

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

Wednesday, June 17, 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  
JoEllen Kesti, City of Sedro Woolley, Mayor  
Bill Aslett, City of Burlington, Mayor  
Carolyn Moulton, City of Anacortes, Councilmember  
Hannah Oliver, City of Mount Vernon, Councilmember  
Karl de Jong, City of Sedro Woolley, Councilmember  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Present via Teleconference**

Michael Rainey, Labor Representative (non-voting member)  
(Joined at 11:04 a.m.)

**Members Absent:**

**Providing Legal Counsel:**

Suzanne Michael, Attorney, Fisher Phillips LLP  
Cedric Adams, Claims Manager, WSTIP  
Dannon Traxler, Skagit Transit General Counsel

**Staff Present**

Chris Arkle, Director of Finance  
Crystle Stidham, Chief Executive Officer  
Eric Gambill, Security Supervisor  
Greg Latham, Director of Maintenance and Facilities  
Larissa Farrell, Executive Assistant/Clerk of the Board  
Rebekah Tuno, Grants Manager  
Rick Heerspink, Finance and Accounting Manager

**Staff Present via Teleconference:**

Alan Brooks, Operations Supervisor  
Clerk of the Board  
Derek Messling, Marketing and Public Affairs Specialist  
Eric Esparza, Capital Projects Manager  
Jim Young, Operations Supervisor  
Kaitlin West, Rideshare Administrator  
Kelly Borden, Accounting Clerk  
Kelly Myiow, Payroll and Leave Coordinator  
Larissa Farrell, Executive Assistant/Clerk of the Board  
Les O'Neil, Operations Supervisor  
Rogelio Conejo, Community Engagement Coordinator  
Sarah Pelle, Events Specialist/Travel Trainer  
Taylor Trammell, Finance Analyst

**Members of Public Present**

Colleen Kennedy; Jason Kelley; Soren Jensen;

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

1-916-501-8890; 1-360-333-2574; Cameron Martinez; Joe Kunzler; John R; Public Recording; Skagit; Skagit Transit Proctor

**1 Public Comment**

Public comment was made.

**2 Executive Session**

The board met in executive session to discuss agency litigation with legal counsel. My Browning stated that the Board would meet for 20 minutes from 11:13 a.m. to 11:33 a.m. The Board returned to the room and resumed the regular meeting at 11:33 a.m.

**3 Consent / Action Items**

- a) Approval of May Meeting Minutes
- b) Approval of Claims and Payroll
  - April Payroll Direct Deposit and Checks
  - April Direct Federal Withholding Transfer
  - April Claims Checks and ACH #5594-5752
- c) Approve April Budget Update

**Mr. Aslett made a motion to approve consent items. Mr. Wesen seconded the motion. The motion passed unanimously.**

#### 4 Full Discussion/Action Items:

a) Approve Public Records Officer FTE

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

**Mr. de Jong made a motion to approve the Public Records Officer FTE and requested quarterly public records metrics, including open requests, oldest request, average response time, backlog, and outside legal or paralegal costs. Mr. Burns seconded the motion. The motion passed unanimously.**

#### 5 Information Items

- a) CEO Update
- b) Transit Development Plan (TDP)
- c) The Bus Coalition (TBC) Legislative Update
- d) 2025 Budget Update
- e) April 2026 Productivity and Ridership
- f) April, May, and June 2026 CAC Report

**Peter Browning adjourned the meeting at 12:01 p.m.**

Attest:

DocuSigned by:

*Peter Browning*

Peter Browning, Chair Skagit Transit Board of Directors

Signed by:

*Larissa Farrell*

Larissa Farrell, Clerk of Skagit Transit Board

June 15, 2026

**RE: JAK Comments for June 17, 2026 Skagit Transit Board Meeting**

Dear Skagit Transit Board;

Joe A. Kunzler here, regular rider and writer. Thank you for reading my comments as always and all comments/thoughts mine.

This month, I ask that the Skagit Transit Board please approve Item 7a. Here's why I think Skagit Transit needs a dedicated public records officer.

First, I am a regular requester for Skagit Transit records, asking for details about how the agency responded to the recent flood event or for statistics on Skagit Transit operations. I find that despite the best efforts of the current Skagit Transit employee records responses take a substantial time to complete. Part of this is the workload imposed by other requestors.

