



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

Skagit Transit
Board of Directors
Agenda

Special Meeting
Sept 29, 2026
1:00 p.m.

Join virtually at:
<https://tinyurl.com/Skagit-Transit-Board-Meeting>
Meeting ID: 233 326 712 553 71
Passcode: bX6Sd6NU

1.	CALL TO ORDER	
2.	ROLL CALL OF MEMBERS	
3.	BOARD MEMBER TRAINING	
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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

City of Anacortes	1
City of Burlington	1
Town of Concrete	1
Town of La Conner	1
City of Mount Vernon	1
City of Sedro-Woolley	1
Skagit County Commissioner District 1 ..	1
Skagit County Commissioner District 2 ..	1
Skagit County Commissioner District 3 ..	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.



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 were sent to the board on September 15, 2026.

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.



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

Unless one is not issued by a participating City or County, 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. If a participating City or County does not issue official City or County email addresses to its elected officials, Skagit Transit will create and issue a @skagittransit.org email address for that individual.

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. 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.

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 complete all training required by applicable laws and shall also complete recommended or assigned training approved by the Board and administered by the Clerk of the Board, 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 will not be limited to education on the following subject areas:

- **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.
- **State and Federal Transit Funding and Compliance**
Oversight of state and federal grant programs, including compliance with procurement standards, Title VI civil rights requirements, and grant assurances set forth in federal law and 49 C.F.R. regulations.
 - Any other subject matter required by law and/or deemed by the Board Chair, in consultation with legal counsel, appropriate and advisable.
 - Each Board member is responsible for completing all training required by applicable RCW provisions based on the jurisdiction from which the member is appointed.

4. Timing and Continuing Education

(a) **New Board Members.** Newly elected or appointed Board members are strongly encouraged to complete required orientation and any required 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 a Component City or Town's position on the Board, impose monetary penalties against Board members, 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 of 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 officials of the component Cities/Towns within the boundaries of the Agency, County Commissioners of Skagit County ("County Commissioners").

and two (2) non-voting members of the Public Transportation Benefit Area (PTBA) authority (or their designees as more specifically set forth, below) for a total of ten (11) members. One of the non-voting members shall be recommended by the labor organization representing Skagit Transit employees and confirmed 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 other non-voting member shall be a member of the Community Advisory Committee. Both non-voting members shall comply with all governing Bylaws and policies of the Board. The Chairperson or Co-Chairpersons of the Board shall exclude the non-voting members 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 Board has the discretion to appoint two (2) other transit-using voting members within the Public Transportation Benefit Area (PTBA) pursuant to RCW 36.57.050.

Consistent with RCW 36.57A.050, the governing body of the Agency, hereinafter referred to as the "Board," shall consist of a mayor or an appointed, elected representative of:

1. City of Anacortes;

2. City of Burlington;
3. Town of Concrete;
4. Town of La Conner;
5. City of Mount Vernon;
6. City of Sedro-Woolley;
7. The County Commissioner from District 1;
8. The County Commissioner from District 2;
9. The County Commissioner from District 3;
10. A nonvoting member of the labor organization representing Skagit Transit employees; and
11. A nonvoting member of the Community Advisory Committee (CAC) representing the CAC.

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

A Board member who is unable to attend a meeting may temporarily appoint an alternate elected official to attend in their place, who shall have all of the rights and obligations established herein as that of the designating Board member. Alternate appointees are distinguished from Board members designated by component Cities and shall not take the permanent place of a designee without confirmation by the legislative body of the component City.

Section 2.3 Term of Office

Each city/town may designate its representative pursuant to its own rules, but per RCW 36.57A.050 must be an elected official. The city/town may change its representative upon presentation of a resolution or other documentation signed by the city/town executive attesting that the governing body of the city/town has properly chosen a new representative.

Section 2.4 Review of Board's Composition

The composition of the Board shall be reviewed at intervals and through the process required by RCW 36.57.A.055 now or as amended. Unless otherwise specified by statute, the reviewing body shall consist of one designated representative from each Component City or Town and the County Commissioners and shall meet to review the composition of the Board and change the composition of the Board if deemed appropriate.

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.
8. Nothing in this section shall be construed as limiting the Board, acting collectively, from requesting information about Agency operations and finances, establishing policy, evaluating performance, reviewing matters within the Board's authority, or providing direction to and evaluating the CEO."

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. In accordance with RCW 42.30.080, special meetings may be requested by the CEO and may be called at any time by the Board Chairperson or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by email to each member of the governing body. . 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 42.30).

Section 5.4 Quorum

At any regular or special meeting, any voting majority 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 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 5.3., 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 Board-adopted Procurement Policy, approval thresholds, budget authority and matters reserved for Board action, 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 and shall be conducted in accordance with Chapter 42.30 RCW to the extent required by law. 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 Governance Committee

A. Establishment and Purpose

The Board of Directors shall maintain a Governance Committee to assist the Board in matters relating to governance, board effectiveness, bylaws, policies, and other governance-related issues as assigned by the Board Chair or Board of Directors.

B. Membership

The Governance Committee shall consist of four (4) voting members of the Board of Directors: the Board Chair, the Vice Chair, the Immediate Past Chair, and one (1) rotating Board Member appointed annually by the Chair and confirmed by the Board and shall conduct business in compliance with Chapter 42.30 to the extent required by law.

If the Immediate Past Chair is no longer serving on the Board, the Board may elect an additional Board

Member to serve in that position until such time as a former Chair is again serving on the Board.

To preserve the committee's advisory nature and avoid constituting a quorum of the full Board, membership on the Governance Committee shall not exceed four (4) voting Board members at any time. Vacancies shall be filled in a manner consistent with this section, and under no circumstances shall committee membership be expanded beyond four (4) voting Board members unless these Bylaws are amended by the Board.

C. Rotation of Board Member

The rotating Board Member shall serve a one-year term or until a successor is appointed. The Chair shall endeavor to rotate the appointment among Board Members to promote broad participation in governance matters.

D. Duties and Responsibilities

The Governance Committee shall:

1. Review and recommend amendments to the Board Bylaws;
2. Review and recommend policies;
3. Evaluate Board governance practices and recommend improvements;
4. Review matters referred to the Committee by the Board or Board Chair; and
5. Make recommendations to the Board regarding governance-related issues.

E. Meetings

Meetings of the Governance Committee shall be called by the Chair of the Board or by a majority of the Committee members as needed to conduct Committee business.

F. Reporting

The Governance Committee shall report its findings and recommendations to the Board of Directors for consideration and action.

Section 5.11 Ethics in Public Service

All Board members shall comply with all applicable provisions of Chapter 42,23 RCW, Code of Ethics for Municipal Officers—Contract interests.

Section 5.12 Discipline and/or Removal of Board Members

The Board shall have the authority to discipline and/or remove, by majority vote, any Board member or their designee for violations of these Bylaws. Discipline may include but not be limited to public censure, removal from committee assignments, or in egregious cases, removal from the Board. Such removal shall not eliminate the component City or Town's position but in such case, would allow the component City or Town to appoint another member in accordance with the Bylaws.,

Section 5.13 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 that they have received and understand the compliance requirements of the Bylaws.

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 Board Chairperson, and out-of-state travel by the Chairperson will be authorized by the Board, 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/LEGAL AUTHORITY

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.

These bylaws do not supersede controlling federal or state law, lawful actions establishing Board composition, formation documents, contractual obligations, or other superior legal authority.

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 of 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 Board, after consultation with legal counsel and/or its insurance pool, 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

Karl de Jong
Councilperson, 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 Conner

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



FY 2027 Preliminary Budget

Questions or Comments regarding this budget please contact:

Crystle Stidham
Chief Executive Officer
Skagit Transit cstidham@skagittransit.org
Phone – 360.757.9155

Income From Operations

Revenues	2025 Actual	2026 Budget	2027 Preliminary Budget
Operating Revenues			
Operational Income	\$ 20,593,882	\$ 18,895,130	\$ 17,726,026
Operating Grants	6,831,866	7,755,878	6,771,215
Total Operating Revenues	<u>27,425,748</u>	<u>26,651,008</u>	<u>24,497,241</u>
Operating Expenditures	<u>25,412,044</u>	<u>26,548,868</u>	<u>27,251,859</u>
Total Surplus from Operations	<u>\$ 2,013,704</u>	<u>\$ 102,140</u>	<u>\$ (2,754,618)</u>

