



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

Skagit Transit Board of Directors Agenda

Regular Meeting
November 20th, 2024
11:00 a.m.

<https://us02web.zoom.us/j/83844197308?pwd=d9xiR3D3rvAEkL32aYTQYsNBmlc1o8.1>

Or go to zoom.com and enter meeting
ID: 838 4419 7308

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. EXECUTIVE SESSION - POTENTIAL LITIGATION - RCW 42.30.110(1)
5. PUBLIC COMMENT
6. CONSENT / ACTION ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

a) Approval of October Meeting Minutes	Page 3
b) Approval of October Special Meeting Minutes.....	Page 5
c) Approval of Claims and Payroll	
September Payroll Direct Deposit and Checks #17200-17205.....	\$1,117,393
September Direct Federal withholding transfer.....	\$298,536
September Claims Checks and ACH #2609-2764.....	\$616,745
d) Approve September Budget Update.....	Page 6
e) 098.10 Grant Cash Advance Policy.....	Page 7
f) 085.10 Fixed Asset Disposal Policy.....	Page 8
g) 135.20 Electronic Federal Tax Payment System.....	Page 10
h) Monitoring, Tracking, and Submitting FTA Reports.....	Page 11
i) FTA Notification of Potential Litigation Policy.....	Page 13
j) Approve Fare-Free Service for 2025 Point-In-Time Count Event.....	Page 16

7. FULL DISCUSSION / ACTION ITEMS

a) Approve Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number: 24-020.....	Page 18
b) Approve FY 2024 5307 Formula, 5307 STIC, 5304 Growing States, & 5339(a) Apportionments.....	Page 19
c) Approve Puget Sound Regional Council Annual Apportionment.....	Page 20
d) Approve Resolution 2024-09: Revoking Bank Account Access.....	Page 21
e) Approve Contract 19-006 Delerrock Extension.....	Page 23

8. INFORMATION ITEMS

- a) CEO Update
- b) CAC November Report Page 24

9. ADJOURNMENT

Skagit Transit Board of Directors Officers

Mayor Matt Miller Chair Commissioner Peter Browning .. Vice Chair

Skagit Transit Board of Directors Membership and Votes

Mayor of Anacortes	1
Mayor of Burlington	1
Mayor of Mount Vernon	1
Mayor of Sedro-Woolley	1
Skagit County Commissioner District 1 ..	1
Skagit County Commissioner District 2 ..	1
Skagit County Commissioner District 3 ..	1
Mount Vernon Councilperson	1
Burlington Councilperson	1

Non-Voting Members

Community Advisory Committee Chair
Skagit Transit Labor Union Representative

Quorum Requirement

A quorum consists of a simple majority (5) of the total votes (9).

Title VI Notice to the Public: Skagit Transit fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit Skagit Transit's website at <https://www.skagittransit.org/about-us/civil-rights-discrimination/>

Aviso resumido del Título VI al público: Skagit Transit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del Skagit Transit en <https://www.skagittransit.org/about-us/civil-rights-discrimination/>

ADA Notice to the Public: Skagit Transit fully complies with Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability. For more information, or to file a grievance contact the ADA Coordinator, Jennifer Davidson at 360-757-5178 or jdavidson@skagittransit.org.

Aviso de la ADA para el público: Skagit Transit cumple plenamente con la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 (ADA) y no discrimina por motivos de discapacidad. Para obtener más información, o para presentar una queja, póngase en contacto con el Coordinador de la ADA, Jennifer Davidson en 360-757-5178 o jdavidson@skagittransit.org.

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

Wednesday, October 16th, 2024

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Chair Mayor Miller called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Matt Miller, City of Anacortes, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor
James Stavig, City of Burlington, Councilmember
Tracy Cook, Labor Representative (non-voting member)
Peter Donovan, City of Mount Vernon, Mayor
Lisa Janicki, Skagit County Commissioner

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)
Assessor Danny Hagen attended virtually in the absence of Ron Wesen, Skagit County Commissioner

Members Absent:

Peter Browning, Skagit County Commissioner (Vice-Chair)
Andrew Vander Stope, City of Mount Vernon, Councilmember

Providing Legal Counsel:

