



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

Skagit Transit Board of Directors Agenda

Regular Meeting
May 20, 2026
11:00 a.m.

Join virtually at:

<https://tinyurl.com/Board-of-Directors-May-20th>

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. 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 April Meeting Minutes Page 3
- b) Approval of Claims and Payroll
 - March Payroll Direct Deposit and Checks \$1,218,223
 - March Direct Federal withholding transfer..... \$339,166
 - March Claims Checks and ACH #5462-5593 \$434,898
- c) Approve March Budget Update..... Page 11

6. FULL DISCUSSION / ACTION ITEMS

- a) Approve Purchase of Eleven (11) Rideshare Vehicles..... Page 12
- b) Approve FY 2026 Section 5307 Allocation Page 14
- c) Approve Reclassification Request – Electronic Systems Technician Page 15
- d) Periodic Review of Board Composition (RCW 36.57A.055) Page 16
- e) Approve Revised Bylaws for Skagit Transit Board of Directors Page 17

7. INFORMATION ITEMS

- a) CEO Update
- b) Ride Pass Grant Program: Q1 Reporting Summary..... Page 37
- c) 2025 Budget Update Page 40
- d) March 2026 Productivity and Ridership Page 41

8. 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.

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

Wednesday, April 15, 2026

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

Members Present

Peter Browning, Skagit County Commissioner (Chair)
Joe Burns, Skagit County Commissioner (Vice Chair)
Ron Wesen, Skagit County Commissioner)
Peter Donovan, City of Mount Vernon, Mayor
JoEllen Kesti, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor
Paul Cocke, City of Sedro Woolley, Councilmember
Hannah Oliver, City of Mount Vernon, Councilmember
(joined at 11:01 a.m.)

Members Present via Teleconference

Carolyn Moulton, City of Anacortes, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member) (joined at 11:15 a.m.)

Members Absent:

Tracy Cook, Labor Representative (non-voting member)

Providing Legal Counsel:

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
Larissa Farrell, Executive Assistant/Clerk of the Board
Rebekah Tuno, Grants Manager

Staff Present via Teleconference:

Clerk of the Board
Eric Esparza, Capital Projects Manager
Jim Young, Operations Supervisor
Kaitlin West, Rideshare Administrator
Kelly Borden, Accounting Clerk
Kelly Myiow, Payroll and Leave Coordinator
Larissa Farrell, Executive Assistant/Clerk of the Board
Maleah Kuzminsky, Planning and Outreach Manager
Ryan Quast, Electronics Systems Technician
Sarah Pelle, Events Specialist/Travel Trainer
Seeley Mullins, Procurement and Contracts Coordinator
Taylor Patti, Financial Analyst
Wayne Simmons, Facilities Supervisor

Members of Public Present

Colleen Kennedy; Jason Kelley; Joe Kunzler

Members of the Public Present via Teleconference:

1-916-501-8890; Arkle for CEO; Michael Rainey; R; Skagit

1 Public Comment

Public comment was made.

2 Consent / Action Items

- a) Approval of March Meeting Minutes
- b) Approval of Claims and Payroll
 - February Payroll Direct Deposit and Checks
 - February Direct Federal Withholding Transfer
 - February Claims Checks and ACH #5321-5461
- c) Approve February Budget Update

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

3 Full Discussion/Action Items:

- a) Approve Resolution 2026-03 Appointing the Internal Auditor and Treasurer of the PTBA
Ms. Stidham summarized the report as presented in the board packet.

Mr. Aslett made a motion to approve Resolution 2026-03 Appointing the Internal Auditor and Treasurer of the PTBA. Mr. Cocke seconded the motion. The motion passed unanimously.

- b) Approve Resolution 2026-04 Appointing the Agency Investment Officer
Ms. Stidham summarized the report as presented in the board packet.

Mr. Donovan moved to approve Resolution 2026-04 Appointing the Agency Investment Officer. Mr. Burns seconded the motion. The motion passed unanimously.

- c) Approve Advertising and Sponsorship Policy
Ms. Stidham summarized the report as presented in the board packet.

Mr. Burns moved to approve the Advertising and Sponsorship Policy. Mr. Cocke seconded the motion. The motion passed unanimously.

- d) Approve Revised Bylaws for Skagit Transit Board of Directors
Ms. Stidham summarized the report as presented in the board packet and noted that additional work remains in the bylaws to add language on board member training. After board discussion, this item was tabled so that the changes could be presented at the next meeting.

- e) Approve Fare-Free Fixed Route Service for the Spring 2026 Welcome Home Skagit Event
Mr. Donovan made a motion to approve adding this item to the Full Discussion/Action Items. Mr. Burns seconded the motion. The motion to add the item to the agenda passed unanimously.

Ms. Stidham summarized the report, which is also included in these minutes.

Mr. Wesen moved to approve the provision of Fare-Free Fixed Route Service for the Spring 2026 Welcome Home Skagit Event. Ms. Moulton seconded the motion. The motion passed unanimously.

4 Information Items

- a) CEO Update
- b) Employee Recognition
- c) End of Year 2025 Productivity Report
- d) February 2026 Productivity and Ridership Report
- e) CAC Update

Peter Browning adjourned the meeting at 12:04 p.m.

Attest:

Peter Browning, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board

13 April 2026

RE: Joe A. Kunzler Public Comment for 15 April 2026 Skagit Transit Board

Dear Skagit Transit Board;

First, I want to share here I've decided to rejoin the Skagit Transit Community Advisory Committee (CAC). I think it's time I'm back, because apparently I feel I'm being blown off from time to time. As I shared in my application, staff, the CAC and the Board need to be actively collaborating on the big issues for the best possible outcome. Notice I said the word collaborating.

We the public need to know what factors went into the decisions this Board has made. Hence my support for your new rules on public records.

However, I must reiterate I do not see what value or need there is to have City Councilors on the Board of Directors. Having a rotating membership thwarts direct accountability at the ballot box for delivering Skagit Transit services. The Board does not need to have the maximum number of members, but the Board needs to have members directly accountable to the community.

To that end, I am hearing reports of efforts to have Skagit Transit Boardmembers make the time to attend Skagit Transit CAC meetings and vice versa. I hope to see this come to fruition, I believe it's necessary to at least find a way to increase rider representation to the Board, if not on the Skagit Transit Board.

Additionally, the bylaws fail to recognize the Skagit Transit CAC Chair as a non-voting member. I also ask that the Skagit Transit CAC Chair report please start being before any action items, as a courtesy to the committee's representation of riders before any substantial decisions are made about Skagit Transit. At times, the CAC report has had to be rushed or denied due to time constraints from staff & consultant reports.

I would also add that the Skagit Transit Board By-Laws, unlike the Sound Transit equivalent, lack a public comment segment. As such, I would suggest using [Sound Transit's Board Rules and Operating Procedures](#), part 3.16, as a baseline for Skagit Transit's policies. Both are federated Boards, Sound Transit Legal internally reviewed the rules before the Board – with several lawyers on the Board at the time – approved with my support, and Sound Transit rules have survived several years of actual operation. Sadly, having a public comment policy on hand is a damn good idea.

I want to conclude on this thought: Sedro-Woolley has a new Mayor who has promised to ride a Skagit Transit bus in the next 90 days or so. I am hopeful we will see every single Skagit Transit Boardmember do the same. You need to understand please what we who ride Skagit Transit experience and pay fares into – nothing about us without us please, or something like that.

Respectfully submitted;

Joe A. Kunzler
growlernoise@gmail.com



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Fare-Free Fixed Route Service for the Spring 2026
Welcome Home Skagit Event

INFORMATION:

Skagit Transit was recently contacted by staff from Welcome Home Skagit about an upcoming event for low-income and unsheltered individuals on May 15, 2026.

Welcome Home Skagit has asked Skagit Transit to provide fare-free service on our fixed route services that operate solely in Skagit County. This may assist low-income residents in attending this event.

RECOMMENDATION:

Staff recommends the Board approve fare-free fixed route service on May 15, 2026 for all routes except Routes 80X and 90X for individuals attending the Welcome Home Skagit event.

BUDGET IMPACT:

Estimated Budget Impact: \$550 in lost cash fares.