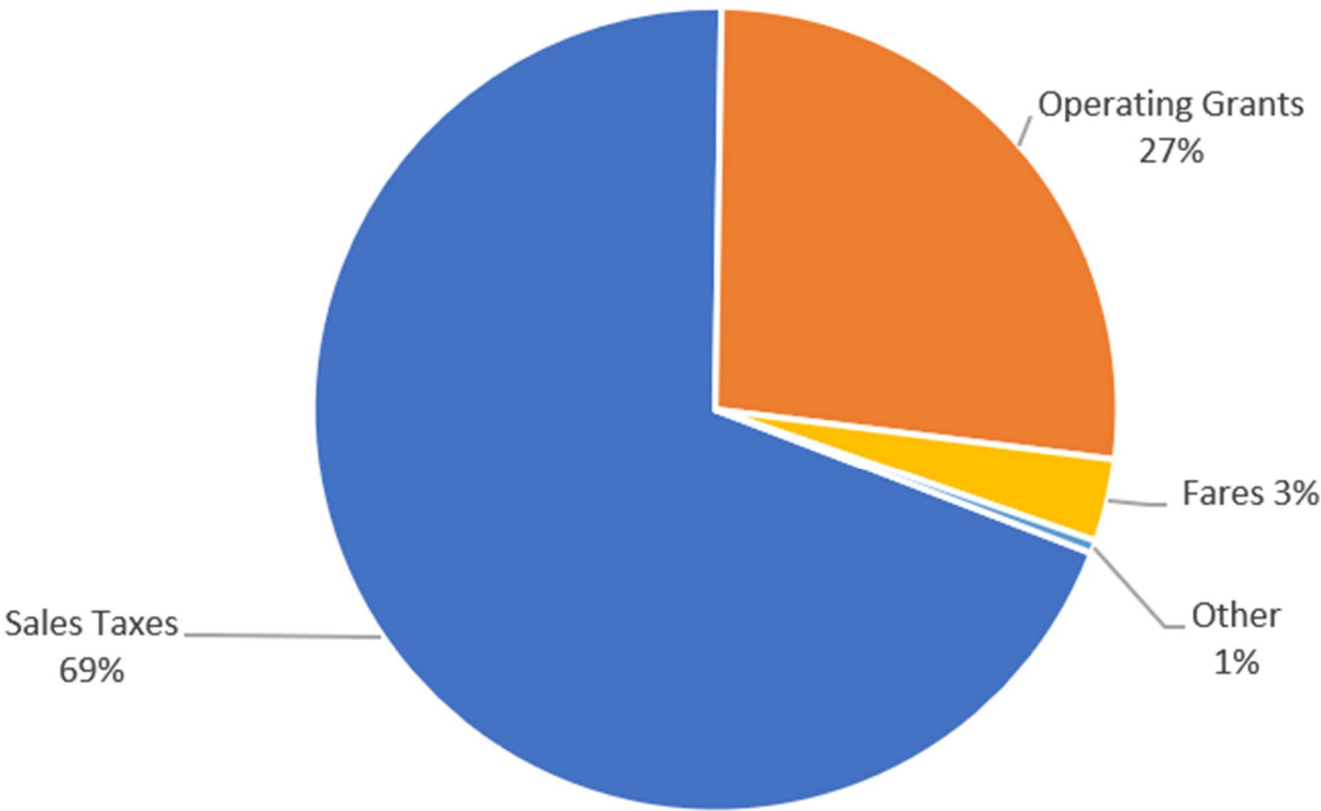
Capital Projects Summary

	2025 Actual	2026 Budget	2027 Preliminary Budget
Capital Grant Revenues	\$ 810,140	\$ 15,067,239	\$ 21,075,419
Capital Expenditures	<u>1,627,637</u>	<u>18,193,041</u>	<u>24,719,018</u>
Total Deficit from Capital Projects	<u>\$ (817,497)</u>	<u>\$ (3,125,802)</u>	<u>\$ (3,643,599)</u>
Total Surplus \ (Deficit)	<u>\$ 1,196,207</u>	<u>\$ (3,023,662)</u>	<u>\$ (6,398,217)</u>

2027 Budget Highlights – Revenue Projections

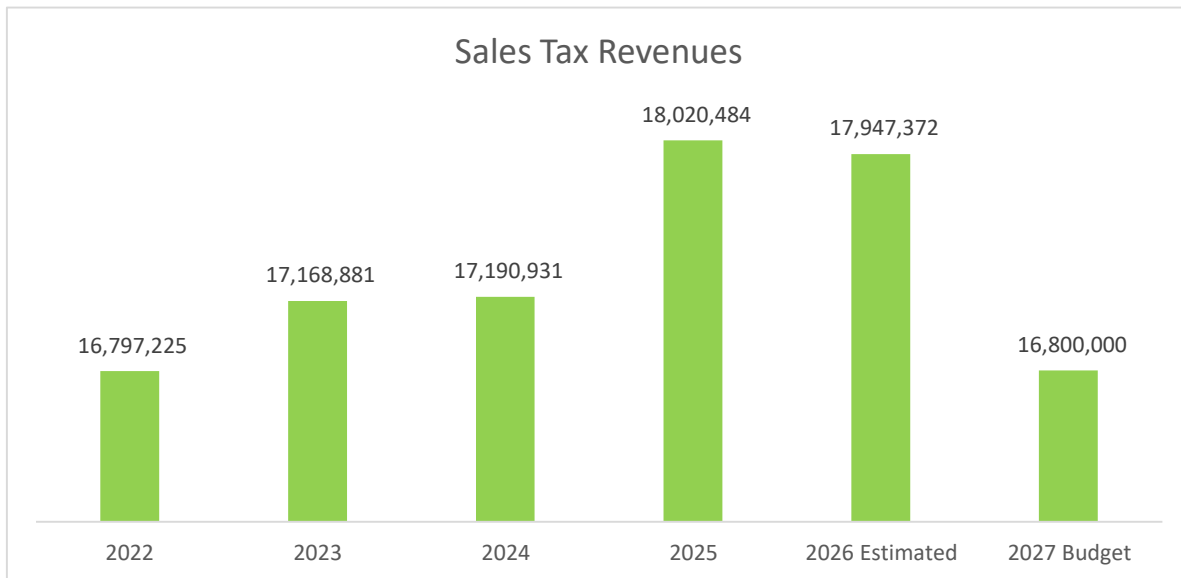
Categories	2026		2027	Budget Change
	Budget	Estimated Year End Actuals	Budget	2027 vs. 2026 (%)
Sales Taxes	16,800,000	17,947,372	16,800,000	0%
Operating Grants	7,755,878	7,755,878	6,771,215	-13%
Investment Income	1,132,780	1,059,111	0	-100%
Fares	808,800	778,105	804,926	-0.5%
Other	153,550	749,539	121,100	-21%
Total Revenues	26,651,008	28,290,005	24,497,241	-8%

Operating Revenues- 2027 Budget

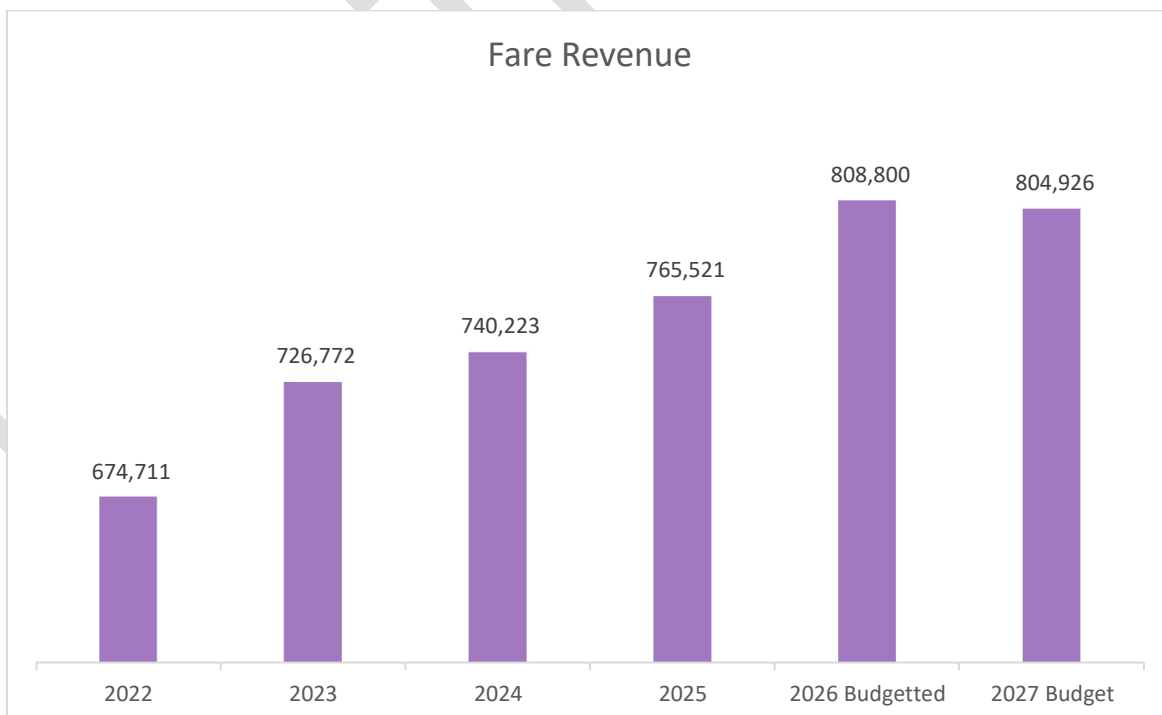


Preliminary

Sales Taxes - Skagit Transit receives 4/10 of 1% of sales tax collections in the Public Transportation Benefit Area (PTBA) and is the main source of our operating revenues. The data presented for 2026 represent actual collections received through June of 2026 plus a conservative estimate of what we expect to receive for the remainder of the year.