Andrew Greene and Kenneth Tseng, Perkins Coie

Staff Present

Zac Wright, Security Supervisor
Jason Kelley, Northwest Technology
Jennifer Davidson, Director of HR and Risk Management
Dan Heverling, Director of Finance
Crystle Stidham, Chief Executive Officer
Larissa Farrell, Clerk of the Board

Staff Present via Teleconference:

Chris Arkle, Finance/Accounting Manager; Wanda Blunt, Payroll Coordinator; Stevie Matthews, Planning and Outreach Manager; Eric Esparza, Capital Projects Manager; Greg Latham, Director of Maintenance and Operations

Members of Public Present

Members of the Public Present via Teleconference:

"Public", "000000", "Baggins", "Ray", "Ro", "Sammy", "Soren", "Whse", "Zoom user", "1208308876", "iphoneEE2", "kelly"

1 Public Comment:

No public comment was made.

2 Consent / Action Items:

- a) Approval of September Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve August Budget Update

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

3 Full Discussion/Action Items:

- a) Approve Skagit Transit Continuity of Operations Plan
Ms. Stidham read the report as stated in the packet.

Ms. Janicki moved to approve the Continuity of Operations Plan. Mr. Aslett seconded the motion. The motion passed unanimously.

- b) Approve Public Transportation Agency Safety Plan
Ms. Stidham read the report as presented in the packet.

Mr. Stavig moved to approve the Public Transportation Agency Safety Plan. Mr. Donovan seconded the motion. The motion passed unanimously.

4 Information Items

- a) CEO Update
- b) September Ridership Report
- c) CAC October Report

Mayor Miller adjourned the meeting at 11:25 a.m.

Attest:

Matt Miller, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board

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

Special Board Meeting
Wednesday, October 22nd, 2024

The Skagit Transit Board of Directors met in a Special Meeting at Skagit Station located at 105 E Kincaid St, Mount Vernon, WA 98273 to review the 2025 Budget. Chair Mayor Miller called the meeting to order at 2:05p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Matt Miller, City of Anacortes, Mayor (Chair)
Bill Aslett, City of Burlington, Mayor
Peter Donovan, City of Mount Vernon, Mayor
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Peter Browning, Skagit County Commissioner (Vice-Chair)

Members Absent:

Julia Johnson, City of Sedro Woolley, Mayor
James Stavig, City of Burlington, Councilmember
Andrew Vander Stope, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)
Tracy Cook, Labor Representative (non-voting member)

Providing Legal Counsel:

Public Comment:

None.

2025 Budget Review:

Crystal Stidham read the 2025 budget as stated in the packet.

2025 Grants Review:

Rebekah Tuno read the 2025 grants presentation as stated in the packet.

Mayor Miller adjourned the meeting at 4:32 p.m.

Attest:

Matt Miller, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board



TO: Skagit Transit Board of Directors

FROM: Chris Arkle, Accounting & Finance Manager

SUBJECT: Monthly Budget Update Report for September 2024

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

Revenues:

Sales Tax Received:

September	2024	2023	2022
	1,591,657	1,499,379	1,471,789

Grant Revenue:

Federal Operating	-
Federal Capital	771,400
Local Operating	-
State Operating	93
State Capital	558,600

Fare Revenue:

	2024	2023	2022	2021
September	61,333	58,479	70,414	53,266
Yrly-Budget	718,000	684,500	592,964	545,000
Mon-Budget	59,833	57,042	49,414	45,417

Expenses

Payroll

Operators' Salaries	September	YTD	Budgeted
Operators' Salaries	379,160	3,412,583	5,222,918
Operators' Overtime	70,212	489,174	445,000

Non-Operators' Salaries

Non-Operators' Salaries	416,084	3,809,684	5,876,984
Non-Operators' Overtime	1,341	42,042	79,160

Capital

Route Improvements	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	-
Service Equipment	-
Vanpool Equipment	-
MOA 2	585,314
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equip.	-
Intangible Asset - SW	-
Communications & IS	-

Ending Cash:

September 2024	September 2023	September 2022
3,952,575	6,430,819	5,964,125

Reserves:

	September 2024	September 2023	September 2022
Operating	5,550,288	5,275,190	5,047,739
Facilities	10,400,000	10,400,000	10,400,000
Capital			
Replacement	5,526,266	4,736,898	4,083,142
Non-Designated	1,662,765	1,580,302	1,512,575
Total	23,139,319	21,992,390	21,043,456

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

SKAGIT TRANSIT GRANT CASH ADVANCE POLICY

Skagit Transit operates on a cost-reimbursement basis for all of its federally funded grants; however, there may come a time when Skagit Transit may need to receive federal grant funds in advance. When such advance payment need occurs, Skagit Transit has the obligation to deposit such funds into an interest bearing account and properly record earned interest and report it. Skagit Transit is also obligated to the Federal Transit Administration to disperse any cash advanced funding within three business days. Excess funds held more than three business days will be returned to FTA along with any interest earned. This policy is in compliance with the Code of Federal Regulations (CFR) Title 2 Grants and Agreements, Chapter 2 Office of Management and Budget Government wide Guidance for Grants and Agreements (2 CFR, Part 200.305) and Federal Transit Administration Circular 5010.1E Chapter 6 Section 9d(1) FTA Grant Management Requirements.

Who Is Affected by This Policy

Skagit Transit and all its sub recipients.

Definitions

Cash Advance: Cash advance means a payment made by Treasury check or other appropriate payment mechanism to a recipient upon its request either before outlay is made by the recipient or through the use of predetermined payment schedules.

Federal Transit Administration Guidelines

Skagit Transit is on a cost reimbursement basis for all FTA funded grants.

OMB Guidelines

Skagit Transit is on a cost reimbursement basis for all federally funded grants based on OMB guidelines unless a grant qualifies for an exception under this policy. There may be instances where Skagit Transit determines it is appropriate to accept a grant which requires a cash advance to Skagit Transit. However, as there are business and accounting implications within this decision a grant proposal for a cash advance grant requires the approval of Skagit Transit's CEO and the Director of Finance.

Mechanisms for receiving advance grant payments

Per 2 CFR Part 200.305, "Advance payments to a recipient or subrecipient must be limited to the minimum amounts needed and be timed with actual, immediate cash requirements of the recipient or subrecipient in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient or subrecipient for direct program or project costs and the proportionate share of any allowable indirect costs. The recipient or subrecipient must make timely payments to contractors in accordance with the contract provisions.."

Per FTA Circular 5010.1E Chapter 6.9d(1) FTA recipients must commit to "Initiating cash drawdowns for immediate disbursement (no later than three business days from disbursement). Excess federal assistance held more than three days must be returned to FTA along with any interest earned.

SKAGIT TRANSIT FIXED ASSET DISPOSAL POLICY

POLICY STATEMENT

It shall be the policy of the Skagit Transit System to dispose of surplus personal and property in a competitive manner to ensure a fair procedure and gain the greatest value.

EXCEPTIONS

The sale or other transfer of personal property shall not be governed by this Policy in the following circumstances:

- a) When the sale or other transfer is to another municipal corporation or government agency;
- b) When the personal property to be transferred is to be traded in upon the purchase of a like article;
- c) When the material is considered to be scrap and has no intrinsic value to the general public and has value less than \$10.00 per item.
- d) When costs associated with the storage and disposal of surplus property are likely to exceed the value recouped from the sale of such property, then donating to a qualified organization is an acceptable means of disposal of the surplus property. Qualified organizations are defined as:
 - 1. State agencies including school districts, universities and colleges.
 - 2. Other tax supported educational agencies.
 - 3. Tax supported agencies, municipalities or political subdivisions within the State of Washington.
 - 4. Public benefit nonprofit corporations.
 - 5. Qualified emergency shelters providing assistance to homeless persons.
- e) Skagit Transit may retain, through interdepartmental transfer to support agency operations, grant funded assets that:
 - 1. Have met their useful life
 - 2. Are no longer needed for the program they were acquired
 - 3. Have a market value at the time of disposal of less than \$5,000

PERSONAL PROPERTY VALUE \$500 OR LESS

The CEO and Directors are hereby delegated authority to dispose of personal property, with an estimated value of \$500 or less, deemed to be excess to the future need of the Skagit Transit System either by public auction or sealed bids as often as needed.