**CEO Verbal Report Out
Board Meeting
April 15, 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 project is still in progress. We expect it to be completed mid-May.

Finances

A full financial report is included in the packet, but I wanted to provide a few highlights. Sales tax revenues were down about 5.5% YoY from January 2025 to January 2026, 5.5% YTD.

Despite ridership being up, fares are down 14.75% YoY. This is just due to a timing issue with rideshare payments. We had about \$10k in rideshare payments for February posted in March, so we'll likely see higher fares in March compared to last year.

I also wanted to share some the impacts of the conflict in the middle east. We were average about \$3.25 for diesel at the beginning of the year. We are now averaging about \$5.07 a gallon, which is a 56% increase. We hope the price comes back down soon so it doesn't have a significant impact on our fuel budget.

We're also noticing increases in parts and shipping costs.

Operations KPIs

February

LTA - Average 6

OT

- February \$76,343.3
 - YTD - \$137,240.65
 - Budgeted \$575,000 for 2026

Driver absenteeism for February was 18.98%, up 14.44% in January.

Ridership

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

FR - Up 11.29% from February 2025 to February 2026

Para - Up 27.26% from February 2025 to February 2026

The 2025 ridership report is also included in the packet I am happy to report that our fixed route ridership is up 6.68% over 2024, it is still down 29.16% pre-pandemic though.

2025 Paratransit ridership is up 12.68% over 2024 and has fully recovered from the pandemic. We are about .66% pre-pandemic.

Youth ridership is up 9.28% YoY. And was 14.1% of ridership.

Recruitments

We currently have the following open positions:

- Finance Manager
 - I am happy to report that I promoted Chris Arkle to the Director of Finance
- Director Of Operations
 - We have an onsite interview (second) with an external candidate
- Dispatcher

We had 8 Drivers in the last training class. 5 of them have already graduated, the remaining three will graduate this week. We will be starting another class of 2 on April 23.

Governance Committee Update

The next Governance Committee meeting is April 29th. We will be reviewing the following policies:

- Public comment policy
- 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 Workshops

After further review with our consultant, we have decided not to reclassify the exempt employee that we spoke about at the last Board meeting to non-exempt.

We have two employees that have requested an appeal after the study. The consultant is reviewing the request and will provide a recommendation in the coming weeks.

Long-Range Transit Plan

We are in the implementation process for the new paratransit and microtransit software. We'd hoped to go live with the new software in April, but we weren't able to get everyone trained on time or provide adequate notice to our paratransit clients that the online booking portal is changing so we are delaying the rollout to May.

Community Events

Event Name: YMCA Healthy Kids Day

Event Date: April 18, 2026

Event Location: Skagit Valley YMCA in Mount Vernon

Population Served: Families and youth of Skagit County

Type of Event: The YMCA's national initiative aimed to inspire kids and families to keep their minds and bodies active throughout the summer months and beyond. There will be community resources and supports in attendance.

Event Name: Children of the Valley Families Day

Event Date: April 22, 2026

Event Location: Skagit Valley College

Population Served: Families and youth

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.

May Events (so far):

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 Bloodworks 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

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

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 5-10 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 28, 2026

Event Location: Central Skagit Library 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, Director of Finance
SUBJECT: Monthly Budget Update Report for March 2026
INFORMATION: The monthly budget reports are presented for your review. Items of interest are:

Revenues:
Sales Tax Received:

March	2026	2025	2024
	1,240,560	1,312,792	1,180,496

Grant Revenue Received:

Federal Operating	63,511
Federal Capital	23,742
Local Operating	-
State Operating	598,649
State Capital	-

Fare Revenue Collected:

	2026	2025	2024	2023
March	77,132	66,392	57,433	59,854
Yrly-Budget	808,800	791,765	718,000	684,500
Mon-Budget	67,400	65,980	59,833	57,042

Expenses
Payroll

Operators' Salaries	March	YTD	Budgeted
Operators' Salaries	469,136	1,314,096	5,773,311
Operators' Overtime	60,469	197,710	575,000
Non-Operators' Salaries			
Non-Operators' Salaries	521,424	1,431,939	5,999,320
Non-Operators' Overtime	10,813	29,110	41,160
Capital			
Route Improvements	-		
Skagit Station	-		
Park & Ride	11,500		
Revenue Equipment	-		
Service Equipment	-		
Vanpool Equipment	-		
MOA 2	-		
Bldgs. - MOA	85,772		
Garage/Shop Equipment	-		
Office Furniture/Equip.	-		
Intangible Asset - SW	-		

Ending Cash:

March 2026	March 2025	March 2024
2,530,087	3,054,616	5,336,779

Reserves:

	March 2026	March 2025	March 2024
Operating	5,783,808	5,675,674	5,414,569
Facilities	10,400,000	10,400,000	10,400,000
Capital Replacement	6,612,418	5,886,059	5,136,826
Non-Designated	49,317	1,700,327	1,622,109
Total	22,845,543	23,662,060	22,573,504

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



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Purchase of Eleven (11) Rideshare Vehicles

INFORMATION:

Skagit Transit received grant funding from grant PTD1257 for eleven (11) replacement Rideshare vehicles. Skagit Transit included these vehicles in the 2026 budget which was approved on December 17, 2025.

Skagit Transit is requesting to purchase eleven (11) 2026 Chrysler Pacifica vans from Northsound Dwayne Lane in Everett, Washington through state contract #28423. These vehicles will replace current Rideshare vehicles that have met their useful life.

RECOMMENDATION:

Staff recommends the board approve the purchase of eleven (11) 2026 Chrysler Pacifica's using the Washington State Department of Enterprise Services Contract #28423 for Motor Vehicles.

BUDGET IMPACT:

Grant Funded PTD1257: \$452,430

Transit Support Grant Formula Funds Match: \$79,841

Larissa Farrell

From: NOREPLY@des.wa.gov
Sent: Wednesday, May 13, 2026 8:14 AM
To: Greg Latham
Cc: descarsystem@des.wa.gov
Subject: Vehicle Quote - 2026-5-119 - SKAGIT TRANSIT SYSTEM - 82255

Vehicle Quote Number: 2026-5-119 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423

Dealer: Northsound Dwayne Lane (W1675)
10515 Evergreen Way
Everett WA 98204

Dealer Contact: Mike O'Donnell
Dealer Phone: (425) 551-4905 Ext:
Dealer Email: fleet@dwaynelane.com

Organization Information

Organization: SKAGIT TRANSIT SYSTEM - 82255
Email: glatham@skagittransit.org

Quote Notes:
Vehicle Location: SKAGIT COUNTY

Color Options & Qty

Bright White Clear Coat (PW7) - 11

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2027-04033-0001	2027 Chrysler Pacifica LX Passenger Van	11	\$41,272.01	\$453,992.11
2027-04033-0010	2027 Chrysler Pacifica LX, 7 Passenger Van (RUCL53) (27E). 3.6L V6 24V VVT Engine Upg I w/ESS (ERC), 9 Speed 948TE Auto Trans (DFH), Caprice Leatherette Bucket Seats, 2nd Row Stow N Go Bucket Seats, and 3rd Row Stow N Go 60/40 Bench.	11	\$0.00	\$0.00
2027-04033-0201	You must select where you would like your vehicle delivered. Please select one of the locations below:	11	\$0.00	\$0.00
2027-04033-0203	Delivered to your location in King, Skagit, Snohomish, or Whatcom County	11	\$150.00	\$1,650.00
2027-04033-0213	3 Additional Remote Keyless Entry Smart Keys for a total of 5 Keys.	11	\$900.00	\$9,900.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles: 11
Sub Total: \$465,542.11
10.4 % Sales Tax: \$48,416.38
Quote Total: \$513,958.49



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve FY 2026 5307 Formula, 5307 STIC & 5340 Growing States Small UZA Apportionment

SUMMARY:

Skagit Transit has been awarded Federal Transit Administration (FTA) funds for the Mount Vernon UZA. The FTA apportions funds annually in accordance with statutory formulas for programs covered by 49 U.S.C. Chapter 53. Apportionments are made to various tiers of Census geographies (e.g., Urbanized Areas or UZAs vs. rural areas) based on established population thresholds: UZAs with population ≥ 1 million; UZAs with population of 200K – 999,999; UZAs with population of 50K-199,000; and Rural Areas & Tribes. Calculations utilize 2020 Census UZA delineations and population figures. Prior funding years were based on the 2010 Census.

