



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

Skagit Transit Board of Directors Agenda

Regular Meeting
November 19, 2025
11:00 a.m.

Join virtually at:

<https://tinyurl.com/BoardofDirectors-11-19-25>

Meeting ID: 267 204 344 505 28

Passcode: Fm7oj3Bq

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. CLOSED SESSION – COLLECTIVE BARGAINING AGREEMENT NEGOTIATIONS – RCW 42.30.140(4)(b)
5. PUBLIC COMMENT
6. CONSENT / ACTION ITEMS
All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.
 - a) Approval of October Meeting Minutes Page 3
 - b) Approval of Claims and Payroll
September Payroll Direct Deposit and Checks \$1,222,905
September Direct Federal withholding transfer..... \$337,073
September Claims Checks and ACH #4354-4596 \$526,053
 - c) Approve September Budget Update..... Page 7
7. FULL DISCUSSION / ACTION ITEMS
 - a) Approve Interlocal Agreement to Donate Paratransit Vehicle Page 6
 - b) Approve 2026 CAC Slate of Officers Page 17
8. INFORMATION ITEMS
 - a) CEO Update
 - b) Employee Recognition
 - c) Grants Update Page 18
 - d) September Productivity and Ridership Report Page 19
 - e) CAC Report Page 22
 - f) Nondriver Alliance Page 23
9. ADJOURNMENT

Skagit Transit Board of Directors Officers

Commissioner Peter Browning..... Chair Commissioner Lisa Janicki..... Vice Chair

Skagit Transit Board of Directors Membership and Votes

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

Non-Voting Members

Community Advisory Committee Chair
Skagit Transit Labor Union Representative

Quorum Requirement

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

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

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

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

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

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

Wednesday, October 15, 2025

The Skagit Transit Board of Directors met in a regular meeting in Burlington, WA. Commissioner Peter Browning, Board Chair, 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)
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Assessor Danny Hagen as a representative for Ron Wesen, Skagit County Commissioner
Peter Donovan, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor
Bill Aslett, City of Burlington, Mayor
Carolyn Moulton, City of Anacortes, Councilmember (Joined the meeting at 11:02 a.m.)
Tracy Cook, Labor Representative (non-voting member) (Joined the meeting at 11:12 a.m.)

Members Present via Teleconference

Members Absent:

Joe Burns, City of Sedro-Woolley, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Providing Legal Counsel:

Staff Present

Chris Arkle, Manager of Finance and Accounting
Crystle Stidham, Chief Executive Officer
Eric Esparza, Capital Projects Manager
Eric Gambill, Security Supervisor
Greg Latham, Director of Maintenance, Operations, and Facilities
Joe Stewart, Director of Finance
Larissa Farrell, Clerk of the Board
Maleah Kuzminsky, Planning and Outreach Manager

Staff Present via Teleconference:

Eric Esparza, Capital Projects Manager
Kaitlin West, Rideshare Administrator
Les O'Neil, Operations Supervisor
Rebekah Tuno, Grants Manager
Rogelio Conejo, Community Engagement Coordinator
Taylor Patti, Financial Analyst
Wayne Simmons, Facilities Supervisor

Members of Public Present

Jason Kelley; Rosie Ventura;

Members of the Public Present via Teleconference:

0000; 208-308-8876; Jane H; Joe for CEO; Milo's Notetaker; Milo Whitman; Read.AI Meeting; Ron Swanson; Skagit

1 Public Comment

Public comment was made, and the written submission is attached to these minutes.

2 Consent / Action Items

- a) Approval of September Meeting Minutes
- b) Approval of September Special Meeting Minutes
- c) Approval of Claims and Payroll
 - August Payroll Direct Deposit and Checks
 - August Direct Federal withholding transfer
 - August Claims Checks and ACH #4383-4533
- d) Approve August Budget Update
- e) Approve Public Transportation Agency Safety Plan (PTASP)

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

3 Full Discussion/Action Items:

- a) Approve Interlocal Agreement with Whatcom Transit Authority
Ms. Stidham summarized the report as presented in the board packet.

Ms. Janicki moved to approve the Interlocal Agreement with Whatcom Transit Authority. Mr. Aslett seconded the motion. The motion passed unanimously.

4 Information Items

- a) 2026 Preliminary Budget Update
- b) CEO Update
- c) Grants Update
- d) August Productivity and Ridership

Peter Browning adjourned the meeting at 11:34 a.m.

