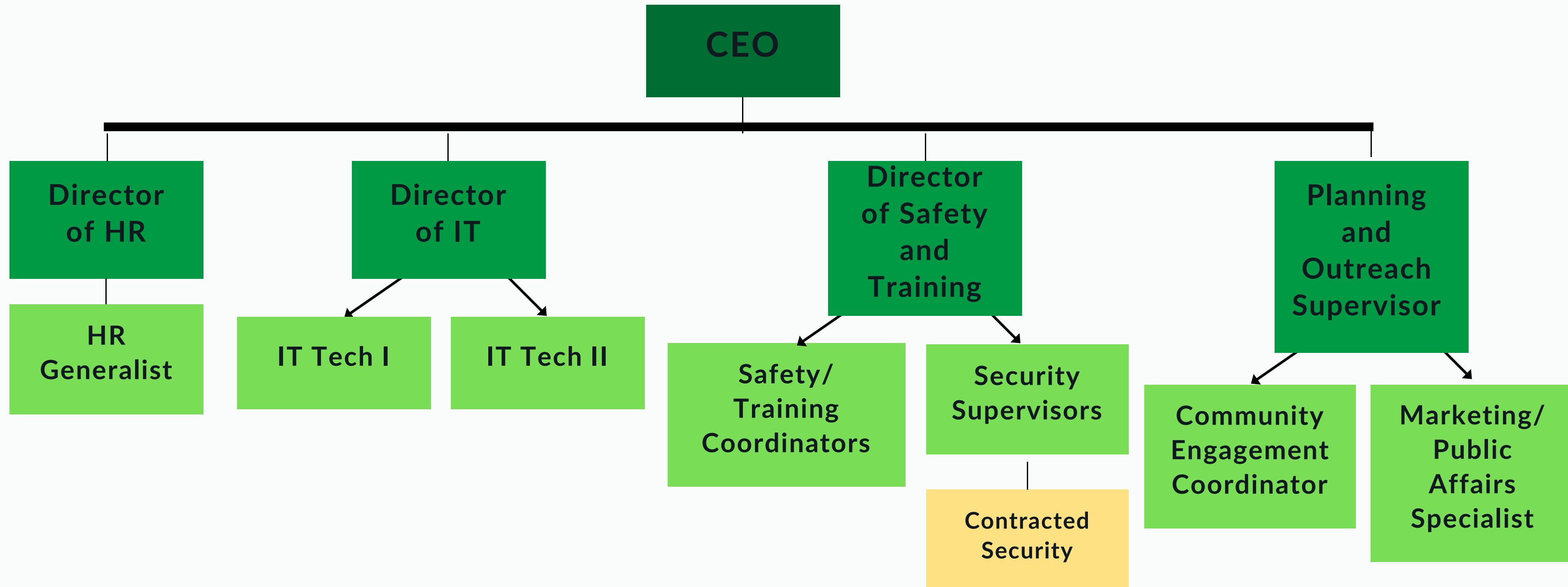


Organizational Chart -Finance (Proposed)

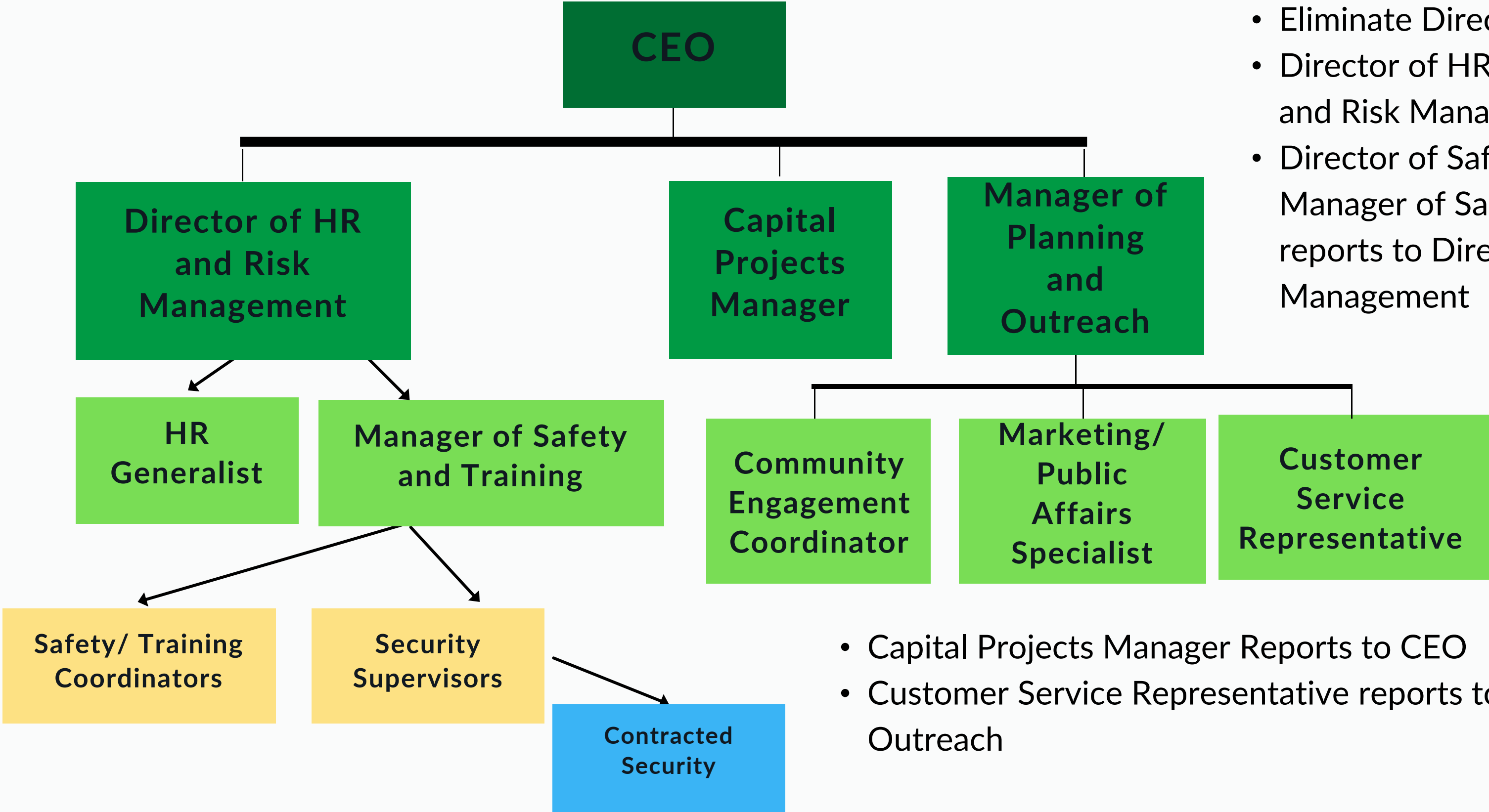


- IT Contractor reports to Director of Finance & IT
- Add Finance Analyst
- Procurement & Contracts Coordinator reports to Accounting/Finance Manager
- Eliminate Fare Revenue Supervisor
- Rideshare Administrator reports to Maintenance Manager