PERSONAL PROPERTY VALUE OVER \$500

By Resolution, Skagit Transit shall declare personal property having an estimated value over \$500 as surplus at a Board of Directors meeting. The CEO shall recommend to the Skagit Transit Board of Directors the method and disposal to gain the largest public participation and proceeds realized at the hearing.

REAL PROPERTY

By Resolution, Skagit Transit shall declare the real property surplus at a Board of Directors meeting. For the purposes of the Board of Directors meeting, the CEO shall disclose the following information:

- a. Location and description of the property; and
- b. Recommended method of disposition.

A current appraisal signed by an appraiser licensed by the State of Washington shall be available to the Skagit Transit Board of Directors in Executive Session.

ETHICS

Skagit Transit employees, Board Members, and their immediate family members are excluded from purchasing Skagit Transit surplus property items so as not to give the appearance of a conflict of interest.

ELECTRONIC FEDERAL TAX PAYMENT SYSTEM POLICY

Beginning January 1, 1997 Skagit Transit began making electronic federal deposits of payroll taxes. In accordance with IRS regulations and guidelines all payment will be made via EFTPS.

The electronic transfer is to be completed at least one day prior to the tax due date before 5:00 p.m. PT. Electronic payments must be made via <https://www.eftps.gov/eftps/login/loginInitial> to avoid any penalties.

POLICY FOR MONITORING, TRACKING, AND SUBMITTING FTA REPORTS

1. Report Tracking and Monitoring

- Maintain a central calendar with all reporting deadlines for both TrAMS and OTrak.
- Assign responsibility to the respective staff member(s) to monitor this calendar weekly and review upcoming report deadlines.

2. Internal Submission Schedule

- Create an internal timeline for each report, setting submission goals at least 5 business days before the actual due date.
- Include a reminder system (e.g., email notifications) to notify the responsible team members and managers a minimum of 10 days and 3 days prior to each internal deadline.

3. Review and Approval Process

- Ensure reports are completed and internally reviewed by relevant departments (finance, planning, grants, etc.) no later than 3 business days before the internal submission deadline.
- Obtain final approval from department heads or authorized personnel before uploading.

4. Submission and Verification in OTrak and TrAMS

- Designated personnel upload each report into OTrak and TrAMS by the internal deadline, following all applicable format and content requirements.
- After upload, verify successful submission by checking for confirmation in each platform.

5. Handling Missing Reports

- Review and identify any outstanding reports that have not been uploaded to TrAMS and OTrak.
- Upload any missing reports to both platforms promptly, documenting each submission with date and confirmation details.

6. Monthly Compliance Check

- Conduct a monthly audit of submissions in OTrak and TrAMS to verify all reports are current and submitted on time.
- Address any issues immediately, with corrective actions documented in a monthly report shared with the CEO.

Roles and Responsibilities

- **Designated Staff Member:** Tracks deadlines, manages internal reminders, and completes monthly compliance checks. Designated staff members are dependent on the report being submitted.
- **Department Heads:** Review and approve reports before submission. This will be the Director of Finance.
- **Compliance Officer:** Oversees the procedure, ensures adherence, and updates the process as needed. This will be the Director of Finance.

Implementation Timeline:

This procedure will be implemented immediately upon Board Approval, with the initial monthly compliance check to be completed within 30 days.

Review and Updates:

The procedure will be reviewed regularly to incorporate improvements and ensure ongoing compliance with submission timelines.

NOTIFICATION OF POTENTIAL LITIGATION

1. Purpose

The purpose of this policy is to ensure that Skagit Transit maintains a process for the timely notification of potential or pending litigation that may affect the federal government, in compliance with federal regulations. Furthermore, this policy outlines the procedures for identifying, documenting, and notifying appropriate federal authorities of such legal matters.

2. Scope

This policy applies to all Skagit Transit employees that may become aware of potential or pending litigation that could affect the federal government or federally funded projects or grants.

3. Definitions

- **Potential Litigation:** Any situation where a reasonable basis exists for believing that legal action may be initiated against Skagit Transit.
- **Pending Litigation:** Legal actions that have already been filed against Skagit Transit and are in the process of litigation.
- **Federal Government:** Any agency, department, or entity of the United States government.

