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

Skagit Transit Board of Directors Agenda

Regular Meeting
June 17, 2026
11:00 a.m.

Join virtually at:
https://tinyurl.com/Board-of-Directors-June-17th
Meeting ID: 233 326 712 553 71
Passcode: bX6Sd6NU

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF MEMBERS**
4. **PUBLIC COMMENT**
5. **EXECUTIVE SESSION: RCW 42.30.110(1)(i) DISCUSS AGENCY LITIGATION WITH LEGAL COUNSEL**
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 4
b) Approval of Claims and Payroll
April Payroll Direct Deposit and Checks $1,271,276
April Direct Federal withholding transfer..... $375, 030
April Claims Checks and ACH #5594-5752 ..... $721,774
c) Approve April Budget Update..... Page 18

7. **FULL DISCUSSION / ACTION ITEMS**

a) Approve Public Records Officer FTE ..... Page 19

8. **INFORMATION ITEMS**

a) CEO Update
b) Transit Development Plan (TDP)
c) The Bus Coalition (TBC) Legislative Update ..... Page 20
d) 2025 Budget Update ..... Page 21
e) April 2026 Productivity and Ridership ..... Page 22
f) April, May, and June 2026 CAC Report ..... Page 25

9. **ADJOURNMENT**

Skagit Transit Board of Directors Officers

Commissioner Peter Browning…… Chair Commissioner Joe Burns…….. 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
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.

Larissa Farrell

From: JOSEPH MACDONALD <blklab2@comcast.net>
Sent: Friday, May 22, 2026 11:45 AM
To: Larissa Farrell
Subject: Public Comment

> You don't often get email from blklab2@comcast.net. Learn why this is important

Hi Larissa,

I can't remember the Clerk of Board email address, sorry. Can you please forward the comment below to that address or just include in next month's Board packet? My intention is to be there to comment in person, however I have a jury summons for that week, so I'm not sure I can attend.

"To the Skagit Transit Board of Directors,

My comment addresses what I see as misleading and/or out of context allegations often made during the public comment period at Skagit Transit Board Meetings. One commentor, in her monthly verbal attack directed at the Skagit Transit CEO, often mentions the number of employees that have left Skagit Transit during the CEO's tenure. No context is provided to these numbers; however it is clear that the commentor is implying that the number should reflect negatively on the CEO.

I am a former Skagit Transit Operator, and Operator's Union President, as well as Operations Supervisor, and Manager of Safety and Training. As I'm sure the Board knows, many employees leave employers for any number of reasons that do not reflect badly on their employer. For example, when Skagit Transit hires a new class of potential Coach Operators, not all of them eventually graduate, for different reasons. Some simply aren't able to do perform the duties of the job. Some are unable to secure their commercial driver's license. Are these employees included in the commentor's numbers?

I retired in February 2026, so I assume that I am included in this number? For the record, I retired because I decided to retire after working at Skagit Transit for 31 years. My retirement was not due to any unhappiness with Skagit Transit or the CEO. How many other retirees are included in the commentor's number?

Some employees leave for other careers. Some Operators leave for careers that better fit their lifestyle and/or finances. To summarize, unless the commentor in question is willing to provide some context to her claims about employees leaving Skagit Transit (for example, how many employees left the agency in the three years prior to the current CEO?), I would encourage the Board to take these comments with a grain of salt."

Sincerely,

Joe Macdonald,
Anacortes, WA

RECORD OF THE PROCEEDINGS
SKAGIT TRANSIT BOARD OF DIRECTORS

Wednesday, May 20, 2026

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

Members Present
Peter Browning, Skagit County Commissioner (Chair)
Joe Burns, Skagit County Commissioner (Vice Chair)
Ron Wesen, Skagit County Commissioner
Councilmember Mary Hudson (arrived at 11:19 a.m.) attended as a representative for Peter Donovan, City of Mount Vernon, Mayor
JoEllen Kesti, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor
Carolyn Moulton, City of Anacortes, Councilmember
Hannah Oliver, City of Mount Vernon, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Present via Teleconference

Members Absent:
Paul Cocke, City of Sedro Woolley, Councilmember
Tracy Cook, Labor Representative (non-voting member)

Providing Legal Counsel:
Dannon Traxler, Langabeer and Traxler

Staff Present
Abby Bissell, HR Generalist
Chris Arkle, Director of Finance
Crystle Stidham, Chief Executive Officer
Derek Messling, Marketing and Public Affairs Specialist
Eric Gambill, Security Supervisor
Greg Latham, Director of Maintenance and Facilities
Jennifer Davidson, Director of Human Resources
Kelly Myiow, Payroll and Leave Coordinator
Larissa Farrell, Executive Assistant/Clerk of the Board
Maleah Kuzminsky, Planning and Outreach Manager
Rebekah Tuno, Grants Manager
Rick Heerspink, Finance and Accounting Manager
Seeley Mullins, Procurement and Contracts Coordinator

Staff Present via Teleconference:
Alan Brooks, Operations Supervisor
Clerk of the Board
Eric Esparza, Capital Projects Manager
Kaitlin West, Rideshare Administrator
Kelly Borden, Accounting Clerk
Larissa Farrell, Executive Assistant/Clerk of the Board
Mika Ela-Bergman, Maintenance Support Technician
Sarah Pelle, Events Specialist/Travel Trainer
Wayne Simmons, Facilities Supervisor

Members of Public Present
Charlie Bush; Colleen Kennedy; Jason Kelley; Karl de Jong; Melinda Hunter; Soren Jensen;

Members of the Public Present via Teleconference:
1-916-501-8890; Cameron Martinez; Dan Curtis; Joe Kunzler; John R; Kesti for Board Chair; Nil; Public Recording; Ray; Vincent Richardson

1 Public Comment
Public comment was made.

2 Point of Order

a) Mayor Kesti made a motion to recognize Karl de Jong as the appointed representative for the City of Sedro-Woolley. Commissioner Browning, Board Chair, and Skagit Transit General Counsel, Dannon Traxler, explained that item is still under legal review and so the board can't make a decision on that until the legal review has been concluded.
b) Council Member Moulton made a motion to have discussion about removing Council Member Cocke and recognizing Karl de Jong as the appointed representative for the City of Sedro-Woolley. After some discussion with Council Member Moulton, Council Member Hudson, and Mayor Kesti, Commissioner Browning again stated it wouldn't be appropriate as it's still under legal review.
c) **Commissioner Browning made a motion to remove items 6D, Periodic Review of Board Composition, and 6E, Approve Revised Bylaws for Skagit Transit Board of Directors, from the May 20, 2026 board agenda. Council Member Mary Hudson seconded the motion. The motion passed unanimously.**