Organizational Chart - Administration (Current)



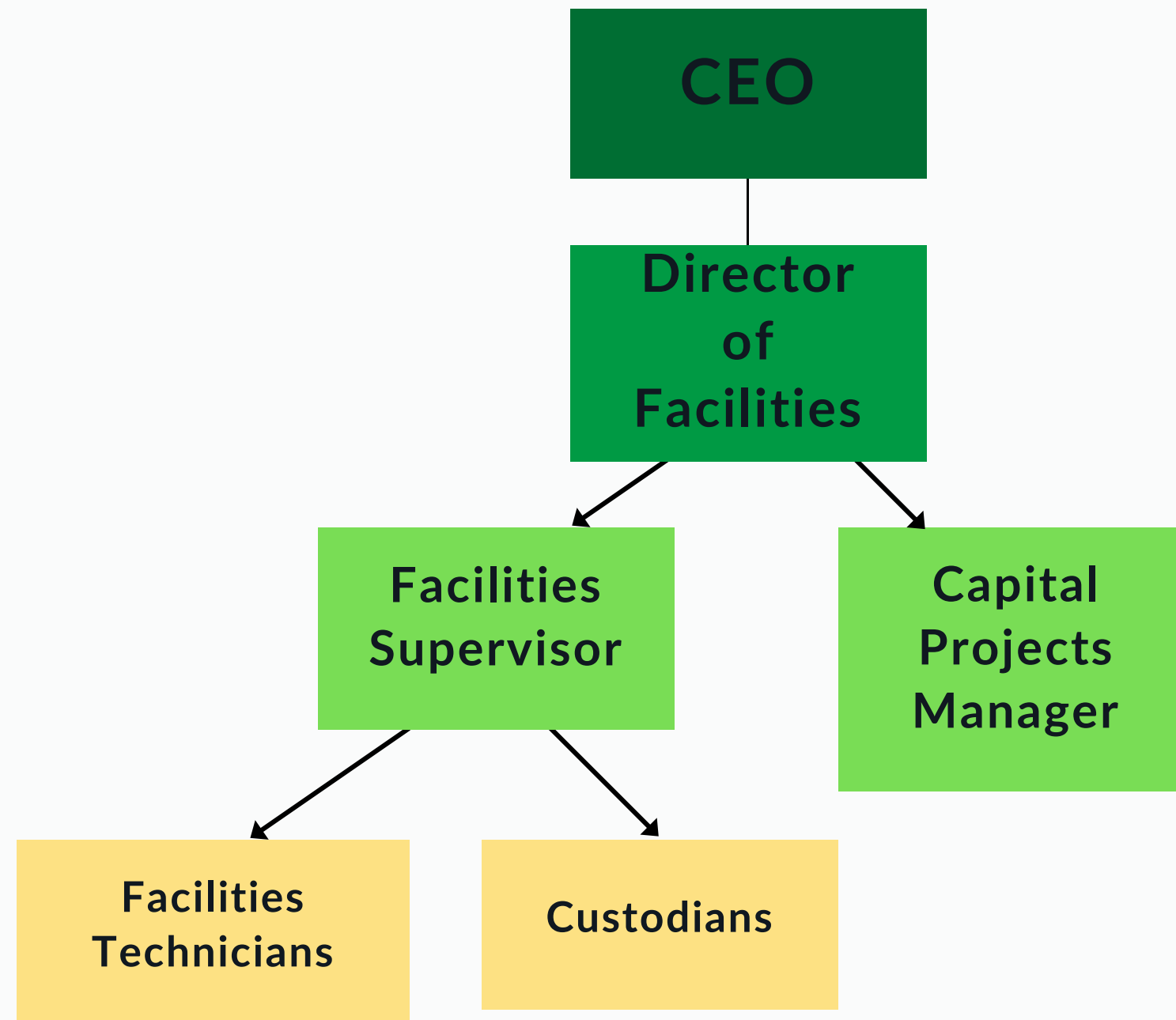
Organizational Chart - Administration (Proposed)