For 5307 Small Transit Intensive Cities (STIC) funding amounts are calculated using NTD data reported two years prior to determining the agency’s performance on six specific performance measures. STIC funding is available to UZAs with populations less than 999,999 that exceed the performance expectation of similarly sized UZAs. The baseline threshold is an average of large UZAs performance and thus changes each year.

FY 2026 FTA Apportionments

FFY	§ 5307	§ 5307 STIC	§ 5340	Total	% Change
2026	\$1,415,216	\$1,627,236	\$88,702	\$3,131,154	4%

BUDGET IMPACT:

FY 2026 FTA operating funding requires 50% match. Funds will be programmed into an existing FTA Operating Assistance grant.

RECOMMENDATION:

Staff recommend acceptance of FTA 5307 Formula, 5307 STIC, & 5340 Growing States and small UZA Apportionment grant funds totaling \$3,131,154.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Reclassification Request – Electronic Systems Technician

INFORMATION:

Following completion of the recent classification and compensation study, Skagit Transit received a reclassification request from the Electronic Systems Technician. Additional comparables, as well as the position's essential duties and job functions, were reviewed. Based on the information submitted by the employee and in collaboration with the department manager, director, Human Resources, and Gallagher, it was collectively determined that an adjustment to the pay grade and step is supported.

The review concluded that the position is more appropriately aligned with pay grade 10 rather than pay grade 11. The position will continue to progress in accordance with the established salary schedule.

RECOMMENDATION:

Staff recommend retroactively reassigning the Electronic Systems Technician position to pay grade 10 step C effective January 1, 2026.

BUDGET IMPACT:

Approximately \$3,000 for pay and benefits



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Periodic Review of Board Composition (RCW 36.57A.055)

INFORMATION:

RCW 36.57A.055 requires the governing board of a public transportation benefit area Public Transportation Benefit Area Authority (PTBA) to periodically review its composition to ensure representation remains consistent with statutory requirements, including population distribution and jurisdictional representation. This review must occur at least once every four years.

RCW 36.57A.050 further provides that the PTBA governing board shall consist of elected officials selected by and serving at the pleasure of the governing bodies of the component cities and the county legislative authority within the PTBA. The statute also establishes that the governing body of a single-county PTBA may not exceed nine voting members.

In accordance with RCW 36.57A.055, Skagit Transit (the Skagit County) will conduct its required periodic review of the composition of the governing board at the May 20, 2026 Board of Directors meeting.

The review will include:

- An assessment of current board membership and jurisdictional representation
- Consideration of current population data and any changes within the PTBA
- Evaluation of whether the existing board composition continues to meet statutory requirements and the operational needs of the agency and the communities it serves

This item is presented for Board review and discussion. Any recommended changes to the composition of the Board resulting from this review will be brought forward for Board consideration.

RECOMMENDATION:

Staff recommend that the board remove the two (2) rotating city council seats on the Skagit Transit Board and replace them with the Mayor of the Town of Concrete and the Mayor of the Town of La Conner or their designee in order to maximize representation of participating jurisdictions while remaining within statutory limits.

BUDGET IMPACT:

None associated with conducting the review.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Revised Bylaws for Skagit Transit Board of Directors

INFORMATION:

The purpose of this report is to request formal approval from the Skagit Transit Board of Directors for the revised Skagit Transit Bylaws. The revisions, sent to the board on April 30, 2026, reflect the updates recommended by the Governance Committee at the April 29, 2026, Governance Committee meeting.

A summary of changes is included in the board packet.

The resulting document represents a modernization of the bylaws while preserving the existing intent and structure of Skagit Transit's governance model.

RECOMMENDATION:

Staff recommends the board approve the revised Skagit Transit Bylaws as presented.

BUDGET IMPACT:

None.

SUMMARY OF BYLAW CHANGES BY SECTION

Skagit Transit System

ARTICLE I – POWERS, PURPOSE, AND RESPONSIBILITIES

Section 1.1 –

- Added clarification that the Agency may be referred to as both “Agency” and “Skagit Transit.”
- No substantive governance or legal change.

Section 1.2 – Powers, Purpose, and Responsibilities

- Technical edits and formatting corrections only.
- No change to the Agency’s statutory authority or scope of powers.

Section 1.3 – Board Member Use of Official Email Accounts

- Requires Board members to use only City- or County-issued email accounts for Skagit Transit business.
- Prohibits use of personal email accounts or devices for agency communications or records.
- Allows limited exceptions only when legally required and only long enough to transfer records to agency systems.
- Purpose: strengthen Public Records Act compliance and reduce legal risk.

Section 1.4 – Compliance with Public Records Retention Requirements

- Explicitly affirms Board members’ obligations under RCW 40.14.
- Requires Board members to transfer all Skagit Transit public records to the Clerk of the Board upon separation.
- Prohibits unauthorized deletion, destruction, or removal of public records.
- Purpose: formalize custody and offboarding responsibilities for public records.

Section 1.5 – Board Member Training and Education

- Establishes a formal framework for Board member training and continuing education.
- Allows training to be recommended or required by Board leadership in consultation with legal counsel.
- Identifies core training topics, including governance, OPMA, PRA, ethics, ADA, fiduciary duties, federal transit compliance, and First Amendment obligations.
- Requires new Board members to complete orientation and core training within 90 days of appointment.
- Requires ongoing refresher training as laws or agency operations change.
- Requires maintenance of training records, subject to disclosure under the

Public Records Act.

- Authorizes non-punitive enforcement measures for noncompliance (notice, censure, committee or officer removal, referral to appointing authority).
- Clarifies that training enforcement does not expand removal authority beyond what state law allows.

ARTICLE II – THE GOVERNING BODY / BOARD COMPOSITION

Section 2.1 – Board Composition

- Clarifies Board structure as nine voting members plus one non-voting labor representative.
- Clarifies eligibility to serve as mayors, commissioners, or approved designees.
- Cleans up and clarifies the list of component cities and towns.
- Formalizes selection of the non-voting labor representative, including procedure when multiple labor organizations exist.
- Requires exclusion of the labor representative from executive sessions relating to labor negotiations.
- Confirms that vacancies do not impair the Board’s authority and that quorum is based on filled positions.

Section 2.2 – Attendance and Designees (Alternates)

- Clarifies authority for mayors and commissioners to appoint designees or alternates. Removes City Council as representatives and replaces them with the Mayor of Concrete and the Mayor of La Conner.
- Requires Board approval of all designees.
- Establishes notice requirements for appointing permanent designees.
- Emphasizes responsibility to ensure attendance by either the Board member or designee.
- Allows denial and replacement of designees who do not meet bylaw requirements.

Section 2.3 – Term of Office

- Clarifies that removal is governed by Section 5.11.
- Allows the Board to deny a subsequent designee when a term is not fully served.
- Allows Board seats to remain vacant for the balance of a term if appropriate.

Section 2.4 – Review of Board Composition

- Requires the Board to review its composition every four years.
- Any changes must comply with RCW 36.57A.055.

- Purpose: ensure periodic reassessment of governance structure and representation.

ARTICLE III – SELECTION AND DUTIES OF THE CHAIR AND VICE-CHAIR

- No substantive changes; provisions reaffirm existing selection processes and duties.

ARTICLE IV – APPOINTED POSITIONS

- No substantive changes; clarifies roles of Clerk of the Board and Treasurer/Auditor.

ARTICLE V – DUTIES AND AUTHORITY OF THE BOARD

Section 5.1 – Duties of the Board

- Strengthens distinction between Board governance and staff management.
- Emphasizes collective Board action through adopted policies and resolutions.

Section 5.3 – Meetings

- Confirms availability of virtual meeting options.
- Technical corrections to OPMA citations.

Section 5.5 – Voting

- Clarifies voting rules, abstentions, and minimum affirmative votes required for Board action.

Section 5.6 – Parliamentary Procedure

- Updates reference to Robert’s Rules of Order (12th Edition).
- Confirms bylaws supersede parliamentary authority when inconsistent.