Second, as per the attachment obtained via my public records request 2026-18 filed back on *March 17*. You may notice last year the number of requests was 29, with 2025-18 filed back on *August 29*.

Third, I believe the Board should ask the following questions:

- a) How many public records requests is Skagit Transit at in 2026?
- b) How many public records requests were received in 2023, 2024, and 2025?
- c) Can the CEO please flesh out these statements in her action item request letter: "Substantial increase in requests and an active backlog that has already required contracted legal and paralegal support" and "reliance on higher-cost external services"?

I hope this Board will please provide the proper oversight over Skagit Transit and ask these questions. Please.

Speaking of which, I am relieved to learn that the unnecessary and disheartening melodrama over Sedro-Woolley's second board representative, who also happens to be able to use Skagit Transit is concluded. I am grateful that Mayor Kesti held the line and is providing fresh, new, inquisitive thinking to a Board that needs fresh, new, inquisitive thinking.

We need Boardmembers to ride the Skagit Transit and understand the limitations of Skagit Transit. Whether in scheduling and/or bus stops that make some stores unusable, or a span of service that limits and eliminates participation in the community, Skagit Transit is clearly underresourced. Recently, one of your top operators in Heidi had to handle on the 301 getting a gentleman secured in the bus and dropped off at a bus stop that was inadequate

to operate the electric wheelchair so the customer had to drive it in the grass. At least planning left enough schedule padding to keep the bus on time. Those are the kind of perspectives you do NOT get just from a monthly Board meeting.

I am also going to add here that although the Community Advisory Committee (CAC) may not want me back just yet, I *still* submit the CAC should be moved up in the agenda. The CAC is a volunteer organization and this continued *disrespect* for a key component of Skagit Transit, where the CAC Chair is constantly rushed while the CEO gets no time limit, is not something I'm going to be quiet about. Just as budgets are moral documents, public meetings are about prioritizing what voices get heard. If time is a constraint on Skagit Transit board meetings, then it's time to have written reports so that the Board can fill in the gaps with good questions for all presenters.

In conclusion, I want to thank the Board for your public service in providing citizen oversight over Skagit Transit. I hope the attachment will help you provide that oversight, as politely requested. I quote the legislative declaration of RCW 42.30, the Open Public Meetings Act:

The legislature finds and declares that all public commissions, boards, councils, committees, subcommittees, departments, divisions, offices, and all other public agencies of this state and subdivisions thereof exist to aid in the conduct of the people's business. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed and informing the people's public servants of their views so that they may retain control over the instruments they have created. For these reasons, even when not required by law, public agencies are encouraged to incorporate and accept public comment during their decision-making process.

There you go.

Respectfully submitted;



Joe A. Kunzler  
[growlernoise@gmail.com](mailto:growlernoise@gmail.com)

