

RECORD OF THE PROCEEDINGS SKAGIT TRANSIT BOARD OF DIRECTORS

Wednesday, July 15, 2026

The Skagit Transit Board of Directors met in a regular meeting in Burlington, WA. Commissioner Peter Browning chaired the meeting and called the meeting to order at 11:00 a.m., followed by the Pledge of Allegiance and roll call.

Members Present

Peter Browning, Skagit County Commissioner (Chair)
Joe Burns, Skagit County Commissioner (Vice Chair)
Ron Wesen, Skagit County Commissioner
Peter Donovan, City of Mount Vernon, Mayor
Bill Aslett, City of Burlington, Mayor
Hannah Oliver, City of Mount Vernon, Councilmember
Karl de Jong, City of Sedro Woolley, Councilmember

Members Present via Teleconference

Carolyn Moulton, City of Anacortes, Councilmember (joined at 11:18 a.m.)
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

JoEllen Kesti, City of Sedro Woolley, Mayor
Michael Rainey, Labor Representative (non-voting member)

Providing Legal Counsel:

Staff Present

Chris Arkle, Director of Finance
Crystle Stidham, Chief Executive Officer
Eric Esparza, Capital Projects Manager
Eric Gambill, Security Supervisor
Greg Latham, Director of Maintenance and Facilities
Jennifer Davidson, Director of Human Resources
Larissa Farrell, Executive Assistant/Clerk of the Board
Maleah Kuzminsky, Planning and Outreach Manager
Rebekah Tuno, Grants Manager

Staff Present via Teleconference:

Abby Bissell, HR Generalist
Alan Brooks, Operations Supervisor
Clerk of the Board
Derek Messling, Marketing and Public Affairs Specialist
Jill Isaacson, Operations Supervisor
Kelly Borden, Accounting Clerk
Larissa Farrell, Executive Assistant/Clerk of the Board
Les O'Neil, Operations Supervisor
Mika-Ela Bergman, Maintenance Support Technician
Rick Heerspink, Finance and Accounting Manager
Sarah Pelle, Events Specialist/Travel Trainer
Sarah Yeckley, Procurement
Taylor Trammell, Finance Analyst
Wayne Simmons, Facilities Supervisor

Members of Public Present

Colleen Kennedy; Jason Kelley; Soren Jensen;

Members of the Public Present via Teleconference:

0000; 1-360-333-2574; Cameron Martinez; Guest; Joe Kunzler; Joe Macdonald; M Kuzminsky for CEO; Public; Skagit County Employee Alliance; Zie

1 Public Comment

Public comment was made.

2 Public Hearing: 2026-2031 Transit Development Plan (TDP)

Commissioner Peter Browning introduced the TDP public hearing. Ms. Stidham and Mr. Arkle gave a short executive summary presentation on the TDP (included as an attachment to these minutes). Mr. de Jong noted a correction needed to be made on the Board roster of the TDP to reflect the current Sedro-Wooley representative. Public testimony was received. Mr. Aslett made a motion to close the public hearing. Mr. Burns seconded the motion. The motion passed unanimously.

3 Consent / Action Items

- a) Approval of June Meeting Minutes
- b) Approval of Claims and Payroll
 - May Payroll Direct Deposit and Checks
 - May Direct Federal Withholding Transfer
 - May Claims Checks and ACH #5753-5924

- c) Approve May Budget Update
- d) Approve Updated Organizational Chart
- e) Approve Updated Procurement Policy 180.05

Mr. de Jong requested that items C and E be moved from the Consent section to the Full Discussion section of the agenda. Mr. de Jong then made a motion to approve all other consent agenda items. Mr. Aslett seconded the motion. The motion passed unanimously.

4 Full Discussion/Action Items:

a) Approve May Budget Update

Mr. de Jong noted that the year-to-date May payroll totals were substantially lower than the April totals and asked if those could be reconciled prior to approval. Mr. Arkle clarified that the difference in those figures was due to the inclusion of taxes and employee benefits.

Mr. de Jong made a motion to approve the May Budget Update as presented. Mr. Wesen seconded the motion. The motion passed unanimously.

b) Approve Updated Procurement Policy 180.05

Mr. de Jong noted that the agenda and the opening pages of the policy state 180.05 but that the policy itself states 180.06 and wanted to confirm the correct policy number. Ms. Stidham stated that Skagit Transit will ensure that those are updated appropriately.