Section 5.7 – Board Acting as a Body

- Clarifies Board’s exclusive authority over appointment, evaluation, compensation, and removal of the CEO.
- Clarifies authority to appoint an Acting CEO when necessary.
- Clarifies delegation of contract-execution authority under procurement policy.

Section 5.9 – Committees and Advisory Boards

- Clarifies that committees and advisory boards are advisory only.
- Prohibits committee membership from constituting a quorum.
- Confirms CEO serves as ex-officio, non-voting member.

Section 5.10 – Ethics in Public Service

- Reaffirms Board member compliance with RCW 42.52.

Section 5.11 – Removal of Board Members

- Authorizes the Board to approve or deny appointments that do not meet

bylaw criteria.

- Authorizes removal of Board members or designees for bylaw violations.
- Allows vacancies to remain until the next term when appropriate.

Section 5.12 – Obligation of Board to Comply with Bylaws

- Clarifies that all Board members shall be bound by these Bylaws and shall sign a declaration upon commencement of a Board term agreeing to be so bound.

Section 6.5 – Travel

- Authorizes the CEO to approve out-of-state travel by the Board Chair

ARTICLE IX – PROTECTION FROM LIABILITY

Section 9.7 – Reservation of Denial


- Expressly reserves the Agency’s right to deny defense or indemnification for willful misconduct, gross negligence, criminal acts, actions outside official duties, or violations of law or Agency policy.

ARTICLE X – AMENDMENTS


- No substantive change; reaffirms notice requirements for bylaw amendments.

Signatures

- Removed councilpersons for the City of Mount Vernon and the City of Sedro-Woolley. Added the Mayor of La Conner and the Mayor of Concrete.



BY-LAWS OF THE SKAGIT COUNTY PUBLIC TRANSIT BENEFIT AREA



SKAGIT TRANSIT

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ARTICLE I. POWERS, PURPOSE, AND RESPONSIBILITIES

Section 1.1 Name

The name of the municipal Agency duly established pursuant to the laws of the State of Washington is SKAGIT TRANSIT SYSTEM hereinafter referred to as the "Agency" or "Skagit Transit." The interim offices of the Agency are located at 600 County Shop Lane, Burlington, Washington 98233.

Section 1.2 Powers, Purpose, and Responsibilities

By and in the corporate name, the Agency shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted, and shall be subject to all duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal agencies of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal agencies of like character and degree. The Agency shall have all powers possible to have under the Constitution and laws of the State of Washington.

Section 1.3 Board Member Use of Official Email Accounts

1. Official Email Requirement

All Skagit Transit Board of Directors ("Board") members shall use only their respective City- or County-issued email accounts for sending or receiving any correspondence related to Skagit Transit business, including but not limited to: deliberations, communications regarding Board actions, meeting materials, public records, or any other Agency-related matters.

2. Prohibition on Personal Email Use

Board members shall not use personal email accounts for any Agency-related communication. No Skagit Transit correspondence, documents, or public records shall be created, transmitted, or stored on personal email accounts or devices except when explicitly required by law and only for the minimum duration necessary to transfer such records to the appropriate Agency system.

Section 1.4 Compliance with Public Records Retention Requirements

1. Public Records Obligations

Board members acknowledge their responsibility to comply with Washington State public records and records-retention requirements, including but not limited to, the obligations outlined in **RCW 40.14.020**, which governs the preservation, management, and lawful disposition of public records.

2. Offboarding and Transfer of Records

Upon separation, removal, or expiration of service from the Board, each Board member shall, prior to departure, deliver to Skagit Transit's Clerk of the Board all public records in their possession related to their official duties with Skagit Transit—regardless of format or storage location—including emails, documents, notes, electronic records, or other materials..

3. Prohibition on Removal or Destruction of Records

Board members shall not delete, destroy, or remove any public records related to their official

duties with Skagit Transit except in accordance with legally approved retention schedules. All records must be transferred to Skagit Transit to ensure proper retention, archiving, and disposition in compliance with state law.

Section 1.5 Washington State Public Transit Agency Board Member Training and Education

1. Purpose of Board Member Training

The Board affirms that effective governance of a Washington public transit agency requires informed and legally compliant decision-making. Board members shall obtain and maintain training necessary to understand their statutory authority, fiduciary duties, and legal obligations to the public in accordance with applicable state and federal laws.

This section is adopted in furtherance of the Board's obligations under Washington law, including but not limited to Chapters **42.23**, **42.30**, **42.36**, **42.52**, and **42.56 RCW**, applicable provisions of Titles **35**, **36**, or **81 RCW**, the **Washington State Constitution**, and applicable federal law.

2. Training Recommendations

Each Board member shall be required to complete recommended or assigned training as directed by the Board Chair, in consultation with legal counsel as appropriate. Training may be provided by the Agency, the Washington State Auditor's Office, the Attorney General's Office, state or federal agencies, or other reputable public-sector training providers.

3. Training Topics and Legal Authority

Board member training may include but not limited to education on the following subject areas and their governing authorities, as amended or recodified:

- **Board Governance and Legal Authority**
Statutory authority and limitations applicable to the Agency and the Board, including the distinction between governance and management, collective decision-making, and delegated authority under applicable provisions of Titles 35, 36, or 81 RCW.
- **Open Public Meetings Act (OPMA)**
Compliance with the Open Public Meetings Act, Chapter 42.30 RCW, including requirements for notice, agendas, quorum, voting, executive sessions, and public participation.
- **Ethics and Conflicts of Interest**
Ethical obligations and conflicts of interest under Chapter 42.23 RCW (Code of Ethics for Municipal Officers), Chapter 42.52 RCW (Ethics in Public Service, as applicable), and related local ethics policies, including recusal and disclosure requirements.
- **Appearance of Fairness Doctrine**
Requirements of Chapter 42.36 RCW, including avoidance of bias, ex parte communications, and conflicts that may undermine public confidence in quasi-judicial decisions.
- **Public Records Act (PRA)**

Compliance with the Public Records Act, Chapter 42.56 RCW, including records retention, disclosure obligations, electronic communications, and the role of Board members as creators and custodians of public records.

- **Meeting Procedures and Parliamentary Authority**

Proper conduct of public meetings, agenda control, motions, debate, voting, and the application of the Board's adopted parliamentary authority, including Robert's Rules of Order, insofar as consistent with Washington law.

- **Transit Operations and ADA Obligations**

Overview of transit services, safety obligations, and compliance with the Americans with Disabilities Act (42 U.S.C. §12101 et seq.), related federal regulations (including 49 C.F.R. Parts 27 and 37), and applicable state accessibility requirements.

- **Financial Oversight and Fiduciary Accountability**

Board fiduciary duties, budgeting and financial reporting responsibilities, internal controls, audit requirements, and oversight obligations, including compliance with Chapter RCW 43.09 and applicable State Auditor's Office standards.

- **Federal Transit Funding and Compliance**

Oversight of federal grant programs administered by the Federal Transit Administration (FTA), including compliance with procurement standards, Title VI civil rights requirements, drug and alcohol testing requirements, and grant assurances set forth in federal law and 49 C.F.R. regulations.

- **First Amendment and Free Speech Obligations**

Constitutional requirements governing public meetings, public comment, decorum, viewpoint neutrality, and limited public forums under the First Amendment to the United States Constitution and Article I, Section 5 of the Washington State Constitution.

- Any other subject matter deemed by the Board Chair, in consultation with legal counsel, appropriate and advisable.

4. Timing and Continuing Education

(a) **New Board Members.** Newly elected or appointed Board members shall complete required orientation and core compliance training within ninety (90) days following the start of their term.

(b) **Continuing Education.** Board members shall complete refresher training as required by changes in law, Agency operations, funding programs, or Board policy.

5. Documentation and Public Accountability

The Agency shall maintain records of Board member training completion to the extent required or permitted by law. Training records shall be subject to disclosure as public records in accordance with Chapter 42.56 RCW, unless an exemption applies.

6. Enforcement and Accountability

(a) **Expectation of Compliance.** Completion of required training is a condition of effective Board service and is necessary to fulfill the Board's legal and fiduciary duties.