| Identity of Requestor     | Date Received | 5-Day Response Sent | PRR Number | Text of Original Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Original Due Date   | Extensions/New Estimates                         | Status   | Description and Number of Records Produced in Response                                                                                          | Description of Records Redacted or Withheld and Reasons for Redactions or Withholding (RCWs/other statutes)                                                                                                                                                                                                                            | Date of the Final Disposition of Request |
|---------------------------|---------------|---------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Cook, Tracy               | 1/31/2025     | 2/3/2025            | 2025-01    | Any and all information pertaining to his employment and resignation. Any investigation and or police reports and videos.<br>*Larissa clarified with Tracy on 2/4/25 that she is only looking for records for November and December of 2024. It is also noted on the form that "his" refers to Soren Jensen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4/7/2025            | 5/5/2025;<br>6/9/2025;<br>8/8/2025;<br>10/8/2025 | Complete | (1) zip file containing: 65 PDFs, 2 voicemails, and one video                                                                                   | See exemption log for full details. RCW 42.56.250(1)(d) exempts from disclosure residential telephone numbers, residential addresses, personal email addresses, and social security numbers in public agency personnel records and public employment-related records; therefore, that information has been redacted from these records | 8/27/2025                                |
| Kunzler, Joe              | 2/10/2025     | 2/11/2025           | 2025-02    | Requesting please:<br>a) The log of any assaults on transit operators for 2023 and 2024<br>b) Ridership by route for 2024 as well as paratransit ridership<br>Thank you.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3/11/2025           |                                                  | Complete | (3) PDFs:<br>1. 2023 and 2024 Ridership by Month<br>2. NTD REPORTING TRACKER 2023<br>3. NTD REPORTING TRACKER 2024                              | As noted within the 2023 and 2024 Ridership by Month PDF, "there's no information for Route 101 for the first four months of 2023, as it went live in May of 2023"                                                                                                                                                                     | 2/27/2025                                |
| Paine, Tori               | 2/20/2025     | 2/21/2025           | 2025-03    | I would like to request a current schedule for project SKA-4 that shows the proposed start and completion dates for the design, right of way, and construction phases. Thank you!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4/25/2025           |                                                  | Complete | (1) PDF entitled EE n RT MSPS DnC 03.12.25 r1 PRR.pdf that shows the schedule of the project with estimated dates                               | N/A                                                                                                                                                                                                                                                                                                                                    | 3/14/2025                                |
| Tavares, Kristen          | 2/25/2025     | 2/26/2025           | 2025-04    | A copy of the bid tabulation from IFB 24-025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3/26/2025           |                                                  | Complete | (1) PDF: Tab Sheet_IFB 24-025_Renewable Diesel Fuel Delivery - signed.pdf                                                                       | N/A                                                                                                                                                                                                                                                                                                                                    | 2/27/2025                                |
| Fitzgerald, Francis David | 3/5/2025      | 3/5/2025            | 2025-05    | kindly provide a copy of the vehicle maintenance service records for the skagit county commuter van, 2012 dodge grand caravan VIN #2c4rdgcg6cr353740. I am now the current owner of that van after purchasing it at auction on 10 feb 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4/4/2025            |                                                  | Complete | (1) PDF: 948-W300d report - Work Order History.pdf                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                    | 3/6/2025                                 |
| Cox, Dave                 | 3/10/2025     | 3/11/2025           | 2025-06    | We are seeking copies of your 2025 Capital Plan or similar internal documents that your agency uses to track your projects for infrastructure improvements and projects. We have checked and have not yet found such documents on your website.<br><br>We are going to curate your data into our standard format, and we prefer digital documents. We are interested in large infrastructure projects that require planning, not small maintenance or supply expenses. These are some of the business categories that are typical for municipal planning:<br><br>Airports; Bridges and Tunnels; Dams, Levees, Stormwater and Flood Control; Drinking Water Conveyance; Drinking Water Treatment; Educational Facilities; General Administration, Planning, Engineering, Inspection and Research; Health Care Facilities; Highways, Freeways and Turnpikes; Housing and Residential Facilities; Ports and Harbors; Public Safety Facilities; Public Spaces and Neighborhoods; Rail, Bus and Transit Systems; Streets and Roads; Wastewater Conveyance; Wastewater Treatment; | Closed on 3/14/2025 |                                                  | Complete | Sent him a link to Skagit Transit's Transit Development Plan (https://www.skagittransit.org/assets/1/7/2024-2029_TDP_-_FINAL1.pdf) on 3/11/2025 | N/A                                                                                                                                                                                                                                                                                                                                    | 3/14/2025                                |