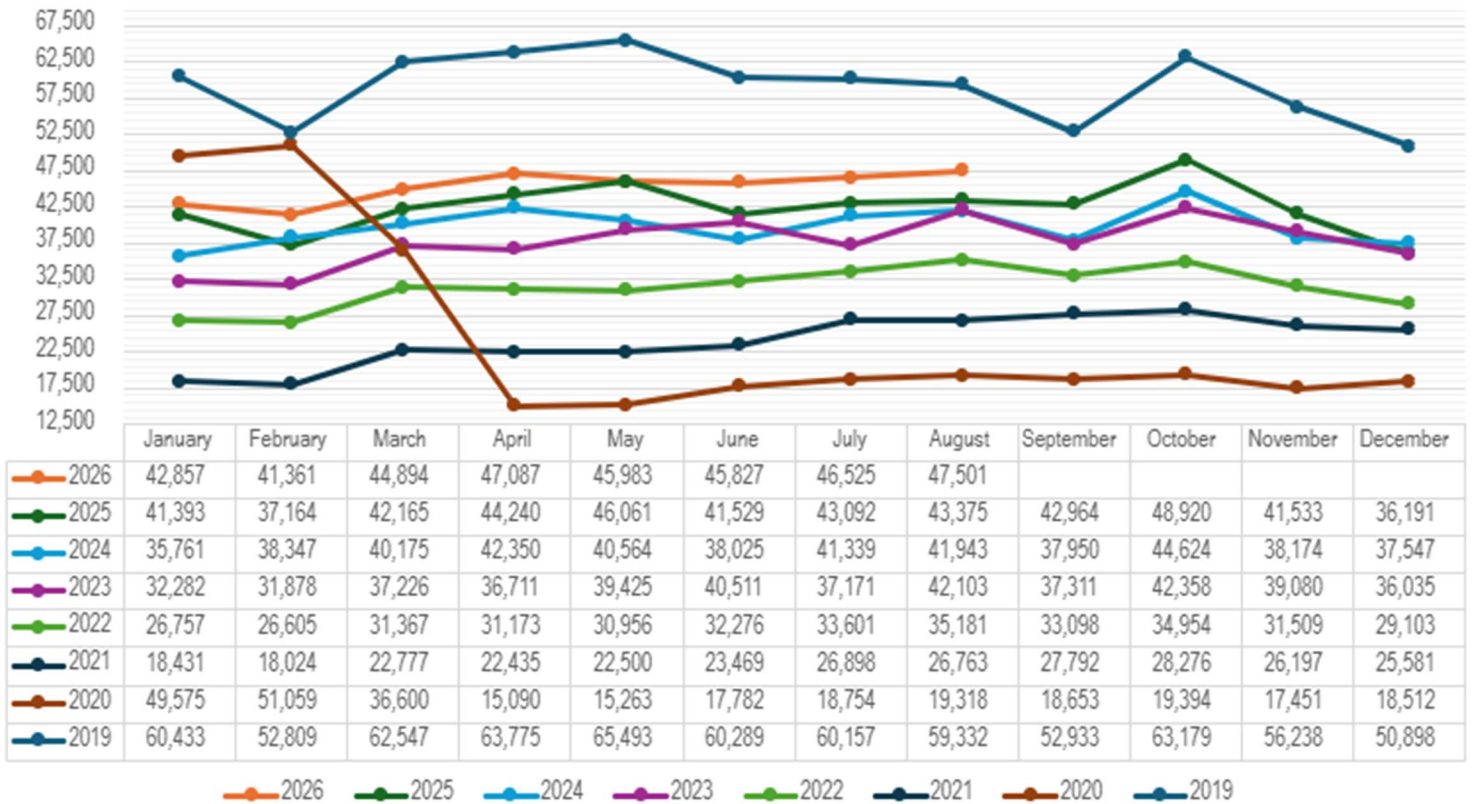
Fares - Fare revenues come from Fixed Route/Paratransit passenger payments and Rideshare rider fees. Revenues from fares represent roughly 2.65% of total operating revenues. In 2019, the Board approved a Fare increase effective Jan 1, 2020. In 2019 the Board also approved charging a \$2 Fare for each Paratransit Ride. Paratransit Rides were free prior to 2020.



Transportation Mode Summaries

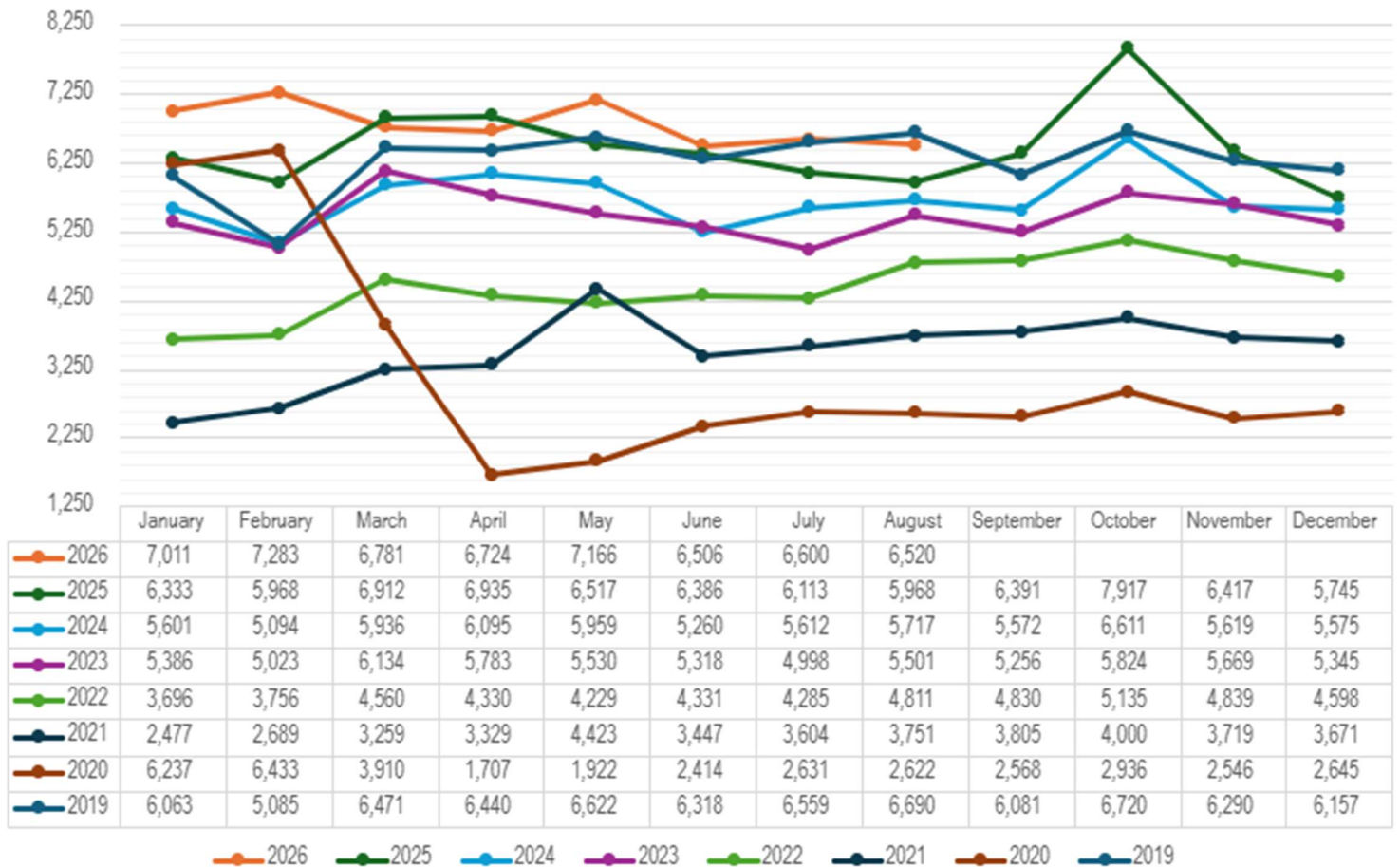
Fixed Route Service: Skagit Transit's fixed route service includes both local and commuter bus service. During the pandemic, ridership dropped significantly but has steadily increased since then. Annual ridership is projected to be 25% below pre-pandemic numbers.