Mr. de Jong made a motion to approve the updated Procurement Policy subject for correcting the policy numbers consistently throughout the planning document. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Approve Award of Construction Management Contract 26-009

Ms. Stidham summarized the report as presented in the board packet.

Mr. Burns made a motion to approve the Award of Construction Management Contract 26-009. Mr. Aslett seconded the motion. The motion passed unanimously.

d) Approve Acceptance of the RAISE Grant Award

Ms. Stidham summarized the report as presented in the board packet.

Ms. Moulton made a motion to approve the Acceptance of the RAISE Grant Award. Mr. de Jong seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update
- b) Corrected April 2026 Productivity and Ridership
- c) May 2026 Productivity and Ridership

Peter Browning adjourned the meeting at 11:54 a.m.

Attest:

DocuSigned by:
Peter Browning
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Peter Browning, Chair Skagit Transit Board of Directors

Signed by:
Larissa Farrell
52442EE5FA0F474...
Larissa Farrell, Clerk of Skagit Transit Board

14 July 2026

RE: JAK General Public Comment to Skagit Transit for 15 July 2026

Dear Skagit Transit Board & Staff;

Let me start by thanking you for your public service, and that of your employees as always. However, I remain concerned about some of your Board practices.

First, I think it should be a request for Board members to take the Skagit Transit twice a month. This agency is having difficulty meeting the needs of her citizens as you will hear in the TDP hearing section.

Second, I understand the CEO offered a day of training to the Board. I wonder if we could have a progress update on when that special public meeting will be.

Third, I again resubmit the CAC report should be moved up in the meeting. Or strict time limits need to be placed on oral reports to the board.

Fourth, I want to thank you for the Member Liaison Exchange Pilot Program for six months, to get Boardmembers and CAC members at the table. This needs speedy Board approval and will resolve many of the parliamentary issues I have raised in recent months.

Fifth, we are not supposed to aid or oppose a candidacy during public comment. But I urge all you incumbents for office state your position on Skagit Transit.

Thank you;

Joe A. Kunzler

growlernoise@gmail.com



Draft Transit Development Plan 2026 - 2031

Executive Summary | Public Hearing — July 15, 2026, Burlington City Hall

Crystle Stidham
CEO

Chris Arkle
Director of Finance

Purpose of Public Hearing

- Skagit Transit's Transit Development Plan (TDP) 2026–2031 — a six-year plan required annually under RCW 35.58.2795
- State law requires the plan to address service, capital improvements, funding strategy, and consistency with local/regional plans — and requires at least one public hearing during its development; this presentation opens that public hearing.
- WSDOT requires this plan update as a condition of state and federal funding eligibility
- 30-day public comment period ran June 9 – July 8, 2026; written comments received are summarized in the TDP's Appendix D for the record.
- Any comments provided through the TDP public hearing (3 minutes per speaker) will also be entered into the public record and considered alongside written comments — the Board has not yet acted on adoption.



Plan Highlights

- 2025 ridership: 638,757 trips system-wide (+7.5% over 2024); fixed-route on-time performance 81.36%
- Built on the Board-adopted Long-Range Transit Plan (June 2025)
- 2026 priorities include:
 - Closing a ridership-data gap
 - Launching new Paratransit software and rider app
 - Beginning an ADA stop audit
 - Planning a microtransit pilot for Anacortes, Sedro-Woolley, and Concrete (expected for summer 2027)
- No major route restructuring proposed for 2026 — service stability and resource optimization is the priority
- Largest investment: MOA-2, a new 70,000 sq. ft. operations campus in Burlington, under construction through 2029
- Fleet: 10 paratransit + 8 fixed-route vehicles replaced in 2026; ongoing evaluation of zero-emission technologies phased with periodic technology reviews

Capital and Financial Highlights for 2026

The plan is fiscally constrained — funding sources are diversified (federal, state, local), and any project listed as "Not Secured" will be re-sequenced if grants don't come through.