(b) **Failure to Complete Training.** Failure to complete required training shall not invalidate Board actions or decisions but may be addressed through lawful and non-punitive measures, including:

- Formal notice of noncompliance;
- Direction to complete training by a specified date;
- Public censure or reprimand by Board action;
- Removal from Board officer positions or standing committees;
- Limitation or denial of discretionary benefits related to Board service, such as conference attendance or travel reimbursement, to the extent permitted by law; and
- Referral of the matter to the designating authority, if applicable.

(c) **Limitations.** Nothing in this section shall be construed to expand the Board's authority to remove an elected or designated Board member, impose monetary penalties, or take action inconsistent with Washington law or the authority of the designating jurisdiction.

7. Construction

This section shall be interpreted in a manner consistent with Washington law and applicable federal requirements. In the event of a conflict between this section and statute, the statute shall control.

ARTICLE II. THE GOVERNING BODY-BOARD COMPOSITION

Section 2.1 Board Composition

Subject to the provisions to RCW 36.57A.050, as it presently exists or as it may be in the future amended, the governing body of the Agency, hereinafter referred to as the "Board", shall consist of a board of nine (9) members, all of whom shall be elected or appointed mayors of the component Cities/Towns within the boundaries of the Agency, County Commissioners of Skagit County ("County Commissioners"), and one (1) non-voting member of the Public Transportation Benefit Area (PTBA) authority (or their designees as more specifically set forth in Section 2.2, below) for a total of ten (10) members. The component Cities/Towns within the PTBA are Anacortes, Burlington, Concrete, La Connor, Mount Vernon, and Sedro-Woolley. The non-voting member shall be recommended by the labor organization representing Skagit Transit employees and approved by the Board. If Skagit Transit employees are represented by more than one labor organization, all such labor organizations shall select the non-voting member by majority vote. The non-voting member shall comply with all governing Bylaws and policies of the Board. The Chairperson or Co-Chairpersons of the Board shall exclude the non-voting member from attending all executive sessions held for the purpose of discussing negotiations with labor organizations. The Chairperson or Co-Chairpersons of the Board may, but is not required to, exclude the non-voting member from attending all other executive sessions. The membership of the Board shall consist of the following, or their designees:

1. The Mayor of the City of Anacortes;
2. The Mayor of the City of Burlington;
3. The Mayor of the Town of Concrete;
4. The Mayor of the Town of La Conner;
5. The Mayor of the City of Mount Vernon;
6. The Mayor of the City of Sedro-Woolley;
7. County Commissioner District 1;
8. County Commissioner District 2;

9. County Commissioner District 3;
10. The labor organization representing Skagit Transit employees (non-voting member).

A vacancy in any of the above positions shall in no way restrict the Board's ability or authority to govern, and in such case, a majority of the filled positions shall constitute a quorum for the purpose of conducting business.

Section 2.2 Attendance of Board Members/Appointed Designees

The specified Board members of component Cities/Towns and the County Commissioners of Skagit County may appoint designees whose name(s) shall be forwarded to and kept on file with the Agency. A designee may serve on the Board in the event of the appointing Board member's absence. Such designee shall also be an elected official selected by and serving at the pleasure of the respective Board member

All designees shall be subject to approval or denial by a majority vote of the Board. If a designee is denied, a component City or Town may appoint another designee, subject to approval of the Board.

If a Mayor is appointing a permanent designee, they must notify the Clerk of the Board within 30 days of the commencement of their term.

It is recognized that attendance by the Board's designees is of prime public concern. Any Board member not able to attend a regularly scheduled meeting shall notify their designee to attend and notify the Clerk of the Board.

Section 2.3 Term of Office

Each member of the Board shall hold office until the completion of their term unless such person is legally ineligible to hold such position or is removed by the Board in accordance with Section 5.11. If an eligible Board member does not serve a full term for whatever reason, the Board has the right to deny a subsequent designee to that position, with the option to leave the position vacant until the term is up.

Section 2.4 Review of Board's Composition

Every four years, the Board shall meet to review the composition of the Board and change the composition of the Board if deemed appropriate. Any such conference and revisions to the Board shall conform to the requirements of Chapter 36.57A.055, Revised Code of Washington.

ARTICLE III. SELECTION AND DUTIES OF THE CHAIRPERSON AND VICE-CHAIRPERSONS

Section 3.1 Selection of Chairperson and Vice-Chairperson

The Board shall select a Chairperson and a Vice-Chairperson at the last meeting of the year. The Chairperson shall hold office until their successor is elected unless such person is legally ineligible to hold such position. Election of successors shall be deemed to occur at 12:01 a.m. of the day following the vote upon the question.

Section 3.2 Typical Duties of Chairpersons

The Chairperson shall preside over all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice-Chairperson shall assume the duties of

presiding over the meetings of the Board; however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Vice-Chairperson is selected as the new Chairperson, then a new Vice-Chairperson shall be selected for the remainder of the vacated Vice Chairperson's term.

Section 3.3 Other Duties of Chairperson

The Chairperson shall act as spokesperson for the Agency and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representation shall otherwise be authorized by the Board; provided however, the Chairperson may delegate to any Board member the duty of being spokesperson or representative. Such spokesperson or representative shall make no pronouncements that will obligate or commit the Agency except pursuant to prior authorization of the Board.

ARTICLE IV. APPOINTED POSITIONS

Section 4.1 Clerk of the Board

The Board shall approve the Clerk of the Board, who need not be a member of the Board.

Section 4.2 Treasurer/Auditor

The Director of Finance, or such other person designated by the Board, shall serve as Treasurer/Auditor of the Agency and shall perform the functional duties prescribed in RCW 36.57A.130.

ARTICLE V. DUTIES OF THE BOARD

Section 5.1 Duties of the Board

The Board of the Agency shall approve the policies and legislative direction for the Agency and its administrators, set strategies, ensure that the Agency is meeting its mission and serving the public interest, provide oversight to the Agency's operations and finances, and ensure that the Agency is in compliance with all state and federal laws. **The Board's role is one of governance and oversight and shall be exercised collectively through duly adopted policies, resolutions, and strategic direction. The Board shall not engage in the day-to-day operations, supervision of staff, or administration of Agency programs, which are the responsibility of the Chief Executive Officer (CEO) and Agency staff, consistent with applicable law and best practices in public agency governance.** The Board may create such standing committees and advisory boards as it finds necessary or advisable, in accordance with section 5.9.

The Agency, upon Board approval, shall have the power to:

1. Subject to approval by the state agency so authorized in RCW 36.57A.070, review, adopt, and oversee a general comprehensive plan for public transportation service and future changes, thereto, which will best serve the residents of the PTBA boundaries and to amend said plan from time to time to meet changed conditions and requirement; and

2. Approve the Agency's acquisition by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Agency or the State, including systems of surface, underground or overhead railways, tramways, buses, ferries or any other means of public transportation, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people-moving systems, terminals and parking facilities and properties, together with all lands, right of way, property equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city or any other municipal Agency, may be acquired or used by the Agency only with the consent of the city council or legislative authority of the city or other municipal Agency owning such facilities.
 - a. The facilities and properties of the Agency's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways, may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and
3. Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and
4. Employ legal counsel; and
5. Approve and adopt an annual budget; and
6. Audit the Agency's administrative affairs; and
7. Have all other powers which are necessary to carry out the purpose of the Agency as defined by law as it presently exists or as it may hereinafter amended, expressly including RCW 36.57A.080.

Section 5.2 Budget

The Board shall annually adopt a budget for the operation of the Agency. The budget shall be prepared in accordance with state laws and shall be made available to the public.

Section 5.3 Meetings and Meeting Notice

The Board shall hold regular meetings on the third Wednesday of every month at 11:00 am at the location approved by the Board. All meetings will also have a virtual option. Special meetings may be requested by the CEO, Chairperson, or by a majority of the Board. Notice of special meetings shall be provided to all Board members. All regular and special meetings and all Executive Sessions shall be conducted, and notices given thereof consistent with the Open Public Meetings Act (RCW 42.0).

Section 5.4 Quorum

At any regular or special meeting, any voting majority (5) of the Board present shall constitute a quorum for the transaction of business.