Historical Fixed Route Ridership by Month and Year

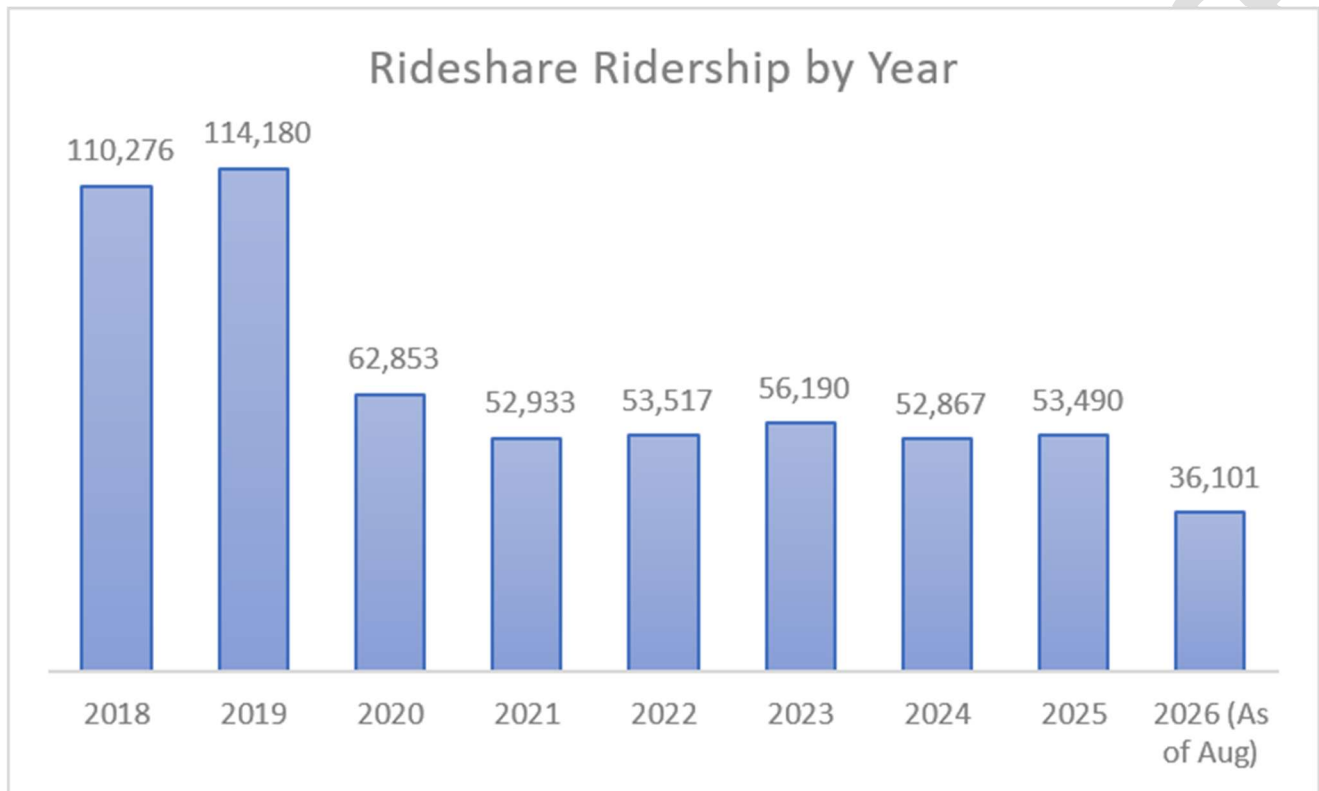


Paratransit: Skagit Transit directly operates the complimentary ADA paratransit service for our service area. During the pandemic, ridership dropped significantly but has steadily increased since then. Annual ridership is projected to be 8.5% **HIGHER** than pre-pandemic numbers.

Historical Paratransit Ridership by Month and Year



Rideshare Service: Skagit Transit's Rideshare service provides a shared ride to work for commuters. The COVID era greatly reduced ridership and the ability to work remotely continues to be a barrier for growth. As a result, Skagit Transit reduced its Rideshare van fleet from 56 to 33 vehicles in 2021. Following the pandemic, there has been an increase in interest in Rideshare and we are beginning to rebuild our fleet.



FY 2027 Grants

Skagit Transit takes advantage of available Grant funds to purchase capital assets and to supplement its operations. Operating Grant funds represent 27% of Operating Revenues while Capital Grants pays for approximately 96.5% of intended Capital Purchases for the 2027 Budget. Most of our Grant funding comes from the Federal Transit Administration and the Washington State Department of Transportation.

<u>State Grants</u>	
Operating	
State Special Needs - Operating Assistance (Formula)	502,956
Transit Support Grant - Paratransit Operations (Formula)	1,134,642
Community Engagement Coordinator	18,622
Route 615 Service	442,213
Route 717 Service	343,525
Rideshare Incentives	26,825
State Worker Vanpool Subsidy	17,085
Microtransit in Concrete	293,966
Total State Operating	\$2,779,834
Capital	
MOA2 Phase 2 Construction	7,445,960
Total State Capital	\$7,445,960
TOTAL STATE GRANTS	\$10,225,794
<u>Federal Grants</u>	
Operating	
FY 2026 - Section 5307 Annual Operating Funds - Operations Assistance	3,131,154
Route 615 Service (Section 5311)	442,213
Route 717 Service (section 5310)	343,525
Community Engagement Coordinator (Section 5310)	74,489
Total Federal Operating	\$3,991,381
Capital	
FWHA Flexed to FTA 5307 - Design & Surveying Services for Bus Stop Upgrades	76,648
FY 2022 FHWA Flexed 5307 - Bus Shelters & Seating	202,523
Skagit Station HVAC Chiller Replacement & Design-Only of Heating Unit	147,505
MOA2 Construction Phases 2 & 3	12,454,040
Skagit Station Fire Alarm System Replacement	33,211
Skagit Station Parking Lot Asphalt Maintenance	50,268
FY24 Flex TA to Section 5307 - Bus Shelters	157,560
Maintenance Vehicle Purchase - F550 w/ Crane	132,704
Total Federal Capital	\$13,254,459
TOTAL FEDERAL GRANTS	\$17,245,840
Local Grant - Skagit County Economic Development of Public Facilities	\$375,000
TOTAL GRANTS	\$27,846,634

2027 Budget Highlights - Operating Expense

The fiscal year 2027 budget is roughly 2.65% higher than the 2026 budget due to the reasons summarized in the narratives below.

Operating Expenses by Expense Category

Wages & Benefits – Wages and benefits are slightly down / flat in this year's budget. Overtime is unchanged due to positive indicators from the Spare implementation. Since implementation overtime is down 40%. Benefits are down due to the removal of the PERS conversion accrual.

Supplies & Materials – Primarily caused by fuel price increases. Diesel fuel alone is increased by \$900,000.

Utilities - The increase is due to market pressures and regulatory measures that have been imposed inside the state.

	2025		2026		2027	
	Actuals	Budget	Year to Date	EOY Estimate	Preliminary September 29	YOY % Change
Salaries and Wages	10,747,003	11,772,631	5,505,498	11,010,995	11,730,946	-0.35%
Overtime	966,753	616,160	404,168	808,336	616,160	0.00%
Benefits	7,992,070	8,269,693	3,704,655	7,409,309	7,997,502	-3.29%
Services	1,121,460	1,242,600	489,807	979,614	1,236,750	-0.47%
Supplies and Materials	3,444,997	3,389,450	2,057,198	4,114,397	4,374,600	29.07%
Utilities	320,551	350,500	183,324	366,647	365,000	4.14%
Casualty & Liability	719,726	770,484	396,905	793,811	790,551	2.60%
Assessments	14,614	26,500	13,218	26,437	29,500	11.32%
Leases & Rentals	56,499	69,000	34,456	68,913	69,000	0.00%
Misc.	28,938	41,850	7,181	14,362	41,850	0.00%
Total	25,412,611	26,548,868	12,796,410	25,592,819	27,251,859	2.65%

Staffing Summary – the following shows the budgeted FTE's by Department and compares to last year's budget. While total headcount remained unchanged from 2026 to 2027 several employees were moved from one department to another. New positions that were added, such as the Public Information Officer, were offset with the reduction of another position.

Department	2025 Budget	2027 Budget	Change
Fixed Route/Paratransit Drivers	86	86	0
Rideshare	1	1	0
Operations	20	20	0
Administration	7	8	1
Executive	6	8	2
Human Resources	3	3	0
Safety and Training	3	2	-1
Security	3	3	0
Maintenance	19	19	0
Facilities	8	6	-2
Total	156	156	0

Expenses by Department

Department	2026 Year to Date	2026 Budget	2026 Year End Expected	2027 Proposed Budget	Change 2026 vs 2027 Budget
Fixed Route	4,583,170	9,761,340	9,166,340	9,982,050	2.26%
Paratransit	1,581,981	2,333,702	3,163,961	2,548,769	9.22%
Vanpool	180,051	292,110	360,102	458,528	56.97%
Operations	1,391,857	2,910,151	2,783,713	3,039,935	4.46%
Administration	774,071	2,288,632	1,548,142	2,136,136	-6.66%
Executive	697,617	1,127,867	1,395,234	1,484,050	31.58%
Human Resources	248,554	717,117	497,109	733,695	2.31%
Information Technology	506,860	797,200	1,013,719	859,500	7.81%
Safety and Security	488,499	1,186,808	976,997	1,025,213	-13.62%
Maintenance	1,631,423	3,639,359	3,262,845	3,637,780	-0.04%
Facilities	574,774	1,139,732	1,149,548	997,852	-12.45%
Skagit Station	57,436	127,050	114,872	112,550	-11.41%
MOA2	24,201	94,850	48,402	97,350	2.64%
Park and Rides	55,917	132,950	111,834	138,450	4.14%
Capital*	1,416,015	18,193,041	2,427,454	24,719,018	35.87%
Total	14,212,425	44,741,909	28,020,274	51,970,877	16.16%