Attest:

Peter Browning, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board

11 October 2025

RE: SHB 1418 and Skagit Transit Board Representation

Dear Skagit Transit Board;

Joe A. Kunzler here, concerned rider of Skagit Transit and 2nd generation resident of Skagit County. I am writing you mostly asking that you please place on your November Board agenda how you intend to address [SHB 1418](#) implementation. SHB 1418 allows transit boards like Skagit Transit to have two voting members who are regular, enthusiastic transit users – and considering Skagit Transit’s grant dependency, I submit please having these seats filled by active transit users can only help in improving Skagit Transit.

Granted and honestly, I fully intend to apply for one of these positions. But I do want to point out some things:

- a) The legislation states, “Transit-using voting members may not be employees of the transit agency operating under the public transportation benefit area authority”. Please seek clarification if Community Advisory Committee members fall under this.
- b) As a former Community Advisory Committee member, I feel I was unable to have the CAC give input in that framework in certain circumstances, such as service planning decisions. There was one decision made several years ago where a proposed route was withdrawn and we did not know until I inquired what the plan was. Considering that Skagit Transit is entering a financially difficult time and the recent long-range plan’s suggested routes were rejected by the community, these times require active *rider* input.

c) I would hope that you have applicants to this position share their plan to connect both Skagit Transit and the Board to the community Skagit Transit serves. My plan includes planning a monthly meetup in a different community, plus online outreach.

I would also add that Senator Liz Lovelett (40th LD) spoke on the State Senate floor for this legislation. Senator Lovelett shared,

“Having representation on local boards [from people] that have lived experience are crucial in providing these resources and services to the community. A couple of years ago, I participated in Disability Rights Washington ‘Week Without A Car’. Now, unfortunately, in my area, that was exceedingly difficult, considering I have kids to get here and there, and kind of the limited nature of transportation services in rural areas, which speaks volumes in and of itself.”

I believe the Skagit Transit Board should include those perspectives at the decision-making table. It is worth noting that there will be no Community Advisory Committee report on the agenda this month. I ask that you please amend your agenda to accommodate, please.

Please consider my letter at 447 words as my public comment for the Skagit Transit October 15, 2025 Board Meeting. Many thanks!

Very respectfully submitted;

A handwritten signature in dark ink, appearing to read "Joe A. Kunzler". The signature is fluid and cursive, with the first name "Joe" being the most prominent.

Joe A. Kunzler
growlernoise@gmail.com



TO: Skagit Transit Board of Directors

FROM: Chris Arkle, Accounting & Finance Manager

SUBJECT: Monthly Budget Update Report for September 2025

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

Revenues:

Sales Tax Received:

September	2025	2024	2023
	1,611,441	1,591,657	1,499,379

Grant Revenue:

Federal Operating	
Federal Capital	
Local Operating	
State Operating	151,559
State Capital	46,669

Fare Revenue:

	2025	2024	2023	2022
September	60,258	61,333	58,479	70,414
Yrly-Budget	791,764	718,000	684,500	592,964
Mon-Budget	65,980	59,833	57,042	49,414

Expenses

Payroll

Operators' Salaries	September	YTD	Budgeted
Operators' Salaries	435,436	3,827,085	5,923,081
Operators' Overtime	61,761	710,506	515,000

Non-Operators' Salaries

Non-Operators' Salaries	466,231	4,283,716	5,459,634
Non-Operators' Overtime	1,985	47,993	41,160

Capital

Route Improvements	
Skagit Station	
Park & Ride	
Revenue Equipment	
Service Equipment	
Vanpool Equipment	
MOA 2	
Bldgs. - MOA	44,890
Garage/Shop Equipment	
Office Furniture/Equip.	
Intangible Asset - SW	
Communications & IS	23,329

Ending Cash:

September 2025	September 2024	September 2023
3,550,974	3,952,575	6,430,819

Reserves:

	September 2025	September 2024	September 2023
Operating	5,803,056	5,550,288	5,275,190
Facilities	10,400,000	10,400,000	10,400,000
Capital			
Replacement	6,251,578	5,526,266	4,736,898
Non-Designated	733,426	1,662,765	1,580,302
Total	23,188,060	23,139,319	21,992,390

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



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Interlocal Agreement to Donate Paratransit Vehicle

INFORMATION:

Skagit Transit recently received a request from Skagit County government requesting to receive the donation of an ADA-accessible paratransit vehicle (the "Vehicle") for use by a local non-profit organization, which provides assistance to eligible community members experiencing food insecurity, housing insecurity, or homelessness within Skagit County.

Under Skagit Transit's Fixed Asset Disposal Policy (Admin.085.010), the agency is allowed to do this under Exception A.