|                   |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                             |           |
|-------------------|-----------|-----------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| Baldwin, Jeffrey  | 3/26/2025 | 3/27/2025 | 2025-07 | I would like a copy of the petition form for annexing an unincorporated area into the PTBA. I see that it has happened four times during your history with Shelter Bay, Burlington Country Club, North and Northeast Skagit County, and Big Lake. I think the annexation for Shelter Bay occured in 2014. I am trying to annex Maltby to the Community Transit PTBA, which has never happened in Snohomish county, and the auditor was unaware when I asked him about it, so I'm hoping you can share your form with me.                                                                                                                                                                                                                                                                                                                   | 5/27/2025          | Complete  | (1) PDF: Voters Petition.pdf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                                                                                                                         | 5/5/2025  |
| McShane, Ryan     | 4/9/2025  | 4/10/2025 | 2025-08 | I would like copies of the submitted bids for the Renewable Diesel Fuel Delivery Bid, IFB #24-025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5/8/2025           | Complete  | (4) PDFs:<br>1. Coleman Oil_RENEWABLE DIESEL #24-025.pdf<br>2. Nelson-Reisner_RENEWABLE DIESEL #24-025.pdf<br>3. Pinnacle Petroleum Response to IFB 24-025.pdf<br>4. Tab Sheet_IFB 24-025_Renewable Diesel Fuel Delivery - signed.pdf                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                                                                                         | 4/15/2025 |
| Cooper, Austin    | 4/21/2025 | 4/21/2025 | 2025-09 | Hi, I'm doing a compensation analysis for another transit agency and wondered if you could please email me a copy of:<br>1) the job descriptions for your mechanics<br>2) the job descriptions for your lead mechanics (if different from the item above)<br>3) the job descriptions for your facility workers including custodial/janitorial staff<br>4) the job descriptions for your vehicle cleaners, detailers, hostlers<br>5) the 2025 salary table for each of the above positions<br>6) personnel policies which outline how many hours of vacation and holidays each position receives. if no policy exists, then a summary of vacation and holiday accruals.<br>7) A summary of employer deferred comp and hra/veba contributions.<br>8) A summary of any education or longevity incentives that these postions are eligible for | 5/19/2025          | Complete  | (6) word docs:<br>1. Custodian.docx<br>2. Facilities Technician I.docx<br>3. Facilites Technician II.docx<br>4. Lead Mechanic.docx<br>5. Mechanic.docx<br>6. Vehicle Servicer.docx<br><br>(3) PDFs:<br>1. General_Leave.pdf<br>2. Holidays.pdf<br>3. Tuition_Payment_and_Reimbursement_Program_Policy (1).pdf<br><br>Here is the link for the employer DCP: DCP - Deferred Compensation Program - Plan Guide ( <a href="https://www.drs.wa.gov/plan/dcp/">https://www.drs.wa.gov/plan/dcp/</a> )<br><br>And our HRAVEBA contributions are \$750 per employee per year, so long as they are employed on 12/31 of the year before. | N/A                                                                                                                         | 4/21/2025 |
| Asp, Anthony      | 4/30/2025 | 5/1/2025  | 2025-10 | Looking for the awarded vendor for the vehicle graphics RFP. Contracted pricing. Thank you.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5/8/2025           | Complete  | (2) PDFs:<br>1. Bid Tabulation_Vehicle Graphics.pdf<br>2. SigmaGrafix_IFB 022.pdf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | N/A                                                                                                                         | 5/6/2025  |
| Castellanos, Luis | 6/3/2025  | 6/9/2025  | 2025-11 | Im a current rider for Skagit transit and on June 2 my vehicle was stolen from the Mount Vernon Park & Ride. I would like to fill out the public disclosure form. Hopefully im able to find a clue that will get me closer to my vehicle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7/14/2025          | 10/7/2025 | Complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Request did not ask for identifiable records and as such, was closed after multiple attempts to clarify with the requester. | 8/14/2025 |
| Dillon, Boaz      | 6/13/2025 | 6/13/2025 | 2025-12 | A copy of any collective bargining agreement currently in affect between Skagit Transit and the Washington State Council of County and City Employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 7/11/2025          | Complete  | (2) PDFs:<br>1. 2024-2025 Dispatch Agreement with Salary Schedule.pdf<br>2. 2023-2025 Signed AFSCME Driver CBA.pdf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | N/A                                                                                                                         | 7/7/2025  |
| Day, Dalton       | 6/26/2025 | 7/2/2025  | 2025-13 | I am looking for any written record or video recording of today's, June 26, special board of directors meeting, pursuant to the Washington State Public Records Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Closed on 7/2/2025 | Complete  | Sent the link on the website with the recording of the special meeting and the draft minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                             | 7/2/2025  |