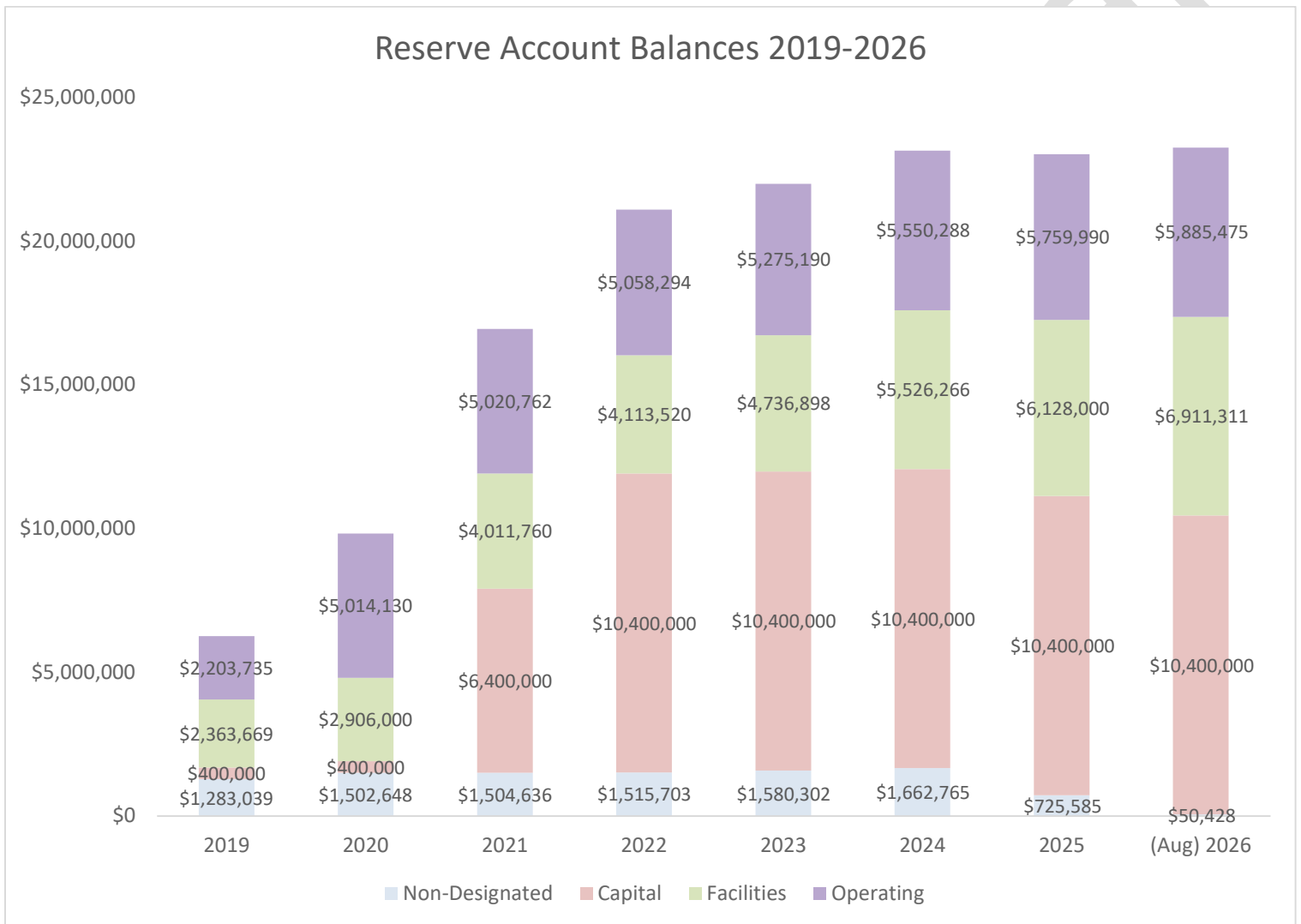
2027 Capital Budget

The following table lists all capital expenses budgeted for fiscal year 2027. Skagit Transit relies on Federal and State Grants to supplement its capital purchases. The 2027 Capital Budget will be funded by Grant Funds from the FTA and WSDOT.

2027 Capital Budget				
	Unit Price	Qty	Total	Notes
Revenue Vehicle				
Para Replacements	\$243,212	10	\$2,432,120.00	Fully Matched w/ State & local grants
Engine Replacements	\$75,000	2	\$150,000.00	Not grant funded
Total			\$2,582,120.00	
Staff Vehicle				
Shop Truck	\$120,000.00	1	\$120,000.00	F-550 - Crane - Grant Funded
Service Vehicles - Replacement	\$70,000.00	1	\$70,000.00	F-250 - Not Funded currently
Toyota Hybrid Sienna	\$41,000.00	6	\$246,000.00	Not funded currently
Ford Hybrid Escape	\$38,000.00	6	\$228,000.00	Not funded currently
Total			\$664,000.00	
Garage/Shop Equipment				
Boom Lift	\$200,000.00	1	\$200,000.00	Not funded currently
Total			\$200,000.00	
Route Improvements				
ADA Transition	\$155,000.00	1	\$155,000.00	Fully Funded
Bus Shelters	\$20,000.00	12	\$240,000.00	Partially Funded
Total			\$395,000.00	
MOA/Skagit Station/Park&Rides				
MOA A/C Rebuild	\$84,000.00	1	\$84,000.00	Not funded currently
Skagit Station HVAC Chiller Replacement	\$177,000.00	1	\$177,000.00	Fully Funded
Skagit Station Parking lot repairs/reseal	\$35,000.00	1	\$35,000.00	Fully Funded
Alger Asphalt Entry Repair/Reseal/Striping	\$80,000.00	1	\$80,000.00	Not funded currently
Skagit Station Structural Beam Replacement / Chukanut Structural Beam Replacement	\$270,000.00	1	\$270,000.00	Fully Funded
Skagit Station HVAC Heating & Controls	\$184,000.00	1	\$184,000.00	Fully Funded
Skagit Station/Chukanut/S. Mt Vernon Light Rebuilds	\$71,250.00	1	\$71,250.00	Fully Funded
Right of Way Bus Stop Survey	\$76,648.00	1	\$76,648.00	
Total			\$977,898.00	
MOA II				
Phases 2 & 3 Construction	19,900,000.00	1	\$19,900,000.00	Fully Funded
Total			\$19,900,000.00	
Total Capital Budget				
			\$24,719,018.00	

Reserve Account Balances

The Skagit Transit Board of Directors established a reserve account by Resolution #50. In subsequent actions, the Board separated the account into four distinct categories namely Operating, Capital Replacement, Facilities, and Non-Designated. Skagit Transit reserves are invested with the Skagit County Investment Pool (SKIP). Skagit Transit's operating reserve doubled in 2020. The increase in the Reserve levels in 2020 through 2022 was primarily due to federal stimulus funds received from the Federal Government. Investment account balances have remained flat year-over-year even while the Agency has withdrawn funds due to rates of returns.



Mitigating Circumstances & Decisions

- Sales tax for 2026 actuals are flat year over year, realistically a \$16.8 million budget for 2027 maybe low for budget purposes.
- Investment income was removed for 2027; we still plan on having some income from the accounts of roughly \$450k plus.
- Skagit Transit is currently seeking two separate operating grants. These grants if awarded will offset any deficit with operations.
- Additionally, Skagit Transit staff have identified several areas in which we can cut costs but request Board direction on whether we should implement:
 - Outsourcing positions
 - Removal of the 2027 COLA
 - Increasing the employee cost share of benefits
 - Furloughs
 - Sales Tax Increase
 - Raise Fares
 - Eliminate all overtime
 - Replace additional underperforming routes with microtransit



Skagit Transit Grants Portfolio

September 2026

Agenda

- Grant Cycle & Reporting
- Skagit Transit Grants
- WSDOT Grants
- FTA Funding Programs
- Climate Commitment Act Funding
- Funding Allocations
- Portfolio Growth Opportunities
- MOA2 Funding Strategy

Grant Cycle & Reporting



- **Reporting:**
 - FTA & WSDOT – Quarterly for life of project
 - Milestone Performance Reports
 - Federal Financial Reports
 - Project Closeout Reporting
 - Washington State Transportation Insurance Pool (WSTIP) Grants – at project period end
 - Semi-Annual DBE Reporting
- **State Auditor's Office**
 - Annual audit of agency's financials & compliance
 - Schedule of Expenditures of Federal Awards (SEFA)
- **FTA Triennial Monitoring**
 - Every 3 years
 - Last monitoring occurred June 2024
- **Transit Development Plan**
 - Six-year projection of operating & capital expenditures as well as goals, accomplishments & organizational structure
 - Submitted to WSDOT for approval and final submittal to FTA
 - Projects are required to be listed for grant funding



Skagit Transit Grants

Skagit Transit's Core Funders

- U.S. DOT
- WSDOT

Federal Grant Programs:

- Section 5307: Urbanized Area Formula Program
- Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities
- Section 5311: Formula for Rural Areas
- Section 5339: Buses & Bus Facilities

- Consolidated Grant Program (multiple funding sources)
- Paratransit/Special Needs & Rural Mobility
- Transit Support Formula Program
- Public Transit Rideshare
- State Buses & Bus Facilities Program

Other Funders:

- Washington State Transportation Insurance Pool (WSTIP)
 - Risk Management Grant
 - Network Security
 - Technology Risk Reduction Initiative Grant
- Skagit County – Economic Development for Public Facilities Grant (EDPF)

WSDOT Grants

Funding from federal sources are directly allocated or apportioned via WSDOT for smaller urbanized areas.

The Consolidated Grant Program leverages 3 federal sources and 3 State sources to fund various project types:

- Operating
- Mobility Management
- Capital – vehicles, equipment, and small construction projects
- Planning

- Final match percentage is dictated by funding source.
- WSDOT utilizes Paratransit/State Special Needs to address gaps in match for agencies should the funding source require a greater match percentage than committed in an application.

WSDOT Funding

Consolidated Grant Program leverages multiple federal and state funding sources for this program:

- Section 5310
- Section 5311
- Section 5339(a)
- Paratransit/Special Needs & Rural Mobility
 - Nonprofit competitive and transit formula funding to sustain and expand services to persons with disabilities, seniors, children and people in rural areas.
 - Skagit Projects: Paratransit Operations, CEC position (match) & five replacement paratransit coaches (match)
- Transit Support Grant - Formula
 - Cap & Invest dollars
 - Skagit Projects: Fixed Route Operations, Route 615 (match), Route 717 (match), replacement heavy-duty coaches (match), replacement rideshare vehicles (match)

Public Transit Rideshare

- Funds expand rideshare fleets, replace aging rideshare vehicles, and provide incentives to increase ridership.
- Skagit Projects: 10 Replacement Rideshare Vehicles, Rideshare Incentives

State Worker Vanpool Subsidy

- Skagit Project: \$34,170

State Buses & Bus Facilities

- Funds expand rideshare fleets, replace aging rideshare vehicles, and provide incentives to increase ridership.
- Skagit Projects: Five Heavy-Duty Coaches, MOA2 Phase 2 Construction, One replacement paratransit coach

FTA Section 5310

Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities

- Intended to meet the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.
- Funds are apportioned based on each state's share of the population for these two groups.
- Formula funds are apportioned to direct recipients; for rural and small urban areas, this is the state Department of Transportation, while in large urban areas, a designated recipient is chosen by the governor.