- a) "When the sale or other transfer is to another municipal corporation or government agency;"

Staff would like to donate vehicle 759, a 2015 Chevrolet Startrans Senator, to Skagit County government to help them meet the needs of community members in Skagit County. This vehicle was slated to be decommissioned and sold at auction. Once this vehicle is transferred, Skagit Transit will have no further obligation to this vehicle. All future operating, maintenance, and insurance costs will be covered by the Skagit County government.

RECOMMENDATION:

Staff recommend transferring vehicle 759 to Skagit County government.

BUDGET IMPACT:

Vehicle's value is estimated at approximately \$8,500, however, auction prices vary based on market conditions.



600 County Shop Lane
Burlington, WA 98232

INTERLOCAL AGREEMENT BETWEEN SKAGIT COUNTY AND SKAGIT TRANSIT FOR DISPOSITION OF SURPLUS PROPERTY

This INTERLOCAL AGREEMENT BETWEEN SKAGIT COUNTY AND SKAGIT TRANSIT FOR DISPOSITION OF SURPLUSE PROPERTY ("Agreement") is entered into this ____ day of _____, 20, by and between Skagit County, a municipal corporation of the State of Washington ("County"), and Skagit Transit, a municipal corporation operating within Skagit County ("Skagit Transit"). The County and Skagit Transit may be referred to in this Agreement individually as a "Party" or collectively as the "Parties."

RECITALS:

WHEREAS, pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, the Parties are authorized to enter into agreements to cooperatively exercise their powers for mutual benefit; and

WHEREAS, Skagit Transit owns vehicle 759, a 2015 Chevrolet Startrans Senator, an Americans with Disabilities Act (ADA) accessible paratransit vehicle that is at the end of its useful life for Skagit Transit; and

WHEREAS, Skagit County seeks to receive the donation of this ADA-accessible paratransit vehicle (the "Vehicle") for use by a local non-profit organization, which provides assistance to eligible community members experiencing food insecurity, housing insecurity, or homelessness within Skagit County; and

WHEREAS, Skagit Transit Policy #085.10 establishes the framework and guidelines for Skagit Transit to donate assets to "Qualified Organizations" for public benefit; and

WHEREAS, "state agencies" and "tax supported agencies" within the State of Washington are included as Qualified Organizations under Skagit Transit Policy #085.10; and

WHEREAS, Skagit County, a state and tax-supported agency, is a Qualified Organization under Skagit Transit Policy #085.10 and is therefore eligible to receive and distribute donated assets from Skagit Transit, including vehicles, for public benefit; and

WHEREAS, the Parties find that Skagit Transit's donation of this ADA-accessible paratransit vehicle to Skagit County will serve a public purpose by enhancing transportation resources to assist local individuals experiencing food insecurity, housing insecurity, or homelessness, all of which are of mutual concern to the Parties.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to allow Skagit Transit the ability to donate surplus property to Skagit County in compliance with its asset distribution policy to achieve a goal that is mutually beneficial to the Parties and the community.

2. TERM AND TERMINATION

(a) **Term.** This Agreement shall enter into full force and effect from _____ and shall remain in effect until the Vehicle is no longer in use for the purpose stated, herein, subject to earlier termination as provided in this Section 2.

(b) **Termination for Breach.** This Agreement may only be terminated for a violation of the Agreement terms. In the event either Party breaches or fails to perform or observe any of the terms or conditions herein and fails to cure such breach or default within thirty (30) days' written notice thereof to the other Party, or, if not reasonably capable of being cured within such thirty (30) days, within such other period of time as the Parties agree may be reasonable in the circumstances, either Party may terminate this Agreement in addition to and not in limitation of any other remedy of the non-breaching Party at law or in equity, and the failure of the non-breaching Party to exercise such right at any time shall not waive that Party's right to terminate for any future breach or default. In the event of a breach, this Agreement shall remain in full force and effect until the conclusion of the Dispute Resolution pursuant to Section 10, herein.

3. MAILING ADDRESSES

All notices, reports, and correspondence to the respective Parties of this Agreement shall be sent to the following:

To Skagit Transit:

Primary Contact Person: Crystle Stidham (or successor)
Address: 600 County Shop Lane

Burlington, WA 98233

Phone: 360-757-8155

Fax: 360-757-8019

Email: cstidham@skagittransit.org

To Skagit County :

George Kosovich

301 Valley Mall Way, Suite 110

Mount Vernon, WA 98273

360-416-1500

Email: georgek@co.skagit.wa.us

Notices mailed shall be deemed given on the date mailed. The Parties shall notify each other in writing of any change of address.