|                |           |           |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                |                                                                  |             |                                                                                                                                                                                                                                                                                                                                                                                                                          |           |
|----------------|-----------|-----------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Day, Dalton    | 6/27/2025 | 7/2/2025  | 2025-14 | I am seeking records, including but not limited to emails, memos, investigation reports, personnel records (as allowed by law), and internal correspondence concerning:<br>- Employee recognition spending totaling approximately \$26,000 between January 1, 2022, and September 30, 2023.<br>- Travel reimbursement payments to nonemployees, including but not limited to a reimbursement of \$1,148.<br>- *The use of the Chief Financial Officer's signature stamp while the CFO was on paid administrative leave in July 2023, particularly in relation to the approval of approximately \$554,971 in transactions.<br>-Any internal or external communications addressing these issues, including correspondence with the Washington State Auditor 's Office.<br>-Any policies, procedures, or corrective actions implemented or considered as a result of these findings.<br><br>*Clarified with Dalton on 9/2/25 that he is looking for the checks where the signature stamp was applied. He also requested: "However, Ms. Stidham told me that the incident was "investigated" internally. I am also looking for record of that investigation" | 10/2/2025                      | Final installment due 7/30/26;<br>Fourth installment due 4/30/26 | In Progress | First installment sent 10/2/25: 2024 November State Audit recording, agenda, and audit report as listed on the ST website<br>Second installment sent 11/13/25 and contained 8 PDFs containing policies and SAO correspondence<br>Third installment sent 11/20/25 and contained 21 PDFs worth of invoices and credit card statements along with the corresponding exemption log                                           |           |
| Day, Dalton    | 7/2/2025  | 7/3/2025  | 2025-15 | Pursuant to the Washington Public Records Act (RCW 42.56), I am requesting any minutes, notes, or written summaries taken during the executive session portion of the Skagit Transit Board meeting held on Thursday, June 26, 2025. If any portion of this request is exempt from disclosure under RCW 42.56 or RCW 42.30 (Open Public Meetings Act), please provide a written explanation citing the specific exemption and the reason for its application. If redacted records are available, I respectfully request those in lieu of a full denial. Please also include any public documentation that indicates the purpose of the executive session (e.g., references to RCW exemptions stated in the agenda or public meeting minutes) and any motions or actions taken after the executive session, if applicable.<br>I am requesting electronic copies, if available, to be sent via email.                                                                                                                                                                                                                                                       | 9/5/2025                       | Final installment due 4/30/26;                                   | In Progress | First installment sent 11/18/25. Contained (7) PDFs of emails, attachments, and notes, along with the corresponding exemption log.                                                                                                                                                                                                                                                                                       |           |
| Kunzler, Joe   | 7/16/2025 | 7/17/2025 | 2025-16 | 1) Recordings of July 16, 2025 Board Meeting - please send me links if online<br>2) List of public records requests made to Skagit Transit in 2024 and also from Jan 1. to Jan. 16, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Request fulfilled on 7/17/2025 |                                                                  | Complete    | Sent Mr. Kunzler one excel file containg the public records requests submitted in 2024 as well as the link to the July 2025 ST BoD meeting.<br><br>As stated in the 7/17/25 email to Mr. Kunzler, "In accordance with the "Identifiable Records" Requirement, RCW 42.56.080; WAC 44-14-04002(2), we do not have records to disclose for "public records requests made to Skagit Transit...from Jan. 1 to Jan 16, 2025"." | 7/17/2025 |
| Vantol, Dakota | 8/8/2025  | 8/8/2025  | 2025-17 | Copies of the Payment/Performance and retainage bonds, if any, for the Skagit Transit MOA (Maintenance, Operations, and Administration) Facility project awarded to HB Hansen Construction, Inc. in June of 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 9/5/2025                       |                                                                  | Complete    | Copies of all payments make to HB Hansen. This includes (5) PDFs dated 2021, (4) PDFs dated 2022, (9) PDFs dated 2023, and (12) PDFs dated 2024.<br><br>See exemption log for full details. RCW 42.56.230(5) exempts from disclosure "other financial information" as defined in RCW 9.35.005, which includes bank account numbers; therefore, that information has been redacted from these records.                    | 8/27/2025 |