3 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 #5462-5593
c) Approve March Budget Update

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

4 Full Discussion/Action Items:

a) Approve Purchase of Eleven (11) Rideshare Vehicles

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

Ms. Hudson made a motion to approve the purchase of eleven (11) Rideshare vehicles. Mr. Aslett seconded the motion. The motion passed unanimously.

b) Approve FY 2026 Section 5307 Allocation

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

Ms. Moulton moved to approve the acceptance of FTA 5307 Formula, 5307 STIC, & 5340 Growing States and small UZA Apportionment grant funds totaling $3,131,154. Mr. Burns seconded the motion. The motion passed unanimously.

c) Approve Reclassification Request of the Electronic Systems Technician

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

Ms. Hudson moved to approve the reclassification request of the Electronics Systems Technician. Mr. Aslett seconded the motion. The motion passed unanimously.

5 Information Items

a) CEO Update
b) Ride Pass Grant Program: Q1 Reporting Summary
c) 2025 Budget Update
d) March 2026 Productivity and Ridership Report

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

Attest:

_____
Peter Browning, Chair Skagit Transit Board of Directors

_____
Larissa Farrell, Clerk of Skagit Transit Board

To: Skagit County Public Transportation Benefit Area Authority (Skagit Transit) Board of Directors
From: Mayor JoEllen Kesti and Councilmember Karl DeJong of Sedro-Woolley
Re: Representation and periodic review of governing board composition.

I'm writing ahead of our scheduled periodic review to ensure we are all working from the same understanding of what state law requires of the PTBA with respect to (1) representation of each component city, (2) the required four-year cadence for reviewing board composition, and (3) the limits on the Board's ability to change its own composition outside those statutorily prescribed review windows.

1. **Representation of Component Cities (RCW 36.57A.050)**

RCW 36.57A.050 provides that the PTBA governing body consists of elected officials selected by and serving at the pleasure of the governing bodies of the component cities and the county legislative authority. Because our county is *not* a county with a population greater than 400,000 and no city within the PTBA has a population greater than 75,000 operating its own transit system under chapter 35.95 RCW, the proportional representation clause for large counties is not dispositive.

However, the statute's structure still reflects a clear expectation of broad, multi-jurisdictional representation. Each city participates through its designated elected representative(s) and the Board may not be structured so that a majority represents a single component city. The governing body must remain within the statutory size cap of no more than nine elected representatives and two other voting members for a total of no more than eleven voting members.

RCW 36.57A.050 also anticipates that not every city may always hold a direct seat. It expressly authorizes any city that is excluded from direct membership to designate a member of the authority who is entitled to represent that city's interests. Taken together, these provisions underscore that every component city must have a meaningful voice in PTBA governance.

<u>Representatives from Sedro-Woolley hereby recommend ensuring adequate representation of every component city by considering the addition of mayors from Concrete and LaConner as voting members of the Board.</u>

2. **Required Four-Year Review of Board Composition (RCW 36.57A.055)**

RCW 36.57A.055 requires the county legislative authority members and the elected representative of each city within the PTBA to review the composition of the governing body after the PTBA has been in existence for four years, and then again every four years thereafter. The statute specifies that this review must occur "at a meeting of the designated representatives of the component county and cities," with a quorum defined as a majority of those present. Importantly, the statute imposes a procedural prerequisite of twenty (20) days' notice of the review meeting must be given by the PTBA's chief administrative officer. This notice

requirement is part of the statutory process that legitimizes the review and any resulting changes in composition.

Representatives from Sedro-Woolley hereby recommend that the board acknowledge its duty to review composition every four years per state law and set a tentative date for the next review which allows ample time to meet the 20-day notice requirement and gives adequate actual notice to all the component cities and the county and other voting members.

3. **Limits on Changing Board Composition Between Four-Year Reviews**

While the Board has broad operational authority over transit policy and administration, the *composition* of the governing body is controlled by statute. RCW 36.57A.055 contemplates composition changes through the periodic review process (every four years) and, separately, through an additional review meeting that must occur within 90 days when significant annexation thresholds are met (generally, when a newly annexed area exceeds 15% of the existing PTBA population, or multiple annexations together exceed 25%). Outside of those circumstances, the statutory structure strongly suggests that the governing body's composition remains as established at the last properly noticed review meeting. In other words, absent a qualifying annexation-triggered review, the Board should treat any changes to seats, voting membership, or the allocation of representation as actions that must wait for, and be accomplished through the next RCW 36.57A.055 review meeting, rather than through ad hoc changes at regular meetings between four-year intervals.

Representatives from Sedro-Woolley hereby request acknowledgement on the record that the transit board is not empowered to change its composition other than as prescribed by statute every four years in regular intervals unless triggered by annexation.

4. **Twenty-Day Notice and the Duty to Periodically Review**

The most recent periodic review meeting that I can readily identify in the Agency's posted materials was held on October 21, 2020, as reflected in the agenda packet for that date. That packet describes a composition review convened at the conclusion of the regular Board meeting and expressly references RCW 36.57A.055 as the authority for the review.

RCW 36.57A.055 requires that the chief administrative officer provide at least 20 days' notice of the composition review meeting. Skagit Transit's public event posting for the "Board of Director's Meeting and Review of Governing Board Composition" scheduled for May 20, 2026 states that it is intended to satisfy RCW 36.57A.055 and that the notice is provided in compliance with the 20-day requirement. Because the statute sets a clear minimum, I recommend we confirm the *actual* date the notice was issued (e.g., when it was first published/posted or otherwise distributed by the CEO).

Representatives from Sedro-Woolley hereby request a statement for the record as to exactly how the 20-day notice requirement was met in this case.

6. RCW 36.57A.050 Controls Over Any Contrary Bylaw

RCW 36.57A.050 provides that elected officials on the PTBA governing body are selected by and serve at the pleasure of the governing bodies of the component cities and county. A bylaw that requires a city's representative to serve a full one-year term unless legally ineligible cannot lawfully be applied to defeat that statutory authority. Any one-year term is only an administrative appointment interval, not a guarantee of continued service against the will of the appointing city. If a city has formally removed and replaced its representative, the Board's role should be ministerial: recognize the city's action and seat the new designee accordingly.

