



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

Skagit Transit Board of Directors Agenda

Regular Meeting
June 18, 2025
11:00 a.m.

Join virtually at:

<https://tinyurl.com/BoardofDirectors-June-18th>

Meeting ID: 285 997 556 680 7

Passcode: JP2EN6mB

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 May Meeting Minutes	Page 3
b) Approval of Claims and Payroll	
April Payroll Direct Deposit and Checks	\$1,300,364
April Direct Federal withholding transfer.....	\$342,661
April Claims Checks and ACH #3718-3884.....	\$573,561
c) Approve April Budget Update.....	Page 5
d) Approve Changing the DBE Liaison Officer to Director of Finance	Page 6

7. FULL DISCUSSION / ACTION ITEMS

a) Approve LRTP Recommendations	Page 19
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8. INFORMATION ITEMS

a) CEO Update	
b) Grants Update	Page 31
c) May Ridership	Page 33
d) June CAC Report	Page 35

9. ADJOURNMENT

Skagit Transit Board of Directors Officers

Commissioner Peter Browning..... Chair Commissioner Lisa Janicki..... 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
Anacortes Councilperson	1
Sedro-Woolley 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, May 21, 2025

The Skagit Transit Board of Directors met in a regular meeting in Burlington, WA. Mayor Bill Aslett chaired the meeting as Commissioner Peter Browning, Board Chair, was absent. Mayor Aslett called the meeting to order at 11:02 a.m. followed by the Pledge of Allegiance and roll call.

Members Present

Peter Donovan, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor
Joe Burns, City of Sedro-Woolley, Councilmember
Tracy Cook, Labor Representative (non-voting member)
Matt Miller, City of Anacortes, Mayor

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner (Vice Chair) (left at 11:51 a.m.)
Ron Wesen, Skagit County Commissioner
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Peter Browning, Skagit County Commissioner (Chair)
Carolyn Moulton, City of Anacortes, Councilmember

Providing Legal Counsel:

Staff Present

Larissa Farrell, Clerk of the Board
Crystle Stidham, Chief Executive Officer
Joe Stewart, Director of Finance
Chris Arkle, Manager of Finance and Accounting
Jennifer Davidson, Director of HR and Risk Management
Nate Burns, Procurement and Contracts Coordinator
Maleah Kuzminsky, Planning and Outreach Manager
Eric Esparza, Capital Projects Manager
Eric Gambill, Operations Supervisor

Staff Present via Teleconference:

Abby Bissell, HR Generalist
Joe Macdonald, Director of Safety and Training
Kaitlin West, Vanpool Coordinator
Wayne Simmons, Facilities Supervisor
Belle Tromp, Operations Supervisor

Members of Public Present

Caleb Sprou, Skagit Valley Herald
Rosie Ventura, Council 2

Members of the Public Present via Teleconference:

Joe Kunzler; 1-208-316-7008; 1-208-308-8876; Matt Potter, Potter Consulting; Suzanne K;

1 Public Comment

Public comment was made.

2 Consent / Action Items

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll
 - March Payroll Direct Deposit and Checks
 - March Direct Federal withholding transfer
 - March Claims Checks and ACH #3532-3717
- c) Approve March Budget Update
- d) Approve Policy 050.25a SKAT Charge Card
- e) Disadvantaged Business Enterprise Program
- f) Disadvantaged Business Enterprise Goals

Ms. Johnson moved to approve all Consent/Action items. Mr. Miller seconded the motion. The motion passed unanimously.

3 Full Discussion/Action Items:

- a) Approve Procurement Policy

Ms. Stidham read the report as presented in the packet and clarified that this was for approval of the procurement policy as a whole.

Mr. Miller moved to approve the Procurement Policy. Mr. Burns seconded the motion. The motion passed unanimously.

- b) Approve Interlocal Agreement with the 791 Purchasing Cooperative

Ms. Stidham read the report as presented in the packet.

Mr. Donovan moved to approve the interlocal agreement with the 791 Purchasing Cooperative. Ms. Johnson seconded the motion. The motion passed unanimously.

- c) Approve Interlocal agreement with The Interlocal Purchasing System (TIPS)

Ms. Stidham read the report as presented in the packet.

Ms. Johnson moved to approve the interlocal agreement with The Interlocal Purchasing System (TIPS). Mr. Burns seconded the motion. The motion passed unanimously.

- d) Approve Amendment to Extend Contract #19-006 for an additional 6 months

Ms. Stidham read the report as presented in the packet.

Mr. Donovan moved to approve the amendment to extend contract #19-006 for an additional 6 months. Ms. Johnson seconded the motion. The motion passed unanimously.

- e) Approve Resolution 2025-07 Appointing an Auditor/Treasurer

Ms. Stidham read the report as presented in the packet.

Ms. Johnson moved to approve resolution 2025-07 appointing an Auditor/Treasurer. Mr. Miller seconded the motion. The motion passed unanimously.

- f) Approve CAC Member Withdrawal

Ms. Jones summarized the report as presented in the packet.

Mr. Burns moved to approve the CAC Member Withdrawal. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Information Items

- a) Hydrogen Feasibility Study Presentation, Matt Potter
- b) 2024 Budget Update
- c) CEO Update
- d) March Ridership
- e) April Ridership
- f) May CAC Report

Bill Aslett adjourned the meeting at 12:08 p.m.

Attest:

Peter Browning, 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 April 2025

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

Revenues:**Sales Tax Received:**

April	2025	2024	2023
	1,211,795	1,265,506	1,195,022

Grant Revenue:

Federal Operating	-
Federal Capital	-
Local Operating	-
State Operating	-
State Capital	750,000

Fare Revenue:

	2025	2024	2023	2022
April	72,758	63,466	59,088	61,961
Yrly-Budget	791,764	706,000	684,500	592,964
Mon-Budget	65,980	58,833	57,042	49,414

Expenses

Capital	
Route Improvements	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	41,843
Service Equipment	50,819
Vanpool Equipment	-
MOA 2	-
Bldgs. - MOA	84,272
Garage/Shop Equipment	-
Office Furniture/Equip.	-
Intangible Asset - SW	-
Communications & IS	965

Ending Cash:

April 2025	April 2024	April 2023
2,870,282	4,383,218	3,061,824

Reserves:

	April 2025	April 2024	April 2023
Operating	5,696,814	5,439,703	5,162,261
Facilities	10,400,000	10,400,000	10,400,000
Capital			
Replacement	5,946,718	5,208,947	4,412,395
Non-Designated	1,706,660	1,629,638	1,546,645
Total	23,750,192	22,678,288	21,521,301

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



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Change DBE Liaison Officer to Director of Finance

INFORMATION:

Skagit Transit recommends changing the Disadvantaged Business Enterprise (DBE) Liaison Officer from the Procurement and Contracts Coordinator to the Director of Finance. This better aligns with past Skagit transit hierarchical needs and ensures implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by Skagit Transit in its financial assistance agreements with the Department of Transportation. This is the only change to the policy.

RECOMMENDATION:

Staff recommends the board approve changing the DBE Liaison to the Director of Finance.

BUDGET IMPACT:

None.



**DISADVANTAGED BUSINESS ENTERPRISE
DBE
POLICY & PROGRAM**

Revised June 3, 2025

SKAGIT TRANSIT

DISADVANTAGED BUSINESS ENTERPRISE POLICY STATEMENT OBJECTIVES AND POLICY STATEMENT

Skagit Transit, a municipal corporation, has established a Race/Gender Neutral Disadvantaged Business Enterprise (DBE) Program in accordance with U.S. Department of Transportation (DOT), 49 CFR Part 26. Skagit Transit receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Skagit Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy and objective of Skagit Transit to ensure that Small and Disadvantaged Businesses (S/DBE) as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. The following are also our objectives and policies:

- To ensure non-discrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which S/DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as S/DBEs;
- To help remove barriers to the participation of S/DBEs in DOT-assisted contracts; and
- To support small businesses to ensure free and open access to Skagit Transit contracting opportunities

The Director of Finance serves as the **Disadvantaged Business Enterprise Liaison Officer (DBELO)**. They will assure that the objectives of Skagit Transit's DBE Program are met; however, the Executive and Management Staff shall have the responsibility of assisting the **DBELO** in carrying out the Agency's DBE Program and Goals. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by Skagit Transit in its financial assistance agreements with the Department of Transportation.

As CEO, I have disseminated this Policy Statement to the Skagit Transit Board of Directors and all of the Departments of our Organization. Upon significant changes to the DBE Program, Skagit Transit will notify the Federal Transit Administration's Regional Civil Rights Officer and publicize the revised DBE Program on Skagit Transit's website. The Policy Statement and DBE Program are available on Skagit Transit's website and are available to DBE and non-DBE firms on our bidder's list that perform work for Skagit Transit on DOT-assisted contracts. The DBE Program emphasizes Skagit Transit's commitment to providing maximum opportunity to all DBE businesses, in accordance with 49 CFR Part 26 as amended.