|                                                                      |           |                    |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                    |            |
|----------------------------------------------------------------------|-----------|--------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Gonzalez, Cristina                                                   | 8/29/2025 | 9/2/2025           | 2025-18 | Skeletal remains of some sort of animal were left next to my car on 8/24/25 at the Chuckanut Park and Ride. I parked at 6:14 PM in my silver 2012 Ford Fusion with license plate number CRX0334. I parked the car on the first entrance off Hansen road to the left on the 2nd row of cars directly next to the tree median. When I came back at 10:54 PM in my friend's gray F150 truck, the skeleton was right next to my driver's side door. I am requesting security footage of that time period for safety reasons due to what appears to be the intentional placement of the bones.                                                                                              | 9/30/2025  |            | Complete | 4 recording files: 2 from chk-p9-ptz and 2 from chk-p6-c;                                                                                                                                                                                                                                                                                                                                                                                                                                            | N/A                                                                                                                                                                                                                                                                                                                | 9/11/2025  |
| Browne, Zachary                                                      | 9/3/2025  | 9/3/2025           | 2025-19 | I'd like to request the RFP submissions and scoring for the most recent fare collection RFP (see attached* for context). Let me know if you need anything else to begin this process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10/1/2025  | 10/22/2025 | Complete | 64.2 MB worth of PDF and PNG files                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                | 10/22/2025 |
| *The attachment referred to RFP 24-021, Mobile Fare Ticketing System |           |                    |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                    |            |
| Sunada, Jordan                                                       | 9/12/2025 | 9/12/2025          | 2025-20 | Copy of the bid tabulations from the Skagit Transit 2024 solicitation for Renewable Diesel R99 Fuel Delivery, IFB #24-025, including bidders submitted pricing.<br>Copies of the 6 most recent invoices for Renewable Diesel delivered to MOA at 600 County Shop Lane, and supporting bills of lading.<br>Copy of the complete id submitted by Coleman Oil Company in response to the Skagit Transit's 2024 solicitation for Renewable Diesel R99 Fuel Delivery, IFB #24-025.<br>Copy of the current fuel contract between Skagit Transit and their current fuel supplier, including ant ciontract amendments.<br><br>Please send responsive records to: jsunada@pinnaclepetroleum.com | 11/12/2025 |            | Complete | (7) PDFs:<br>1. 24-025 - Renewable Diesel - Coleman Oil - Amendment 1 - Executed - 20250317.pdf<br>2. 24-025 - Renewable Diesel - Coleman Oil - Amendment 2 - Executed - 20250414.pdf<br>3. 24-025 - Renewable Diesel - Coleman Oil - Executed - 20250214.pdf<br>4. Invoices.pdf<br>5. Submission - Coleman Oil_ RENEWABLE DIESEL #24-025.pdf<br>6. Tab Sheet_IFB 24-025_Renewable Diesel Fuel Delivery - signed.pdf<br>7. Working Tab Sheet_IFB 24-025_Renewable Diesel Fuel Delivery - signed1.pdf | As stated in the 9/17/25 closing email to Jordan, "Please note that in accordance with the "Identifiable Records" Requirement, RCW 42.56.080; WAC 44-14-04002(2), we do not have records to disclose for the "supporting bills of lading" as stated in your request, as we did not receive those from the vendor." | 9/17/2025  |
| Martinez-Torres, Esme                                                | 9/22/2025 | 9/22/2025 (closed) | 2025-21 | Surveillance footage between Hansen PL and Burlington BLVD for a pedestrian and motor vehicle accident that occurred 10/04/2023 5:30 PM. There is a collision report, # EE06160.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |            | Complete | None - there were no responsive records as the retention is 30 days on video storage. There is no content from 2023.                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                    | 9/22/2025  |
| Brandauer, David                                                     | 9/24/2025 | 9/24/2025          | 2025-22 | All proposals and evaluation sheets related to procurement MOBILE FARE TICKETING<br>REQUEST FOR PROPOSAL NO. 24-021 which was awarded to Cubic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10/22/2025 |            | Complete | 64.2 MB worth of PDF and PNG files                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | N/A                                                                                                                                                                                                                                                                                                                | 10/22/2025 |