Representatives from Sedro-Woolley hereby request;

1. That voting member Karl DeJong be officially seated at or before commencement of the May 20 Board Meeting.
2. Agenda placement for formal board recognition of Karl DeJong's position as a voting member of the PTBA Board.

8. Conclusion

My goal in raising these points is to help ensure our governance process is as defensible and transparent as our service planning. I appreciate everyone's attention to the statutory framework, and I look forward to a constructive discussion on May 20 about whether our current structure continues to provide fair, effective representation for each component city.

Respectfully,

JoEllen Kesti
Signed by:
0ACA5740B724431
Mayor of Sedro-Woolley
Skagit PTBA Board Member

Karl DeJong
Sedro-Woolley Councilmember
Skagit PTBA Board Member

SKAGIT TRANSIT

Date: May 18, 2026

To: Skagit Transit Board of Directors

From: Crystle Stidham, CEO CS

Re: Letter from Sedro-Woolley Mayor Kesti and Council Member de Jong

Dear Skagit Transit Board Members,

This memo is prepared in consultation with Skagit Transit General Counsel, Dannon Traxler, in response to the letter we received from Sedro Woolley Mayor, JoEllen Kesti, and Council Member, Karl de Jong (collectively, the "City"), on May 15, 2026. We appreciate the City's comments and their stated desire to ensure the Skagit Transit Board's transparent and defensible governance process. We share that perspective and look forward to the Board's continuing cooperative and cordial relationship with the City.

We provide the following responses in the order of the City's comments:

1. **Representation of Component Cities (RCW 36.57A.050)**

For the most part, we agree with the City's interpretation of RCW 36.57A.060, which provides that component cities of our Public Transit Benefit Area (PTBA) may designate elected officials to serve on the Skagit Transit Board as long as that designation is in alignment with the statute and the composition set forth in the Board's Bylaws. We further agree that since Skagit County's population is not above 400,000, and no City within the PTBA has a population of more than 75,000, the proportionality requirements for component City representation on the Board that apply to larger counties do not apply to Skagit County. At the same time, we agree that it is important for component Cities in Skagit County to have a voice.

"Component city" is defined in RCW 36.57A.010 as "an incorporated city or town within a public transportation benefit area." Up until now, the Cities of La Conner and Concrete, although they are incorporated Cities within Skagit Transit's PTBA, have not had representation on the Board, even though we now have service in La Conner and Concrete has experienced a significant increase in ridership from members of their community. Additionally, we are in the process of making incorporating service changes in Concrete. It is for that reason that we believe the Board's composition should be reviewed and changed, because it is important that the Mayors of La Conner and Concrete (or their designees) become voting members of the Board in representation of their communities.

While updated RCW 36.57A.050 (effective January 1, 2026, link included here: RCW 36.57A.050 :) provides that the governing body of a single county public transportation benefit area like Skagit Transit may have up to eleven voting members, it authorizes a maximum of nine elected official voting members of the governing body. There may be two additional voting members; however those members must be transit-using voting members appointed to the governing body by the elected official voting members. One must be a transit-using voting member who primarily relies on public transportation systems for transportation, and the other must represent a community-based organization and at least occasionally use public transportation systems for transportation.[1]

This distinction is important, because it means that in order to allow La Conner and Concrete to serve as voting members of the Board, other elected official positions must be removed from the Board's composition. It is why we are proposing that the Councilmember positions be removed, and that the Mayors of La Conner and Concrete move into those spots—it seems that the City is in agreement.

While we appreciate that Sedro-Woolley is supportive of La Conner's and Concrete's inclusion as voting members of the Board, we do not believe it warrants an acknowledgment on the record.

2. **Required Four-Year Review of Board Composition (RCW 36.57A.055)**

We also agree with the City that RCW 36.57A.055 governs the review of Board composition, that the review must occur every four years, a meeting must occur to include the designated representatives of the component Cities and County, and that a 20-day notice is required by the statute. Skagit Transit provided that 20-day notice to all component Cities and the County on April 30, 2026, by publishing it on Skagit Transit's website, sending it to the Skagit Herald for publication, posting hard copies at Skagit Transit's business office and Skagit Station, and emailing it to all voting Board members, all on April 30, 2026. The Mayors of La Conner and Concrete were also informed of the recommended changes. The notice was clear that it was intended to satisfy the notice requirement under RCW 36.57A.055 and that the meeting was being convened at 11:00 on May 20, 2026 for the purpose of performing the four-year review of the Board's composition.

The City asks the Board to acknowledge its obligation to review the composition of the Board every four years in accordance with statute and to set a tentative date for a meeting sometime in the future.

Of course, the Board is obligated to comply with all statutory requirements for review of Board composition, which is why it is important to schedule the review as soon as possible. It appears (consistent with the City's position) that the last time there was a review of Board composition was on October 21, 2020. That was before my time, but we are very interested in ensuring that we get back into compliance with the statute.

The statutory 20-day notice requirement for a meeting was met under RCW 36.70A.055, and I recommend that the Board and component City representatives in attendance stay the course and

[1] I am not recommending the expansion of the Board to include two additional transit-using members at this time, but it is an issue the Board may wish to discuss now or in the future.

hold the meeting on May 20, 2026, as planned. As stated in the notice, the meeting is intended to constitute the "four-year review," which will trigger subsequent reviews every four years, hereafter, and get us back on track. We are committed to making this happen.

We recommend that the Board reject the City's request for acknowledgement on this point and their request to postpone the composition review meeting.

3. Limits on Changing Board Composition Between Four-Year Reviews

The City requests the Board to acknowledge that it may only change the composition of the Board as prescribed by statute every four years in regular intervals if triggered by annexation. This is where I must respectfully disagree with the City. This interpretation ignores the clear language of RCW 36.57A.055, which states that a PTBA may review the composition of the Board every four years and "...change the composition of the governing body *if the change is deemed appropriate.*" (emphasis added). There is no requirement that the periodic four-year review consider whether areas have been annexed. In fact, the 90-day meeting requirement is separate from and "in addition to" the regular four-year review period and is **only** required if one area of the PTBA has increased by 15% in population or the combined area has increased by 25%. There is no indication that such increases have occurred. In fact, a quick online search shows that according to the 2020 U.S. Decennial Census Skagit Transit's population was 129,523 in October 2020 and is approximately 133,700 now, a very small increase of only about 4177 people or about 3.22%. This certainly does not even come close to triggering any requirement for an additional meeting within 90 days to consider annexation-driven population increases.