Crystle Stidham
Chief Executive Officer

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

SUBPART A - GENERAL REQUIREMENTS

Objectives

The objectives for this Program align with those in 49 CFR Part 26 Subpart A.

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which S/DBEs can compete fairly for DOT-assisted contracts;
- To ensure that Skagit Transit's DBE program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet CFR's eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of S/DBEs in DOT-assisted contracts;
- To promote the use of DBEs in all types of federally assisted contracts and procurement activities conducted by recipients;
- To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Applicability

Skagit Transit is the recipient of Federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102- 240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II and V of the Teas-21, Pub. L. 105-178.

Definitions

Skagit Transit will adopt the definitions contained in 49 CFR Part 26 Subpart A 26.5 for this Program.

Non-discrimination Requirements

Skagit Transit will not exclude any person, business, firm or enterprise from participation in, or deny any person, business, firm or enterprise the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering the DBE Program, Skagit Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program with respect to individuals of a particular race, color, sex, or national origin.

Record Keeping Requirements

Skagit Transit will report DBE participation to the FTA on a semi-annual basis, as required by 49 CFR Part 26. Skagit Transit will maintain a bidders' list, consisting of information about DBE and non-DBE firms that bid on DOT-assisted contracts for calculating Overall Goals in accordance with 49 CFR Part 26.11(c). The bidders' list will include:

- The firms' name;
- The firm's address, including ZIP code;
- DBE/non-DBE status;
- Race and gender information for the firm's majority owner;
- NAICS code applicable to the scope of work;
- The age of the firm: and
- Annual gross receipts, within brackets (less than \$1M, From \$1M - \$3M, From \$3M - \$6M, From \$6M - \$10M, and more than \$10M).

The Washington State Office of Minority and Women Business Enterprises (OMWBE) is the Unified Certification Program (UCP) for Washington State. The OMWBE DBE directory is available online and will be utilized by Skagit Transit in the development of plan holders lists for IFBs, RFPs and Quotes. In addition, the OMWBE website will be utilized by Skagit Transit to attract potential DBE firms by advertising procurement opportunities on the OMWBE website and to identify DBE contractors and sub-contractors. On DOT-assisted contracts, successful prime contractors will be required to provide to Skagit Transit, within forty-eight (48) hours after bid opening, the name and address of all sub-contractors that have submitted bids. Additional information to be submitted by the prime contractor, or to be obtained by Skagit Transit directly, will be the sub-contractors' status as DBE or non-DBE, age of firm and annual gross receipts.

Assurances

Skagit Transit has signed the following Assurance per 49 CFR Part 26.13(a), applicable to all DOT-assisted contracts and their administration:

Skagit Transit shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. Skagit Transit shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Skagit Transit's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this Program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Skagit Transit of its failure to carry out its approved program, DOT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance

Skagit Transit will ensure that the following clause is placed in every DOT-assisted contract and subcontract per 49 CFR Part 26.13(b):

The contractor or sub-contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Skagit Transit deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

DBE Program Updates

Skagit Transit will continue to carry out this Program until all funds from DOT financial assistance have been expended. Skagit Transit will provide to DOT updates representing significant changes to the Program.

DBE Liaison Officer (DBELO)

The Director of Finance will serve as the DBELO and is responsible for implementing all aspects of the DBE Program and ensuring that Skagit Transit complies with all provisions of 49 CFR Part 26. The DBELO will be responsible for developing, implementing and monitoring the DBE Program. The duties and responsibilities of the DBELO include the following:

- Gathers and reports statistical data and other information as required by the DOT;
- Reviews third party contracts and purchases for compliance with this Program;
- Prepares Uniform Report of DBE Commitments/Awards and Payments as required by the DOT;
- Sets Overall Goals every three (3) year term as required by the DOT and evaluates appropriateness of future Goals on an annual basis;
- Analyzes progress towards goal attainment and identifies opportunities for improved participation;
- Ensures Skagit Transit's bids and proposals are advertised and available to S/DBEs in a timely manner;
- Identifies contract and procurement opportunities to increase S/DBE participation;
- Participates in pre-bid meetings when applicable;
- Advises the CEO on DBE matters and achievements;
- Considers and reviews appropriate and reasonable insurance and bonding requirements and monitors enforcement of prompt payment procedures;
- When applicable, assists S/DBEs in understanding specifications and bid documents;
- Maintains the ability to access up-to-date DBE directory listings from OMWBE;
- Provides outreach to S/DBEs and attends community events that support S/DBE businesses;
- Communicates commitment to the DBE Program;
- Participates in DBE training opportunities; and
- Maintains Skagit Transit's bidders list in accordance with 49 CFR Part 26.11(c).

Prompt Payment Mechanisms

Skagit Transit's payment policy is next thirty (30) days from date of receipt of an invoice free of errors or issues after work has been accepted. Progress payments are allowed under certain contracts and are handled on the same basis. In some circumstances, Skagit Transit may agree to shorter payment terms to reduce the cash flow burden on small businesses. Skagit Transit's policy is to use payment and performance bonds in lieu of retainage held for all contracts funded in whole or in part with federal funds to not negatively affect disadvantaged businesses. Skagit Transit will include in its contracts a prompt payment clause per 49 CFR Part 26.29 as follows:

The prime contractor agrees to pay each sub-contractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from Skagit Transit. The prime contractor agrees to not withhold retainage from sub-contractor's payments. Any delay or postponement of payment from the above time frames may occur

only for good cause following written approval of Skagit Transit. This clause applies to both DBE and non-DBE subcontractors.

Skagit Transit will require contractors to submit regular reports of the actual payments made to DBE firms for work that was committed to them at the time of contract award. Skagit Transit will review the reports submitted by the prime contractor and seek confirmation, as needed, that payment was made to the DBE firm.

If a prime contractor is found to be out of compliance with its DBE commitment, it shall be so notified by Skagit Transit and directed to cure the problem within an appropriate time. Failure by the prime contractor to comply may result in monetary penalties and partial or total termination for default with re-solicitation costs to be borne by the prime contractor or its bond. In addition, Skagit Transit may consider a contractor's noncompliance when evaluating contractor responsibility in future bids or proposals.

DBE Directory

Skagit Transit relies on the Washington State Office of Minority and Women Business Enterprises (OMWBE) to perform DBE certification and can view real-time data as well as download a static version of the DBE directory. This directory is utilized in the development of bidders' lists for IFBs, RFPs and other methods of procurement. In addition, the directory is used to assist potential prime contractors in the identification of available DBE subcontractors. Interested persons may obtain access to the OMWBE directory by contacting the following or visiting the websites listed below:

Skagit Transit
Procurement Department
600 County Shop Lane
Burlington, WA 98223
Tel: (360)757-4433

www.skagittransit.org/about-us/procurement

OMWBE
1110 Capitol Way South, Suite 150
Olympia, WA 98501
Tel: (360) 664-9750
www.omwbe.wa.gov

Overconcentration

Over-concentration has not been identified in the types of work that DBEs perform for Skagit Transit. If Skagit Transit should determine there is an over-concentration of DBEs in certain business areas to the extent that small non-DBE businesses can no longer effectively participate in Skagit Transit's contracting opportunities, the Agency will contact the FTA Regional Civil Rights Officer for approval of the over-concentration determination and to request assistance in devising measures to address the over-concentration.

Business Development and Mentor-Protégé Programs

Skagit Transit does not have a Business Development and Mentor-Protégé Program at this time; however, will reevaluate the need for such a program in conjunction with every three (3) year DBE goal setting term.

Monitoring and Enforcement Mechanisms

A Skagit Transit Project Manager or representative will monitor the work performed by a DBE to verify the work committed to a DBE firm is performed by the DBE named in the Contract. A clause will be included in all contracts that the prime contractor cannot substitute subcontractors without Skagit Transit approval. In addition, if a DBE subcontractor is unable to perform the work contracted for, the prime contractor must either replace the subcontractor with another DBE or show Skagit Transit that good faith efforts to do so

have been made. As provided for in 49 CFR Part 26, Skagit Transit will provide a written certification for the project file confirming that contracting records and monitored work sites have been reviewed. The file will note the findings from this effort and any action taken if required.

Skagit Transit will require contractors to submit regular reports of the actual payments made to DBE firms for work committed to them at the time of contract award. The Verification of Prompt Payment form is used for onsite verification of prompt payment. Skagit Transit will review the reports submitted by the prime contractor and seek confirmation, as needed, that payment was made to the DBE firm.