4. SKAGIT TRANSIT'S OBLIGATIONS

- a. Skagit Transit agrees to donate the paratransit Vehicle to Skagit County at no cost.
- b. The Vehicle shall be transferred "as-is," with no warranties or guarantees, expressed or implied, regarding its condition or suitability for use.
- c. Title and ownership of the Vehicle shall be legally transferred to Skagit County upon execution of this Agreement and completion of any required title transfer documentation.

5. SKAGIT COUNTY'S OBLIGATIONS

- a. Skagit County shall designate the Vehicle for exclusive use by a local non-profit organization providing assistance to members of the community experiencing food insecurity, housing insecurity, or homelessness.
- b. The local non-profit organization must utilize the Vehicle to support transportation or housing needs, including but not limited to, transporting individuals to and from the food bank, housing services, and other essential service locations.
- c. The County shall ensure compliance with Skagit Transit's Policy #085.10 in the administration and oversight of the Vehicle's use.

d. Skagit County shall assume all responsibility for maintenance, operation, and insurance of the Vehicle upon transfer.

e. The County has the full discretion to donate the vehicle to a local non-profit organization providing assistance to community members experiencing food insecurity, housing insecurity, or homelessness within Skagit County pursuant to Policy #085.10.

6. HOLD HARMLESS AND INDEMNIFICATION

(a) Nothing contained in this Section or this Agreement shall be construed to create a right of indemnification in any third party.

(b) Skagit County agrees to indemnify, defend, and hold harmless Skagit Transit, its officials, officers, agents, and employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold Skagit Transit harmless from and against any and all claims, damages, liabilities, or expenses arising out of the County's use or disposition of the paratransit Vehicle.

(c) Each Party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Party harmless from any such liability. It is further provided that no liability shall attach to either Party by reason of entering into this Agreement except as expressly provided herein.

(d) The terms of this Section shall survive the termination or expiration of this Agreement. No obligation shall exist to indemnify for injuries caused by or resulting from events occurring after termination of this Agreement.

FOR PURPOSES OF THE FOREGOING INDEMNIFICATION PROVISION ONLY, AND ONLY TO THE EXTENT OF CLAIMS BY THE PARTIES AGAINST EACH OTHER UNDER SUCH INDEMNIFICATION PROVISION, THE PARTIES SPECIFICALLY WAIVE ANY IMMUNITY THEY MAY BE GRANTED UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW. THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE TO OR FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS.

7. INDEPENDENT CONTRACTOR

In providing services under this Agreement, the relationship of the Parties is that of an independent contractor. Neither Party, nor its officers, agents, or employees, are employees of the other Party for any purpose, including but not limited to, withholding of taxes, payment of benefits, workers compensation pursuant to Title 51 RCW, or any other rights or privileges accorded either Party by virtue of their employment. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights by the employee of one Party against another under any applicable law, rule or regulation. At all times pertinent hereto, employees of Skagit Transit are acting as Skagit Transit's employees, and employees of Skagit County are acting as Skagit County employees.

8. DISPUTE RESOLUTION AND VENUE

It is the Parties' intent to resolve any disputes related to the interpretation or application of this Agreement informally through discussions at staff level, or if necessary, through discussions between Skagit Transit and Skagit County. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under the American Arbitration Association's Rules before resorting to any filing in a court. The mediator may be selected by agreement of the Parties or through the American Arbitration Association. Following mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be resolved by binding arbitration which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

9. ACCESS TO RECORDS CLAUSE

The Parties hereby agree that authorized representatives of the Parties shall have access to any books, documents, paper and record of the other Party which are pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. All such records and all other records pertinent to this Agreement and work undertaken pursuant to this Agreement shall be retained by the Parties for a period of six (6) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit findings or litigation. In such cases, the Parties may expressly agree by an amendment or separate agreement for such longer period for record retention.

10. GENERAL PROVISIONS

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and the unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington and venue for any lawsuit shall be in Skagit County Superior Court.

(c) Attorney's Fees. In the event of litigation regarding any terms of this Agreement, the substantially prevailing Party shall be entitled, in addition to any other relief that may be awarded, to such reasonable attorney's fees and costs as determined by the Court.

(d) Waiver of Breach. The waiver by either Party of the breach of any provision of this Agreement by the other Party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other Party.

(e) Savings Clause. Nothing in this Agreement shall be construed to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail, but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

(f) Filing. This Agreement shall be filed with the Skagit County Auditor's Office or, alternatively, listed by subject on each or either Party's web site or other electronically retrievable public source pursuant to RCW 39.34.040.

(g) Insurance. Each Party shall be responsible for maintaining its own insurance.