- **Staffing**

- ADA Coordinator
- Expanded Services, later run times, and frequency
- Facilities Manager
- HR Labor Relations Specialist
- Operational Admin Assistant
- Procurement Purchaser
- Risk Manager
- Security Supervisor
- Weekend Facilities Supervisor
- Weekend Maintenance Supervisor

- **Operational/Capital**

- 6 Month Operation Reserve
- ADA Transition Plan Implementation
- Capital Replacement Fund
- Deferred Maintenance
- ERP Software
- MOA II Furniture
- Public Records Software
- Replacement and Expansion Vehicles
- Social Media Archiving Software
- Text Message Retention Software

- **At Risk**

- Operations at large
- Compliance
- Future Vehicle Purchases

Opening the Public Hearing

- Skagit Transit has received written public comment over the 30-day comment period (summarized in Appendix D)
- Today's hearing invites additional verbal comment — 3 minutes per speaker
- All testimony today becomes part of the official record for this TDP, alongside the written comments already received
- No action on adoption is being taken at this time — the Board will consider the full record before a future adoption vote

Five Year Comparison with Escalating Sales Tax Projection					
2.5%	2027	2028	2029	2030	2031
Rev	27,206,426.00	30,704,200.00	31,402,641.00	32,280,307.00	31,940,736.00
Op Ex	27,268,084.00	32,792,769.00	33,776,552.00	34,789,849.00	35,833,544.00
	(61,658.00)	(2,088,569.00)	(2,373,911.00)	(2,509,542.00)	(3,892,808.00)
3.5%	2027	2028	2029	2030	2031
Rev	27,391,377.00	31,080,200.00	31,890,200.00	33,072,818.00	32,959,752.00
Op Ex	27,268,084.00	32,792,769.00	33,776,552.00	34,789,849.00	35,833,544.00
	123,293.00	(1,712,569.00)	(1,886,352.00)	(1,717,031.00)	(2,873,792.00)
4.5%	2027	2028	2029	2030	2031
Rev	27,576,328.00	31,459,899.00	32,570,724.00	33,888,793.00	34,019,138.00
Op Ex	27,268,084.00	32,792,769.00	33,776,552.00	34,789,849.00	35,833,544.00
	308,244.00	(1,332,870.00)	(1,205,828.00)	(901,056.00)	(1,814,406.00)

Operating Expense Increase Year to Year			
Year	Total Expense	Year to Year Change	Year to Year %
2026	26,014,156.00	602,112.00	2%
2025	25,412,044.00	1,483,271.00	6%
2024	23,928,773.00	1,506,031.00	7%
2023	22,422,742.00	4,111,704.00	22%
2022	18,311,038.00	3,029,991.00	20%
2021	15,281,047.00	1,186,489.00	8%
2020	14,094,558.00	(416,205.00)	-3%
2019	14,510,763.00	307,209.00	2%
2018	14,203,554.00	1,460,146.00	11%
2017	12,743,408.00	1,339,724.00	12%
2016	11,403,684.00	491,443.00	5%
2015	10,912,241.00	N/A	

2026-2031 Budget

	2026		
	Operating	Capital	Total
Beginning Cash Balance January 1st.	\$ 11,727,174	\$ 16,832,997	\$ 28,560,171
Operating Revenues			-
Sales Tax	16,800,000	-	16,800,000
Passenger Fares	808,800	-	808,800
Non Transportation Revenues	1,286,330	-	1,286,330
Federal Operating Grants	5,519,284	-	5,519,284
State Operating Grants	2,497,406	-	2,497,406
Other Grants	375,000	-	375,000
Other Revenues		-	-
Transfers		-	-
Total Operating Revenues	27,286,819	-	27,286,819
Subtotal Available	39,013,993	16,832,997	55,846,990
Operating Expenses			
Rideshare P&M	996,611	-	996,611
Rideshare Sys Expand		-	-
Fixed Route/Commuter P&M	18,668,500	-	18,668,500
Fixed Route/Commuter Sys Expand		-	-
Dial-a-Ride (ADA) P&M	6,808,757	-	6,808,757
Dial-a-Ride (ADA) Expand		-	-
Other		-	-
Total Operating Expenses	26,473,868	-	26,473,868
Net Cash Available	12,540,125	16,832,997	29,373,122
Capital Revenues			
Federal Grants	-	5,234,474	5,234,474
State Grants	-	2,808,043	2,808,043
Other	-		-
Fund Transfers (Matching & Non-Grant)			-
Subtotal Capital Revenue	-	8,042,517	8,042,517
Capital Expenditures			
System P&M			
Maintenance & Other	-	346,512	346,512
FixedRoute/Commuter	-		-
Dial-a-Ride	-	981,935	981,935
Service/Staff Vehicles	-	120,000	120,000
Transit Center/Facilities (MOA2)	-	5,000,000	5,000,000
Transit Shelters/Improvements	-	234,022	234,022
Rideshare	-	532,271	532,271
System Expansion			
Maintenance & Other Equipment	-		-
MOA 2 Property Acquisition	-		-
FixedRoute/Commuter	-		-
Dial-a-Ride	-	392,774	392,774
Micro-Transit	-		-
Service/Staff Vehicles	-		-
Transit Center	-		-
Transit Shelters	-		-
Rideshare Vans	-		-
Subtotal Capital Obligations	-	7,607,514	7,607,514
Ending Cash Balance 12/31	\$ 12,540,125	\$ 17,268,000	\$ 29,808,125