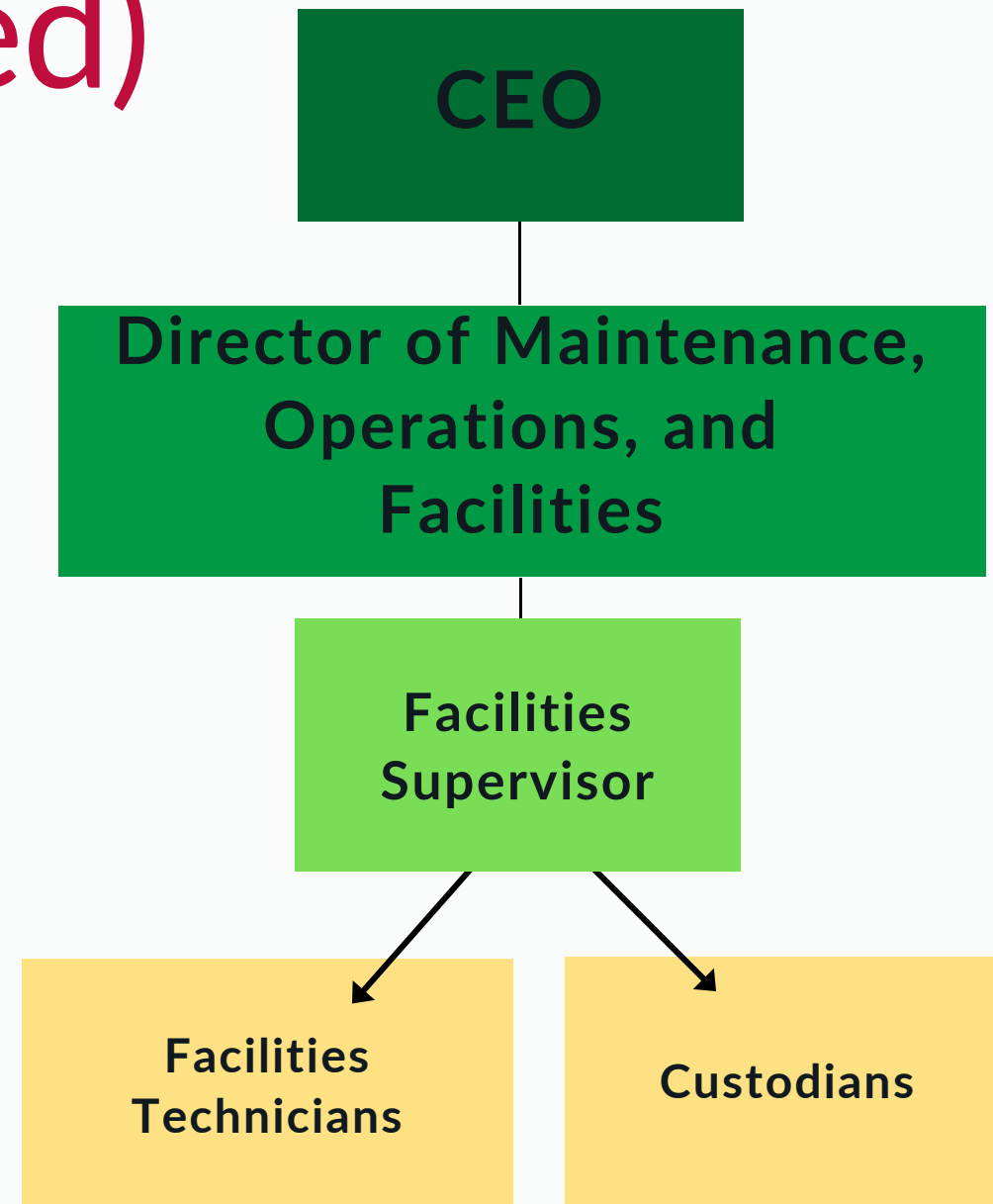
- Eliminate Director of IT
- Director of HR becomes Director of HR and Risk Management
- Director of Safety and Training becomes Manager of Safety and Training and reports to Director of HR and Risk Management

- Capital Projects Manager Reports to CEO
- Customer Service Representative reports to Manager of Planning and Outreach

Organizational Chart - Facilities (Current)

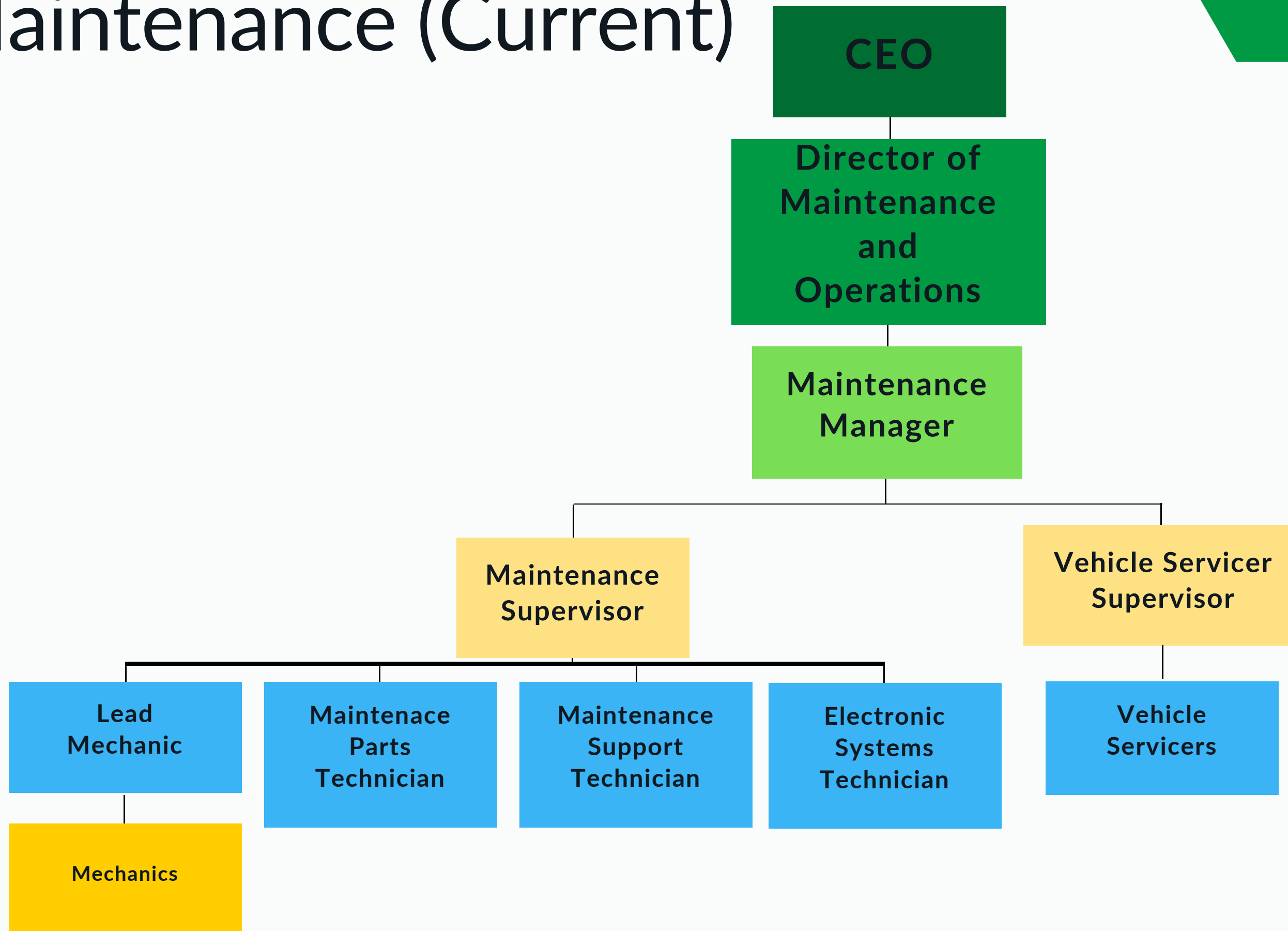


Organizational Chart - Facilities (Proposed)