4. Responsibilities

- **Chief Executive Officer:** The Chief Executive Officer is responsible for overseeing all legal matters and ensuring timely notifications to the federal government. They will work in collaboration with legal counsel, department heads and senior management to identify and assess potential or pending litigation. The CEO will keep the Board of Directors informed and updated on any potential or pending litigation.
- **Department Heads:** All department heads must report any situation that may result in potential or pending litigation to Skagit Transit's CEO and legal Counsel as soon as they become aware of the situation. Department heads may report potential or pending litigation directly to the FTA and Board of Directors if they deem it necessary.
- **Risk Management Officer:** The Risk Management Officer is responsible for assisting with the identification and mitigation of risks, including potential legal risks. They will work with other departments to ensure compliance with this policy.

5. Notification Process

1. Identification of Potential or Pending Litigation:

- Upon becoming aware of any situation that may lead to litigation involving Skagit Transit and potentially affecting the federal government, the CEO, employees or department heads must notify the Skagit Transit's Counsel immediately.
- Skagit Transit's Counsel, in consultation with the relevant parties, will determine whether the situation qualifies as potential or pending litigation.

2. Initial Assessment:

- Once litigation or potential litigation has been identified, Counsel will conduct an assessment to determine the possible impact on the federal government.

3. Notification to Federal Authorities:

- If litigation is determined to potentially affect the federal government, Skagit Transit will notify the FTA Regional Counsel and U.S. DOT Inspector General if it “has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA.” Additionally, the following allegation warrants OIG notification; knowledge of potential fraud, waste or abuse under Section 39(b)(3) includes “knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency” and notification to FTA and OIG is required “if a person [...] has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance.” Skagit Transit's knowledge of a state investigation into an alleged misappropriation of federal funds warranted prompt notification to FTA and OIG.
- This notification will include:
 - A description of the litigation or potential litigation.
 - An assessment of the possible impact on federally funded projects or contracts.
 - Any steps being taken to mitigate risks.
- Notifications must be made within the timeframe specified by applicable federal regulations or agreements (e.g., typically within 10-30 days after Skagit Transit becomes aware of the situation).

4. Ongoing Communication:

- Skagit Transit will maintain ongoing communication with the federal government throughout the litigation process. Updates will be provided as required or when significant developments occur.

6. Recordkeeping

All documentation related to potential or pending litigation, including correspondence with federal authorities, must be maintained by the Skagit Transit and Counsel's Office and the Federal Grants and Compliance Office. These records will be retained for the duration of the litigation and for a minimum of three years after the conclusion of the matter.

7. Compliance

Failure to comply with this policy may result in disciplinary action for employees. Skagit Transit is committed to full compliance with federal regulations and will ensure that all litigation notifications are handled in a timely and professional manner.

8. Review and Revisions

This policy will be reviewed regularly by the CEO, Skagit Transit's Counsel, and the Risk Management Officer to ensure continued compliance with federal requirements. Any revisions to the policy must be approved by the Skagit Transit Board of Directors.



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Fare-Free Fixed Route Service for the 2025 Point-In-Time Count

INFORMATION:

Skagit Transit was recently contacted by staff from Volunteers of America Western Washington who are charged with conducting the 2025 Point in Time Count.

The Point-In-Time Count Survey Day is a one-day event that aims to engage the local community and build sustainable partnerships to help end homelessness and collect information at five Skagit County cities. The event will take place on January 30th, 2025. Event organizers have asked if Skagit Transit will continue to support the event by operating for free on January 30th, 2025. Free transit service has been provided for at least several years.

RECOMMENDATION:

Staff recommends that the board approve the request for Fare Free Fixed Route service for all routes except Routes 80X and 90X on January 30th, 2025.

BUDGET IMPACT:

Less than \$551 in lost cash fares.



VOLUNTEERS OF AMERICA WESTERN WASHINGTON

November 1, 2024

Skagit Transit
600 County Shop Lane
Burlington, Washington 98233

RE: Free Transportation Day Request

To Whom It May Concern,

Volunteers of America Western Washington will be overseeing the annual Point-In-Time Count for Skagit County in 2025. In order to ensure those that are experiencing homelessness are able to access the resources that are being provided at our event locations around the county, we humbly request that a free transportation day be granted for Thursday January 30th 2025.

