



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

Skagit Transit Board of Directors Agenda

Regular Meeting
September 17, 2025
11:00 a.m.

Join virtually at:

<https://tinyurl.com/Board-of-Directors-9-17-25>

Meeting ID: 221 988 685 460 3

Passcode: gB2ZM6B4

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF MEMBERS

4. PUBLIC COMMENT

5. CONSENT / ACTION ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

a) Approval of August Meeting Minutes	Page 3
b) Approval of Claims and Payroll	
July Payroll Direct Deposit and Checks	\$1,227,865
July Direct Federal withholding transfer.....	\$339,787
July Claims Checks and ACH #4249-4382	\$639,097
c) Approve July Budget Update.....	Page 5

6. FULL DISCUSSION / ACTION ITEMS

a) Approve HB Hansen Change Orders 14 & 15	Page 6
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7. INFORMATION ITEMS

a) September CAC Report	Page 8
b) CEO Update	
c) Employee Recognition	
d) July Productivity and Ridership	Page 9

8. 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, August 20, 2025

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

Members Present

Lisa Janicki, Skagit County Commissioner (Vice Chair)
Peter Donovan, City of Mount Vernon, Mayor (Left the meeting at 12:16 p.m.)
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor
Bill Aslett, City of Burlington, Mayor (Left the meeting at 12:07 p.m.)
Carolyn Moulton, City of Anacortes, Councilmember (Left the meeting at 12:28 p.m.)
Tracy Cook, Labor Representative (non-voting member)

Members Present via Teleconference

Auditor Sandy Perkins as a representative for Peter Browning, Skagit County Commissioner (Chair)
Assessor Danny Hagen as a representative for Ron Wesen, Skagit County Commissioner
Joe Burns, City of Sedro-Woolley, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Providing Legal Counsel:

Staff Present

Larissa Farrell, Clerk of the Board
Crystle Stidham, Chief Executive Officer
Greg Latham, Director of Maintenance, Operations, and Facilities
Jennifer Davidson, Director of HR and Risk Management
Joe Stewart, Director of Finance
Chris Arkle, Manager of Finance and Accounting
Eric Esparza, Capital Projects Manager
Maleah Kuzminsky, Planning and Outreach Manager
Belle Tromp, Operations Manager
Margie Tsuffis, Safety Training Coordinator
Joe Macdonald, Director of Safety and Training
Shelton Pritchard, Custodian
Wayne Simmons, Facilities Supervisor
Cory Black, Coach Operator
Andy Litke, Security Supervisor

Staff Present via Teleconference:

Ryan Quast, Electronics Systems Technician
Rebekah Tuno, Grants Manager
Abby Bissell, HR Generalist
Susan Libby, Travel Trainer
Kelly Myiow, Payroll and Leave Administrator

Members of Public Present

Eddie Allan; Rosie Ventura; Colleen Kennedy; Mike Kerr; Cameron Martinez; Matt Potter; Public; Public; Public 2; Lucy; Cameron's Notetaker; Skagit; Barbara Larson; Jane H; BV; Guest; 360-840-7254; 916-501-8890

Members of the Public Present via Teleconference:

Patty; BV; 1-916-501-8890; Joe Kunzler; 1-208-308-8876; Rosie Ventura; Press; Transit Rider; Cameron's Notetaker; Grace Jespersen; 00000; Josh Nylander; Chris Summers

1 Public Comment

Public comment was made.

2 Consent / Action Items

- a) Approval of July Meeting Minutes
- b) Approval of July Special Meeting Minutes
- c) Approval of Claims and Payroll
 - June Payroll Direct Deposit and Checks
 - June Direct Federal withholding transfer
 - June Claims Checks and ACH #4094-4248
- d) Approve June Budget Update

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

3 Full Discussion/Action Items:

- a) Approve 2025-2030 Transit Development Plan (TDP)
Ms. Stidham summarized the report as presented in the board packet and clarified with board members that this would be a living document and would be revised as necessary.

Mr. Donovan moved to approve the 2025-2030 Transit Development Plan. Ms. Johnson seconded the motion. The motion passed unanimously.

- b) Approve Resolution 2025-09 Authorization for Disposal of Surplus Vehicles and Parts
Ms. Stidham read the report as presented in the board packet.