Skagit Projects:

- [Community Engagement Coordinator](#)

FTA Section 5311

Section 5311: Formula Grants for Rural Areas

The Formula Grants for Rural Areas program provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000, where many residents often rely on public transit to reach their destinations. The program also provides funding for state and national training and technical assistance through the Rural Transportation Assistance Program.

5311(b)(3): assists in the design and implementation of training and technical assistance projects and other support services tailored to meet the needs of transit operators in nonurbanized areas.

5311(c)(1)(b): targets tribal transit services

Skagit Projects:

- [Route 615](#)
- [Route 717](#)

FTA Section 5339

Section 5339: Buses & Bus Facilities

- These funds support projects that seek to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities.
- Funding is provided through formula allocations and competitive grants.
- A subprogram provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

Skagit Projects:

- 5339(a) formula funds are supporting portions of projects supporting MOA2 design, various maintenance & operations equipment purchases, & five paratransit coaches
- FY 2023 5339(b) awarded for MOA2 phase 3 construction (competitive)

FTA Section 5307

Section 5307(a) formula funds support eligible activities that include:

- planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement, overhaul and rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, station infrastructure, track, signals, communications, and computer hardware and software.
- In addition, associated transit improvements, workforce development activities, and certain expenses associated with mobility management programs are eligible under the program.
- All preventive maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs.
- For urbanized areas with populations less than 200,000, operating assistance is an eligible expense.
- Funds from other transportation programs can be flexed to 5307 funds

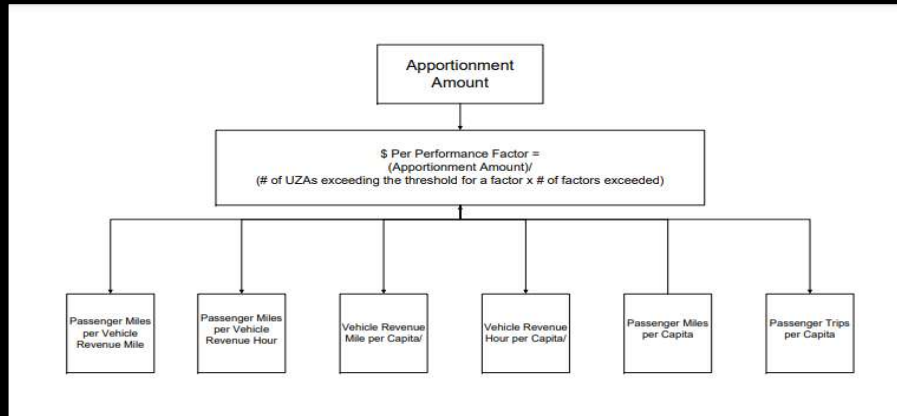
Skagit Projects:

- Operating costs
- Portion of MOA2 Design – Phases 2 & 3
- MOA2 Phases 2 & 3 Construction (flexed FHWA dollars)
- 3 projects supporting bus shelters & seats, bus stop design & upgrades (flexed FHWA dollars)

Funding Determinants

Section 5307 Small Transit Intensive Cities (STIC) Formula

- A portion of 5307 formula funding allocation is based on specific agency performance factors.
- STIC funds are awarded to small transit agencies for above-average transit service as compared to industry average of UZAs with population 200,000 – 999,999.
- Agencies must meet or exceed service benchmark as determined annually based on NTD reported data metrics.
- For FY25 allocation Skagit Transit met 3 of the 6 measures



Section 5307 STIC Performance

FEDERAL TRANSIT ADMINISTRATION										
TABLE 6										
FY 2026 FULL YEAR SMALL TRANSIT INTENSIVE CITIES PERFORMANCE DATA AND APPORTIONMENTS										
<i>The amount apportioned in this notice includes funding enacted in the Infrastructure Investment and Jobs Act (Pub. L. 117-58), and is based on funding made available under the Full-Year Consolidated Appropriations Act, 2026 (H.R. 7148 / Public Law 119-75, February 3, 2026).</i>										
<i>Note: For bi- or multi-state UZAs in the table below, the data and apportionment amounts shown are displayed for the State with the highest population share of each applicable UZA. However, the data and apportionment amounts provided correspond to the UZA as a whole rather than to the specific State to which they are attributed in the table. Further, STIC apportionments to UZAs in more than one State are divided among the applicable States based on their respective population shares.</i>										
State	State Name	Urbanized Area (UZA) Description	Passenger Miles per Vehicle Revenue Mile	Passenger Miles per Vehicle Revenue Hour	Vehicle Revenue Mile per Capita	Vehicle Revenue Hour per Capita	Passenger Miles per Capita	Passenger Trips per Capita	Number of Performance Factors Met or Exceeded	STIC Funding: @ = \$542,412 per Factor Met or Exceeded
Average for UZAs with Populations 200,000 - 999,999			4.71630	80.71282	10.44697	0.66475	55.43578	8.64342		
WA	Washington	Mount Vernon, WA	2.30227	38.64391	24.55771	1.46306	56.53836	5.45259	3	\$1,627,236

Section 5307 STIC Performance

- FY 24 apportionment was based on CY 2022 NTD data
- FY 25 apportionment was based on CY 2023 NTD data
- FY 26 apportionment was based on CY 2024 NTD data

STIC NTD Data Comparison						
Measure	FY24	FY25	FY26	% Change	Avg – UZAs above 200,000 to 1M (FY26)	Avg – UZAs under 200,000 (FY26)
Passenger Miles Traveled (PMT)	5,456,461	6,030,287	3,778,176	-37.3		3,069,633
Vehicle Revenue Miles (VRM)	1,984,059	2,198,097	1,641,069	-25.3		813,262
Vehicle Revenue Hours (VRH)	107,346	119,685	97,769	-18.3		53,786
Unlinked Passenger Trips (UPT)	402,519	496,304	364,369	-26.6		617,767
PMT/VRM	2.75015	2.74341	2.30227	-16.1	4.71630	
PMT/VRH	50.83059	50.38465	38.64391	-23.3	80.71282	
VRM/Capita	29.69037	32.89333	24.55771	-25.3	10.44697	
VRH/Capita	1.60637	1.79102	1.46306	-18.3	0.66475	
PMT/Capita	81.65299	90.23999	56.53836	-37.3	55.43578	
UPT/Capita	6.02348	7.42692	5.45259	-26.6	8.64342	

Climate Commitment Act

CCA requires at least 35% (goal of 40%) of funds be invested in projects that benefit communities overburdened by climate & air pollution, and a minimum of 10% towards projects with tribal support.

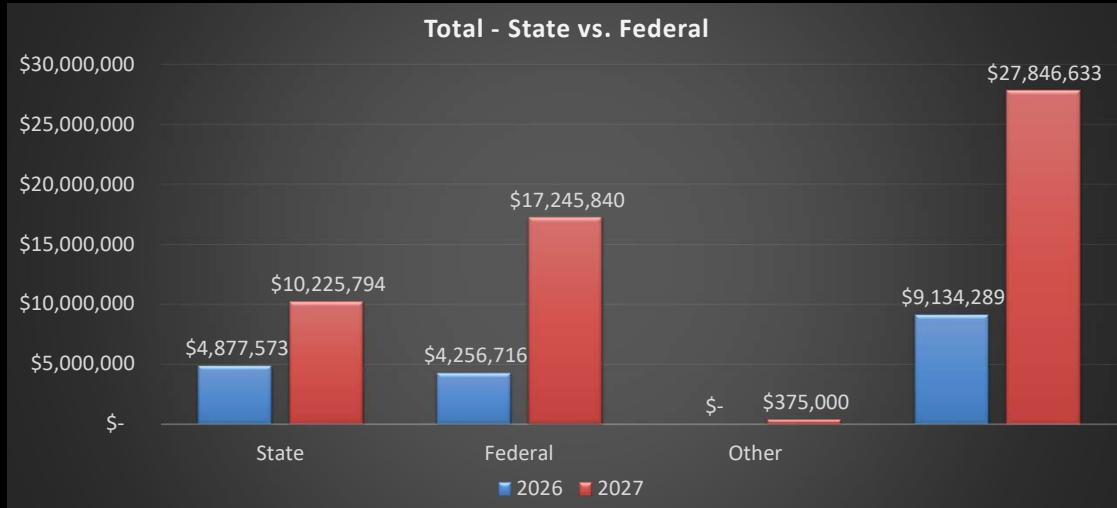
- Funding for Skagit Transit:
 - Consolidated Grant Program – 22.3% CCA funded = \$1,004,755
 - Transit Support Grant – 100% CCA funded = \$3,280,104
 - Paratransit/Special Needs & Rural Mobility – 55.5% CCA funded = \$1,353,369
 - Move Ahead Washington – 100% CCA funded = \$5,000,000 (2027 - 2029 biennium – awarded for MOA2)

Other programs Skagit Transit has requested funds from to support capital costs for construction of MOA2 and fleet vehicles that are bolstered by CCA dollars:

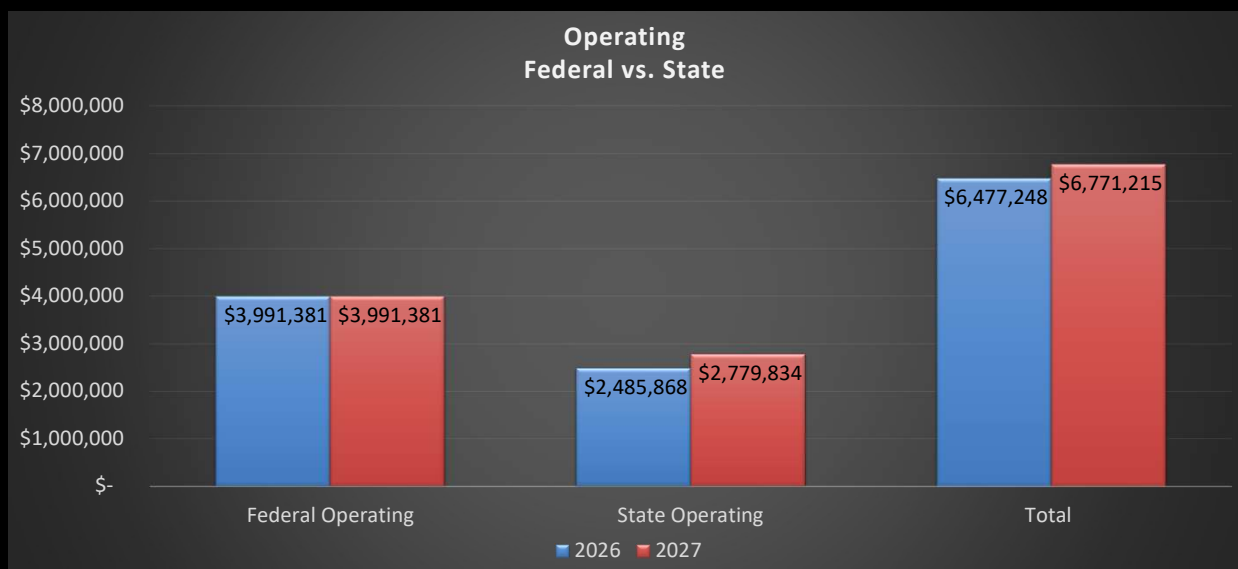
- State Buses & Bus Facilities Grant Program (100% CCA funds) = \$7,771,250
- Green Transportation Capital Grant Program (76.7% CCA funds)
- Applications align with regional transportation planning goals from SCOG identified in the 2022 PT-HSTP
- CCA funding continues to enable Skagit Transit to expand & enhance services as well as enable the agency to meet State of Good Repair requirements.



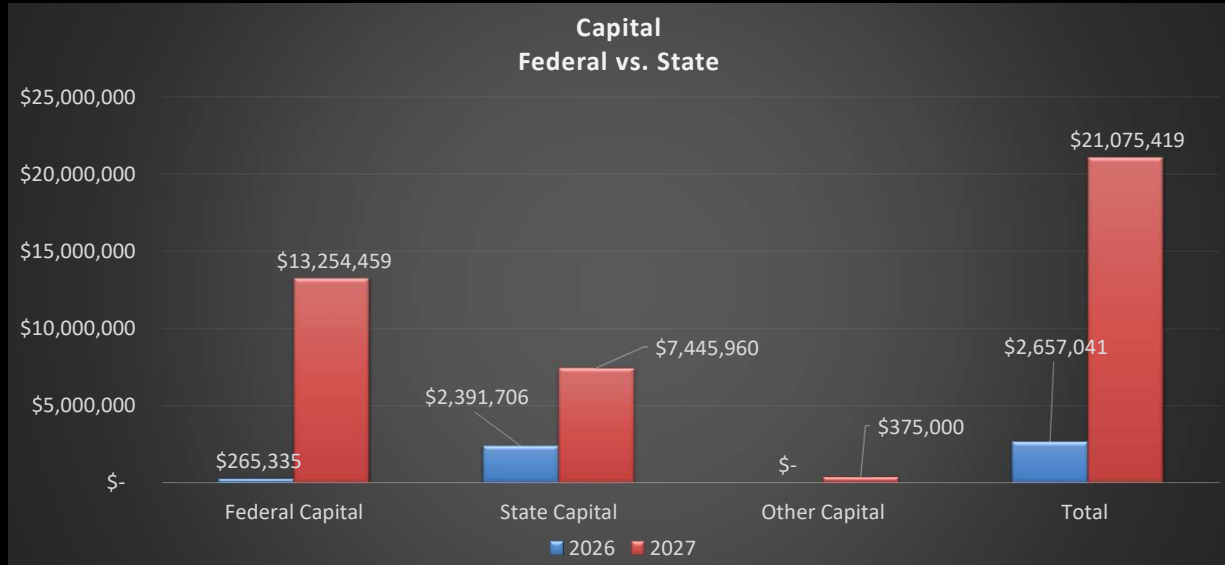
Funding Allocations



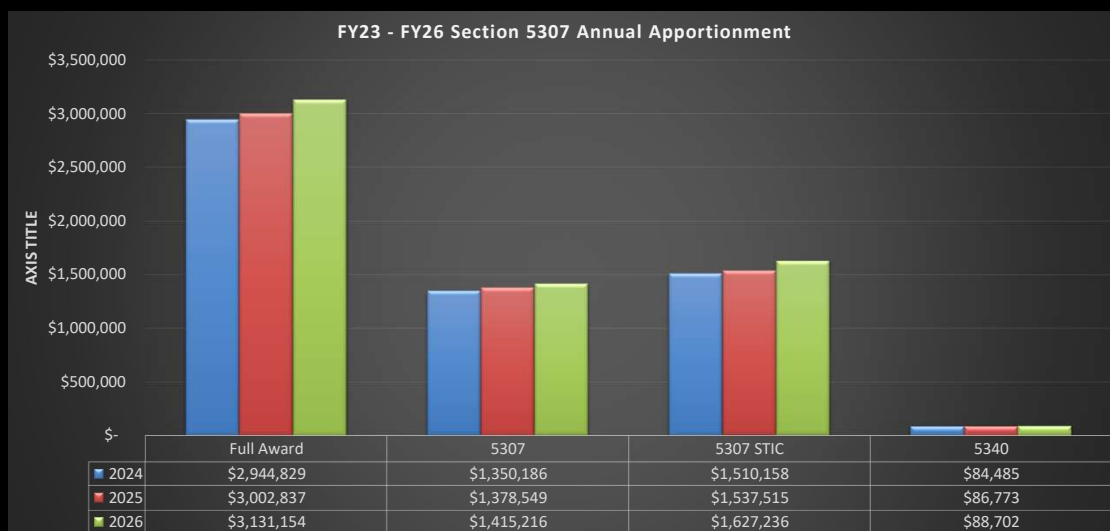
Funding Allocations



Funding Allocations



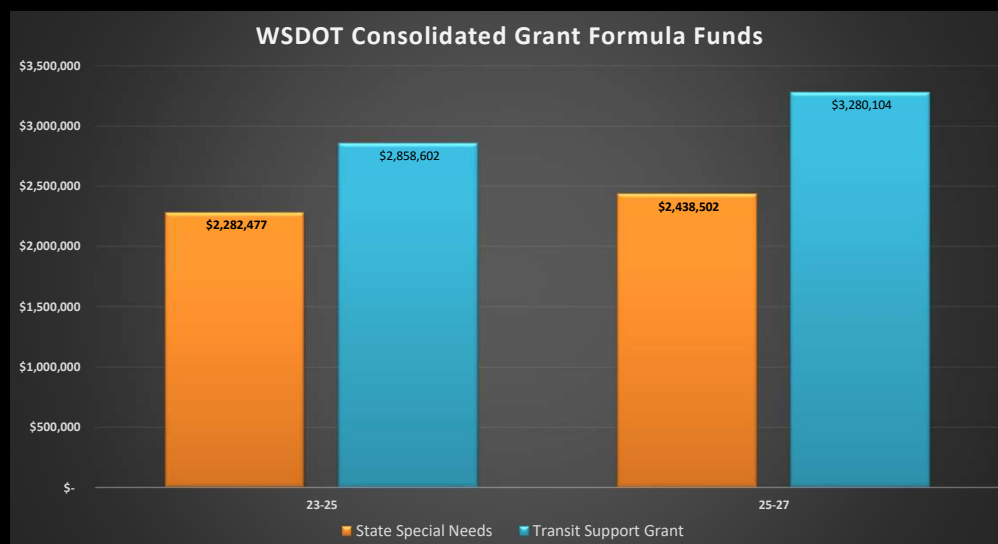
Funding Allocations



Funding Allocations



Funding Allocations



Portfolio Growth Opportunities

➤ Strategic Grant Goals:

- Evaluate potential to leverage opportunities increase cost allocations to more effectively utilize grant funding
 - NICRA = Negotiated Indirect Cost Rate Agreement
 - De Minimus Rate
 - Current Cost Allocation Plan
- Buildout Grant Management Policies & Procedures

MOA2 Phases 2 & 3 Funding



	Phase 2	Phase 3	Total
BUILD Funds	\$10,305,787	\$7,244,213	\$17,550,000
Other Federal Funds ¹	\$3,000,000	\$5,275,000	\$8,275,000
Non-Federal Funds ²	\$6,403,041	\$11,792,919	\$18,195,960
Total:	\$19,708,828	\$24,312,132	\$44,020,960

Funding Source	Federal	Local	State	Total
DOT BUILD	\$ 17,550,000	\$ -		\$ 17,550,000
FY23 5339(b)	\$ 5,000,000			\$ 5,000,000
FHWA UM --> S307	\$ 3,275,000			\$ 3,275,000
WSDOT State Buses & Bus Facilities			\$ 7,445,960	\$ 7,445,960
County EDPF		\$ 750,000		\$ 750,000
Move Ahead Washington			\$ 5,000,000	\$ 5,000,000
Local - Agency Reserves		\$ 10,000,000		\$ 10,000,000
	\$ 25,825,000	\$ 10,750,000	\$ 12,445,960	\$ 49,020,960
	53%	22%	25%	

Questions



SKAGIT TRANSIT · BOARD OF DIRECTORS SPECIAL SESSION · SEPTEMBER 29, 2026



Microtransit Pilot Planning Update

Anacortes, Sedro-Woolley and Concrete

A presentation on replacing three low-ridership routes with on-demand service.