Section 5.5 Voting/Board Decisions

With the exception of the non-voting member, every member of the Board shall be entitled to one vote on all issues before the Board. All voting Board members present may vote or

Bylaws of the Skagit County Public Transit Benefit Area

abstain; and abstention shall not be counted. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be a Board decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

Section 5.6 Parliamentary Procedure

This section shall govern the procedures to be followed by the Board for the conduct of Board meetings and the maintenance of order.

- a) **Open Public Meetings Act.** As previously set forth in Section 3.3, the Board shall comply with the provisions of the Open Public Meetings Act, Chapter 42.30 RCW, in the conduct of all meetings to which said act is applicable.
- b) **Executive Sessions.** The Board may discuss the matters specified in RCW 42.30.110, as now codified or hereafter amended in an executive session. No member of the Board, employee of the Agency, or any other person present during the executive sessions of the Board shall disclose to any person the content or substance of any discussion which took place during said executive session, unless a majority of the Board shall authorize such disclosure.
- c) **Work Sessions.** The Board may, as it deems necessary, conduct work sessions for the purpose of in-depth review and discussion of specified issues. Final disposition shall not be taken at designated work sessions.
- d) **Voting Procedure and the Chairperson of the Board.** The Chairperson of the Board shall be a voting member.
- e) **Questions of Parliamentary Procedure.** Questions of parliamentary procedure not covered by these Bylaws shall be governed by Robert's Rules of Order, Revised (12th Edition, 2020). To the extent these Bylaws are inconsistent with Robert's Rules of Order, these Bylaws shall govern.
- f) **Parliamentarian.** The Chairperson shall act as the parliamentarian of the Board.

Section 5.7 Board Acting as a Body

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

The Board of Directors shall have the exclusive authority to appoint, evaluate, compensate, and, when deemed necessary, remove the CEO. The CEO shall serve at the pleasure of the Board and may be dismissed, with or without cause, by a majority vote of the Board of Directors subject to the CEO's most current executed Employment Agreement with the Agency. The Board shall also have the authority to establish the duties, responsibilities, and performance expectations of the CEO, and to take all actions necessary to ensure appropriate leadership and management of the organization.

In the event that the CEO shall become unable to perform their duties for a period longer than 30 days, the Board shall appoint an acting CEO in accordance with the line of authority.

In accordance with the Agency's Procurement Policy, the Board may authorize the CEO to enter into any contract or execute and deliver any instrument in the name of and on behalf of

the Agency and such authorization may be general or may be confined to specific instances. All written contractual obligations of the Agency, including, but not limited to, contracts, leases and assignments, are to be maintained by the Contracts and Procurements Administrator.

Section 5.8 Records of the Board Meeting - Minutes

The proceedings of the Board meetings shall be recorded and maintained in the offices of the Agency. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 5.9 Committees and Advisory Boards

The Chairperson, with the approval of the Board, may form such standing or special committees or advisory boards as shall be necessary or appropriate and shall determine the powers and duties of each.

- a) **Standing Committees and Advisory Boards.** The Board, acting as a whole, may form standing committees and advisory boards of the Board. Such standing committees/advisory boards shall be formed by resolution of the Board. Such resolution shall contain provisions for the specific purpose of the committee/advisory board and its membership. However, in no event shall a standing committee/advisory board membership constitute a quorum of the Board for the transaction of business, and the general purpose of such standing committees/advisory boards shall be to adopt recommendations of actions to the Board as a whole. Standing committees/advisory boards of the Board may contain citizen electors residing within the boundaries of Skagit County.
- b) The CEO shall be an ex-officio, non-voting member of any or all standing or special committees or advisory boards.

Section 5.10 Ethics in Public Service

All Board members shall comply with all applicable provisions of Chapter 42.52 RCW, Ethics in Public Service.

Section 5.11 Removal of Board Members

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 Board may allow a component City or Town to appoint another member in accordance with the Bylaws, or the Board may opt to instead leave the position vacant until the subsequent term commences.

Section 5.12 Obligation of Board to Comply with Bylaws

All Board members shall be bound by these Bylaws and shall sign a declaration upon commencement of a Board term agreeing to be so bound.

ARTICLE VI. GENERAL PROVISIONS

Section 6.1 Checks and Electronic Payments

All disbursements of the Agency, including Electronic Payments, shall be executed by the appropriate administrative director as per Board resolution or as otherwise directed by law. All requests for disbursements, whether by check or electronic means, shall be signed as directed by Board resolution.

Section 6.2 Notes

ACH notes or other evidence of Agency indebtedness, including bills issued or incurred in the name of the Agency, shall be signed by such officer, member, agent or employee of the Agency, and in such a manner as shall from time to time be determined by Board resolution.

Section 6.3 Deposits

All funds of the Agency shall be deposited in the appropriate accounts established by resolution. The Director of Finance shall be custodian of the funds and is, subject to approval by Board resolution, authorized to invest such funds in the manner provided by law.

Section 6.4 Gifts

The Board may accept on behalf of the Agency any contribution, gift, or bequest (so long as conditions are consistent with State law), for any purpose of the Agency.

Section 6.5 Travel

Members of the Board, in order to conduct official business properly and fully, may travel and incur expenses. Agency members shall receive no reimbursement for travel or meals within Skagit County. Agency members will receive reimbursement for reasonable expenses incurred while engaged in official business out of the County in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Agency employees. Out-of-state travel by Board members will be authorized by the Chairperson, and out-of-state travel by the Chairperson will be authorized by the CEO, all subject to annual budget restraints.

ARTICLE VII. SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these by-laws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VIII. ENACTMENTS SUPERSEDED

These By-laws shall supersede such Board enactments, provisions, and constitutive authority as may be affected by these Bylaws. In the event that such conflicts may arise in the exercise, intent, or interpretation between these Bylaws and prior Board enactments, provisions and constitutive authority then these Bylaws shall have preference and authority over such other enactments, provisions, and constitutive procedures.

ARTICLE IX. PROTECTION OF BOARD MEMBERS, OFFICERS, AND EMPLOYEES FROM LIABILITY

Section 9.1 Goal

The Board members, officers and employees of the Agency serve the people of Skagit County as public servants. It would frustrate the purpose of the Agency if its Board members, officers or employees were subject to individual legal liability for actions taken on behalf of the Agency.

Section 9.2 Scope or Protection

Except as otherwise provided by state law, no Board member, officer or employee of the Agency shall be individually liable for any action taken in such capacity as provided in paragraph 9.3. Accordingly, and consistent with Section 9.1 above, the Agency shall defend and hold harmless all Board members, officers and employees of the Agency against whom a claim or suit may be brought by a third party. In the event such a suit is brought, the Agency shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgement, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding within the standard of conduct referred to in paragraph 9.3 herein, and for which notice has been given pursuant to paragraph 9.4. The Board, excluding the member(s) involved in such claim or action, shall be the sole judge of the reasonable and necessary expenses to be borne by the Agency.

Section 9.3 Standard of Conduct

Protection shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed Agency Board member, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Agency.

Section 9.4 Notice

Any Board member, officer or employee against whom any action, claim, or other proceeding is threatened, pending, or instituted as provided in Section 9.3 above, shall provide written notice of such action, claim, or other proceeding to the Board Chairperson within ten days of being served with the notice of such action, claim or other proceeding.

Section 9.5 Insurance

The Agency, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as currently codified or hereafter amended, may contract for insurance coverage in order to carry out the provisions of this article.

Section 9.6 Non-waiver Provision

Through this article, the Agency seeks only to establish a formal mechanism to protect its Board members, officers and employees as stated above. The Agency does not waive any defenses or immunities to which its Board members, officers or employees may be entitled under the laws of the United States and the State of Washington.

Section 9.7 Reservation of Denial

The Agency expressly reserves the right to decline representation or indemnification under this section in cases involving willful misconduct, gross negligence, criminal conduct, and actions taken outside the scope of Board duties or violations of law or Agency policy.

ARTICLE X. AMENDMENTS

These Bylaws, as adopted by the Board of Skagit Transit System may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two (2) weeks prior to the meeting.

DRAFT

SIGNATURES

The foregoing amended Bylaws of the Skagit Transit System have been adopted by the majority of the total Board on the ____ day of _____, 2026.