	2027		
	Operating	Capital	Total
Beginning Cash Balance January 1st.	\$ 12,540,125	\$ 17,268,000	\$ 29,808,125
Operating Revenues			-
Sales Tax	17,640,000	-	17,640,000
Passenger Fares	829,020	-	829,020
Non Transportation Revenues	908,488	-	908,488
Federal Operating Grants	4,861,863	-	4,861,863
State Operating Grants	4,197,054	-	4,197,054
Other Grants		-	-
Other Revenues		-	-
Transfers		-	-
Total Operating Revenues	28,436,426	-	28,436,426
Subtotal Available	40,976,551	17,268,000	58,244,551
Operating Expenses			
Rideshare P&M	1,026,509	-	1,026,509
Rideshare Sys Expand		-	-
Fixed Route/Commuter P&M	19,228,555	-	19,228,555
Fixed Route/Commuter Sys Expand		-	-
Dial-a-Ride (ADA) P&M	7,013,020	-	7,013,020
Dial-a-Ride (ADA) Expand		-	-
Other		-	-
Total Operating Expenses	27,268,084	-	27,268,084
Net Cash Available	13,708,466	17,268,000	30,976,466
Capital Revenues			
Federal Grants	-	17,083,750	17,083,750
State Grants	-	12,530,950	12,530,950
Other	-	375,000	375,000
Fund Transfers (Matching & Non-Grant)			-
Subtotal Capital Revenue	-	29,989,700	29,989,700
Capital Expenditures			
System P&M			
Maintenance & Other	-	527,513	527,513
FixedRoute/Commuter	-	4,180,652	4,180,652
Dial-a-Ride	-	2,432,124	2,432,124
Service/Staff Vehicles	-	504,000	504,000
Transit Center/Facilities (MOA2)	-	24,945,960	24,945,960
Transit Shelters/Improvements	-	255,349	255,349
Rideshare	-		-
System Expansion			
Maintenance & Other Equipment	-	200,000	200,000
MOA 2 Property Acquisition	-		-
FixedRoute/Commuter	-		-
Dial-a-Ride	-		-
Micro-Transit	-	2,114,890	2,114,890
Service/Staff Vehicles	-	210,000	210,000
Transit Center	-	105,398	105,398
Transit Shelters	-	157,560	157,560
Rideshare Vans	-	-	-
Subtotal Capital Obligations	-	35,633,446	35,633,446
Ending Cash Balance 12/31	\$ 13,708,466	\$ 11,624,254	\$ 25,332,720

	2028		
	Operating	Capital	Total
Beginning Cash Balance January 1st.	\$ 13,708,466	\$ 11,624,254	\$ 25,332,720
Operating Revenues			-
Sales Tax	18,522,000	-	18,522,000
Passenger Fares	849,746	-	849,746
Non Transportation Revenues	418,700	-	418,700
Federal Operating Grants	4,927,341	-	4,927,341
State Operating Grants	7,667,913	-	7,667,913
Other Grants		-	-
Other Revenues		-	-
Transfers		-	-
Total Operating Revenues	32,385,700	-	32,385,700
Subtotal Available	46,094,167	11,624,254	57,718,421
Operating Expenses			
Rideshare P&M	1,057,305	-	1,057,305
Rideshare Sys Expand		-	-
Fixed Route/Commuter P&M	25,346,354	-	25,346,354
Fixed Route/Commuter Sys Expand		-	-
Dial-a-Ride (ADA) P&M	7,223,410	-	7,223,410
Dial-a-Ride (ADA) Expand		-	-
Other		-	-
Total Operating Expenses	33,627,069	-	33,627,069
Net Cash Available	12,467,098	11,624,254	24,091,352
Capital Revenues			
Federal Grants	-	14,976,835	14,976,835
State Grants	-	2,044,467	2,044,467
Other	-	375,000	375,000
Fund Transfers (Matching & Non-Grant)			-
Subtotal Capital Revenue	-	17,396,302	17,396,302
Capital Expenditures			
System P&M			
Maintenance & Other	-	190,000	190,000
FixedRoute/Commuter	-	-	-
Dial-a-Ride	-	1,410,000	1,410,000
Service/Staff Vehicles	-	240,000	240,000
Transit Center/Facilities (MOA2)	-	13,512,835	13,512,835
Transit Shelters/Improvements	-		-
Rideshare	-	495,000	495,000
System Expansion			
Maintenance & Other Equipment	-		-
MOA 2 Property Acquisition	-	750,000	750,000
FixedRoute/Commuter	-		-
Dial-a-Ride	-		-
Micro-Transit	-	634,467	634,467
Service/Staff Vehicles	-		-
Transit Center	-		-
Transit Shelters	-		-
Rideshare Vans	-		-
Subtotal Capital Obligations	-	17,232,302	17,232,302
			-
Ending Cash Balance 12/31	\$ 12,467,098	\$ 11,788,254	\$ 24,255,352