Mr. Aslett moved to approve Resolution 2025-09 Authorization for Disposal of Surplus Vehicles and Parts. Mr. Miller seconded the motion. The motion passed unanimously.

- c) Approve Mike Kerr as a New Member of the Community Advisory Committee
Judy Jones clarified with the board chair that we still had a quorum. After confirming, Ms. Stidham confirmed with Judy that this was approved at the last CAC meeting.

Mr. Miller moved to approve Mike Kerr as a new member of the Community Advisory Committee. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Information Items

- a) CEO Update
- b) Employee Recognition
- c) June Productivity and Ridership
- d) Hydrogen Study Presentation, Matt Potter
- e) August CAC Report

Lisa Janicki adjourned the meeting at 12:45 p.m.

Attest:

Peter Browning, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board



TO: Skagit Transit Board of Directors

FROM: Chris Arkle, Accounting & Finance Manager

SUBJECT: Monthly Budget Update Report for July 2025

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

Revenues:

Sales Tax Received:

July	2025	2024	2023
	1,560,761	1,430,443	1,568,089

Grant Revenue:

Federal Operating	2,117,119
Federal Capital	-
Local Operating	-
State Operating	-
State Capital	-

Fare Revenue:

	2025	2024	2023	2022
July	68,242	57,534	58,644	52,726
Yrly-Budget	791,764	718,000	684,500	592,964
Mon-Budget	65,980	59,833	57,042	49,414

Expenses

Payroll

Operators' Salaries	July	YTD	Budgeted
Operators' Salaries	434,116	2,956,363	5,923,081
Operators' Overtime	83,616	560,555	515,000

Non-Operators' Salaries

Non-Operators' Salaries	444,665	3,366,765	5,459,634
Non-Operators' Overtime	4,004	40,618	41,160

Capital

Route Improvements	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	-
Service Equipment	-
Vanpool Equipment	-
MOA 2	11,375
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equip.	553
Intangible Asset - SW	-
Communications & IS	-

Ending Cash:

July 2025	July 2024	July 2023
4,017,916	3,520,212	2,750,343

Reserves:

	July 2025	July 2024	July 2023
Operating	5,759,990	5,508,846	5,228,219
Facilities	10,400,000	10,400,000	10,400,000
Capital			
Replacement	6,128,000	5,407,351	4,601,931
Non-Designated	725,585	1,650,351	1,566,300
Total	23,013,575	22,966,548	21,796,450

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



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve HB Hansen Change Orders 14 & 15

INFORMATION:

On May 19, 2021, the Board approved Contract #19-014-F for Phase 1 Construction of the MOA2 Facility with HB Hansen Construction in the amount of \$2,885,000. To date, the Board has approved Change Orders (CO) 1 through 13 totaling \$3,367,149.07

Staff would like to present for your consideration:

- Change Order No. 14 dated April 11, 2025, totaling \$3,478.74
- Change Order Proposal 90 dated September 12, 2025, totaling \$97,423.19

Change Order 14 includes: ASI 20 Added Downspout, No Cost Final Completion Extension, and Vestibule A04 threshold/sill waterproofing.

Change Order 15 includes: New TPO membrane system to replace failed gutters: (to be billed with the final Pay App 34) Details below:

Prep/Demo:

- Remove upper roof downspouts in preparation for siding removal
- Remove all siding that is above/adjacent to canopy roof
- Remove existing roof-to-wall counter-flashing

Roofing:

- Install wood nailer at outside edge to build up to the height of the new insulation
- Install approximately 3.75" insulation to meet or slightly exceed thickness of HSS tube steel beams
- Install 1/2" SecurShield HD Coverboard
- Install white, 60 mil thick Carlisle Sure-Weld membrane roofing system. Membrane will roll up interior wall.
- Install new sheet metal snap-cap coping at outside edge to lap onto and match existing Yellow Kynar coated flashing/fascia.
- Perform roof inspection with Carlisle inspector and perform all requirements to qualify new roofing system for warranty listed below.
- Provide a standard Carlisle Sure-Weld 20-year, non-prorated, 72MPH, no dollar limit, total system warranty with defective labor and material coverage.