There is no statutory mandate prohibiting a PTBA from changing its composition only when population increases or annexations occur, and in fact, RCW 36.57A.055 contains broadly permissive language allowing the Board to change composition whenever they deem it to be "appropriate." Based on the new service in La Conner and increasing ridership and changes to service in Concrete, we believe it is appropriate to consider Board composition changes at this time. We recommend that the Board reject the City's request for acknowledgment to the contrary.

4. Twenty-Day Notice and the Duty to Periodically Review

The City seems to acknowledge the fact that Skagit Transit did provide a 20-day notice of the four-year Board composition review meeting; however, the City requests the Board to provide a statement for the record as to how the 20-day notice requirement was satisfied under RCW 36.57A.055. As stated in number 1., above, Skagit Transit published the notice on April 30, 2026, sent it to the Skagit Herald for publication, posted it at the business office and at Skagit Transit, sent it to all voting Board members, and posted it on the Skagit Transit website, going well beyond statutory notice requirements. . These actions are documented and speak for themselves, and we do not believe the Board needs to make a formal statement about the notice on the record in this regard.

5. RCW 36.57A.050 Controls Over Any Contrary Bylaw[2]

The City argues that the Board's Bylaws requiring a Board member to serve a full term unless legally ineligible to serve is overridden by a City official's desire to remove and appoint Board members at-will. The City then requests that the Board: 1) officially seat Councilmember de Jong as a voting Board member prior to or at the May 20th Board meeting; and 2) that the Board place the matter on the agenda for formal recognition of Councilmember de Jong's position as a voting member.

This matter is currently being reviewed with legal counsel, as there is a fundamental disagreement with the City about recent actions attempting to remove a current (still-eligible) Board member in order to appoint a new one.

Because of continuing legal review, we believe it is appropriate to postpone any discussion or decision by the Board to officially seat or formally recognize Councilmember de Jong as a voting Board member. The matter is not currently on the agenda, and it is not a matter of great urgency, particularly if a vote on the Board's composition at the May 20th meeting and a subsequent update of the Bylaws renders the position obsolete. This could make a discussion/decision on that Council position moot, and we do not believe it is appropriate for discussion at this time.

We understand that it is possible Sedro Woolley Councilmember Cocke, who has been a Skagit Transit Board member and who has served on Skagit Transit's Advertising Committee for the past four and a half months, may be in attendance at the Board meeting, sitting as a voting Board member. If both Councilmember Cocke and Councilmember de Jong attend the meeting intending to participate as voting members, we recommend that the Board request Councilmember Cocke to recuse himself from voting on any matters at the Board meeting until such time as the Board is able to discuss legal issues related to his removal/replacement.

In sum, we recommend that the Board reject the City's request to formally seat and recognize Councilmember de Jong as a voting member, with the caveat that the matter will be taken up at the next Board meeting if the position remains open. The Board may make a formal motion to this effect or simply choose not to address it, since it is not on the agenda.

6. Proposed Bylaw Language Allowing Board Vacancies Upon Removal

While this issue was not addressed in the City's letter, we understand that City Councilmembers and the City Attorney have expressed concern about proposed language in the Board's updated Bylaws, which authorizes the Board to leave a position open until the end of a term if a Board member is removed for failure to comply with the Bylaws. We understand that the City may believe this would create "taxation without representation" in violation of the State Constitution. While we do not agree with this position—it is clear from the statutory language that component Cities are not always guaranteed a voting position on a PTBA Board and because of our County's population, we are not subject to the same proportional representation requirements as larger counties—we do hear the City's concerns and want to respect them. For that reason, we are recommending that

[2] Note, this is misnumbered as 6. in the City's submission.

the proposed language regarding vacancies in Section 5.11 be stricken and that the provision be revised to read:

> The Board shall have the authority to remove, by majority vote, any Board member or their designee for violations of these Bylaws. In such case, the component City or Town may appoint another elected official in accordance with the Bylaws and statute.

We hope this alleviates the City's concerns and demonstrates Skagit Transit's desire and willingness to listen to and work collaboratively with the City.

In conclusion, Skagit Transit values its longstanding partnership with the City of Sedro-Woolley and seeks to continue that strong relationship. We believe our approach is fair and equitable, and we invite the City to work with us to serve the best interests of Skagit Transit, Skagit County, its cities and towns, and the riders and communities we serve.

If you have any questions prior to the meeting, please feel free to contact our legal counsel at 360-671-6460 Ext. 1 or dtraxler@langabeertraxler.com.

Best Regards,

Crystle Stidham

Crystle Stidham

Skagit Transit, Chief Executive Officer

CEO Verbal Report Out
Board Meeting
May 20, 2026

MOA2
We are still working with the FTA to get the paper grant agreement in place for BUILD. We expect to execute it in the next few weeks. We are still planning on going out to bid to start construction in May.

Projects
The Skagit Station employee bathroom was finished last week.

Service Impacts
536 Bridge Repainting

- Crews are expected to begin arriving and preparing the area on Friday, May 29.
- Traffic control is expected to be implemented beginning Monday, June 8. This should be the first day that eastbound traffic is not allowed across the bridge.
- Construction is expected to wrap up before the start of the 2027 Skagit Tulip Festival.

Finances
A full financial report is included in the packet, but I wanted to provide a few highlights. Sales tax revenues were up about 3.93% YoY from February 2025 to February 2026, -1.57% YTD.

Fuel costs – Our fuel costs have gone up 27.3% from Q1 2025 to Q1 2026. ($340,773.85 to $433,946.15)

Operations KPIs
March
LTA – Average 2

OT
- March $60,469
  - YTD - $197,709.87
  - Budgeted $575,000 for 2026

Driver absenteeism for March was 21.40%, up from 18.98% in February.

Ridership
There is a full ridership report included, but here are the highlights:
- FR – Up 6.47% from March 2025 to March 2026, up 6.95% YTD
- Para – Down 1.9% from March 2025 to March 2026, up 9.69% YTD
- We are about .66% pre-pandemic.