(h) Modifications. This Agreement may be changed, modified, amended or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

(i) Interpretation. This Agreement has been submitted to the scrutiny of all Parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any Party or its counsel. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

(j) Entire Agreement. This Agreement represents the entire integrated Agreement between Skagit Transit and Skagit County and supersedes all prior negotiations, representations or agreements, either written or oral.

(k) Counterparts. This Agreement may be executed in multiple counterparts and each shall be deemed an original, but all of which together constitute a single instrument.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the Parties hereto and made effective on the day and year first above written.

SKAGIT COUNTY

By: See Attached Signature Page

Name: _____

Title: _____

Date: _____

SKAGIT TRANSIT

By: _____

Name: _____

Title: _____

Date: _____

DATED this ____ day of _____, 2025.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve 2026 Slate of Officers for CAC

INFORMATION:

The Skagit Transit Community Advisory Committee (CAC) requests board approval of the recommended 2026 slate of officers:

- Chair: Judy Jones
- Vice-Chair: Irene Prokuski
- Special Projects Assistant: Ray Bock

RECOMMENDATION:

Staff recommends the board approve the 2026 slate of officers.

BUDGET IMPACT:

None.



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

SUMMARY:

The table below reflects grant applications submitted to support agency needs and goals identified in the Transit Development Plan (TDP) since the last update regarding applications submitted in October 2025.

Due to the changes in our BUILD authorized BUILD award scope of work to remove all EV infrastructure elements of MOA phases 2 & 3, we must locate alternative funding sources for this scope of work to remain compliant with Washington State building codes.

Grant Applications

Grant Program	Application Scope	Total Project Cost	Funding Request	Match Percent	Match Required
WA Dept. of Commerce Clean Energy Program	34.6 kW Solar Array at MOA2 on Building B	\$148,412	\$145,000 ¹	No match required	\$0 ²
WA Dept. of Commerce WA Electric Vehicle Charging Program – Round 2	Two level 3 DCFC Chargers at MOA2 Building B	\$119,429	\$119,429	No match required	\$0
PSE's Up & Go Electric for Fleet Incentives	Six Level 2 EV Chargers	\$80,256	\$48,000 ³	No match required	\$0
TOTAL		\$348,097	\$312,429		\$0

¹ Includes \$8,554.60 of contingency funds

² Match is not required for this application, however, to enhance Skagit Transit's competitiveness a total of \$3,412 of in-kind staff time match is committed should it be awarded. This amount is based on the Capital Projects Manager and Grants Manager anticipated time to implement project (contractor oversight, reporting & compliance)

³ Program offers up to \$4,000 per port for customer-owned level 2 chargers. Each level 2 charging pedestal will have two charging ports thus offering up to \$8,000 per pedestal. The total project cost includes both labor & equipment costs provided by our 3rd party design firm for MOA2 phases 2 & 3.

Recommendation

No action requested at this time.

SERVICE REPORTING SEPTEMBER 2025

Fixed Route



YTD Ridership Comparison (Jan-Sep 2025 vs. 2024)

Fixed Route

↑ 6.80%

Total Fixed Route Ridership

Unlinked Passenger Trips (UPT)	42,964
Compared to Previous Year - Sept. 2024	37,950
Net Increase/Decrease Year-over-Year	11.67% Δ

(MB) Local Route Service Supplied

Passenger Miles Traveled (PMT)	108,779.56
Vehicle Revenue Miles (VRM)	86,968.92
Vehicle Revenue Hours (VRH)	5,844.34
Vehicles Operated in Maximum Service	21
Vehicles Available for Maximum Service	21
Spare Ratio	0%

(MB) Local Route Service Efficiency

Operating Expense per VRM	\$11.14
Operating Expense per VRH	\$165.72
Unlinked Passenger Trips per VRM	0.39
Unlinked Passenger Trips per VRH	5.41
Operating Expenses per PMT	\$8.90
Operating Expenses per UPT	\$30.61

Fixed Route Vehicle Operator Statistics

Operator Count-Incl. Trainees/Extra Board	67
Total Operator Hours	12,121.38
Operator Productive Hours	9,507.43
Operator Non-Productive Hours	1,691.25
Operator Productivity %	84.90%
Operator Sum of Paid Overtime	\$49,611.03
Operator Overtime Hours	922.7

Fixed Route Road Calls

Road Calls	0
Previous Year	1
Road Failures	1
Previous Year	1

(CB) Commuter Route Service Supplied

Passenger Miles Traveled (PMT)	235,537.96
Vehicle Revenue Miles (VRM)	49,921.83
Vehicle Revenue Hours (VRH)	1,641.74
Vehicles Operated in Maximum Service	6
Vehicles Available for Maximum Service	8
Spare Ratio	25%