If a prime contractor is found out of compliance with its DBE commitment, contractor shall be so notified by Skagit Transit and directed to cure the problem within an appropriate time. Failure by the prime contractor to comply may result in monetary penalties and partial or total termination for default with re-solicitation costs to be borne by the prime contractor or its bond. In addition, Skagit Transit may consider a contractor's noncompliance with its stated good faith efforts when evaluating contractor responsibility in future bids or proposals.

Skagit Transit will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

Skagit Transit will bring to the attention of the Washington State OMWBE and the DOT any false, fraudulent, or dishonest conduct regarding the program, so that DOT can take the steps (e.g. referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided for in 49 CFR Part 26.

Small Business Participation

Skagit Transit has incorporated a non-discriminatory small business element to its DBE Program per 49 CFR Part 26.39, to facilitate participation with not only DBEs, but also non-DBE small businesses (SBEs). Skagit Transit is committed to providing equal and open access for small businesses and ensuring that all small businesses designations receive adequate opportunities to participate in contracting and procurement activities.

Small Business Element

Skagit Transit will utilize the OMWBE website to identify SBEs when soliciting quotes for small projects. End users and Project Managers performing their own quotes are also encouraged to utilize the OMWBE website to foster small business participation from certified S/DBE firms. When a DBE or an SBE is awarded a Contract, end-users obtaining their own quotes will provide the documentation of S/DBE firms invited to participate in the quote and all back-up documentation to the Director of Finance or designee for calculating Overall Goals in accordance with 49 CFR Part 26.11(c).

Per 49 CFR Part 26.39, Skagit Transit will carefully review future contracting opportunities and take reasonable steps to eliminate barriers faced by small businesses including unnecessary contract requirements that may preclude small business participation. For multi-year design-build contracts or other large contracts, Skagit Transit may require the Project Manager or prime contractors to specify elements of the contract or specific subcontracts that are of a reasonable size that S/DBEs may perform.

Outreach

The Skagit Transit website includes links to the following Small Business Support Programs:

- The Washington State OMWBE general website www.omwbe.wa.gov and the Linked Deposit Program for providing the borrowers (the businesses) a loan interest-rate reduction of up to two percent (2%). <http://omwbe.wa.gov/linked-deposit-program/>
- WSDOT has a Small Business Services Program webpage with information on training and support. <http://www.wsdot.wa.gov/Business/opportunities/BusinessServices.htm>
- The USDOT Small Business webpage provides additional information on programs available small to businesses. <https://www.transportation.gov/osdbu>
- The Procurement Technical Assistance Center's (PTAC) mission is to maximize the number of capable U.S. companies participating in the government marketplace. Washington PTAC guides companies through the process of applying for and fulfilling government contracts. <http://washingtonptac.org/>

Skagit Transit will participate in the WA NIGP Washington Procurement Connect Conference and similar forums offered by King County, WSDOT, Alliance NW and other programs and events that promote reaching out to S/DBEs.

Small Business Certification

The SBE Certification Program is administered by OMWBE in a manner similar to the administration of the DBE Certification Program. The certification criteria (49 CFR Part 26) will remain similar to that of the DBE Program, without the consideration of gender and/or ethnicity. Eligibility requirements to become certified can be found on the OMWBE website: <https://omwbe.wa.gov/>

Regardless of gender and ethnicity of the firm's owner, the company and OMWBE will follow the certification procedures and application process outlined in 49 CFR Part 26. However, the certification determination will not be appealable to the DOT. After initial appeal to OMWBE, all certification determinations will be binding.

SUBPART C - GOALS, GOOD FAITH EFFORTS, AND COUNTING

Set-asides or Quotas

Skagit Transit does not use set-asides or quotas in the administration of this DBE Program due to the race and gender neutrality of the Program.

Overall Goals

In accordance with 49 CFR Part 26.45, Skagit Transit will develop and submit overall triennial DBE participation Goals by August 1 of the year specified by the FTA. The DBE Goal will be established based on the demonstrable evidence of DBE firms ready, able, and willing to participate in contracting opportunities in DOT assisted projects. Skagit Transit intends to meet its Overall Goals through race-neutral means in the following manner:

Bidders competing for Skagit Transit contracts are primarily from within Skagit, Snohomish, Whatcom and Island Counties. Therefore, Goals are established by comparing overall business availability for Skagit, Snohomish, Whatcom and Island Counties utilizing the U.S. Census Bureau database with Skagit, Snohomish, Whatcom and Island County DBEs certified through OMWBE.

DBE firms are identified according to North American Industry Classification System (NAICS) code from the list of certified DBE firms issued by the Washington State OMWBE.

Step One: The base figure is determined by the total number of Skagit, Snohomish, Whatcom and Island County businesses available under the identified NAICS codes for the types of contract awards anticipated. That figure is divided by the total number of ready, willing and able DBE firms in the three counties weighted by the dollars expected to be expended in each project resulting in the DBE availability, and base figure.

Step Two: Skagit Transit's past participation and experience is examined in Step Two. The historical median from the current and a minimum of two previous years is determined. Historical data regarding successful/unsuccessful DBE and non-DBE contractors is analyzed. The results are compared with Step One results. If substantially different, the methods and statistics are reviewed, and results adjusted as appropriate.

Skagit Transit considers the research and analysis of local Disparity Studies and recognizes there are quantifiable barriers for minority businesses in the local transportation industry and will seek DOT guidance on adopting a race-conscious program if established DBE Goals are not attainable by race neutral measures.

Outreach Process

Skagit Transit will consult with and seek comment from members of the contracting community, prime contractors, subcontractors and agencies that support small business communities and small business development centers to obtain information regarding DBE and non-DBE availability and general feedback for the types of work Skagit Transit plans to procure during the triennial period.

Not later than July 1 of each goal-setting year, Skagit Transit will post its proposed Overall Goal on its web site informing the public of the proposed Goal and its rationale. The Goal will be available for public comment for thirty (30) days. The website will address how comments may be submitted. Comments received will be considered and the Program will be adjusted if appropriate. The Goal Methodology will include a summary of information and comments received during the consultative and public participation processes and Skagit Transit's response to such input. Unless other instructions are received from the FTA, the Overall Goals will be used beginning October 1 of the triennial period.

Goal Setting and Accountability

If the awards and commitments shown on Skagit Transit's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the Overall Goal applicable to that fiscal year:

Skagit Transit will analyze in detail the reason for the difference between the Overall Goal and the actual awards/commitments. Skagit Transit will establish specific steps to correct the obstacles identified in the analysis, establish a corrective action plan, conduct a short-fall analysis and maintain information and records regarding the analysis and efforts made. If Skagit Transit is a top 50 transit authority as determined annually by the FTA, the short-fall analysis is required to be submitted to the FTA Regional Civil Rights Officer.

Transit Vehicle Manufacturers (TVM)

Skagit Transit will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on DOT-assisted transit vehicle procurements, to certify that it has complied with the requirements of 49 CFR Part 26.

Meeting Overall Goals

Skagit Transit will use the following race/gender–neutral methods to meet its overall goal and facilitate DBE participation:

- Use the OMWBE website to determine S/DBE firms and invite firms to participate in formal and informal procurements;
- Encourage prime contractors to subcontract portions of work to DBEs;
- Consider (subject to state law and Skagit Transit needs) alternatives to stated specifications, such as bonding, insurance limits, and financing, which may limit DBE participation;
- Provide technical assistance as needed;
- Provide information regarding Washington State OMWBE;
- Upon request, provide prime contractor with potential DBE subcontractors;
- Provide information about Skagit Transit's contracting opportunities and procedures to DBEs and post on Skagit Transit's website open solicitations and contract award information;
- Participate in regional governmental procurement outreach events that support all small business designations;
- Use contract language which supports S/DBE participation;
- Assist firms to contact local agencies who provide services to help S/DBEs.

Good Faith Efforts Procedures

Good Faith Effort procedures regarding contract goal-setting do not apply because Skagit Transit's DBE Program is race-neutral; however, Skagit Transit has adopted the following good faith efforts when obtaining information from bidders/proposers:

- Name, address and OMWBE Certification Number of DBE firm(s) that will participate in the contract;
- A description of the work the DBE firm(s) is expected to perform;
- The value of the subcontract.

Bidders/proposers shall be required to submit the following information within 48 hours after the bid opening:

- The percentage and value of the subcontract to be performed by the DBE;
- Written and signed confirmation from the DBE that is participating in the contract as provided in the prime contractor's commitment;;
- Prime contractor's completion of the Bidder Disclosure Form. Staff will ensure that all information is complete and accurate and adequately documented prior to contract award'

Good Faith Efforts when a DBE is Terminated/Replaced on a Contract

Additionally, Skagit Transit requires prior written consent when terminating a DBE subcontractor listed in a bid/contract even though no contract goals have been established. Skagit Transit must determine "good cause" for termination of the DBE firm, as established by Section 26.53(f)(3) of the DBE regulation.