|                      |            |                     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |          |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                  |            |
|----------------------|------------|---------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                      |            |                     |         | <p>The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2021, to present day.</p> <p>Requested Information:<br/>Spreadsheet containing all purchase orders from January 1, 2021, to present day. If easily accessible, please provide the following details for each purchase order: Purchase order number or equivalent; Purchase date; Vendor ID or equivalent; Vendor name; Line item details; Line item quantity; Line item unit price; Line item total price</p>                                                                                                                                                                                                                                                                                                                |                     |          |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                  |            |
| Park, Woo            | 9/25/2025  | 9/25/2025           | 2025-23 | <p>Format &amp; Delivery:<br/>We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible. However, if this is not possible, please feel free to send them in any format you prefer, including: Spreadsheet (Preferred); PDF; Word; Existing reports from your ERP; Any readily available, already existing records resembling purchasing records (even if missing some requested columns)</p> <p>Note on Commercial Nature &amp; Scope:<br/>This request is for research and informational purposes. We recognize it as a commercial request and will comply with all relevant policies. We appreciate your time as well as your team and are happy to work with you to narrow or clarify the request if needed.</p> | 11/26/2025          | Complete | (1) PDF entitled Purchase Orders 20210101 to 20250925_Redacted.pdf with 1064 pages and corresponding exemption log | RCW 42.56.250 (b): Names of candidates - background checks and DOT physicals are included within the meaning of "other materials submitted with respect to an applicant." (see exemption log for full details)                                                                                                                                                                                   | 11/25/2025 |
| Hunter, Melinda      | 11/3/2025  | 11/3/2025           | 2025-24 | <p>Number of coach operators employed with Skagit Transit. Number of coach operators enrolled in AFSCHME Council 2 Local 176T. Names and contact information of each coach operator is not requested.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 11/14/2025          | Complete | (2) PDFs:<br>Employee Roster_Drivers.pdf<br>Union Members_Drivers.pdf                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                              | 11/13/2025 |
| Kunzler, Joe         | 11/26/2025 | Closed on 12/1/2025 | 2025-25 | <p>Please transmit all Skagit Transit Board Executive Committee minutes and recordings for 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Closed on 12/1/2025 | Complete | None                                                                                                               | <p>Per the email sent to Joe on 12/1/25, "Since we do not have a quorum for the Governance Committee meetings, those meetings are neither recorded nor are minutes taken. In accordance with the "Identifiable Records" Requirement, RCW 42.56.080; WAC 44-14-04002(2), we do not have records to disclose for "Skagit Transit Board Executive Committee minutes and recordings for 2025". "</p> | 12/1/2025  |
| Blankenship, Melissa | 12/3/2025  | 12/3/2025           | 2025-26 | <p>I'm interested in seeing what the proposers submitted on the cost form for transaction/processing/vendor fees for the mobile app</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1/16/2026           | Complete | (6) PDFs containing the proposals for 24-021                                                                       | N/A                                                                                                                                                                                                                                                                                                                                                                                              | 1/16/2026  |
| Hunter, Melinda      | 12/8/2025  | 12/8/2025           | 2025-27 | <p>Names and contact information of current coach operators employed by Skagit Transit including addresses and phone numbers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 12/31/2025          | Complete | Sent (1) PDF entitled "Coach Operators-Roster_Redacted.pdf"                                                        | <p>As sent to Melinda in the closing email on 12/29/25, "Please note that in accordance with RCW 42.56.250(1)(d), the residential addresses, residential phone numbers, personal wireless telephone numbers, and personal email addresses are exempt from disclosure and have been redacted on the attached PDF. "</p>                                                                           | 12/29/2025 |

|               |            |            |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                          |                                                                   |                                                                                                                                                                                                                                                                                                                                |          |
|---------------|------------|------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Stiles, Audra | 12/12/2025 | 12/12/2025 | 2025-28 | I am requesting all quotes and invoices for Cubic/Umo Val100s, including Mounting and Installation Kits and other professional services fees.                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1/9/2026  | Complete                                                                 | One exemption log and (81) PDFs of invoices and proposal details. | See exemption log for full details. RCW 42.56.230(5); Bank account number and routing number is included in "other financial information"                                                                                                                                                                                      | 1/9/2026 |
| Kunzler, Joe  | 12/12/2025 | 12/15/2025 | 2025-29 | <p>I request, please any and all records of Skagit Transit executives (CEO and directors) regarding the deployment of Skagit Transit resources between December 8 and December 12, 2025 in response to the recent flood event. You may please start by searching for flood, flooding AND/OR evacuation in the timeframe.</p> <p>ALL records means that this public records request includes but is not limited to all emails, text messages, Microsoft Teams chats, Slack messages, Facebook posts, and any other communication platforms used by Skagit Transit employees.</p> | 3/31/2026 | Fourth installment due 4/30/26<br><b>Final installment due 8/28/2026</b> | In Progress                                                       | Sent first installment on 1/30/26 and contained 14.4 mb (75 files) of text messages, social media, emails, and documents); Sent second installment on 2/27/26 and contained 58.8 MB (29 files) of emails, pictures, and documents; Sent third installment on 3/27/26 and contained 65.9 MB (67 files) of emails and documents; |          |

**CEO Verbal Report Out  
Board Meeting  
June 17, 2026**

**MOA2**

We are still working with the FTA to get the paper grant agreement in place for BUILD. They are now requiring us to make an administrative modification to the Tip and STIP before we can sign the agreement. The modification will be done the first week of August. We will work with the FTA to get the PGA signed as soon as possible following the required modification.

**Projects**

None at this time.