Recruitments
We currently have the following open positions:

- Director of Operations: We have interviews for candidates on Friday.
- Dispatcher: We promoted an internal candidate, Jenny. She starts June 1.
- Customer Service: Staff interviewed candidates last week and job offered an external candidate. She starts June 1.
- Finance Manager: Rick started Monday.

The class of 8 drivers all graduated. We started a class of 2 on April 16. 1 already had to quit for personal reasons. We will start another class of 4 on July 1.

Governance Committee Update
The next Governance Committee meeting is May 27th. We will be reviewing the following policies:

- Monthly Board and CAC Liaison Exchange
- Public Comment
- Procurement policy
- Time tracking for grants policy
- Cash handling and till reconciliation policy
- P-card update
- Public participation policy
- Data management policy
- Title VI Policy

Class and Comp Study
We have three employee that have requested an appeal after the study. The consultant has recommended to reclassify one, has denied the second, and is still reviewing the most recent reclassification request.

Long-Range Transit Plan
We are going live with the new microtransit and paratransit software on May 26th.

Community Events
Skagit Transit will be participating in the following May 2026 community events:

Event Name: Skagit County and Skagit Transit Blood Drive
Event Date: May 5, 2026
Event Location: Skagit Station
Population Served: General Public

Type of Event: Community health and service event focused on collecting donated blood to support local hospitals and emergency care needs. This will be a mobile blood drive. Community members and staff off the clock can stop by throughout the day to donate blood, usually by appointment or as walk ins if space allows. Trained Blood Works Northwest medical staff will guide donors through a safe, step by step process that includes registration, a brief health

screening, the donation itself, and a short recovery period with refreshments held in the community room at Skagit station.

Event Name: Children of the Valley Families Day
Event Date: May 6, 2026
Event Location: Skagit Valley College
Population Served: Families and youth of Mount Vernon

Type of Event: The day is designed to help children feel at home on our college campus, spark curiosity about future careers, and inspire them to see all pathways as possible. We believe it's never too early to start exploring education and career opportunities. Families will also have access to valuable community resources and support services to help them navigate the journey ahead.

Event Name: Canine Companion Training
Event Date: May 16, 2026
Event Location: MOA Bus Yard
Population Served: Puppies in training to be service animals, guide dogs in training, and their trainers.

Type of Event: Training opportunity with Canine Companion to bring 10-15 puppies in for low stress training opportunity with buses that are not on route, to explore ramps, lights, sounds, movements without the general public being present.

Event Name: 2nd Annual North Star Connect Symposium
Event Date: May 21, 2026
Event Location: Swinomish Casino & Lodge
Population Served: Skagit County community partners

Type of Event: The North Star Connect Symposium brings together professionals from multiple sectors to network, collaborate, and advance professional development. This is an excellent opportunity for behavioral health, housing, social service providers, business leaders, and other leaders to sharpen their knowledge and skills, connect with key community partners, and be a part of the effort to create a thriving Skagit County for all. Where Skagit Transit can connect with people from various sectors making a difference in our community, including government, tribes, healthcare, education, community services, recovery, and more.

Event Name: City Works Touch-A-Truck
Event Date: May 29, 2026
Event Location: Community Center and Memorial Park in Sedro-Woolley
Population Served: Families, youth, school age children

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

TO: Skagit Transit Board of Directors

FROM: Chris Arkle, Accounting & Finance Manager

SUBJECT: Monthly Budget Update Report for April 2026

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

Revenues:

Sales Tax Received:

April	2026	2025	2024
	1,259,415	1,211,795	1,265,506

Grant Revenue Received:

Federal Operating	*2,085,724*
Federal Capital	-
Local Operating	-
State Operating	-
State Capital	-

Fare Revenue Collected:

	2026	2025	2024	2023
April	66,290	72,758	63,466	59,088
Yrly-Budget	808,800	791,765	718,000	684,500
Mon-Budget	67,400	65,980	59,833	57,042

Expenses

	April	YTD	Budgeted
Payroll			
Operators' Salaries			
Operators' Salaries	467,623	1,781,719	5,773,311
Operators' Overtime	56,761	254,471	575,000
Non-Operators' Salaries			
Non-Operators' Salaries	480,890	1,912,829	5,999,320
Non-Operators' Overtime	7,123	36,233	41,160
Capital			
Route Improvements	-		
Skagit Station	**82,957**		
Park & Ride	-		
Revenue Equipment	-		
Service Equipment	-		
Vanpool Equipment	-		
MOA 2	**54,692**		
Bldgs. - MOA	**10,056**		
Garage/Shop Equipment	-		
Office Furniture/Equip.	-		
Intangible Asset - SW	-		

Ending Cash:

April 2026	April 2025	April 2024
4,025,622	2,870,282	4,383,218

Reserves:

	April 2026	April 2025	April 2024
Operating	5,804,664	5,696,814	5,439,703
Facilities	10,400,000	10,400,000	10,400,000
Capital Replacement	6,673,616	5,946,718	5,208,947
Non-Designated	49,738	1,706,660	1,629,638
Total	22,928,018	23,750,192	22,678,288

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

TO: **Skagit Transit Board of Directors**

FROM: **Crystle Stidham, Chief Executive Officer**

SUBJECT: **Approve Public Records Officer FTE**

INFORMATION:

The addition of a dedicated Public Records Officer is a proactive operational response to sustained and measurable increases in public records requests and associated workload complexity. National data shows multiple consecutive years of double-digit growth in request volume, including a 25% increase in a single year and continued expansion into FY 2025. This growth has resulted in increased backlogs, longer response times, and higher processing costs across public agencies. Locally, Skagit Transit is experiencing similar conditions, including a substantial increase in requests and an active backlog that has already required contracted legal and paralegal support.