Bill Aslett
Mayor, City of Burlington

Jo Ellen Kesti
Mayor, City of Sedro-Woolley

Peter Donovan
Mayor, City of Mount Vernon

Ron Wesen
Skagit County Commissioner, District 1

Peter Browning
Skagit County Commissioner, District 2

Joe Burns
Skagit County Commissioner, District 3

Carolyn Moulton
Councilperson, City of Anacortes

Marna Hanneman
Mayor, Town of La Connor

Jeremy Akers
Mayor, Town of Concrete

Larissa Farrell
Skagit Transit Clerk of the Board

Crystle Stidham
Skagit Transit CEO

Dannon Traxler
Legal Counsel to Skagit Transit

TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: CY 2026 Ride Pass Grant Program Awards

SUMMARY:

The Ride Pass Grant Program provides one-day passes through an application process to eligible 501(c)(3) nonprofit organizations and government agencies that serve vulnerable residents in Skagit County to support client transportation needs. Passes may only be utilized on Skagit Transit's noncommuter bus routes.

Ride Pass Grant Program applicants must be organizations that meet the following requirements:

- Hold current 501(c)(3) tax status or be a government agency,
- Serve people whose incomes are below the federal poverty threshold and/or people with disabilities,
- Operate and serve clients in Skagit County,
- Be in good standing with Skagit Transit, and
- Commit to utilizing passes to support client access to health and social service providers within the community.

A total of 14,000 passes were distributed to 29 organizations. Agencies are required to submit quarterly reports. Quarter one reporting indicates 21% (2,898) of passes were distributed. The top three reasons indicated are:

1. Social Services (592)
2. Other (567)
 - a. Multiple reasons (407)
 - b. No Vehicle (86)
 - c. Waiting on bus pass from the Northwest Regional Council (22)
 - d. Bus to class (23)
 - e. Daycare Services (17)
 - f. Court (9)
 - g. DSHS Office/Food Assistance (2)
 - h. Social Security Administration Office (1)
3. Health/Medical (530)

Other notable distribution reasons were reporting for employment/job search (387), emergency (313), & shelter/housing (325). While distribution to access food bank services was reported as the lowest reason (51), food assistance was indicated under the 'Other' category in reference to DSHS office and when listed as for multiple reasons.

Recommendation

No action requested at this time.

Agency	Amount Awarded	Quantity Issued	Reasons for Pass Distribution							
		Q1	Employment/ Job Search	Food Bank	Emergency	Health/ Medical	Shelter/ Housing	Social Services	Vehicle Breakdown	Other
Anacortes Family Center	500	111	100					7	4	
Anacortes Police Department	30									
Welcome Home Skagit	700	212	3	1	1	57	35	8	107	
Barrier Breakers Foundation	650	231	81	1	42	7	52	20	11	17
Brigid Collins Family Support Center	275	15		1			7	7		
Catholic Community Services Recovery Center	100	21						21		
Catholic Community Services WW - Martha's Place	250	86								86
City of Burlington - Public Defense Office	100									
Community Action of Skagit County	2,000	373	30	17	12	23	98	193		
Compass Health	125	21				15	6			
Consejo Counseling & Referral Service	500									
Didgwalic (didgwálic) Wellness Center	400	98	4		11	43	2	15	1	22
DSHS - MV & Oak Harbor	2,330	894	104			272		111		407
Evergreen Goodwill of NW WA - Skagit County Job Training & Education Center	120	31	6			2				23
Foundation of District 304 (United General District 304)	300	115	3		22	29		61		
Helping Hands Food Bank of Sedro-Woolley	675									

HERO House NW - Skagit Clubhouse	600	24				12	3	9		
Island Hospital (Anacortes)	120									
Lifeline Connections	700	1							1	
Mount Baker Presbyterian Church - Outreach Center	250	5						1		4
Mount Vernon Police Department	300	152		20		25	75	30	2	
Northwest Workforce Council	70	20	18	1				1		
Recovery Café Skagit	300	144	24			25	20	75		
Skagit County Sheriff Office - Crisis Response Team (CRT)	600	58	2	8		6	11	17	6	8
Skagit DV & SA Services	200	66	12	2	5	14	16	16	1	
Skagit Valley College - Skagit Island Head Start	200									
Skagit Valley Hospital	205	220			220					
Skagit Friendship House	1200									
The Salvation Army - Anacortes	200									
TOTALS	14,000	2961	387	51	313	530	325	592	133	567
% distributed		21%	13%	2%	11%	18%	11%	20%	5%	20%



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)

SERVICE REPORTING

MARCH 2026



Fixed Route

YTD Ridership Comparison (Jan-Mar 2026 vs. 2025)	
Fixed Route	↑ 6.95%

Total Fixed Route Ridership	
Unlinked Passenger Trips (UPT)	44,894
Compared to Previous Year	42,165
Net Increase/Decrease Year-over-Year	6.47% ↑

(MB) Local Route Service Supplied	
Passenger Miles Traveled (PMT)	90,005.28
Vehicle Revenue Miles (VRM)	91,282.49
Vehicle Revenue Hours (VRH)	6,149.62
Vehicles Operated in Maximum Service	20
Vehicles Available for Maximum Service	21
Spare Ratio	5%

(MB) Local Route Service Efficiency	
Operating Expense per VRM	\$10.61
Operating Expense per VRH	\$157.49
Unlinked Passenger Trips per VRM	0.39
Unlinked Passenger Trips per VRH	5.42
Operating Expenses per PMT	\$10.76
Operating Expenses per UPT	\$29.03

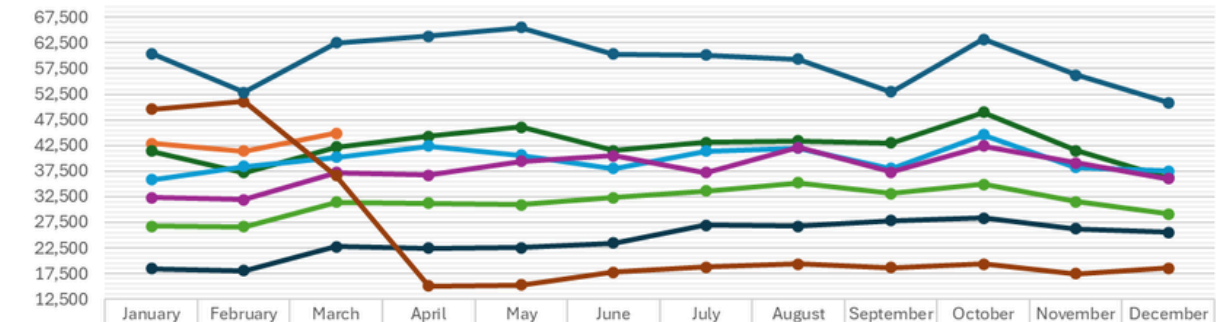
Fixed Route Vehicle Operator Statistics	
Operator Count	61
Total Operator Hours	10,308.71
Operator Productive Hours	7,072.90
Operator Non-Productive Hours	1,857.76
Operator Productivity %	79.20%
Operator Sum of Paid Overtime	\$53,435.73
Operator Overtime Hours	1,378.05

Route On-Time Departure Performance	
CB-Average	88.43%
MB-Average	85.05%
Combined Average	86.74%

(CB) Commuter Route Service Supplied	
Passenger Miles Traveled (PMT)	71,750.58
Vehicle Revenue Miles (VRM)	52,552.04
Vehicle Revenue Hours (VRH)	1,727.38
Vehicles Operated in Maximum Service	6
Vehicles Available for Maximum Service	8
Spare Ratio	25%

(CB) Commuter Route Service Efficiency	
Operating Expense per VRM	\$5.20
Operating Expense per VRH	\$158.29
Unlinked Passenger Trips per VRM	0.159
Unlinked Passenger Trips per VRH	4.844
Operating Expenses per PMT	\$3.81
Operating Expenses per UPT	\$32.67

Historical Fixed Route Ridership by Month and Year



Axis Title

2026 2025 2024 2023 2022 2021 2020 2019

SERVICE REPORTING

MARCH 2026



Paratransit

YTD Ridership Comparison (Jan-Mar 2026 vs. 2025)