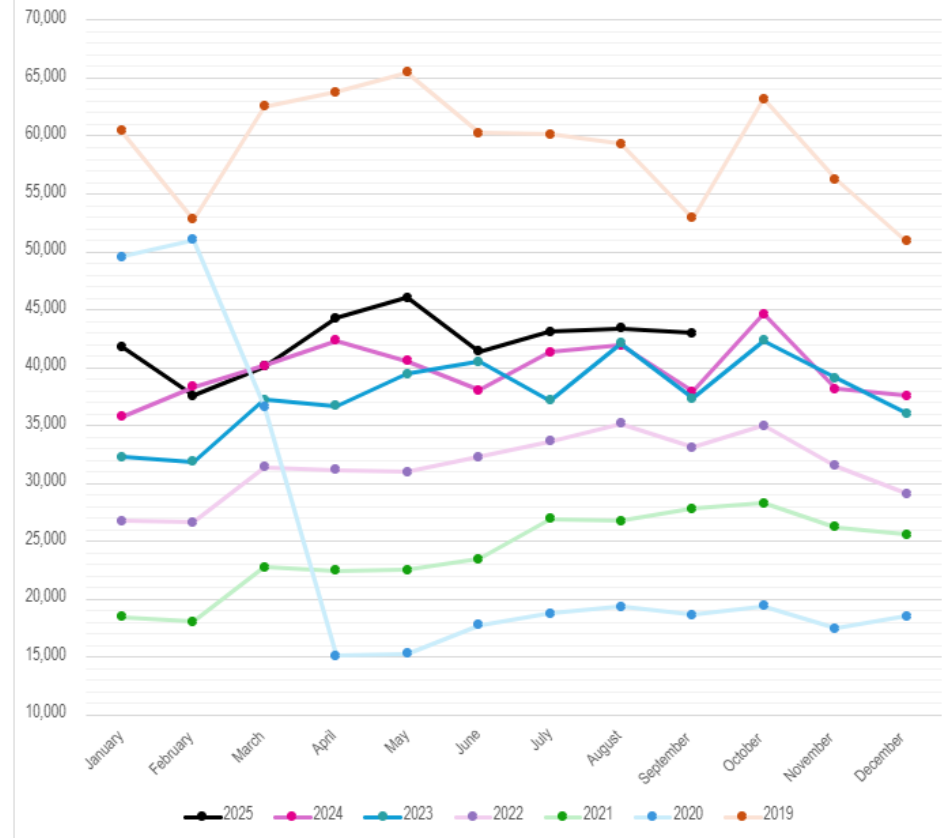
(CB) Commuter Route Service Efficiency

Operating Expense per VRM	\$5.48
Operating Expense per VRH	\$166.54
Unlinked Passenger Trips per VRM	0.179
Unlinked Passenger Trips per VRH	5.434
Operating Expenses per PMT	\$1.16
Operating Expenses per UPT	\$30.65

Route On-Time Departure Performance

CB-Average	90.05%
MB-Average	83.71%
Combined Average	86.88%

Historical Fixed Route Ridership by Month and Year



SERVICE REPORTING SEPTEMBER 2025



Paratransit

Para Service Operating Expenses	
Operating Expenses per VRM	\$10.07
Operating Expenses per VRH	\$74.63
Operating Expenses per UPT	\$68.07

Para Service Efficiency	
Unlinked Passenger Trips per VRM	6.76
Unlinked Passenger Trips per VRH	1.84

Paratransit Route Vehicle Driver Statistics	
Driver Count	22
Total Driver Hours	4,177.31
Driver Productive Hours	3,433.69
Driver Non-Productive Hours	529.45
Operator Productivity %	86.64%
Operator Sum of Paid Overtime	\$12,150.34
Operator Overtime Hours	214.17

Paratransit Service Consumption	
Passenger Miles Traveled (PMT)	35,214
Unlinked Passenger Trips (UPT)	6,391
Compared to Previous Year - Sept. 2024	5,572
Net Increase/Decrease Year-over-Year	12.81% Δ