Siding:

- Install new roof-to-wall flashing to cover and terminate new TPO Membrane
- Perform WRB Tie-in with VaproShield products and per VaproShield details to tie in existing WRB system and roof-to-wall flashing (Vaproshield was submitted by others in previous installation). If material is not VaproShield, RFIs will be submitted to architect and additional costs may apply.
- Re-install siding. If deficiencies are found with existing WRB or siding system, or unforeseen conditions are found to not be adequate for a long-term siding system, RFIs will be submitted and additional costs may apply.

Staff, together with our Architect, have reviewed and authorized Change Orders 14 and 15

RECOMMENDATION:

Staff recommends the Board approve Change Order 14 and Change Order 15 for MOA2 Construction Contract.

ESTIMATED BUDGET IMPACT:

The Contract Sum will be increased by this change **\$100,901.93.**

Contract Time for final completion will be extended at no cost and is weather-dependent.

CAC REPORT

SEPTEMBER 9, 2025

This month, we had a two-hour window reserved for a working meeting, plus our regular monthly meeting.

During the working meeting, we covered route updates, had a final review on LRTP materials, then covered CAC member roles and next steps.

In our regular meeting, we had the pleasure of the Move Skagit presentation by representatives of the Skagit Council Of Governments, and had the chance to interact with them over six interview questions.

The committee decided to postpone official endorsement of the 2025 Week Without Driving event, due to the amount of involvement in mass transit plans for Skagit Transit this year, but would like to participate in 2026.

Next meeting, October 14, 4:30 PM.

Respectfully Submitted,

Judy Jones
CAC Chair

SERVICE REPORTING

JULY 2025



Fixed Route Statistics by Month							
Route	Ridership	VRM	Total Miles	VRH	Total Hours	Route Cost	Cost Per UPT
101	849	4,031.93	4,087.72	326.41	332.56	\$21,096.56	\$24.85
202	1997	5,195.74	5,503.69	421.96	432.44	\$25,378.09	\$12.71
204	1970	5,819.63	6,171.17	416.14	427.70	\$25,653.17	\$13.02
205	3681	4,243.37	4,566.92	404.26	416.01	\$24,215.58	\$6.58
206	1994	4,030.42	4,356.46	380.97	393.80	\$23,331.48	\$11.70
207	3605	8,101.48	8,644.09	578.37	602.17	\$33,131.81	\$9.19
208	6900	7,402.09	7,514.27	708.62	717.79	\$36,285.49	\$5.26
300	1459	5,695.73	6,133.65	387.39	403.78	\$24,824.13	\$17.01
301	1785	5,170.55	5,284.93	404.82	409.91	\$24,477.82	\$13.71
305	1263	6,410.93	6,777.57	338.29	353.05	\$23,536.89	\$18.64
409	741	3,703.28	3,747.77	269.20	275.73	\$18,963.62	\$25.59
410	3634	6,899.09	7,582.58	356.96	376.47	\$24,848.74	\$6.84
513	763	8,065.85	8,086.25	339.86	342.59	\$24,036.99	\$31.50
615	1146	7,806.49	8,326.90	355.40	374.40	\$25,263.66	\$22.05
717	662	6,450.02	7,724.01	312.59	344.30	\$23,858.69	\$36.04
40X	2326	8,463.28	9,019.88	346.93	366.97	\$25,464.87	\$10.95
70X	1094	10,582.23	11,008.15	386.46	404.29	\$28,014.59	\$25.61
80X	1944	7,075.92	7,302.28	236.88	242.84	\$20,171.26	\$10.38
90X	3657	25,790.97	26,136.11	746.91	799.13	\$51,144.40	\$13.99
Unknown	1622						\$16.61
Totals	43,092.00	140,939.00	147,974.40	7,718.42	8,015.93	\$503,697.84	

NTD Monthly Ridership Forms - CB				
	Ridership	VRM	VRH	VOMS
July	9,021	51912.40	1282.86	7

NTD Monthly Ridership Forms - MB				
	Ridership	VRM	VRH	VOMS
July	32,449	89026.60	6001.24	19

NTD Monthly Ridership Forms - DR				
	Ridership	VRM	VRH	VOMS
July	5,968	51912.40	3613.00	22