Paratransit ↑ 9.69%

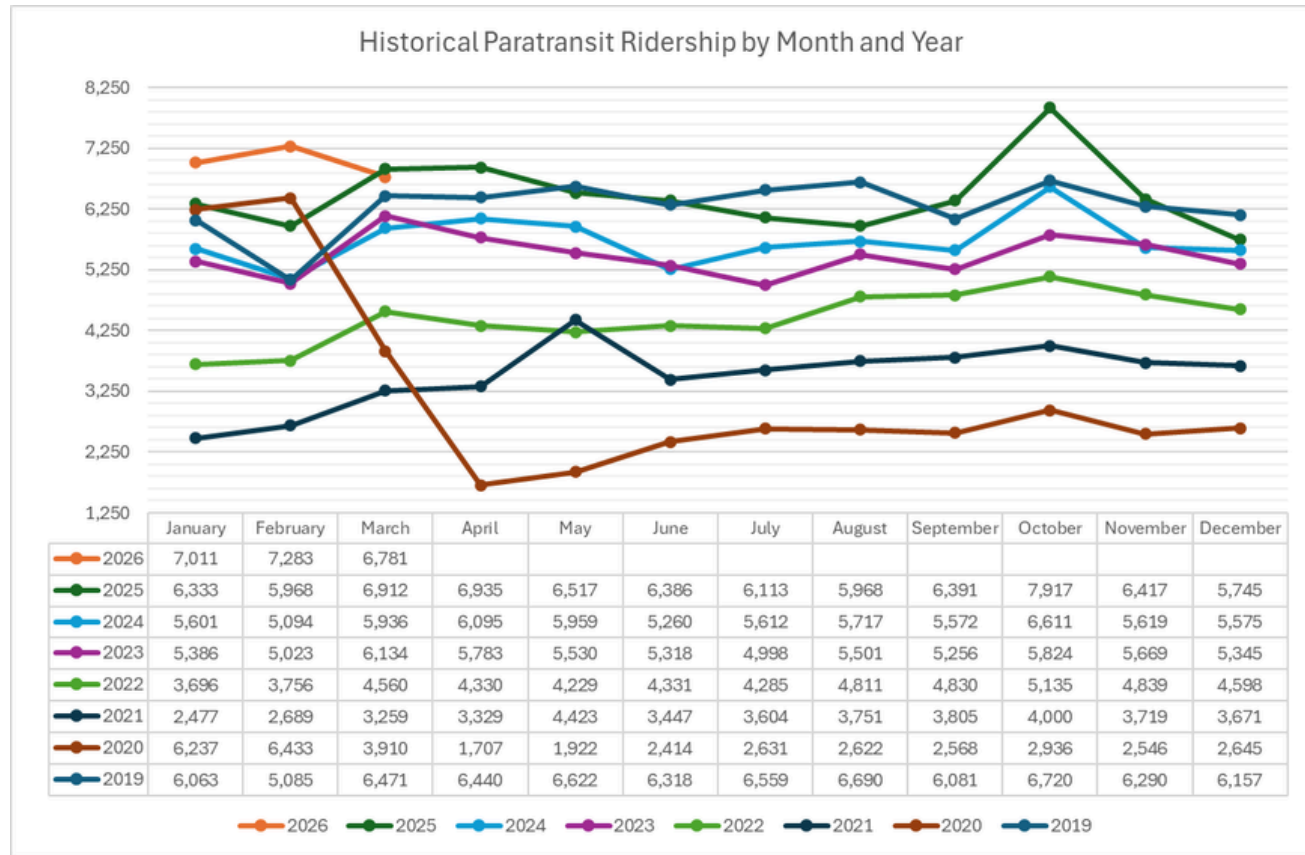
Para Service Operating Expenses	
Operating Expenses per VRM	\$9.46
Operating Expenses per VRH	\$65.58
Operating Expenses per UPT	\$64.16

Para Service Efficiency	
Unlinked Passenger Trips per VRM	6.78
Unlinked Passenger Trips per VRH	1.71

Paratransit Route Vehicle Driver Statistics	
Driver Count	22
Total Driver Hours	3,555.99
Driver Productive Hours	3,530.08
Driver Non-Productive Hours	411.56
Operator Productivity %	89.56%
Operator Sum of Paid Overtime	\$22,041.81
Operator Overtime Hours	388.88

Paratransit Service Consumption	
Passenger Miles Traveled (PMT)	44,149.96
Unlinked Passenger Trips (UPT)	6,781
Compared to Previous Year	6,912
Net Increase/Decrease Year-over-Year	-1.90%

Paratransit Service Supplied	
Vehicle Revenue Miles (VRM)	46,000.00
Vehicle Revenue Hours (VRH)	3,960.20
Vehicles Operated in Maximum Service	26
Vehicles Available for Maximum Service	26
Spare Ratio	0%



SERVICE REPORTING

MARCH 2026

Expenses and Revenue



Fixed Route Statistics by Month							
Route	Ridership	VRM	Total Miles	VRH	Total Hours	Route Cost	Cost Per UPT
101 - Burlington	961	4,196.90	4,257.99	334.42	341.31	\$22,204.79	\$23.11
202 - Mount Vernon	1,993	5,459.59	5,802.73	436.02	448.13	\$27,065.84	\$13.58
204 - Mount Vernon	2,220	6,027.06	6,385.10	426.39	436.98	\$26,985.27	\$12.16
205 - Mount Vernon	4,165	4,356.35	4,696.20	413.83	424.95	\$25,568.25	\$6.14
206 - Mount Vernon	1,842	4,068.42	4,446.96	384.98	397.49	\$24,403.51	\$13.25
207 - Mount Vernon	3,614	8,367.63	8,943.73	603.75	627.55	\$35,544.31	\$9.84
208 - Mount Vernon/Burlington	7,810	7,793.71	7,922.19	751.94	763.67	\$40,022.45	\$5.12
300 - Sedro-Woolley	1,680	5,672.39	6,203.40	392.3	412.83	\$25,982.45	\$15.47
301 - Burlington/Sedro-Woolley	1,950	5,345.14	5,543.61	414.39	422.36	\$25,958.30	\$13.31
305 - Sedro Woolley/Clear Lake/SVC	902	6,785.71	7,156.74	347.84	362.57	\$24,659.68	\$27.34
409 - Anacortes	586	3,720.28	3,757.48	269.8	273.38	\$19,390.08	\$33.09
410 - Anacortes/ San Juan Ferries	2,770	6,978.17	7,585.07	357.64	375.49	\$25,386.24	\$9.16
513 - Burlington/Anacortes	767	8,216.62	8,239.72	345.7	348.43	\$24,755.21	\$32.28
615 - Mount Vernon/La Conner/Anacortes	1,542	7,818.75	8,325.67	357.07	373.94	\$25,753.68	\$16.70
717 - Concrete	558	6,475.77	7,787.05	313.55	346.06	\$24,407.20	\$43.74
40X - Mount Vernon/Anacortes	1,839	8,584.36	9,133.47	351.92	369.57	\$26,054.77	\$14.17
70X - Concrete/Mount Vernon	847	10,532.09	10,945.81	383.25	399.74	\$28,217.56	\$33.31
80X - Skagit Whatcom Connector	1,739	7,259.58	7,509.54	249.83	255.86	\$20,891.91	\$12.01
90X - Skagit Snohomish Connector	3,943	26,176.01	26,523.65	742.38	784.86	\$51,488.09	\$13.06
Unassigned Rides	3,166						
Totals	44,894	143,834.53	151,166.11	7,877.00	8,165.17	\$524,739.60	

Fare Revenue	
Fixed Route	\$34,083.00
Paratransit	\$12,946.00
Grand Total	\$47,029.00

Operating Expenses By Class	
Labor	\$817,940.04
Salaries	\$489,154.31
Fringe & Paid Absences	\$328,785.73
Services	\$813.00
Materials & Supplies	\$175,504.00
Fuels & Lubricants	\$175,504.00
Tires & Tubes	
Other Materials	
Utilities	
Casualty & Liability	\$36,646.42
Taxes	
Purchased Transportation	
Operating Lease Expenses	
Miscellaneous Expenses	\$54.00
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 *
\$18.25

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