Before transmitting to Skagit Transit its request to terminate a DBE subcontractor, the prime contractor must give notice in writing to the DBE of its intent to do so. A copy of this notice must be provided to Skagit Transit prior to consideration of the request to terminate. The DBE will then have five (5) days to respond and advise Skagit Transit of why it objects to the proposed termination.

In those instances where "good cause" exists to terminate, Skagit Transit will require the prime contractor to make good faith efforts to replace a DBE with another certified DBE. Skagit Transit will require the prime contractor to notify the Director of Finance or designee immediately of the DBEs inability or unwillingness to perform and provide reasonable documentation of the circumstance.

Skagit Transit will require the prime contractor to obtain prior approval of the substitute DBE and provide copies of new or amended subcontracts, and documentation of good faith efforts. If the contractor fails or refuses to comply in the time specified, the contracting officer will issue an order stopping all or part of

payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Counting DBE Participation

When a DBE is participating in a DOT-assisted contract, only the work performed by the DBE will be counted toward Skagit Transit's Goals. Skagit Transit will count DBE participation toward Overall Goals as provided in 49 CFR Part 26.55.

SUBPARTS D & E - CERTIFICATION

Unified Certification Programs

Skagit Transit is a member of the Unified Certification Program (UCP) administered by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). The OMWBE is the sole certifying entity in the State of Washington, consistent with 49 CFR Section 26.81. The UCP will meet all the requirements of this section. OMWBE manages the certification process and maintains the DBE directory. Information about certification as well as the updated directory can be found on <http://www.omwbe.gov>. Skagit Transit will use and count for DBE participation only for those DBE firms certified by OMWBE.

Procedures for Certification Decisions

Any firm or complainant may appeal a State of Washington decision in a certification matter to DOT. Such appeals may be sent to:

U.S. Department of Transportation
Office of Civil Rights Certification Appeals Branch
1200 New Jersey Ave. SE
Washington, D.C. 20590

Skagit Transit will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting.

Decertification

In addition to the performance of the certification function in the State of Washington, OMWBE is responsible for decertification for DBEs that no longer qualify for the Program under 49 CFR Part 26. Skagit Transit will cooperate with OMWBE as needed to assist in the decertification process. Once decertified, a DBE contractor will no longer be counted towards the Agency's Overall Goal.

SUBPART F - COMPLIANCE AND ENFORCEMENT

Information, Confidentiality, Cooperation

Records provided to Skagit Transit may be public records subject to disclosure under the Washington State Public Records Act and/or other laws requiring disclosure or discovery of records. Skagit Transit, in its sole discretion, may withhold or redact all or portions of records that are subject to exemption, consistent with Federal, State and local laws. In the event Skagit Transit receives a request for disclosure of records that are marked by contractor as "confidential" or "proprietary", Skagit Transit will provide at least ten (10) business days' written notice prior to release of responsive records.

Monitoring Payments to DBEs

Skagit Transit will require prime contractors to maintain records and documents of payments to DBEs for (3) three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of Skagit Transit or DOT. This reporting requirement also extends to any certified DBE subcontractor.

Skagit Transit will perform interim audits of contractor payments to DBE subcontractors. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to the DBE subcontractor equals or exceeds the dollar amounts stated in the Disadvantaged Business Participation Form and contract.



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Skagit Transit Long-Range Transit Plan (LRTP)

INFORMATION:

Skagit Transit staff recommends the Board of Directors move to approve the Long-Range Transit Plan (LRTP) as prepared by Kimley-Horn. This comprehensive plan outlines strategic priorities and proposed investments for transit service over the next 20 years, informed by community input, regional goals, and system performance data. The LRTP serves as a guiding document for future decision-making, funding opportunities, and coordination with local and regional partners.

The plan reflects extensive stakeholder engagement, technical analysis, and scenario planning to identify a vision for improving mobility, accessibility, and sustainability throughout our service area.

RECOMMENDATION:

Staff recommends the Board of Directors move to approve the Long-Range Transit Plan, as prepared by Kimley-Horn.

BUDGET IMPACT:

None.

Skagit Transit LRTP

Skagit Transit Board Briefing

June 18, 2025



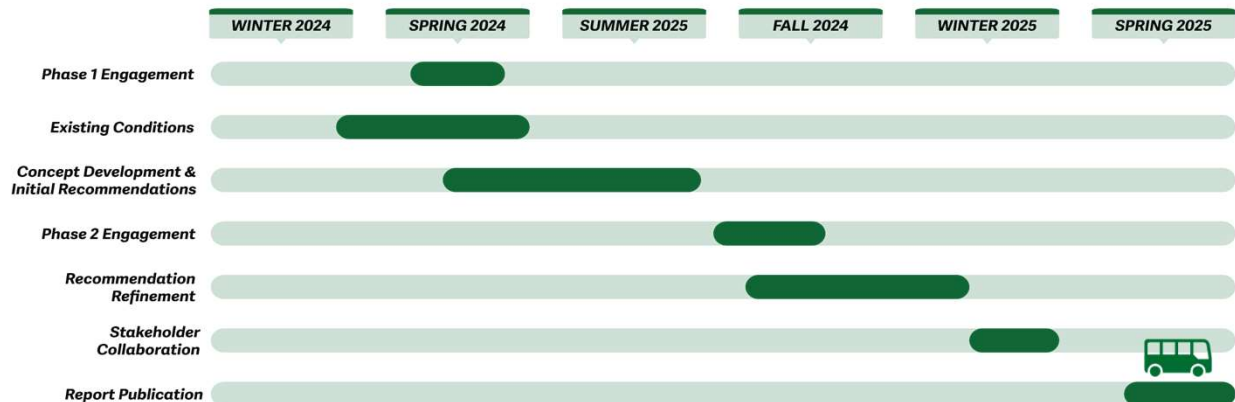
LRTP Overview and Timeline

- LRTP provides a guide for the next 5-10 years of investment
- Review current service and operations and align with Skagit Transit's Mission, Vision, and Values
- Identify short-, medium-, and long-term implementation steps
- Establish regular opportunities for evaluation and refinement





LRTP Overview and Timeline



Agenda



Existing Conditions & Community Feedback



System-Wide Recommendations



Implementation Timeline



Route-by-Route Recommendations

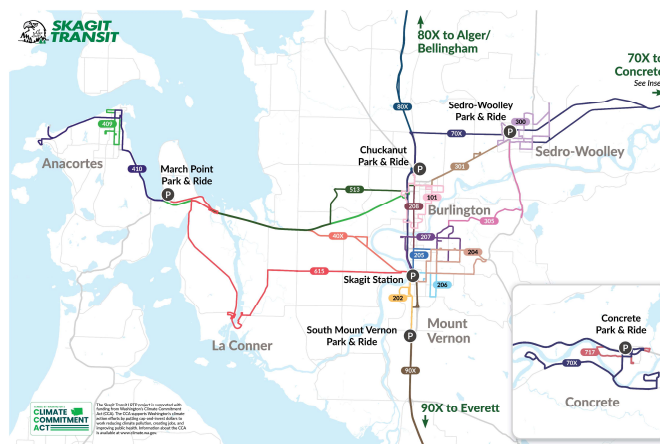
Existing Conditions

Strengths

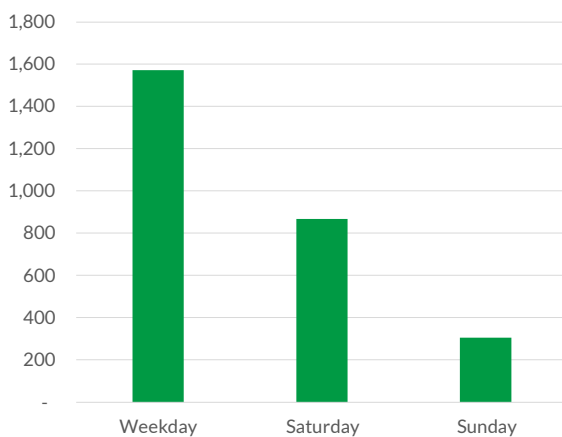
- Coverage
- Serving priority populations
- Providing access to jobs and services
- Rider and Operator Facilities