This first day of survey collection is critical in ensuring an accurate and reflective count of those experiencing housing insecurity for the county. By providing access to free resources such as warm clothing, bedding, hygiene kits, food, and basic needs we hope to entice those that would be difficult to make contact with without this transportation service.

We thank you in advance for your consideration, and for your continued partnership. We look forward to a strong count in 2025 with your assistance.

Sincerely,

Chuck Messinger
Program Manager
Skagit County Coordinated Entry
Volunteers of America Western Washington
(425) 512-4105
cmessinger@voaww.org



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number 24-020

INFORMATION:

A Request for Proposals (RFP) #24-001 for Uniforms was published to solicit responses from qualified Vendors for the provision of uniforms and related services such as fittings, tailoring, and embroidery for our Coach Operators.

A legal advertisement was published in the Skagit Valley Herald, public notices were posted at Skagit Station and the MOA. The solicitation documents were made available on Skagit Transit's website, including the official Solicitation Notice that was sent to nine vendors on the Vendor Bid List and posted at the Office of Minority and Women Business Enterprises (OMWBE) website.

We only had bidder and they were successful.

RECOMMENDATION:

Staff recommends that the Board approve the Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number 24-020.

BUDGET IMPACT:

Estimated Budget Impact: The contract will not exceed \$200,000.

TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve FY 2024 5307 Formula, 5307 STIC, 5340 Growing States, & 5339(a) Apportionments

SUMMARY:

Skagit Transit has been awarded Federal Transit Administration (FTA) funds for the Mount Vernon UZA. The FTA apportions funds annually in accordance with statutory formulas for programs covered by 49 U.S.C. Chapter 53. FTA does not have the authority to apportion these funds in a different manner than what is prescribed in statute. Apportionments are made to various tiers of Census geographies (e.g., Urbanized Areas or UZAs vs. rural areas) based on established population thresholds: UZAs with population ≥ 1 million; UZAs with population of 200K – 999,999; UZAs with population of 50K-199,000; and Rural Areas & Tribes. Calculations utilize 2020 Census UZA delineations and population figures. Prior funding years were based on the 2010 Census.

For 5307 Small Transit Intensive Cities (STIC) Formula awards, apportionment amounts are calculated using NTD data on six performance factors in which the amount per performance factor is arrived at by dividing the apportionment amount by the number of UZAs exceeding the threshold for a factor multiplied by the factors exceeded. A total of \$1,500,00 of our 5307 apportionment funds will be amended into our FTA operations project which requires 50% match. The remaining \$1,44,829 will be kept in reserves for programming in CY 2025.

Our FY 2024 FTA Buses & Bus Facilities Formula WSDOT pass-through award will be programmed into our FTA project for MOA2 engineering and design services for phases 2 & 3. These funds, in addition to our FY2024 PSRC apportionment, will support the remaining work to incorporate hydrogen facility upgrades into our current design set to bring them to 100% in early 2025.

**FY 2024 FTA Apportionments &
FY 2024 FTA Buses & Bus Facilities Formula WSDOT Pass-Through Award**

	5307	5307 STIC	5340	5339(a)	Total	% Change
FY 2023	\$1,197,901	2,201,623	\$89,041	\$106,818	\$3,595,383	↓\$527,427
FY 2024	\$1,350,186	\$1,510,158	\$84,485	\$123,127	\$3,067,956	14.67%

BUDGET IMPACT:

FY 2024 FTA Apportionment funding requires 50% match.

FY 2024 FTA Buses & Bus Facilities Formula WSDOT pass-through award (5339(a)) requires 20% match.

RECOMMENDATION:

Staff recommends acceptance of FTA grant funds.

TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Puget Sound Regional Council Annual Apportionment

SUMMARY:

Puget Sound Regional Council (PSRC) coordinates with the Federal Transit Administration (FTA) and the region's public transit agencies to distribute PSRC's FTA funds to projects in the three urbanized areas (UZA), in the PSRC region: Bremerton, Marysville and Seattle-Tacoma-Everett (STE). On an annual basis, the FTA requires that PSRC review the estimates used to program FTA funds against the actual allocations approved by Congress and make adjustments to reconcile the two amounts as necessary

Each year Skagit Transit is awarded an earned share apportionment of the allocations to the STE urbanized area based on our rideshare services for commuters to employment within the STE UZA. The table below provides two-years awards for comparison.

FY 2024 PSRC Apportionment Award

Funding	5307	5339	Total	Difference
FY 2023	\$440,021	\$42,928	\$482,949	↓\$214,664
FY 2024	\$244,093	\$24,192	\$268,285	44%

These funds, in addition to our FY 2024 5339(a) pass-through funds, will be programmed into our FTA project for MOA2 engineering and design services for phases 2 & 3. The funds will support the remaining work to incorporate hydrogen facility upgrades into our current design set to bring them to 100% in early 2025.

BUDGET IMPACT:

FY 2024 FTA Buses & Bus Facilities Formula WSDOT pass-through award (5339(a)) requires 20% match.

RECOMMENDATION:

Staff recommend acceptance of grant funds from PSRC.



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Resolution No. 2024-09: Revoking Bank Account Access

INFORMATION:

On November 5th, 2024, Skagit Transit's Director of Finance, Dan Heverling, separated from his position. Since he is no longer an employee, there is no longer a need for him to have access to Skagit Transit's bank accounts.

The purpose of this resolution is to remove Mr. Heverling from the Skagit Transit bank accounts.

The current list of authorized signers for the Skagit Transit bank accounts is as follows:

Crystle Stidham, CEO
Chris Arkle, Finance/Accounting Manager
Matt Miller, Mayor of the City of Anacortes
Peter Browning, District 2 Commissioner

RECOMMENDATION:

Staff recommends that the Board approve Resolution No. 2024-09 revoking Dan Heverling's bank account access for Skagit Transit System.

RESOLUTION NO. 2024-09

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS REVOKING BANK ACCOUNT
ACCESS FOR SKAGIT TRANSIT SYSTEM**

WHEREAS, the former Director of Finance of Skagit Transit, Dan Heverling, has separated from employment; and

WHEREAS, this individual will no longer be allowed to access any company systems or accounts; and

WHEREAS, access to the bank accounts of Skagit Transit is included in this list of accounts,

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

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Matthew Miller, Chair Skagit Transit Board of Directors

By _____
Crystle Stidham, Chief Executive Officer

ATTEST TO FORM:

Larissa Farrell, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Contract 19-006 Delerrock Extension

INFORMATION:

Delerrock provides Skagit Transit with mobile fare ticketing services. Our contract with them began August 1st, 2019, and ended June 30th, 2022, with the option for 2 one-year extensions, which we chose to exercise.

The first extension brought the contract to June 30th, 2024.

This last extension (Amendment #02) brought the contract to December 31st, 2024.

This extension (Amendment #03) would be from January 1st, 2025 to June 30th, 2025.

Another extension is sought to allow adequate time to complete the procurement process in line with Skagit Transit's Procurement Policy and applicable State Law. The inability to plan and initiate a competitive procurement process has led to this situation, and the extension aims to prevent potential work stoppages or unauthorized expenses.

If a new contract is awarded prior to June 30th, 2025, then this contract will terminate.

RECOMMENDATION:

Staff recommends that the Board approve the extension to contract 19-006 for Delerrock.

BUDGET IMPACT:

Estimated Budget Impact: \$114,000 for 6 months (included in 2025 budget). No further budget impact expected.

CAC REPORT

November 12, 2024

The CAC requests Board approval of the recommended 2025 slate of Officers:

- Chair: Judy Jones
- Vice-Chair: Irene Prokuski
- Special Projects Assistant: BJ Carol

In the absence of a Planning And Outreach Supervisor/CAC Liaison, Crystle is graciously stepping up to the plate to help Cheryl, and their extra time and energy on the committee's behalf is greatly appreciated.

Cheryl also gave an overview of the November marketing events in which Skagit Transit is taking part.

Next meeting, December 10.

Respectfully Submitted,
Judy Jones
CAC Chair