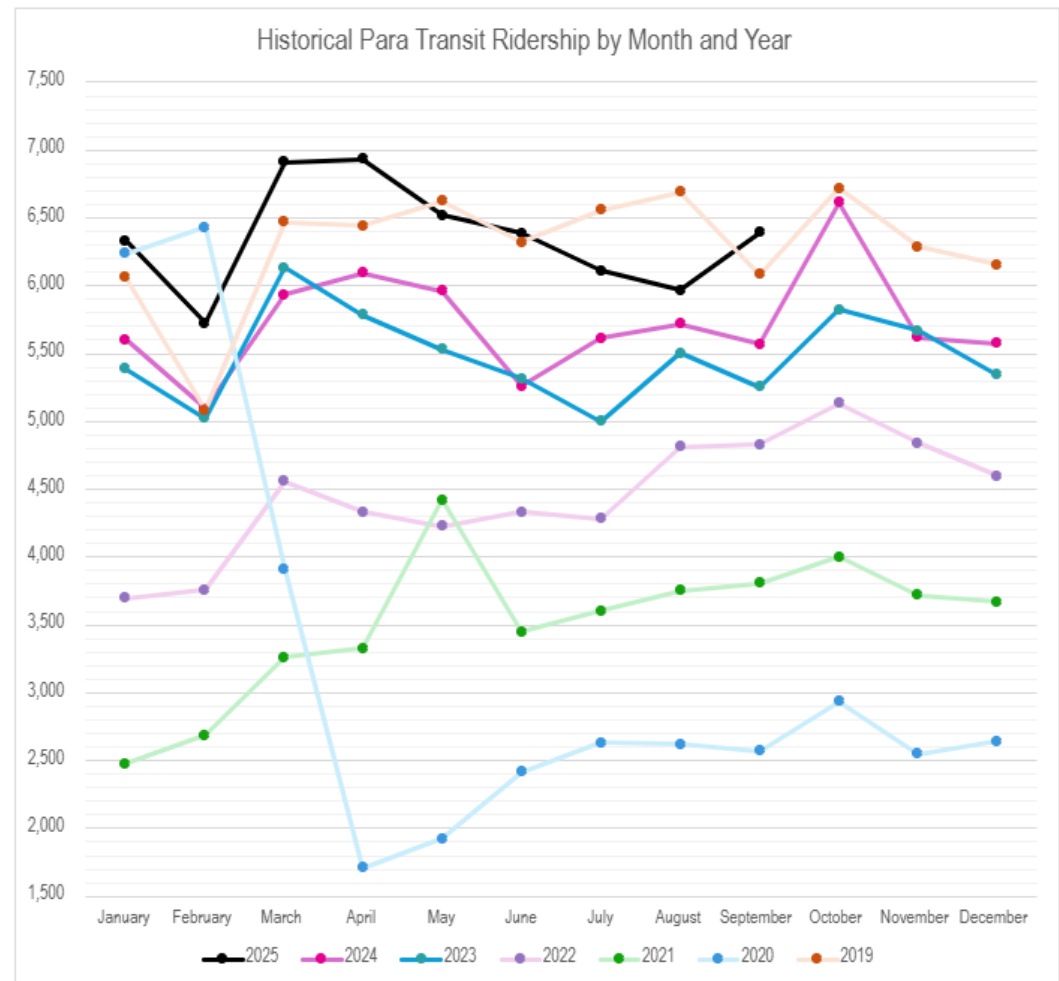
YTD Ridership Comparison (Jan–Sep 2025 vs. 2024)	
Fixed Route	6.80% Δ
Paratransit	12.65% Δ

Paratransit Service Supplied	
Vehicle Revenue Miles (VRM)	43,190.00
Vehicle Revenue Hours (VRH)	3,480.00
Vehicles Operated in Maximum Service	22
Vehicles Available for Maximum Service	26
Spare Ratio	15%

YTD Ridership Comparison (Jan–Sep 2025 vs. 2024)