Challenges

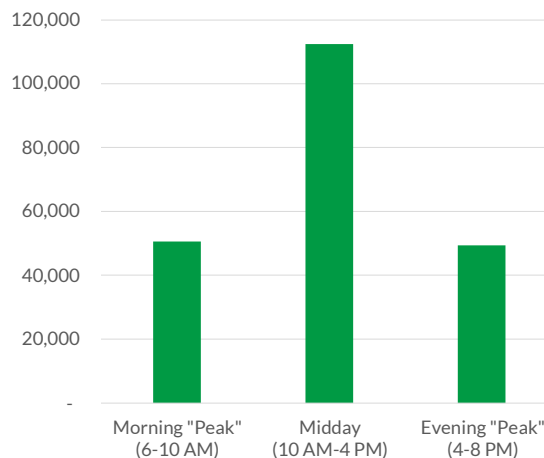
- Infrequent service
- Circuitous service
- Limited evening and weekend service



Existing Conditions

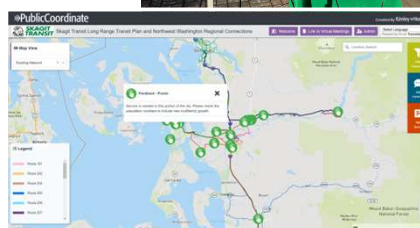


Source: Skagit Transit, 2023; Whatcom Transportation Authority, 2023



Community Feedback Shaping LRTP

- Nearly 600 themes recorded
- Outreach included online surveys including interactive map, in-person open houses, written responses
- **Most Common Themes:**
 1. Increased frequencies
 2. Increased span of service
 3. Regional connectivity
- **Other themes included:**
 - Interest in On-Demand service
 - Reliability
 - Fare Integration
 - Route Directness



The Big Picture for the LRTP



LRTP is a **road map** for ongoing investments in a resource-constrained environment



Short-range refinements are possible with existing resources



Continued **capital investment** in fleet, facilities, and stops to layer in additional service and improve customer experience

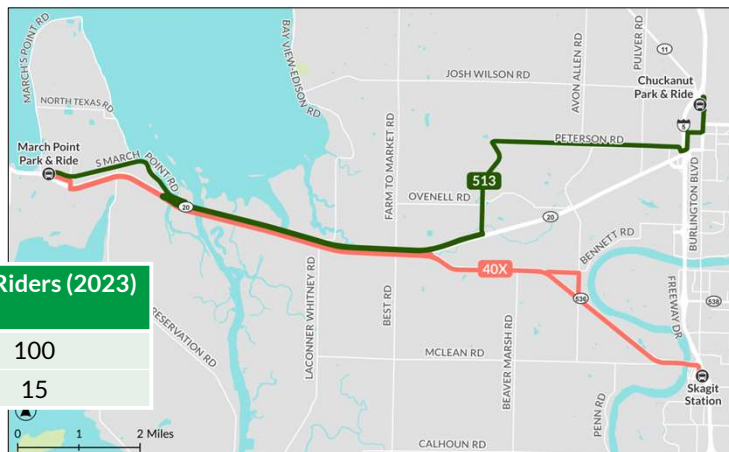


Ongoing engagement and evaluation to determine future opportunities

Duplicative Service

- **For Example:**
Routes **40X** and **513** perform a similar function

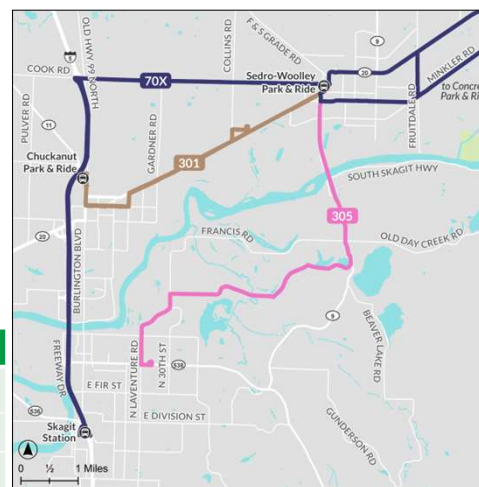
Route	Frequency	Riders/Hour	Daily Riders (2023)
40X	60	7	100
513	60	1	15



Inconvenient Connections Between Cities

- Route **70X** provides a direct but infrequent connection to Skagit Station but bypasses Burlington/Chuckanut P&R
- Route **301** connects Sedro-Woolley and Chuckanut P&R
- Route **305** has few stops and only one major destination (Skagit Valley College)

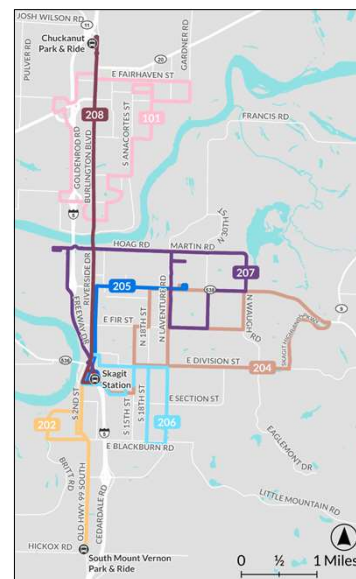
Route	Frequency
70X	180
301	60
305	60



Indirect Local Service

- Routes 202, 205, and 208 provide frequent and direct service along major streets
- Other local routes are indirect and/or infrequent

Route	Frequency
101	60
202	30
204	60
205	30
206	30
207	60
208	30



Long-Term Service Recommendations



Route Changes

- Streamlining
- Simplifying



Frequency Upgrades

- Minimum standard
- Incremental upgrades



Service Availability

- Later hours
- Sunday Service



Community Feedback on Draft LRTP

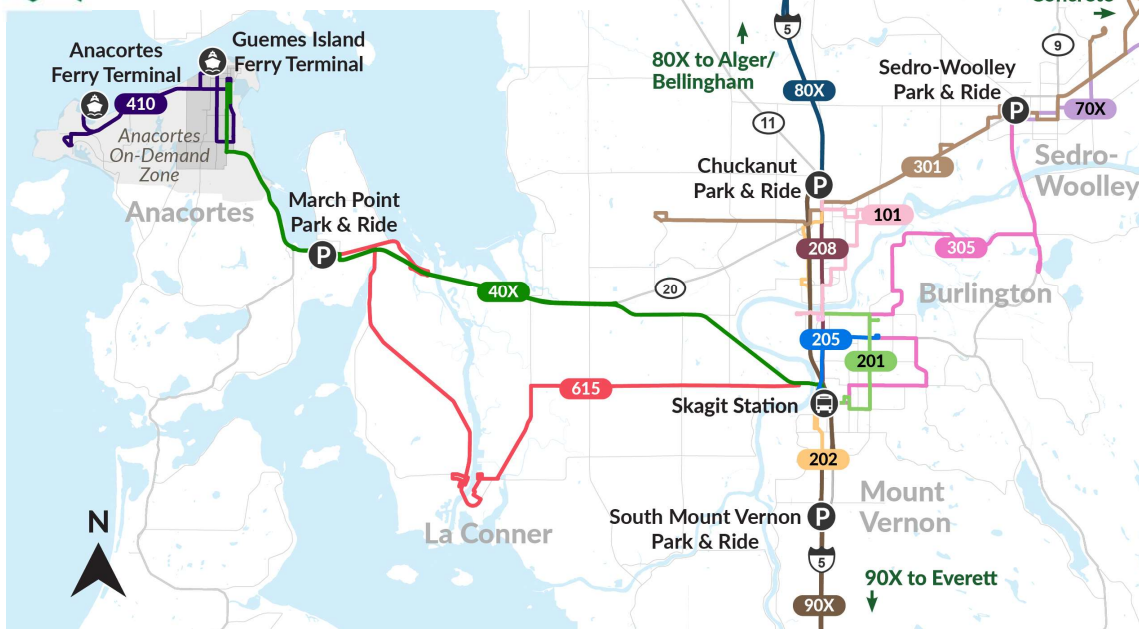
- Over 70 comments received
- **Most Common Themes:**
 1. Support for continued investment in transit service throughout Skagit County, including later service and 7-day service on all routes
 2. Alignment of planned service changes with areas seeing higher density housing growth, e.g. Burlington and Sedro-Woolley
 3. Continued service to important locations, e.g. Immaculate Conception Regional School and Skagit Valley Hospital



Changes in Response to Comments

- Extend Route 202 from Skagit Station to Chuckanut Park-and-Ride to serve new housing along Goldenrod.
- Changes to how the 70X and 301 serve Sedro-Woolley, avoiding some congested areas along Cook Road, staying on SR 20, while also serving new areas of multifamily housing near Janicki Fields
- Minor adjustments to maintain and improve current service to Immaculate Conception Regional School and Skagit Valley Hospital, providing 2-way service to both destinations with service from Skagit Station.
- Minor adjustments to the boundaries of the On-Demand Transit pilot zone in Anacortes.
- Other minor schedule adjustments may be made as implementation details are finalized.