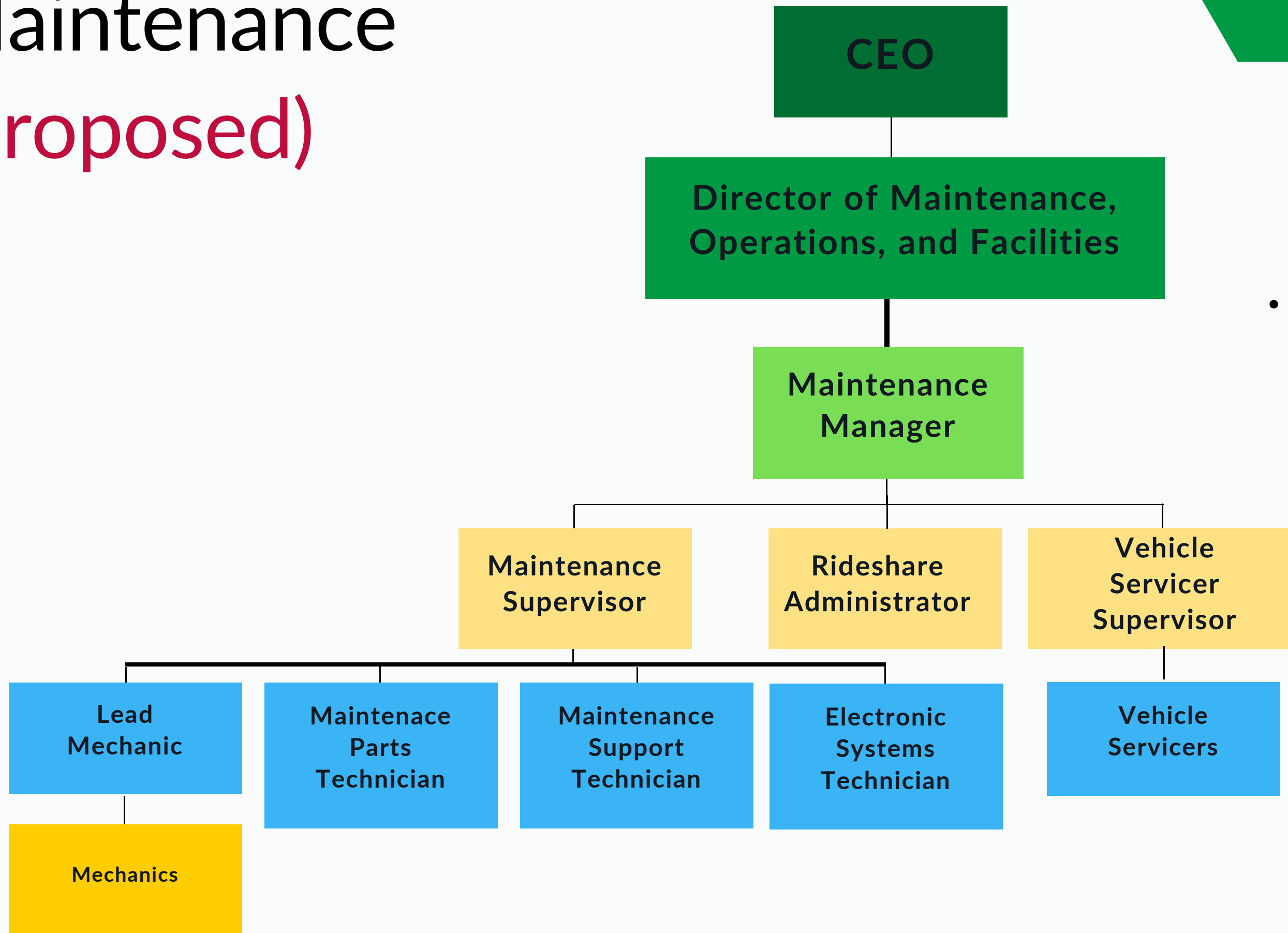


- Eliminate Director of Facilities
- Capital Projects Manager reports to CEO

Organizational Chart - Maintenance (Current)