Paratransit

↑12.65%



SERVICE REPORTING SEPTEMBER 2025

Expenses and Revenue



Fixed Route Statistics by Month							
Route	Ridership	VRM	Total Miles	VRH	Total Hours	Route Cost	Cost Per UPT
101 - Burlington	773	4,011.83	4,061.83	316.63	322.49	\$21,062.92	\$27.25
202 - Mount Vernon	1,708	5,127.64	5,431.39	416.54	425.69	\$25,527.13	\$14.95
204 - Mount Vernon	2,155	5,698.74	6,029.19	403.56	414.27	\$25,501.47	\$11.83
205 - Mount Vernon	3,486	4,111.63	4,423.18	391.58	401.88	\$24,064.52	\$6.90
206 - Mount Vernon	2,029	3,864.66	4,194.90	365.97	377.95	\$23,085.16	\$11.38
207 - Mount Vernon	3,250	7,970.24	8,468.86	571.65	591.42	\$33,220.05	\$10.22
208 - Mount Vernon-Burlington	6,824	7,319.27	7,442.25	699.2	709.5	\$36,706.90	\$5.38
300 - Sedro-Woolley	1,629	5,627.06	6,033.39	382.9	396.59	\$24,885.94	\$15.28
301 - Burlington-Sedro-Woolley	1,855	5,058.25	5,241.62	385.04	392.11	\$24,234.45	\$13.06
305 - Sedro-Woolley -Clear Lake- SVC	1,064	6,180.77	6,532.71	326.24	339.93	\$23,216.98	\$21.82
409 - Anacortes	696	3,562.20	3,601.19	260.56	265.02	\$18,765.67	\$26.96
410 - Anacortes- San Juan Is. Ferries	3,215	6,726.47	7,328.97	345.13	363.1	\$24,524.75	\$7.63
513 - Burlington-Anacortes	1,054	7,958.56	7,980.26	336.45	339.49	\$24,106.32	\$22.87
615 - Mt. Vernon-La Conner-Anacortes	1,397	7,504.65	7,965.17	341.86	359.46	\$24,795.11	\$17.75
717 - Concrete Flex Route	508	6,246.95	7,467.85	301.03	331.14	\$23,494.12	\$46.25
40X - Mt. Vernon-Anacortes	2,158	8,235.12	8,806.72	336.45	357.15	\$25,011.34	\$11.59
70X - Mt. Vernon-Concrete	1,034	10,126.61	10,505.84	369.42	387.14	\$27,077.66	\$26.19
80X - Skagit Whatcom Connector	2,202	6,822.26	7,054.22	228.69	234.54	\$19,674.71	\$8.93
90X - Skagit Snohomish Connector	3,528	24,737.84	25,147.17	707.18	750.16	\$48,540.27	\$13.76
Unassigned Riders	2,399						
Totals	42,964	136,890.75	143,716.71	7,486.08	7,759.03	\$497,495.46	

Operating Expenses By Class	
Labor	\$809,350.15
Salaries	\$495,058.22
Fringe & Paid Absences	\$314,291.93
Services	\$752.00
Materials & Supplies	\$123,726.04
Fuels & Lubricants	\$123,726.04
Tires & Tubes	
Other Materials	
Utilities	
Casualty & Liability	\$33,797.44
Taxes	
Purchased Transportation	
Operating Lease Expenses	
Miscellaneous Expenses	
Special & Extraordinary	

Average Cost Per UPT
\$16.84

Fare Revenue	
Fixed Route	\$25,569.54
Paratransit	\$10,184.17
Grand Total	\$35,753.71

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.

CAC REPORT

October/November, 2025

The 2026 newly-elected slate of CAC officers are as follows: Chair Judy Jones, Vice-Chair Irene Prokuski, and Special Projects Assistant Ray Bock.

The announcements and staff reports were given.

The committee has been diligently turning in feedback, contributing to the upcoming rider guide changes, to include mapping and timetables suggestions.

In the coming months, the committee will be working on a buy-laws update, more to come.

The newly-launched statewide Nondriver Alliance is coming to Skagit County through November-December, and Director Anna Zivarts will be the speaker at our December 9 meeting. Meanwhile, appointments are being scheduled with board members and Skagit Transit officials. The state alliance is working to partner with transit agencies, ridership coalitions, and transit boards. Among other tasks and goals, Nondriver Alliance is educating everyone on Chapter 230 2025 RCW 36.57a.050, allowing PTBA boards to add two additional community ridership voting members. This law is effective January 1, 2026.

The alliance also serves as a training space for ridership to learn how various transit agencies are funded, and what boards will expect of any ridership members who serve. Transit boards in the state already having voting community members show positive relationships, affecting outreach and visibility.

Next Meeting, December 9, Skagit Station, 4:30 PM.

Respectfully Submitted,

Judy Jones

CAC Chair

MOVING OUR COMMUNITIES BEYOND CAR DEPENDENCY

The Nondriver Alliance is coming to Skagit County throughout November/December.

What is it? It is a newly-launched statewide organization, made up of people who cannot drive or afford to drive and who want to make transit and paratransit work better in our communities. We partner with transit agencies, community coalitions, transit board members, and any stakeholder in mass transit.

Purpose: To share mass transit information that builds community awareness and embraces participation on all levels. It also maintains that organizing and training transit riders to advocate for better public transit service and accessible, connected pedestrian infrastructure can provide a critical counter to the narrative that public services are not wanted or needed.

The weekly training component of the alliance serves as a space for ridership to learn about and understand mass transit funding, budgeting, and generally what transit boards require of their members under RCW 36.57A.050, Chapter 230, which takes effect January 1, 2026.

While advisory committees will still deal with the core issues and needs, as requested by their respective transit agency, the landscape of service to each agency is broadening, due to the grassroots ground-swell of statewide partnership and involvement.