	2029		
	Operating	Capital	Total
Beginning Cash Balance January 1st.	\$ 12,467,098	\$ 11,788,254	\$ 24,255,352
Operating Revenues			-
Sales Tax	19,448,100	-	19,448,100
Passenger Fares	870,989	-	870,989
Non Transportation Revenues	121,668	-	121,668
Federal Operating Grants	5,254,732	-	5,254,732
State Operating Grants	7,565,989	-	7,565,989
Other Grants		-	-
Other Revenues		-	-
Transfers		-	-
Total Operating Revenues	33,261,478	-	33,261,478
Subtotal Available	45,728,576	11,788,254	57,516,830
Operating Expenses			
Rideshare P&M	1,089,024	-	1,089,024
Rideshare Sys Expand		-	-
Fixed Route/Commuter P&M	26,106,745	-	26,106,745
Fixed Route/Commuter Sys Expand		-	-
Dial-a-Ride (ADA) P&M	7,440,113	-	7,440,113
Dial-a-Ride (ADA) Expand		-	-
Other		-	-
Total Operating Expenses	34,635,881	-	34,635,881
Net Cash Available	11,092,694	11,788,254	22,880,948
Capital Revenues			
Federal Grants	-	15,609,451	15,609,451
State Grants	-		-
Other	-		-
Fund Transfers (Matching & Non-Grant)			-
Subtotal Capital Revenue	-	15,609,451	15,609,451
Capital Expenditures			
System P&M			
Maintenance & Other	-		-
FixedRoute/Commuter	-	1,514,358	1,514,358
Dial-a-Ride	-		-
Service/Staff Vehicles	-		-
Transit Center/Facilities (MOA2)	-	5,562,165	5,562,165
Transit Shelters/Improvements	-		-
Rideshare	-	605,000	605,000
System Expansion			
Maintenance & Other Equipment	-		-
MOA 2 Property Acquisition	-	9,625,000	9,625,000
FixedRoute/Commuter	-	4,543,074	4,543,074
Dial-a-Ride	-	470,000	470,000
Micro-Transit	-		-
Service/Staff Vehicles	-		-
Transit Center	-	126,000	126,000
Transit Shelters	-		-
Rideshare Vans	-		-
Subtotal Capital Obligations	-	22,445,597	22,445,597
			-
Ending Cash Balance 12/31	\$ 11,092,694	\$ 4,952,108	\$ 16,044,803