3 Zones

each replacing a low-ridership route:
409, 300 and 717 Flex

Zone-wide

pickups anywhere in the service area,
not just within $\frac{1}{4}$ mile of a route

Fall 2027

target launch, keeping each route's
current service hours

Purpose: Provide an update on what this new on-demand service could look like in each community

What microtransit is and how it works

Shared, on-demand public transit: riders request a trip, and software routes smaller vehicles to pick up people heading the same way within a set zone.

1

Request

Riders book by app or phone, minutes ahead or ahead of in advance.

2

Match

Software groups trips going the same way and assigns a vehicle.

3

Ride

Curb-to-curb pickup anywhere in the zone, including links to fixed routes.

Why it fits lower-performing routes

- Areas under 1,000 people per square mile are better suited to demand response than fixed routes.
- A fixed bus runs every trip whether or not anyone rides. Riders per hour based on 2025 data: Route 409 had 2.6, Route 300 had 4.2, and Route 717 had 1.8.
- Coverage spans the whole zone, reaching riders beyond walking distance of a stop.

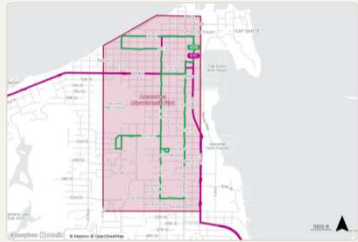
Trade-offs to manage

- Carries fewer riders per vehicle than a busy fixed
- Riders must book; phone booking stays available.
- Waits grow if demand outpaces vehicle space availability.

Sources: 2022 Skagit CPT-HSTP (population density guidance); Skagit Transit route ridership data.

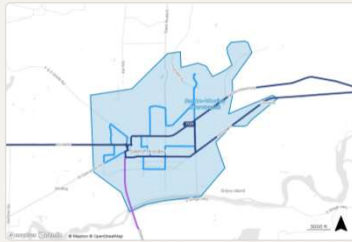
Each zone replaces a low-ridership route

Anacortes



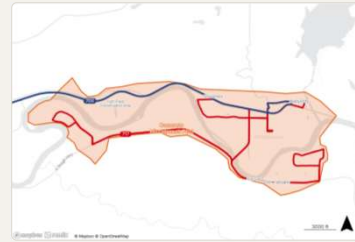
Replaces Route 409
8,224 riders/year

Sedro-Woolley



Replaces Route 300
19,129 riders/year

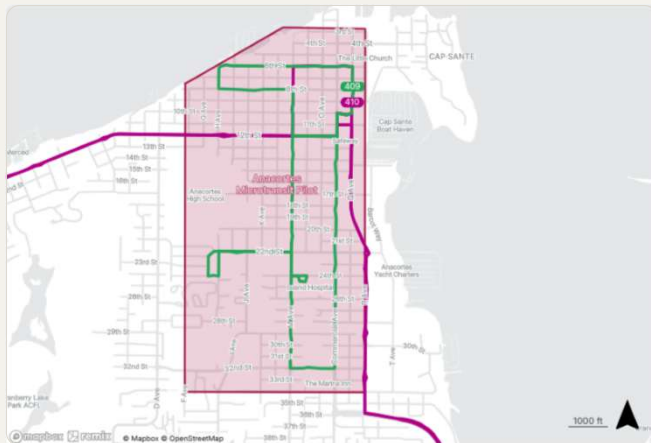
Concrete



Replaces Route 717 Flex
7,043 riders/year

Source: Skagit Transit zone maps and route performance data, Aug 2026. Map scales differ; zone details follow.

Anacortes: replacing Route 409



8,224

annual riders on Route 409

2.6

riders per hour on Route 409 in 2025

Weekdays: 6:38 a.m. – 8:19 p.m.

Saturday: 8:06 a.m. – 5:35 p.m.

Sunday: No service

Vehicles: 1 at launch; 2nd if periodic review supports

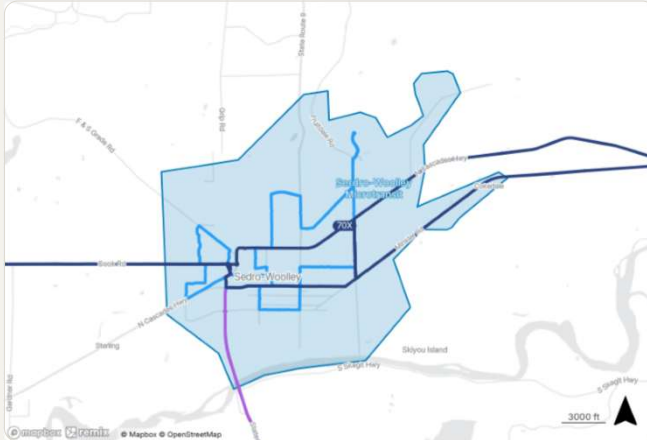
Booking: App or phone

Route 410 stays as a fixed route.

ADA paratransit and general-public trips share one platform.

Source: Skagit Transit zone map and route performance data, Aug 2026. Map scale bar: 1,000 ft.

Sedro-Woolley: replacing Route 300



19,129

annual riders on Route 300

4.2

riders per hour on Route 300 in 2025

Weekdays: 6:20 a.m. – 8:50 p.m.

Saturday: 8:15 a.m. – 6:00 p.m.

Sunday: 8:15 a.m. – 6:00 p.m.

Vehicles: 1 at launch; 2nd if periodic review supports

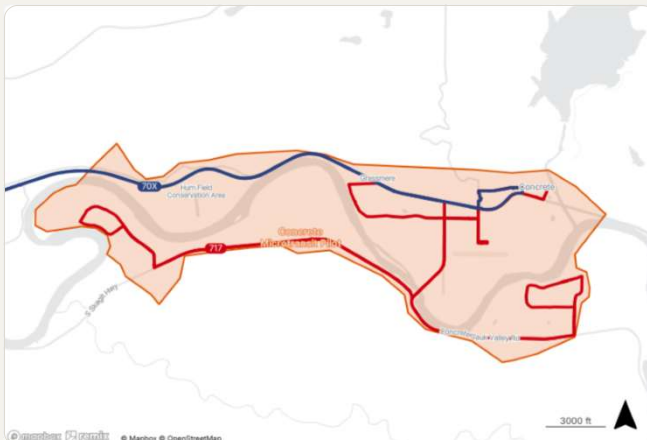
Booking: App or phone

Route 70X stays as a fixed route.

ADA paratransit and general-public trips share one platform.

Source: Skagit Transit zone map and route performance data, Aug 2026. Map scale bar: 3,000 ft.

Concrete: replacing Route 717 Flex



7,043

annual riders on Route 717 (2025)

1.95

riders per hour on Route 717 in 2025

Weekdays: 6:35 a.m. – 8:20 p.m.

Saturday: 8:40 a.m. – 5:12 p.m.

Sunday: No service

Vehicles: 1 at launch; 2nd if periodic review supports

Booking: Phone first; app option

Covers Grassmere to Concrete, including Cape Horn and Cedar Grove.

Open to all riders, with no eligibility screening.

Source: Skagit Transit zone map and 2025 route ridership. Map scale bar: 3,000 ft.

Same hours as today, booked on demand

	Anacortes	Sedro-Woolley	Concrete
Replaces	Route 409	Route 300	Route 717 Flex
Days	Mon–Sat	Mon–Sun	Mon–Sat
Weekdays	6:38 a.m. – 8:19 p.m.	6:20 a.m. – 8:50 p.m.	6:35 a.m. – 8:20 p.m.
Saturday	8:06 a.m. – 5:35 p.m.	8:15 a.m. – 6:00 p.m.	8:40 a.m. – 5:12 p.m.
Sunday	No service	8:15 a.m. – 6:00 p.m.	No service
Vehicles	1 at launch; 2nd if periodic review supports	1 at launch; 2nd if periodic review supports	1 at launch; 2nd if periodic review supports
How to book	App or phone	App or phone	Phone first; app option

No zone extends hours beyond today's routes. Revenue hours: Anacortes and Sedro-Woolley combined 13,260; Concrete ~4,000.

Reaching riders where need is highest

Anacortes

- 1 in 3 residents is 65 or older (32% vs. 25% countywide)
- Median age 50.7 vs. 42.2 countywide; 17% of households are a senior living alone

Sedro-Woolley

- Fastest-growing city in Skagit County, 2010–2020 (+15.5%)
- Above-average share of youth
- 1.4× the county poverty rate (15.7% vs. 11.6%)
 - +17.8% growth from 2010 to 2020, vs. vs. +10.8% countywide; 22.6% of residents under 18

Concrete

- 1.6× the county poverty rate (18.1% vs. 11.6%)
- 43.7-minute average commute, vs. 26.4 countywide; only 3 Saturday round trips on Route 717 today, with no Sunday service

¼ mile: Paratransit is guaranteed only this close to a fixed route. Beyond it, residents have no on-demand option.

One platform for ADA paratransit and general-public trips, with phone booking maintained.

57%: Countywide, 57% of paratransit trips to the most-visited destinations are for medical care, such as dialysis, clinics and hospitals (2022 CPT-HSTP).

Sources: U.S. Census Bureau; 2022 Skagit CPT-HSTP; Skagit Transit.