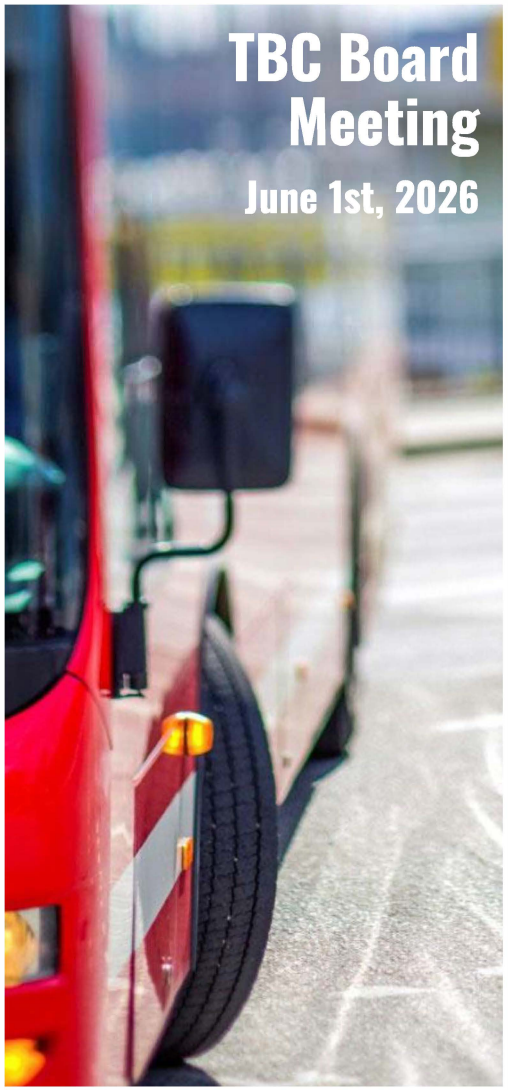
A Public Records Officer would centralize accountability, improve compliance with statutory timelines under Washington's Public Records Act (RCW 42.56), and reduce reliance on higher-cost external services. The position would also support implementation of tracking systems, standardize processes across departments, and mitigate legal and financial risk associated with delayed or incomplete responses. Investing in this role is expected to improve efficiency, control long-term costs, and ensure the agency meets its transparency obligations in a timely and defensible manner.

RECOMMENDATION:

Staff recommends approving the addition of a new full-time Public Records Officer.

BUDGET IMPACT:

Salary range for this position is pay grade 10, $69,825.60-$90,126.40



Legislative Update

Reauthorization Bill Summary

- Bus Funding - $1.1 Billion in FY26 to **$2.3 Billion in FY31**
  - **50% Increase Over Baseline from FY26 to FY27**
  - Baseline Competitive is 42%; APTA Request was 35%
  - 38% Competitive
  - Formula Modifications = **$330 Million/Year More to Smaller Transits**
  - State Setaside from $4 Million to $6 Million ($130 Million/Year More)
  - Includes New 5% Rural Distribution - $200 Million/Year
  - Policy Items Included: *NEPA Property Acquisition and Bus Shelters, Spare Ratio Elimination, Fed Match to 90% for Low/No, NTD Reforms, Buy America 180-Day Shot Clock, Software allowed as Capital Expense, STIC, 40-40-20*

- Committee Markup Summary
  - 15 hours - No major changes
  - TBC Supported Clarifying Amendment to Bus Cost (80% Cap)

- Timeline for Next Steps in House (Meet with Jackie on Wednesday)

2025 Budget Update

Income From Operations		
Revenues	**2025 Actuals**	**2025 Final Budget**
Operating Revenues		
Operational Income	$ 20,589,034	$ 18,284,265
Operating Grants	6,831,866	7,385,591
Total Operating Revenues	27,420,900	25,669,856
Operating Expenditures	25,396,203	25,668,717
Total Surplus (deficit) from Operations	**$ 2,024,697**	**$ 1,139**

Capital Projects Summary		
	2025 Actuals	**2025 Final Budget**
Capital Grant Revenues	$ 810,140	$ 25,323,442
Capital Expenditures	1,690,837	45,126,524
Total Deficit from Capital Projects	(880,697)	(19,803,082)
Total Surplus/(Deficit)	**$ 1,144,000**	**$ (19,801,943)**

***Due to timing of grant funding, the 2025 Actual Total Surplus (deficit) from Operations is actually approximately a $400,000 surplus, not $2,024,697. Of the surplus, $1,000,000 is related to investment income and $600,000 is related to an insurance recovery.**

SERVICE REPORTING
APRIL 2026

Fixed Route

Total Fixed Route Ridership	
Unlinked Passenger Trips (UPT)	47,087
Compared to Previous Year	44,240
Net Increase/Decrease Year-over-Year	6.44% Δ

(MB) Local Route Service Supplied	
Passenger Miles Traveled (PMT)	93,952.45
Vehicle Revenue Miles (VRM)	90,269.90
Vehicle Revenue Hours (VRH)	6,077.46

(MB) Local Route Service Efficiency	
Operating Expense per VRM	$10.73
Operating Expense per VRH	$159.36
Unlinked Passenger Trips per VRM	0.41
Unlinked Passenger Trips per VRH	5.73
Operating Expenses per PMT	$10.31
Operating Expenses per UPT	$27.81

Fixed Route Vehicle Operator Statistics	
Operator Count	68
Total Operator Hours	11,646.42
Operator Productive Hours	9,274.34
Operator Non-Productive Hours	1,443.83
Operator Productivity %	86.53%
Operator Sum of Paid Overtime	$49,614.65
Operator Overtime Hours	928.25

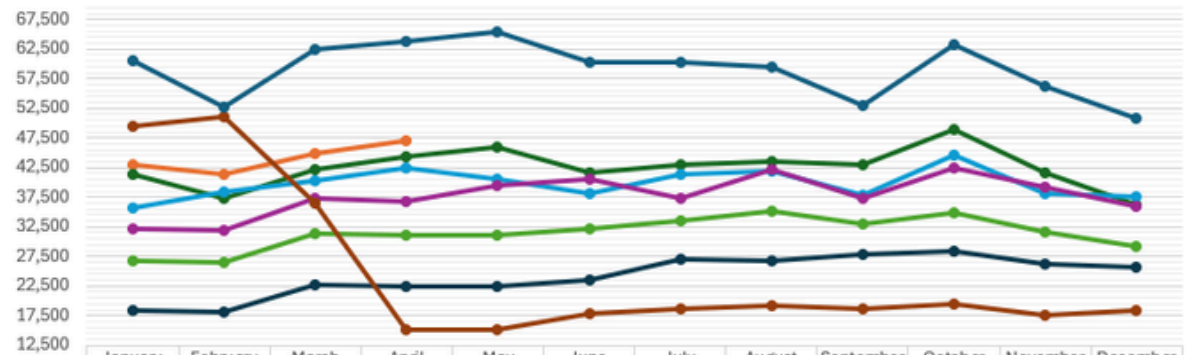
Route On-Time Departure Performance	
CB-Average	87.93%
MB-Average	84.59%
Combined Average	86.26%