Planned Network



15

SKAGIT TRANSIT | LONG RANGE TRANSIT PLAN

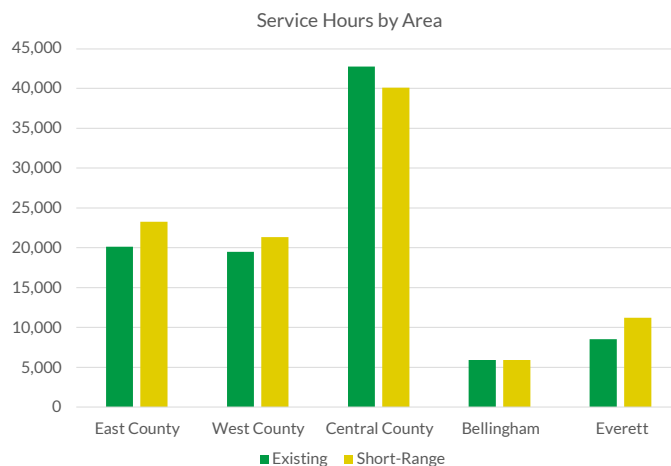
Improvements and Consolidated/Discontinued Routes

New Service	Significant Change	Minor Change	No Change	Discontinued Route
201 Mount Vernon Anacortes On-Demand Zone	40X Mount Vernon / Anacortes 101 Burlington 202 South Mount Vernon/Chuckanut 301 Sedro-Woolley 305 Clear Lake 410 Anacortes	70X Sedro-Woolley / Concrete 80X Bellingham Connect 90X Everett Connect	205 Mount Vernon 208 Mount Vernon 615 La Conner 717 Concrete	204 Mount Vernon 206 Mount Vernon 207 Mount Vernon 300 Sedro-Woolley 409 Anacortes 513 Burlington / Anacortes

Several segments of discontinued routes integrated into other routes

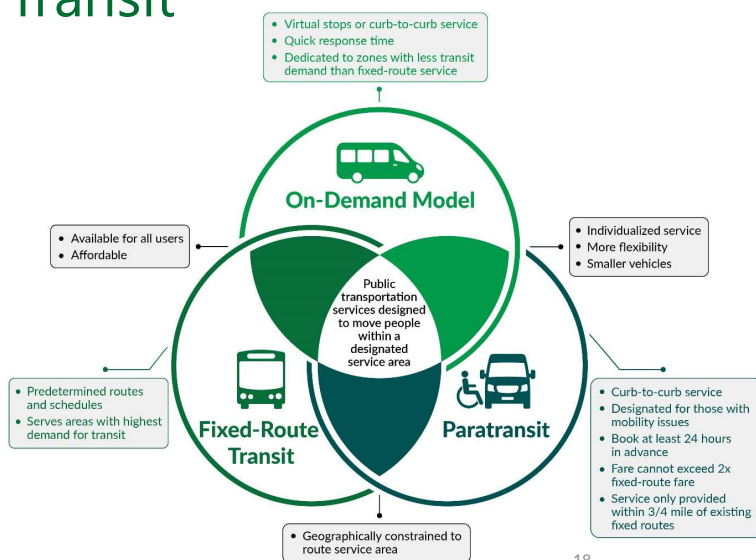
Short-Range Route Recommendations

- Comparable levels of service across all areas of the County and regional connections
- Route adjustments continue to serve the same communities



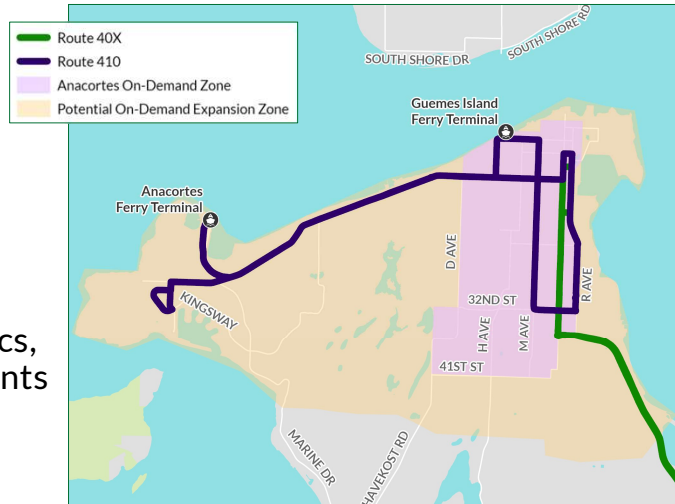
On-Demand Transit

- Fills gaps between fixed-route and paratransit services
- Ability to get point-to-point rides within a service zone
- Accessible vehicles dispatched by app or phone



On-Demand Transit

- Evaluated 5 potential areas
 - Anacortes
 - Bow/Edison
 - Burlington
 - Mount Vernon
 - Sedro-Woolley
- Anacortes emerged as the top candidate based on demographics, density, and pedestrian constraints
- With pilot funding, could start service relatively quickly



Other Investments

- Passenger and Operator Facilities
- Bus Stops
- Fleet Replacement and Expansion
- Transit Access and Integration



Implementation Timeline

Short-Range

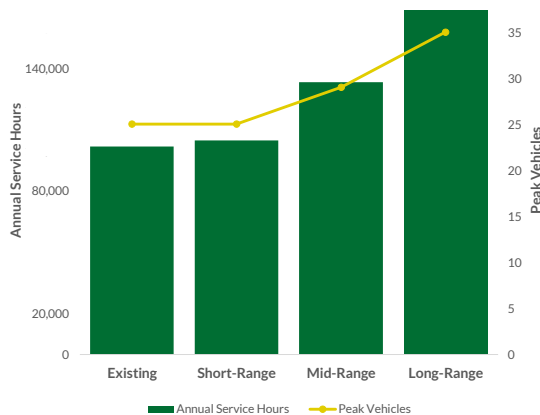
- Update routes and schedules
- Pilot on-demand in Anacortes*

Mid-Range

- Upgrade capital facilities*
- Expand service (frequency/span)*
- Refine on-demand service

Long-Range

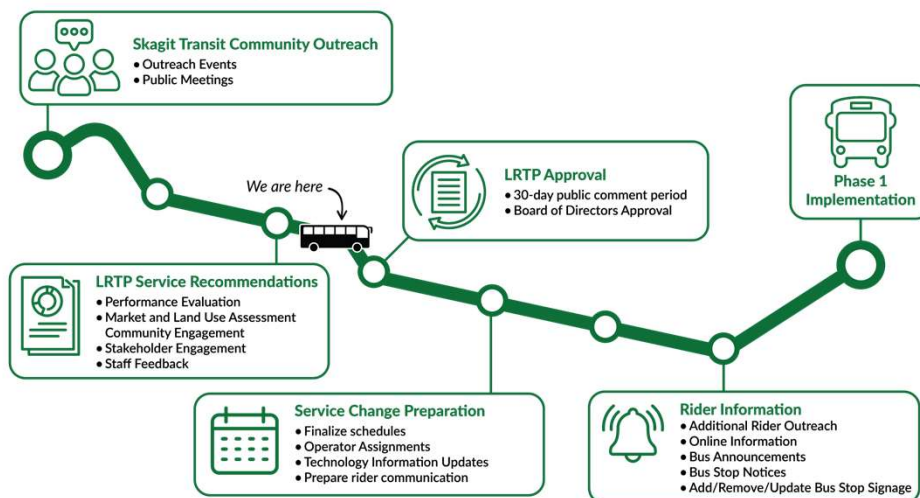
- Expand service (frequency/span)*
- Improve access to transit
- Explore new service opportunities



* = Additional resources needed for implementation



Next Steps





TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Grants Update – June 2025

SUMMARY:

Skagit Transit received outcome notifications of several grant applications submitted over the past nine months to support several projects via diverse sources.

Grant Awards

Source	Project Name	Type	Award	Match	Total
Skagit Council of Governments (SCOG)*	MOA2 Phase 2 Construction	Capital	\$3,000,000	\$468,208	\$3,468,208
	Construction of Ancillary Maintenance Buildings (MOA2 – Ph 3)	Capital	\$275,000	\$42,919	\$317,919
	MOA2 EV Infrastructure	Capital	\$275,000	\$42,919	\$317,919
WSDOT 2025 -2027					
State Buses & Bus Facilities	Maintenance, Operations & Administration Facility Replacement – Phase 2 Construction & Expansion Paratransit Coach	Capital	\$7,771,250	\$5,044,712	\$12,815,762
	<i>Phase 2 Construction**</i>		\$7,445,760	\$4,987,308	\$12,433,068
	<i>Paratransit Coach & Charger plus Install</i>		\$325,290	\$57,404	\$382,694
State Buses & Bus Facilities	Replacement of 4 Heavy-Duty Coaches	Capital	\$3,529,624	\$622,875	\$4,152,499
Consolidated	Replacement Rideshare Vehicles (10)	Capital	\$452,430	\$79,841	\$532,271
Consolidated	Rideshare Incentives	Op	\$53,650	None	\$53,650
Consolidated	Maintain Frequency of Transit Service in Western WA (R615)***	Op	\$3,500,769	\$3,500,769	\$7,001,538
Consolidated	Community Engagement Coordinator ***	Op	\$317,811	79,453	\$397,264
Consolidated	Five Replacement Paratransit (2EV/3 Propane)	Capital	\$1,434,211	\$75,485	\$1,509,696

*These projects were submitted for SCOG Obligation Authority Contingency List in 2022. (Match ratio: 86.5/13.5)

**Grant funds are Climate Commitment Act dollars and will be used as match to DOT BUILD grant match requirement. A portion of the \$10M of reserves was committed to this award.