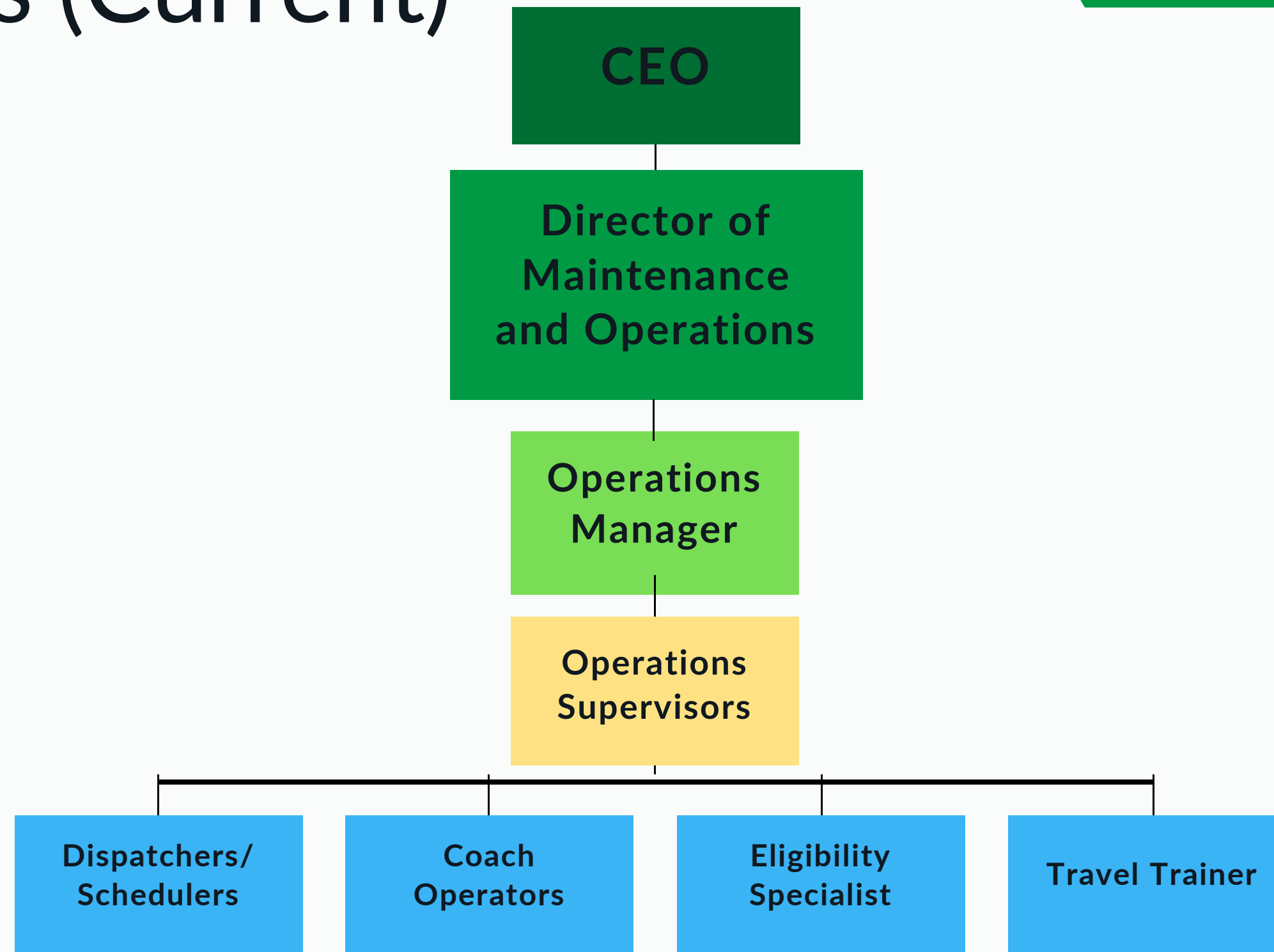


Organizational Chart - Maintenance (Proposed)

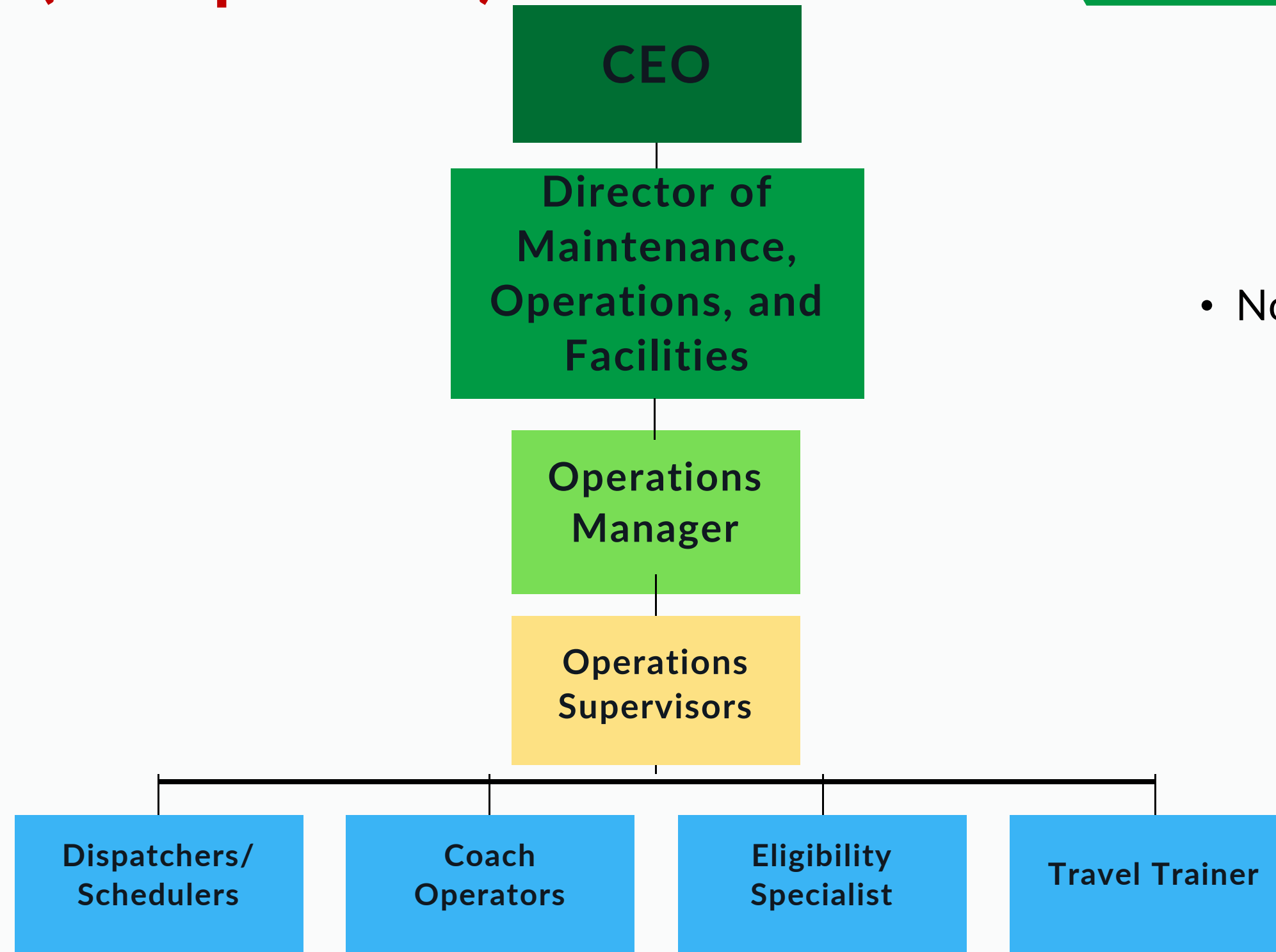


- Rideshare Administrator reports to Maintenance Manager

Organizational Chart - Operations (Current)



Organizational Chart - Operations (Proposed)



- No Changes to Operations



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Microsoft 365 User License Renewal 2024

INFORMATION:

In 2022 the board approved purchase of Microsoft 365 user licenses for the entire Skagit Transit agency. The renewal for this has been continued since then where in 2023 \$47,845 was budgeted for and spent on our MS365 licensing. In 2024 our renewal is \$53,292 and is in the approved budget for 2024. This latest renewal crosses the \$100,000 threshold and we are asking for approval.

This purchase is being made on state contract KCDA Catalog Agreement- Contract# 022-G (022-G)

RECOMMENDATION:

Staff recommends the board approve this renewal for MS365 licensing for the 2024 to 2025 year.