	2030		
	Operating	Capital	Total
Beginning Cash Balance January 1st.	\$ 11,092,694	\$ 4,952,108	\$ 16,044,803
Operating Revenues			-
Sales Tax	20,420,505	-	20,420,505
Passenger Fares	892,764	-	892,764
Non Transportation Revenues	124,710	-	124,710
Federal Operating Grants	5,647,601	-	5,647,601
State Operating Grants	7,565,989	-	7,565,989
Other Grants		-	-
Other Revenues		-	-
Transfers		-	-
Total Operating Revenues	34,651,568	-	34,651,568
Subtotal Available	45,744,262	4,952,108	50,696,371
Operating Expenses			
Rideshare P&M	1,121,694	-	1,121,694
Rideshare Sys Expand		-	-
Fixed Route/Commuter P&M	26,889,947	-	26,889,947
Fixed Route/Commuter Sys Expand		-	-
Dial-a-Ride (ADA) P&M	7,663,316	-	7,663,316
Dial-a-Ride (ADA) Expand		-	-
Other		-	-
Total Operating Expenses	35,674,958	-	35,674,958
Net Cash Available	10,069,305	4,952,108	15,021,413
Capital Revenues			
Federal Grants	-	13,542,200	13,542,200
State Grants	-	-	-
Other	-	-	-
Fund Transfers (Matching & Non-Grant)			-
Subtotal Capital Revenue	-	13,542,200	13,542,200
Capital Expenditures			
System P&M			
Maintenance & Other	-		-
FixedRoute/Commuter	-		-
Dial-a-Ride	-	1,175,000	1,175,000
Service/Staff Vehicles	-	84,000	84,000
Transit Center/Facilities (MOA2)	-		-
Transit Shelters/Improvements	-		-
Rideshare	-		-
System Expansion			
Maintenance & Other Equipment	-		-
MOA 2 Property Acquisition	-	15,450,000	15,450,000
FixedRoute/Commuter	-		-
Dial-a-Ride	-		-
Micro-Transit	-		-
Service/Staff Vehicles	-		-
Transit Center	-		-
Transit Shelters	-		-
Rideshare Vans	-		-
Subtotal Capital Obligations	-	16,709,000	16,709,000
			-
Ending Cash Balance 12/31	\$ 10,069,305	\$ 1,785,308	\$ 11,854,613

	2031		
	Operating	Capital	Total
Beginning Cash Balance January 1st.	\$ 10,069,305	\$ 1,785,308	\$ 11,854,613
Operating Revenues			-
Sales Tax	21,441,530	-	21,441,530
Passenger Fares	915,083	-	915,083
Non Transportation Revenues	127,827	-	127,827
Federal Operating Grants	4,840,759	-	4,840,759
State Operating Grants	7,536,342	-	7,536,342
Other Grants		-	-
Other Revenues		-	-
Transfers		-	-
Total Operating Revenues	34,861,541	-	34,861,541
Subtotal Available	44,930,846	1,785,308	46,716,154
Operating Expenses			
Rideshare P&M	1,155,345	-	1,155,345
Rideshare Sys Expand	-	-	-
Fixed Route/Commuter P&M	27,696,646	-	27,696,646
Fixed Route/Commuter Sys Expand		-	-
Dial-a-Ride (ADA) P&M	7,893,216	-	7,893,216
Dial-a-Ride (ADA) Expand		-	-
Other		-	-
Total Operating Expenses	36,745,207	-	36,745,207
Net Cash Available	8,185,639	1,785,308	9,970,948
Capital Revenues			
Federal Grants	-	7,973,600	7,973,600
State Grants	-	-	-
Other	-	-	-
Fund Transfers (Matching & Non-Grant)			-
Subtotal Capital Revenue	-	7,973,600	7,973,600
Capital Expenditures			
System P&M			
Maintenance & Other	-		-
FixedRoute/Commuter	-		-
Dial-a-Ride	-		-
Service/Staff Vehicles	-	42,000	42,000
Transit Center/Facilities (MOA2)	-		-
Transit Shelters/Improvements	-		-
Rideshare	-		-
System Expansion			
Maintenance & Other Equipment	-		-
MOA 2 Property Acquisition	-	9,925,000	9,925,000
FixedRoute/Commuter	-		-
Dial-a-Ride	-		-
Micro-Transit	-		-
Service/Staff Vehicles	-		-
Transit Center	-		-
Transit Shelters	-		-
Rideshare Vans	-		-
Subtotal Capital Obligations	-	9,967,000	9,967,000
			-
Ending Cash Balance 12/31	\$ 8,185,639	\$ (208,092)	\$ 7,977,548

14 July 2026

RE: JAK TDP Comment to Skagit Transit for 15 July 2026

Dear Skagit Transit Board & Staff;

I'm going to let my written comments stand for themselves, along with others who kindly wrote in to Skagit Transit. However I ask the Board:

- a) Read the written comments to the TDP please.
- b) Request a list of unfunded priorities from staff.
- c) Consider a study session to discuss future Skagit Transit priorities with the CAC-Board Exchange Pilot Program please.
- d) Consider a November 2028 ballot measure to fund these unfunded priorities and ensure there is ample funding for paratransit – which I do not use. But we have a moral responsibility to care for the most vulnerable, just as we spend so much on roads.