***Funds provided will be federal which require a 50% match. We will be using our state formula funds to meet the match requirement.

In the 2023 – 2025 WSDOT Consolidated application cycle, route 717 was awarded four years of funding through (2023 – 2027). As such, this project is not listed, and we will seek a new round of funds for this route in the future.

WSDOT's Consolidated Grant Program utilizes six different funding sources, including federal dollars to support projects funded under it. As such, projects that are provided federal funds will be required to meet the match requirements of that source, which may be different than listed in their original notice. The amounts provided are based on applications and letters of award. We are currently awaiting grant agreements for these awards which will confirm funding source type and any match amount shift.

In July, the Board of Directors will receive another update with the final amounts and will need to formally accept awards and provide approval to enter into these agreements.

Department of Transportation (DOT) BUILD Grant Award Progress

On June 5th, we received the paper grant agreement as well as the DOT terms & conditions to begin the process of executing this award with FTA. We were also notified that the awards made under the RAISE program in FY25 will now be called *Better Utilizing Investments to Leverage Development* (BUILD) moving forward. We are reviewing the terms & conditions and populating the grant agreement template. Once complete, we will have a few meetings with the funder. On June 12th, staff met with representatives from the FTA Region 10 office to discuss the NEPA compliance aspect for this award. It was determined that compliance has been met.

RECOMMENDATION:

No action is required at this time.

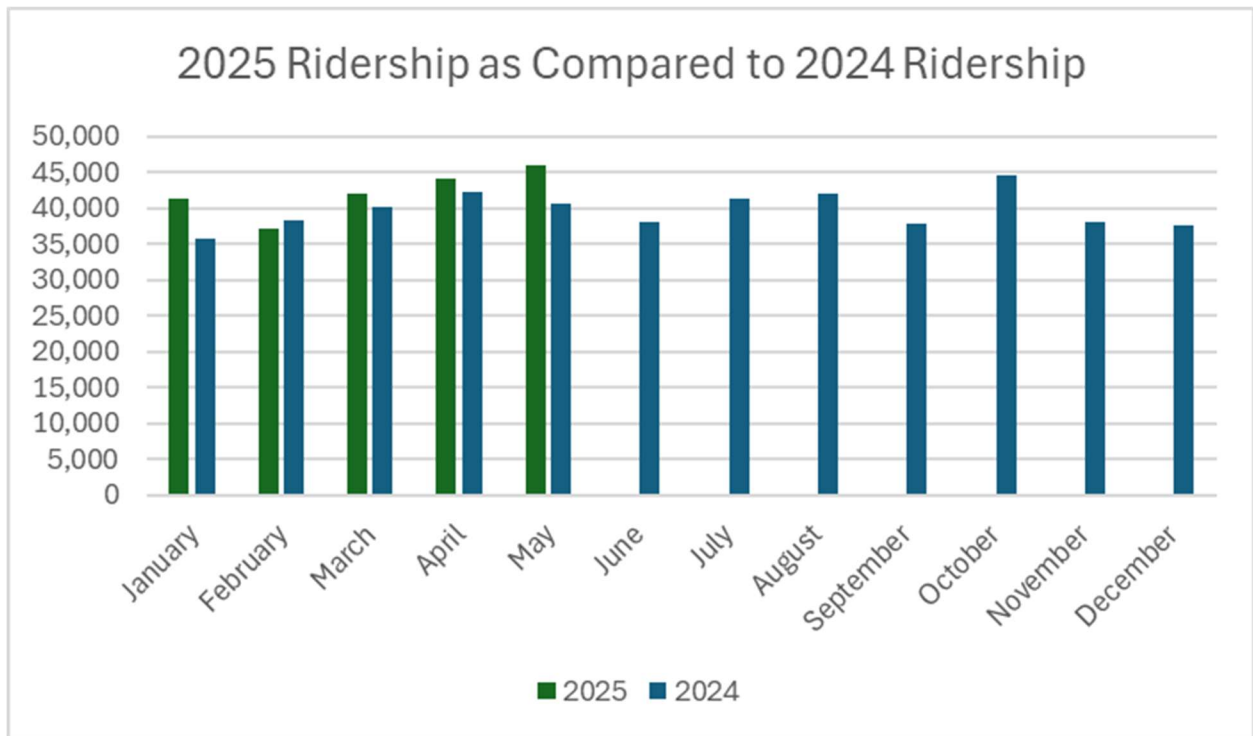
May 2025

Monthly Ridership Summary

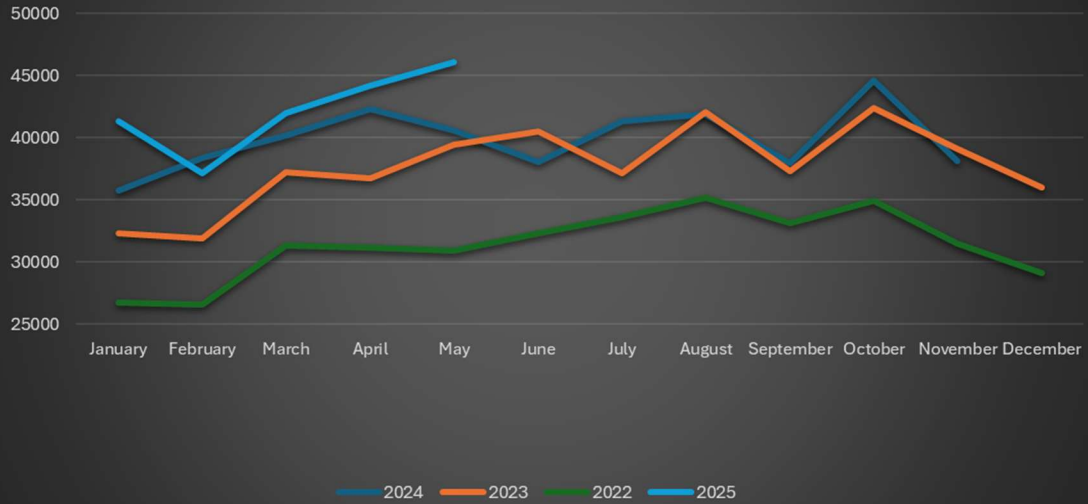
Service Mode	May 2025	April 2025	MoM % Change	May 2024	YoY % Change
Fixed Route	46,107	44,240	+4.2%	41,794	+10.31%
Paratransit	5,994	6,298	-4.8%	5,959	-0.5%
Rideshare	4,503	5,009	-10.1%	5,177	-11.9%
Total	56,604	55,547	+1.9%	52,930	+6.94%