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, CEO

SUBJECT: Approve Agreement Extension with Perkins Coie LLP

INFORMATION:

Skagit Transit entered into an agreement with Perkins Coie LLP in December of 2022 to provide legal advice and assistance with architectural and engineering design issues with MOA2. The architect hired to design MOA2 has agreed to enter into mediation. Perkins Coie will be representing Skagit Transit in this mediation. Perkins Coie has retained a construction expert consulting firm to assist in a settlement.

In November 2023, the Board approved an agreement with Perkins Coie for an amount not to exceed \$200,000. It has become necessary to ask for additional funds in order to continue services with Perkins Coie so they may see Skagit Transit through the end of the mediation process.

It is estimated that the additional legal fees for Perkins Coie are estimated to cost approximately \$100,000.

RECOMMENDATION:

Staff recommends the Board approve this agreement extension with Perkins Coie and their construction expert consulting group not to exceed an additional \$100,000.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: September Grant Applications & Match Commitments

SUMMARY:

Grant funding typically requires some level of matching funds from the requestor to demonstrate local commitment to the project. The amount required varies by funder and funding source and is outlined in the published notice of funding opportunity. As part of applications, we must identify the amount and source. We will be submitting multiple grant applications to support service delivery and construction of MOA2. To keep the Board of Directors aware of grant applications and match requirements, the information below is provided to ensure clarity of future financial commitments should we receive an award.

The table below identifies the grant applications that will be submitted in September with their respective grant program, scope, funding request, and match commitments. Please note that total funding requests for capital project applications are still being determined. An update will be provided at the September Board of Directors meeting.

September Grant Applications

Grant Program	Application Scope	Funding Request	Match Percent	Match Required
WSDOT Green Transportation Capital (2 applications)	MOA2	\$9,000,000	15%	\$1,350,000
	2 Battery Electric Buses (replacement) & 2 chargers	TBD	15%	TBD
WSDOT Consolidated Grant Program (multiple projects)	R615 & R513	\$1,210,544	10%	\$121,054
	Community Engagement Coordinator	\$158,326	10%	\$15,833
	Rideshare Vehicles	TBD	20%	TBD

RECOMMENDATION:

No recommendation is requested at this time.



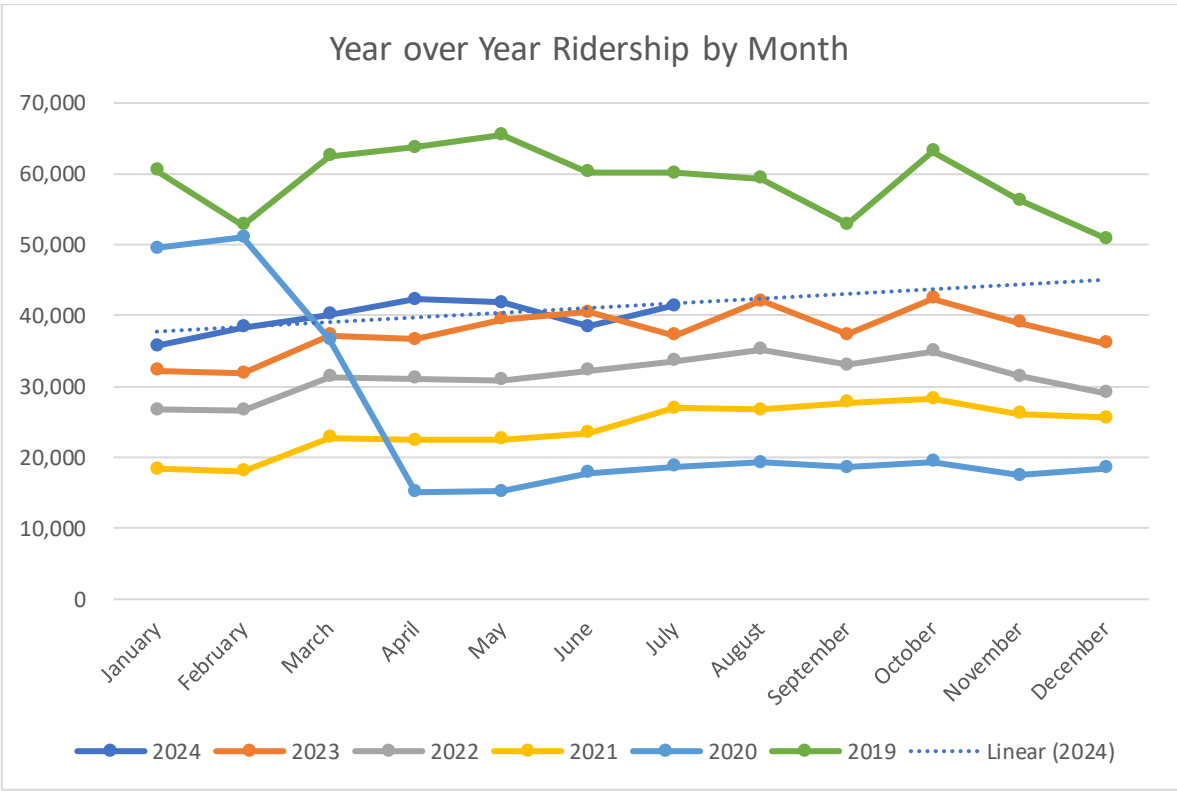
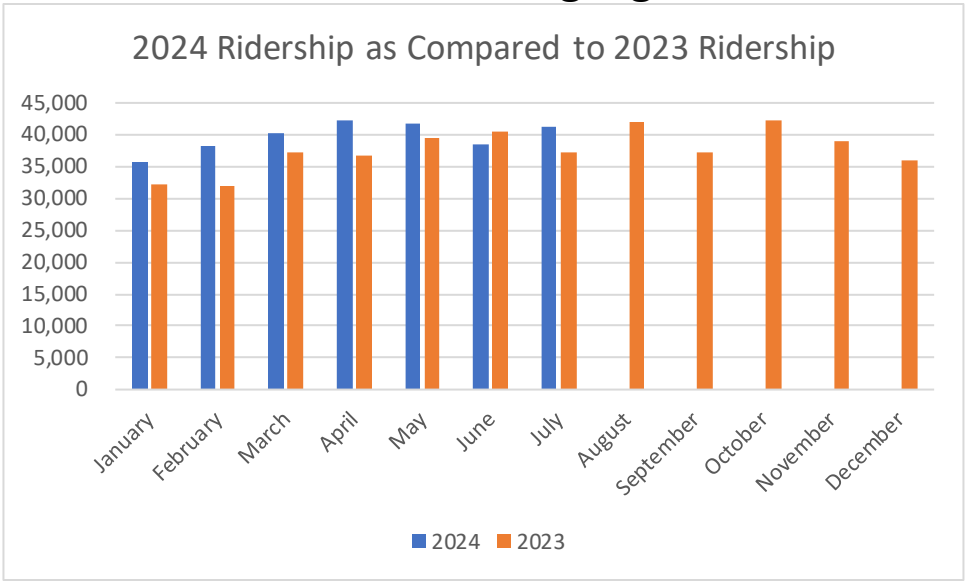
JULY Performance Report