Thank you for your public service;

Joe A. Kunzler

growlernoise@gmail.com

**CEO Verbal Report Out
Board Meeting
July 15, 2026**

MOA2

The administrative modification should be finalized by the end of the month. We are trying to coordinate signing the BUILD grant the week of August 10th. We are prepared to go out to bid once the agreement is signed.

Finances

A full financial report is included in the packet, but I wanted to provide a few highlights. Sales tax revenues were up about 2.74% YoY from March 2025 to March 2026, up 1.17% YTD (Jan-Mar). We are currently trending to come in about \$300,000 under budget.

We will continue to monitor sales tax revenues to determine if we need to make adjustments to our budget due to lower than expected revenues.

Fuel costs – We continue to see elevated fuel costs due to the conflict in the Middle East:

May 2025

➤ Diesel \$381,398.82

May 2026

➤ Diesel - \$578,079.04

Up 51.57% YoY

Trending to be almost \$500,000 over budget (budgeted \$917,000)

Operations KPIs

May

LTA – Average 2

OT

- May \$59,195.74
 - YTD - \$313,666.30
 - Budgeted \$575,000 for 2026

Driver absenteeism for April was 17.21%, down from 17.75% in April.

Ridership

There is a full ridership report included, but here are the highlights:

- FR – Down .17% from May 2025 to May 2026, up 5.29% YTD
- Para – Up 9.96% from May 2025 to May 2026, up 7.04% YTD

Recruitments

We currently have the following open positions:

- Director of Operations:
- Contract and Procurement: We have selected a candidate.
- Public Records Officer

We had a class of 2 start on July 2.

Governance Committee Update

The last Governance Committee Meeting was June 30th. We discussed the CAC liaison exchange, bylaws, Board Composition and the procurement policy updates. The committee agreed that we would bring the board composition and bylaw changes for discussion and possible action at the next Board meeting.

The next Governance Committee meeting is July 23. We will be reviewing the following:

- Public Comment policy
- Time tracking for grants policy
- Cash handling and till reconciliation policy
- Data management policy
- Title VI Policy
- EEO Policy
- P-card update

Class and Comp Study

No new information.

Long-Range Transit Plan

We are still reviewing the service areas for microtransit in Anacortes, Concrete, & Sedro Woolley. We will be applying for a state grant under Consolidated to help pay for the service. We are also planning on applying for a grant for general operating.

- WSDOT BBF
 - Non-revenue vehicles
 - 2 Security
 - 4 Supervisors
 - 6 Shift change
 - Paratransit
 - 6 replacement + 3 expansion
- FTA BBF
 - Facilities Condition Assessment:

Facility Name	NPV (30 Yr)	Year: 1	Year: 2	Year: 3	Year: 4	Year: 5
Skagit Transit Station	\$4,664,904	\$359,490	\$6,300	\$151,671	\$28,767	\$292,694
SW Park & Ride	\$301,642	\$0	\$0	\$10,650	\$20,374	\$3,647
Alger Park & Ride	\$453,165	\$0	\$0	\$51,917	\$0	\$0
Chuckanut Park & Ride	\$2,791,906	\$39,100	\$151,053	\$72,225	\$0	\$66,245
March Point Facility	\$465,634	\$0	\$67,967	\$23,362	\$2,605	\$1,702
SMV Facility	\$1,545,727	\$163,580	\$0	\$67,616	\$0	\$3,647
TOTAL	\$10,222,978	\$562,170	\$225,320	\$377,441	\$51,746	\$367,934

Yr 1 - 5 \$1,584,610

Community Events

Skagit Transit will be participating in the following June/July 2026 community events:

Event Name: Concrete Youth Activity Day

Event Date: Thursday, July 16, 2026

Event Location: Silo Park in Concrete

Population Served: East Skagit County Families

Type of Event: The purpose of the event is to provide a free day of fun, activities, and access to valuable community resources for youth and their families in East Skagit County. Approximately 45 local agencies, nonprofits, and businesses will be on site sharing programs, services, and opportunities that support children and families throughout the year. As a community transportation resource, Skagit Transit will provide information about Youth Ride Free, trip planning, and key destinations such as the library, Boys & Girls Club, Concrete Youth Sports Association playfields, and local schools to help families access the services available.