YTD Ridership Comparison (Jan–Mar 2026 vs. 2025)	
Fixed Route	↑ 6.44%

(CB) Commuter Route Service Supplied	
Passenger Miles Traveled (PMT)	82,151.33
Vehicle Revenue Miles (VRM)	51,922.83
Vehicle Revenue Hours (VRH)	1,709.63

(CB) Commuter Route Service Efficiency	
Operating Expense per VRM	$5.27
Operating Expense per VRH	$159.93
Unlinked Passenger Trips per VRM	0.185
Unlinked Passenger Trips per VRH	5.604
Operating Expenses per PMT	$3.33
Operating Expenses per UPT	$28.54

Historical Fixed Route Ridership by Month and Year



	January	February	March	April	May	June	July	August	September	October	November	December
2026	42,857	41,361	44,894	47,087								
2025	41,393	37,164	42,165	44,240	46,061	41,529	43,092	43,375	42,964	48,920	41,533	36,191
2024	35,761	38,347	40,175	42,350	40,564	38,025	41,339	41,943	37,950	44,624	38,174	37,547
2023	32,282	31,878	37,226	36,711	39,425	40,511	37,171	42,103	37,311	42,358	39,080	36,035
2022	26,757	26,605	31,367	31,173	30,956	32,276	33,601	35,181	33,098	34,954	31,509	29,103
2021	18,431	18,024	22,777	22,435	22,500	23,469	26,898	26,763	27,792	28,276	26,197	25,581
2020	49,575	51,059	36,600	15,090	15,263	17,782	18,754	19,318	18,653	19,394	17,451	18,512
2019	60,433	52,809	62,547	63,775	65,493	60,289	60,157	59,332	52,933	63,179	56,238	50,898

2026 2025 2024 2023 2022 2021 2020 2019

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SERVICE REPORTING
APRIL 2026

Paratransit

Para Service Operating Expenses	
Operating Expenses per VRM	$7.52
Operating Expenses per VRH	$60.29
Operating Expenses per UPT	$64.70

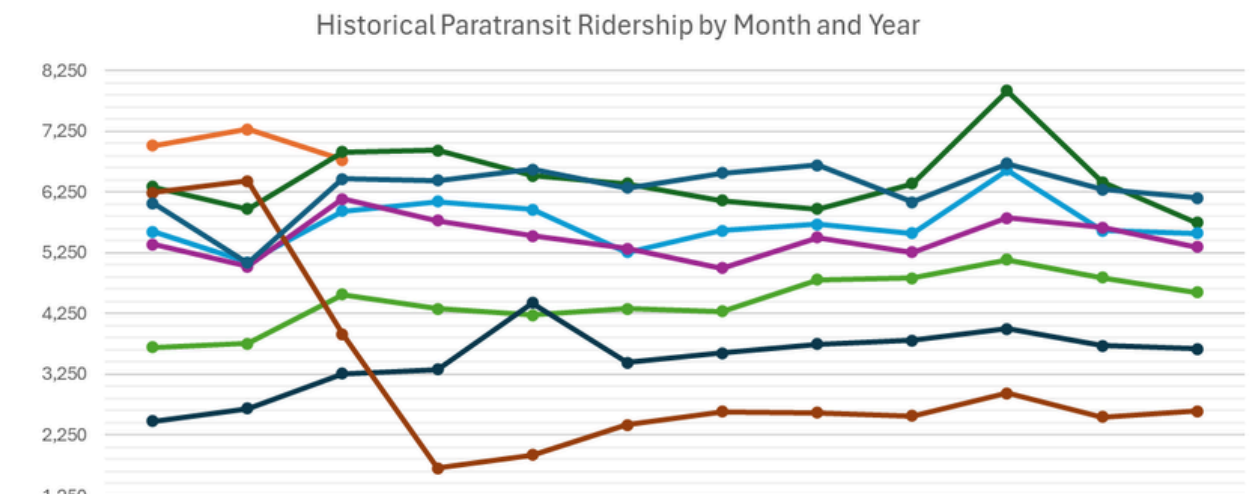
Para Service Efficiency	
Unlinked Passenger Trips per VRM	8.61
Unlinked Passenger Trips per VRH	1.56

Paratransit Route Vehicle Driver Statistics	
Driver Count	22
Total Driver Hours	3,719.04
Driver Productive Hours	2,879.22
Driver Non-Productive Hours	713.67
Operator Productivity %	80.14%
Operator Sum of Paid Overtime	$7,146.04
Operator Overtime Hours	126.15

Paratransit Service Consumption	
Passenger Miles Traveled (PMT)	43,778.84
Unlinked Passenger Trips (UPT)	6,724
Compared to Previous Year	6,912
Net Increase/Decrease Year-over-Year	-2.72% Δ ↓

Paratransit Service Supplied	
Vehicle Revenue Miles (VRM)	57,879.00
Vehicle Revenue Hours (VRH)	4,307.70

YTD Ridership Comparison (Jan–Mar 2026 vs. 2025)	
Paratransit	⬇ 2.72%



	January	February	March	April	May	June	July	August	September	October	November	December
2026	7,011	7,283	6,781									
2025	6,333	5,968	6,912	6,935	6,517	6,386	6,113	5,968	6,391	7,917	6,417	5,745
2024	5,601	5,094	5,936	6,095	5,959	5,260	5,612	5,717	5,572	6,611	5,619	5,575
2023	5,386	5,023	6,134	5,783	5,530	5,318	4,998	5,501	5,256	5,824	5,669	5,345
2022	3,696	3,756	4,560	4,330	4,229	4,331	4,285	4,811	4,830	5,135	4,839	4,598
2021	2,477	2,689	3,259	3,329	4,423	3,447	3,604	3,751	3,805	4,000	3,719	3,671
2020	6,237	6,433	3,910	1,707	1,922	2,414	2,631	2,622	2,568	2,936	2,546	2,645
2019	6,063	5,085	6,471	6,440	6,622	6,318	6,559	6,690	6,081	6,720	6,290	6,157