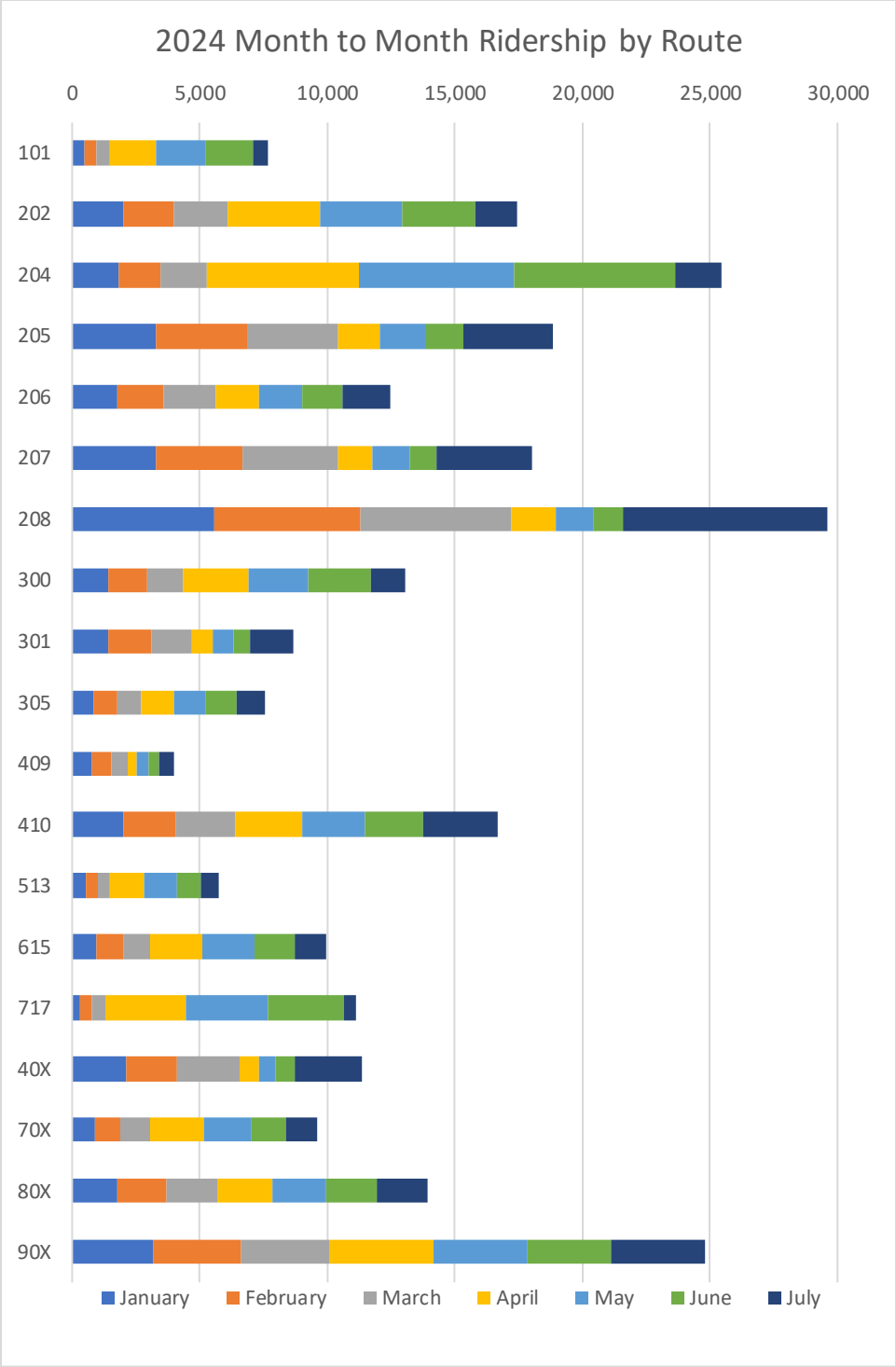
Ridership Comparison: Fixed Route

Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	41,339	-----	2024	278,235	-----
2023	37,171	11%	2023	218,033	27.61%
2019	60,289	-31.43%	2019	365,346	-23.84%

Average Weekday Ridership:	2023	1518
	2024	1806
Average Saturday Ridership:	2023	225
	2024	169
Average Sunday Ridership:	2023	196
	2024	155

Fixed Route Highlights





Ridership Comparison: Paratransit

Month to Month	Actual	YoY	YTD	Actual	YoY
2024	5,612	-----	2024	41,249	-----
2023	4,998	12.28%	2023	38,172	8.06%
2019	6,559	-16.87%	2019	43,558	-5.60%

Paratransit On Time Performance: 97%

Passenger Information

<i>Clients</i>	93.28	%
<i>Companions</i>	0.00	%
<i>Attendants</i>	2.53	%
<i>Others</i>	4.19	%
<i>Pass. Per Trip</i>	1.05	
<i>Average Length</i>	33.36	Minutes
<i>Average Distance</i>	6.37	Miles
<i>Transferred Passengers</i>	3	

Requested Trip Information

<i>Total Requested</i>	6696	<i>No Shows</i>	45
<i>Unscheduled</i>	4	<i>Cancels CD</i>	67
<i>Unscheduled</i>	0.06%	<i>No Shows</i>	1.67 %
<i>Cancel Adv.</i>	454		
<i>Late Cancels</i>	263	<i>No Shows Other</i>	0
<i>Same Day</i>	387	<i>Cancel Other</i>	136
<i>Site Closure</i>	62	<i>Missed</i>	0
<i>User Error</i>	45	<i>MissedT</i>	0
<i>Cancels</i>	20.12%	<i>Missed</i>	0.00 %
<i>Transferred Trips</i>	3		