**Service Impacts**

536 Bridge Repainting

- Work started on the bridge last week. The 40X and the 615 will be on detour going EB only until the work is completed next year. The work is scheduled to be done before the Tulip Festival begins. The detour has been posted on our website.

**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.

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

**Operations KPIs**

April

LTA – Average 2

**OT**

- April \$56,761
  - YTD - \$254,470.56
  - Budgeted \$575,000 for 2026

Driver absenteeism for April was 17.75%, down from 21.40% in March.

**Ridership**

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

- FR – Up 6.44% from April 2025 to April 2026, up 6.81% YTD
- FR – Down 26.45% pre-pandemic
- Para – Down 3.04% from April 2025 to April 2026, up 6.31% YTD
- Up about 14.07% pre-pandemic.

## **Recruitments**

We currently have the following open positions:

- Director of Operations: We have second interviews for candidates on Monday.
- Contract and Procurement: Interviews are scheduled for next Tuesday.

We will start another class of 4 drivers on July 1.

## **Governance Committee Update**

The last Governance Committee Meeting was May 27<sup>th</sup>. We discussed the bylaws, Board Composition and the PRO position.

The next Governance Committee meeting is June 30<sup>th</sup>. We will be reviewing the following:

- Monthly Board and CAC Liaison Exchange
- Bylaws and Board composition
- 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**

The new paratransit software was launched on May 26<sup>th</sup>.

## **Community Events**

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

### **Event Name: Berry Dairy Days Grand Parade**

Event Date: June 20, 2026

Event Location: Fairhaven Ave. Burlington, WA

Population Served: Skagit County Families

Type of Event: Parade

### **Event Name: Foundations for Academic Endeavors Open House & Community Resource Fair**

Event Date: June 25, 2026

Event Location: Skagit Valley College

Population Served: Latinx Families & Youth

Type of Event: FAE is committed to breaking down educational barriers for Latinx students and their families. This event will host several local community agencies who are there to teach the community about their programs.

**Event Name: Mount Vernon Touch-A-Truck**

Event Date: June 27, 2026

Event Location: Old MV Library

Population Served: Families, Youth

Type of Event: Providing hands on, interactive education about city services and public safety. This event allows families and youth to explore vehicles and equipment up close, meet the professionals who operate them, and learn how different departments (such as public works, fire, and law enforcement) contribute to keeping the community safe and running smoothly. Activities encourage curiosity, engagement, and awareness through direct experience and informal learning.

**Event Name: Sedro-Woolley Loggerodeo 4<sup>th</sup> Of July Parade**

Event Date: July 4, 2026

Event Location: Sedro-Woolley

Population Served: Skagit County Families

Type of Event: Parade

**Event Name: Concrete Youth Activity Day**

Event Date: July 16, 2026

Event Location: Concrete Silo Park

Population Served: Skagit County Families

Type of Event: *The purpose of the event is to provide free day of fun and resources for youth and their families in East Skagit County. There are roughly 45 agencies & company vendors who all offer supportive services for youth and families. Skagit Transit is providing details on youth ride free and key area destinations like the library, Boys and Girls Club, Concrete Youth Sports Association playfields and schools.*

## **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

### **Surface Transportation Reauthorization**

Infrastructure Investment and Jobs Act (IIJA) 2022-2026

- \$1.1B in 2026

BUILD America 250 2027-2031

- Increased by over 50% in 2027, more than doubling to \$2.3B by 2031
- 38% competitive, 62% formula.
- Small agencies will get an additional \$330M per year in formula funds
- New 5% rural distribution

Also advocating for policy reform:

- NEPA reform for property acquisition and bus stop placements
- Spare ratio elimination
- Federal match of 90% for LoNo grant awards
- NTD reporting reform
- Buy American 180 day shot clock
- Software allowed as capital expense
- STIC reform

This passed the House, still needs to be pass Senate.

### **WSDOT**

There are a number of grants that have been released through the state that we are eligible to apply for grants for. Our WSDOT representatives have made it clear that given the budget challenges, that we should not be applying for grants for new service, and to focus on preserving existing service. That being said, we will be adjusting our grant applications to comply with WSDOTs request. That means that we will not be applying for the Community Van Program, funding to expand service on the 70X and 80X, and we will be pausing the move to ORCA. We will still be pursuing grants for microtransit in Anacortes, Concrete, and Sedro-Woolley, paratransit vehicles, and replacement non-revenue vehicles.