2026 2025 2024 2023 2022 2021 2020 2019

SERVICE REPORTING
APRIL 2026

Expenses and Revenue

Fixed Route Statistics by Month							
Route	Ridership	VRM	Total Miles	VRH	Total Hours	Route Cost	Cost Per UPT
101 - Burlington	1132	4,226.82	4,292.61	327.65	333.3	$22,750.13	$20.10
202 - Mount Vernon	1940	5,324.63	5,660.77	430.16	442.57	$27,858.31	$14.03
204 - Mount Vernon	2461	5,902.92	6,251.26	417.7	428.48	$27,887.55	$5.15
205 - Mount Vernon	4437	4,268.14	4,581.19	405.61	416.38	$25,959.74	$2.52
206 - Mount Vernon	2248	4,045.03	4,382.28	382.89	395.26	$25,031.20	$4.89
207 - Mount Vernon	3233	8,246.61	8,802.92	599.17	620.48	$36,995.64	$4.63
208 - Mount Vernon/Burlington	7658	7,633.20	7,756.88	735.15	746.75	$40,542.07	$1.83
300 - Sedro-Woolley	1888	5,541.47	6,069.58	379.48	386.88	$26,247.07	$6.62
301 - Burlington/Sedro-Woolley	1791	5,220.56	5,410.63	407.79	423.24	$26,947.39	$6.65
305 - Sedro Wolley/Clear Lake/SVC	1214	6,408.13	6,767.27	336.74	340.79	$25,235.93	$10.82
409 - Anacortes	601	3,715.08	3,756.77	270.28	287.74	$20,651.33	$17.36
410 - Anacortes/ San Juan Ferries	3079	6,978.53	7,565.93	358.2	361.08	$26,672.96	$4.50
513 - Burlington/Anacortes	784	8,325.80	8,348.59	353.29	356.17	$27,200.62	$18.56
615 - Mount Vernon/La Conner/Anacortes	1695	7,907.57	8,398.29	359.01	375.12	$27,918.25	$8.61
717 - Concrete	662	6,525.41	7,743.61	314.34	345.19	$26,267.98	$21.16
40X - Mount Vernon/Anacortes	2263	8,608.03	9,149.84	351.53	369.52	$28,137.30	$6.63
70X - Concrete/Mount Vernon	1045	10,532.64	10,959.86	384.21	400.83	$30,822.24	$15.87
80X - Skagit Whatcom Connector	2056	6,999.33	7,214.89	240.85	245.91	$22,065.57	$6.48
90X - Skagit Snohomish Connector	4217	25,782.83	26,167.36	733.04	777.26	$57,407.21	$7.07
Unassigned Rides	2683						
Totals	**47,087**	**142,192.73**	**149,280.53**	**7,787.09**	**8,052.95**	**$293,504.30**	

Fare Revenue	
Fixed Route	$31,125.84
Paratransit	$10,925.80
Grand Total	$42,051.64

Operating Expenses By Class	
Labor	$860,944.87
Salaries	$524,359.87
Fringe & Paid Absences	$336,585.00
Services	
Materials & Supplies	$177,838.92
Fuels & Lubricants	$177,838.92
Tires & Tubes	
Other Materials	
Utilities	
Casualty & Liability	$36,646.42
Taxes	
Purchased Transportation	
Operating Lease Expenses	
Miscellaneous Expenses	
Security Services	

National Transit Database (NTD) Terminology Glossary	
UPT	Unlinked Passenger Trip – A single, one-way passenger boarding.
PMT	Passenger Miles Traveled – Miles traveled during which passengers are on board.
VRM	Vehicle Revenue Mile – Miles traveled when a vehicle is in service and available to collect revenue.
VRH	Vehicle Revenue Hour – Hours traveled when a vehicle is in service and available to collect revenue.
CB	Commuter Bus - A fixed route with limited stops that primarily connects outlying areas with a central city.
MB	Motor Bus - A local fixed route with numerous stops that serves a smaller, defined area.
Total Miles	All miles traveled for any purpose, including service miles, deadhead miles, training miles, and travel to and from the depot.
Total Hours	All hours a vehicle is operated for any purpose, including service hours, deadhead hours, training hours, and travel to and from the depot.

Average Cost Per UPT*
$17.34

**This figure is for planning purposes only and does not include all agency overhead.*

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CAC REPORT
April 14 and May 12, 2026

In April, we were honored to have our CEO give us an outline of her April board report, and she announced the regular touch-base meetings held with the CAC Chair, mirroring those held with Maleah.

We were also glad to have council Person and board member Hannah Oliver visit in May.

Maleah then gave the staff reports, along with events overview with Rogelio. Rogelio also gave a rider guides update in April. Derek announced the photo shoots updating image library during April's meeting.

The March 28 Memory Roundup event was also a success, reported by Ray and Louise at the April meeting. The CAC staffed a table, and several were interested in para transit, given para information, however the lack of rider guides were missed.

In both meetings there was quite a bit of member engagement, as Maleah fielded questions, plus discussion and reporting on routes and service, and suggestions were given by the members.

We were notified in April that Whatcom County Buses are no longer accepting CAC member passes.

Judy announced the new formation of a statewide CAC collaboration effort, led by Intercity Transit of Thurston County. The first project has been launched, which is a survey to gather information from transit agencies across the state and their advisory bodies. More to come.

Judy distributed a board/CAC collaboration handout for review during April's meeting, and discussion at the next meeting.

CAC candidate applications were also distributed for review at May's meeting, to be discussed and voted upon at June's meeting.

In May, the CAC Lead on Week Without Driving, Irene Prokuski, distributed for review an activities engagement proposal, to be discussed in June.

Next meeting, June 9.

Respectfully Submitted,

Judy Jones

CAC Chair

CAC Report
June 9, 2026

We were very pleased to have board member Hannah Oliver attend the June meeting. Any and all board members are welcome at any of our meetings.

The staff report was given, along with a brief overview of the TDP, and announcing the beginning of the public comment period, starting today through July 8. Some CAC member comments have already been turned in.

Sarah was able to report on public events and travel training opportunities, and will be contacting CAC members regarding involvement with Skagit Transit in the upcoming Berry Dairy Days festival.

Derek also reported on progress in web accessibility development.

As usual, there was a lot of good dialogue back and forth among members and staff on the above issues.

The members next voted on the two out of three candidates to best fit the committee needs, and those chosen will be invited to come to the July 14 meeting to answer last questions and receive the official recommendation vote by the committee to go to the board.

The committee also voted to recommend the CEO endorse this year's Week Without Driving activities proposal.

Next meeting, July 14.

Respectfully Submitted,

Judy Jones

CAC Chair