Hours Allocation

<i>Total</i>	3535.02	Hours
<i>Deadhead</i>	11.63	%
<i>Service</i>	88.37	%
<i>Live</i>	88.26	%
<i>Brk, Lnch, or Out</i>	0.12	%
<i>User defined breaks</i>	0.06	%

Miles Allocation

<i>Total</i>	42825.0	Miles
<i>Deadhead</i>	16.34	%
<i>Service</i>	83.66	%
<i>Live</i>	83.52	%
<i>Brk, Lnch, or Out</i>	0.14	%
<i>User defined breaks</i>	0.06	%

Vehicle Type

Paratransit		Fixed Route	
Cash	Umo	GFI	Umo
2,487	3,125	50	1,155
Passenger Total	5,612		1,205
Total Paratransit Ridership		6,817	

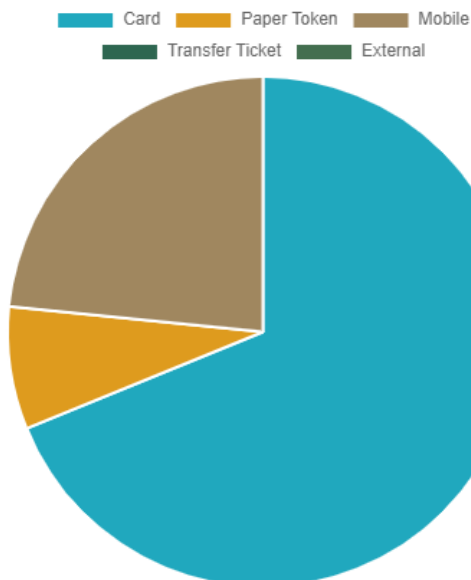
Fare Report:

Fare Report: *Cash, GFI and Umo fares collected on fixed route and paratransit by service type*

	Paratransit	Full Fare	Reduced Fare (Seniors)		Free Rides	
			Univ Passes	Seniors	Courtesy & PCA	Youth
Fixed Route	1205	20489	697	10442	1888	6621
Paratransit	5501	81	0	6	0	24
TOTAL	6706	20570	11145		8533	
<i>Percent of Total Ridership</i>	<i>14.3%</i>	<i>43.8%</i>	<i>1.5%</i>	<i>22.2%</i>	<i>4.0%</i>	<i>14.2%</i>

Skagit Transit Fare Payments by Media Type

Media Type	Count	Percentage
Card	17,296	68.82%
Paper Token	1,951	7.76%
Mobile	5,885	23.42%
Transfer Ticket		
External		
	25,132	100.00%





Monthly Maintenance Facts and Figures

Diesel Fuel Consumed	153,671 Gallons
Propane Fuel Consumed	44,556 Gallon Equivalents

WEEKLY REVENUE HOURS			
	WEEKDAY	SATURDAY	SUNDAY
40X	349.55	39.28	
70X	389.49	29.08	
80X	237.13	28.12	35.51
90X	746.28	39.62	40.35
101	337.12	37.75	35.03
202	403.90	38.54	38.38
204	386.90	32.13	34.88
205	372.88	29.94	39.00
206	361.83	28.97	39.65
207	602.41	35.01	43.31
208	732.45	69.29	70.54
300	385.03	37.39	36.73
301	403.47	39.79	39.41
305	339.20	36.89	37.93
409	270.50	38.24	
410	356.25	38.00	
513	351.10		
615	356.18	41.56	
717	312.31	11.03	
TOTAL	7693.98	650.63	490.72
TOTAL WEEKLY FIXED ROUTE REVENUE HOURS			8835.33
TOTAL WEEKLY PARATRANSIT REVENUE HOURS			119.63

WEEKLY REVENUE MILES			
	WEEKDAY	SATURDAY	SUNDAY
40X	4161.10	957.29	
70X	5051.52	802.43	
80X	5771.56	823.52	1060.17
90X	4010.45	1347.91	1348.01
101	3773.37	406.11	405.11
202	8135.66	480.80	470.60
204	7667.26	458.00	547.48
205	5262.77	320.43	420.51
206	5218.08	311.74	415.71
207	6402.93	478.30	544.48
208	3584.83	726.84	740.94
300	8580.96	513.89	513.89
301	6857.03	514.09	500.39
305	8348.41	702.05	
409	7797.23	522.09	
410	10543.05	734.04	
513	6444.62		
615	7071.39	908.00	
717	25409.76	243.85	
TOTAL	140091.98	11251.38	6967.29
TOTAL WEEKLY FIXED ROUTE REVENUE MILES			158310.65
TOTAL WEEKLY PARATRANSIT REVENUE MILES			37782.30

CAC REPORT

August 13, 2024

Since both CAC and Skagit Transit Board meetings are now uploaded to Youtube, it is important to ask members to press the Like button for each meeting, as doing so affects the platform metrics, which will widen the channel and lists exposure. The following now appears at the top of each agenda:

Subscribe to the Skagit Transit Youtube channel, and hit the Like button for CAC & board meetings.

Virtual meeting attendees, please mute if experiencing background noise, then unmute to speak.

Judy gave an overview of the upcoming committee officer nomination process in October, for the benefit of our newer members, which will give everyone time to consider serving in that capacity. Judy is ensuring all have a copy of the committee by-laws.

Stevie gave the staff report, plus gave an overview of the long-range plan steps, transit funds paid to the Climate Commitment Act, transit development plan highlights, and a follow-up to the new rider alert system now in place.

The new Transit is Why – social media Public Education Initiative was introduced.

<https://www.facebook.com/share/oVvAxJBgs9wALuii/?mibextid=LQQJ4d>

Next, The Staff report was given.

For the connector report, it is suggested micro transit options also be explored, which would allow riders to connect with other counties with longer service hours schedules. Trial bus runs to the light rail are already being conducted.

For the round table, Judy announced the upcoming National Week Without Driving Challenge, and Stevie will have more details next month on how area will be participating. Skagit Transit is endorsing the event again this year.

Next meeting, September 9. Come join us at 4:30 either in the Skagit Station conference room or online via the Zoom link posted on Skagit Transit sites CAC page.

Respectfully submitted,

Judy Jones

CAC Chair