Event Name: Stuff the Bus Diaper Drive with United Way

Event Date: Thursday, August 6, 2026

Event Location: Skagit Fairgrounds

Population Served: Skagit County Families in need of diapers

Type of Event: Hosted by United Way, this annual community donation drive aims to fill a Skagit Transit coach with diaper donations for local families experiencing financial hardship. The collected diapers are distributed through partner organizations to families across Skagit County. Skagit Transit supports the event by providing the bus, helping promote the drive, and encouraging community participation in this essential resource.

Event Name: Family Resource Day

Event Date: Thursday, August 6, 2026

Event Location: Skagit Fairgrounds

Population Served: Skagit County Families and youth, and other fair attendees

Type of Event: Family Resource Day brings together local agencies and organizations that provide services and support for children, youth, and families. Attendees can connect with community programs, learn about available resources, and participate in family-friendly activities and games. Skagit Transit will promote Youth Ride Free, answer questions about public transportation, and assist eligible youth with obtaining transit passes to help them access school, recreation, employment, and other community resources.

Event Name: Reading & Resources

Event Date: Thursday, August 20, 2026

Event Location: Cascade Middle School in Sedro-Woolley

Population Served: Elementary to Middle School aged kids and their families.

Type of Event: This back-to-school community event promotes literacy while connecting families with organizations that provide educational resources and supportive services. Families can receive free school supplies, books, and information to help prepare for the 2026–27 school year. Skagit Transit will host Story Time on the Bus while sharing Youth Ride Free information and demonstrating how public transportation can connect students and families to schools, libraries, and community programs.

Event Name: Burlington Edison Back to School Fair

Event Date: Saturday, August 22, 2026

Event Location: Maiben Park in Burlington

Population Served: Burlington-Edison School District families

Type of Event: This annual back-to-school resource fair helps families prepare for the upcoming school year by providing free backpacks, school supplies, haircuts, and other essential services. Community organizations will be available to connect families with ongoing programs and resources that support student success. Skagit Transit will promote Youth Ride Free, assist new riders with setting up transit passes, and provide information on using public transportation to access schools, libraries, extracurricular activities, and other important destinations.

TDP

The Transit Development Plan (TDP) is a six-year planning document required by the Washington State Department of Transportation (WSDOT) as a condition of state and federal funding eligibility. This TDP covers the planning period from 2026 through 2031 and serves as Skagit Transit's primary strategic framework for service delivery, capital investment, fleet management, and fiscal planning.

The document identifies the agency's current operations, goals, and planned improvements, and provides the basis for annual grant applications, budget development, and coordination with regional planning partners.

As required by WSDOT, this TDP includes:

- A description of the agency's existing services and facilities
- A six-year schedule of planned activities, by year
- A rolling stock inventory and verification of continued use
- A financial plan demonstrating fiscal constraint
- Goals, objectives, and performance standards
- A capital improvement program
- Coordination with regional and local planning frameworks
- Eligibility for state and federal funding programs

We're asking that the Board please review the plan and ask your planners to review the plan and make comments if necessary

TDP Financials

- We began drafting the 6 year financial forecast in March, before we had sales tax revenue information for 2026.
- Using a 2.5% sales increase for 2027-2031, revenues exceeded expenses starting in 2028 by \$2M. By the end of 2031, expenses exceeded revenues by \$10.8M.
- We did a 5 and 10 year lookback and sales taxes increased an average of 5.8%. We increased the sales tax revenue projections to 5% and expenses still exceeded revenues by \$3.5M by the end of 2031. This is what was presented in the TDP. The budget presented in the TDP shows an ending cash balance of almost \$8M by the end of 2031, but you'll notice that operating cash reserves begin decreasing in 2028.
- We now have 4 months worth of data
 - Sales taxes were up 2.74% from March 2025 to March 2026, up 1.17% YTD (Jan-March)
 - Sales taxes were down 5.78% from April 2025 to April 2026, down 4.61% YTD (Jan-April)
- Given the data we now have for 2026, we are recommending to change the expected sales tax revenues back to a 2.5% increase YoY. This means that expenses will exceed revenues by \$2M starting in 2028 and revenues will exceed expenses by \$10.8M by 2031.
- We will be applying for grants to pay for microtransit and a general operating grant through Consolidated (WSDOT). Grant applications are due September 9, 2026. Awards will be announced May/June 2027.
- We will also be exploring additional cost saving opportunities.
- Chris would now like to talk about the major cost drivers that are creating budget impacts
- I recognized that the Class and Comp study was not sustainable, and took some corrective action back in 2024 that saved the agency approximately \$650K. This can be found on page 35 of the August 2024 Board packet.

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