Monthly Ridership Graphs

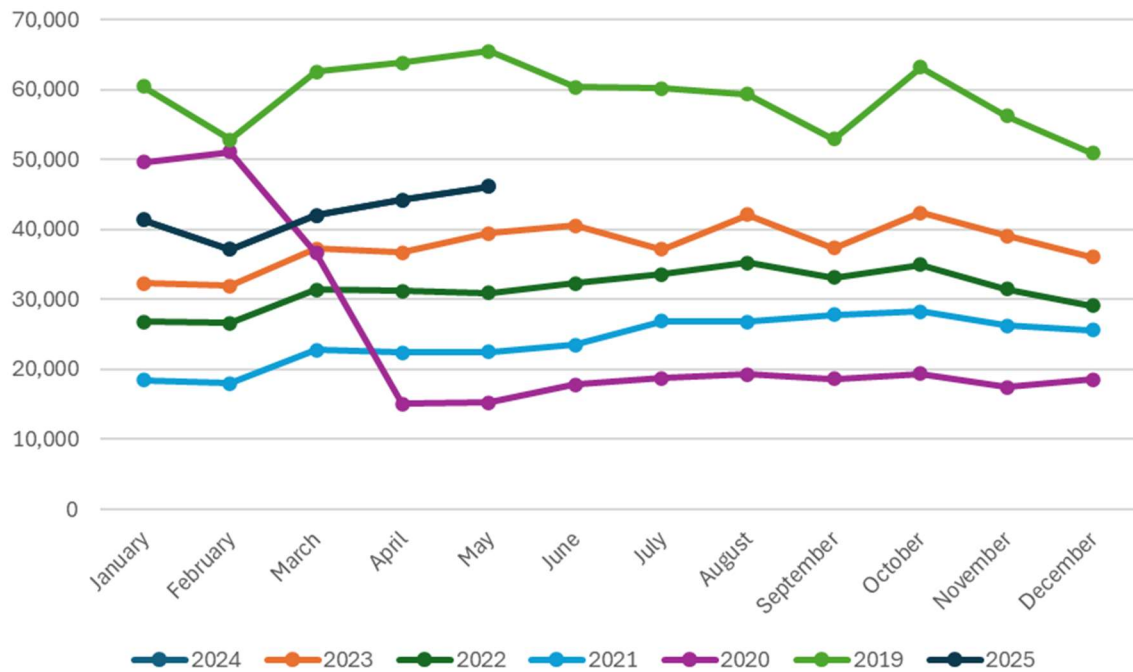
Fixed Route Ridership Graphs



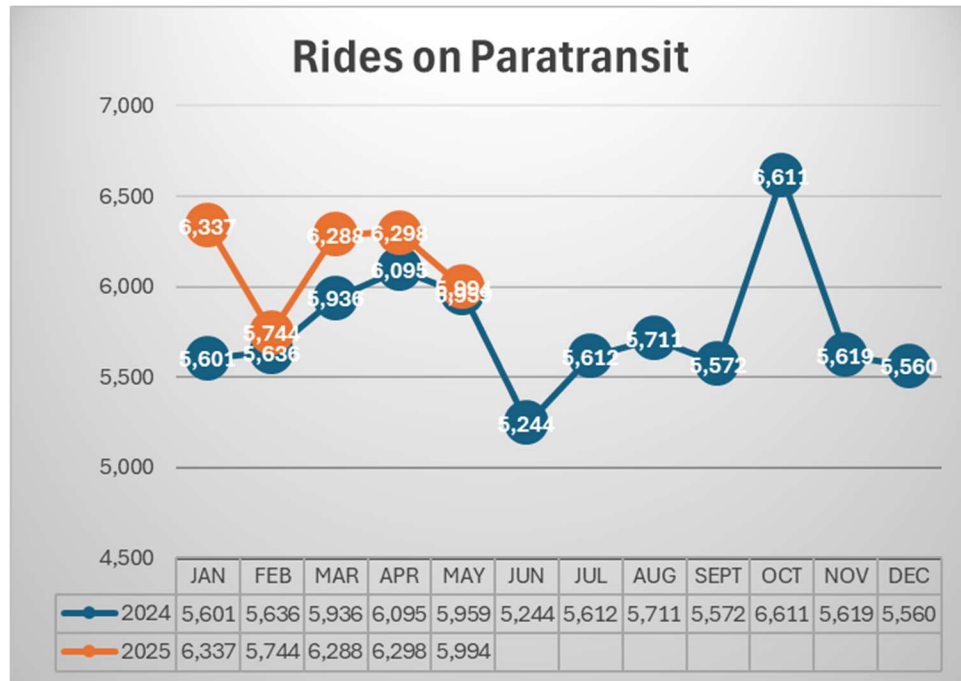
Year over Year Fixed Route Ridership Comparison



Year over Year Ridership by Month



Paratransit Ridership Graphs



RIDERSHIP- May

Month to Month	Actual	YoY	YTD	Actual	YoY
2025	6,298	-----	2025	24,667	-----
2024	6,095	3.33%	2024	23,268	6.01%
2019	6,443	-2.30%	2019	24,077	2.39%

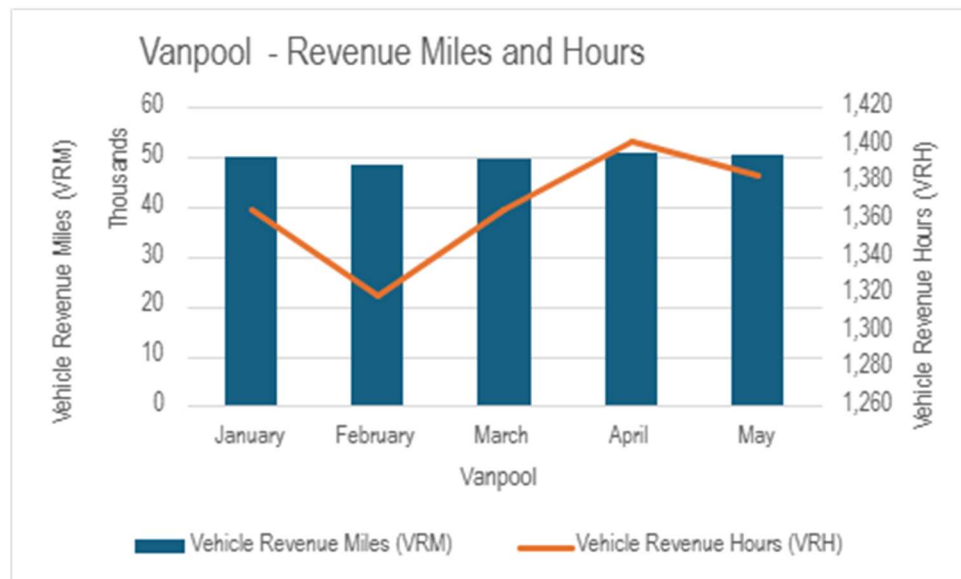
REV HOURS- May

Month to Month	Actual	YoY	YTD	Actual	YoY
2025	3,630	-----	2025	13,632	-----
2024	3,241	12.00%	2024	12,427	9.70%
2019	3,288	9.42%	2019	12,180	10.65%

REV MILES- May

Month to Month	Actual	YoY	YTD	Actual	YoY
2025	43,263	-----	2025	162,899	-----
2024	37,257	16.12%	2024	143,903	13.20%
2019	33,917	21.60%	2019	123,759	24.03%

Vanpool Ridership Graphs



Fare Collection Graphs

	GFI Data						UMO Data							
	Paratransit	Full Fare	Reduced			Free	Regular	SKT Para	Reduced	SKT Youth	WTA Gold 75+	WTA Select	WTA Student	WTA Youth
TOTAL			Univ	Senior/ PwD	Courtesy/ PCA	Youth								
101	0	138	0	45	35	317	282	22	179	30		2	19	1
202	1	323	1	87	130	152	689	70	698	45				
204	0	233	2	50	58	503	641	77	568	83				19
205	2	712	3	155	241	199	1,535	69	1042	159		1	3	18
206	0	233	1	127	83	267	533	48	598	81				7
207	3	604	0	130	177	381	977	205	970	58			4	10
208	8	1482	3	252	442	648	2,076	148	1,616	104		7	2	3
300	1	189	0	26	110	737	497	51	186	59				26
301	3	376	0	70	97	298	581	52	255	64				2
305	0	179	1	20	54	163	452	57	197	88				26
409	2	78	0	155	24	52	198	76	156	20		28		
410	2	1013	3	197	154	227	1072	44	490	51		17	5	
513	2	155	0	17	103	83	337	11	109	8		13	4	
615	2	400	3	65	45	148	450	19	316	15		1	2	
717	5	149	0	70	55	116	116		189	50				
40X	3	659	2	170	161	162	1174	53	556	70	1	8	48	1
70X	1	286	0	62	53	182	819	2	137	21			7	
80X	2	456	21	189	144	189	244	12	86	13	7	75		3
90X	1	1020	77	286	694	354	660	22	286	77	5	51	115	5
Unknown		4	0	0	4	7	1174	53	556	70	1	8	48	1
Total	38	8,689	117	2,173	2,864	5,185	14507	1091	9190	1166	14	211	257	122

CAC REPORT

June 10, 2025

Commissioner Mike Mills from Anacortes was our guest this month, and has shown an interest in the CAC.

The question of whether or not public comment time restrictions should be added into the by-laws was introduced. Further discussion is to take place.

Membership applications are in process of being received for review by the CAC. Interested persons can find the linked application for membership on the CAC information page on the Skagit Transit web site.

Maleah reports she is asking WTA to consider honoring the passes for committee member ridership in their regional agreement with Skagit Transit, and will be able to return with an update in the fall.

Maleah and Cheryl then gave the staff report.

There was no connector rides report this month.

Judy reported on the first of the upcoming statewide Week Without Driving training webinars, held June 4. Rather than presenting the event as a "challenge," as has been done in the past, it is now being presented as an "opportunity" for our hardworking elected officials to gain insight into what it is like to give up the car keys for a period of time while going about life's business, then reporting on the experience.

After some general round table discussion, the meeting was adjourned.

Respectfully Submitted,

Judy Jones

CAC Chair