NTD Monthly Ridership Forms - VP				
	Ridership	VRM	VRH	VOMS
July	4,653	52335.00	1497.00	27

SERVICE REPORTING

JULY 2025



Total Fixed Route Ridership	
Unlinked Passenger Trips (UPT)	43,092
Compared to Previous Year-to-Date	41,339
Net Increase/Decrease Year-over-Year	4.07% Δ

(MB) Local Route Service Supplied	
Passenger Miles Traveled (PMT)	111,550.36
Vehicle Revenue Miles (VRM)	89,026.60
Vehicle Revenue Hours (VRH)	6,001.24
Vehicles Operated in Maximum Service	19
Vehicles Available for Maximum Service	22
Spare Ratio	14%

(MB) Local Route Service Efficiency	
Operating Expense per VRM	\$10.88
Operating Expense per VRH	\$161.39
Unlinked Passenger Trips per VRM	0.364486569
Unlinked Passenger Trips per VRH	5.40704921
Operating Expenses per PMT	\$8.68
Operating Expenses per UPT	\$29.85

Fixed Route Vehicle Operator Statistics	
Operator Count - 9 Extra Board	65
Total Operator Hours	14,261.25
Operator Productive Hours	10,297.91
Operator Non-Productive Hours	2,592.75
Operator Productivity %	80%
Operator Sum of Paid Overtime	\$70,141.40
Operator Overtime Hours	1,370.59

Route On-Time Departure Performance	
CB-Total	89.55%
MB-Total	83.04%
Grand Total	86.30%

(CB) Commuter Route Service Supplied	
Passenger Miles Traveled (PMT)	238151.53
Vehicle Revenue Miles (VRM)	51912.40
Vehicle Revenue Hours (VRH)	1717.18
Vehicles Operated in Maximum Service	7
Vehicles Available for Maximum Service	8
Spare Ratio	13%

(CB) Commuter Route Service Efficiency	
Operating Expense per VRM	\$5.27
Operating Expense per VRH	\$159.23
Unlinked Passenger Trips per VRM	0.174
Unlinked Passenger Trips per VRH	5.253
Operating Expenses per PMT	\$1.15
Operating Expenses per UPT	\$30.31

Fixed Route Road Calls	
Road Calls	8
Previous Year	3
Road Failures	3
Previous Year	0

SERVICE REPORTING

JULY 2025



Para Service Operating Expenses	
Operating Expenses per VRM	\$8.38
Operating Expenses per VRH	\$71.88
Operating Expenses per UPT	\$72.90

Para Service Efficiency	
Unlinked Passenger Trips per VRM	8.70
Unlinked Passenger Trips per VRH	1.65

Paratransit Route Vehicle Driver Statistics	
Driver Count - 4 Extra Board	22
Total Driver Hours	2900.28
Driver Productive Hours	2252.07
Driver Non-Productive Hours	244.39
Operator Productivity %	90%
Overtime	235.82

Paratransit Service Consumption	
Passenger Miles Traveled (PMT)	45,474
Unlinked Passenger Trips (UPT)	5,968
Compared to Previous Year-to-Date	5,612
Net Increase/Decrease Year-over-Year	5.97% Δ

Paratransit Service Supplied	
Vehicle Revenue Miles (VRM)	51912.40
Vehicle Revenue Hours (VRH)	3613.00
Vehicles Operated in Maximum Service	22
Vehicles Available for Maximum Service	26
Spare Ratio	15%

Operating Expenses By Class	
Labor	\$572,905.90
Salaries	\$352,131.33
Fringe & Paid Absences	\$220,774.57
Services	\$164.00
Materials & Supplies	\$96,477.95
Fuels & Lubricants	\$96,435.90
Tires & Tubes	
Other Materials	\$42.05
Utilities	
Casualty & Liability	\$24,881.65
Taxes	
Purchased Transportation	
Operating Lease Expenses	
Miscellaneous Expenses	\$270.00
Special & Extraordinary	

Social Media Statistics	
Twitter (X) Impressions	910
Twitter (X) Followers	812
Instagram Followers	139
Instagram Impressions	855
Facebook Impressions	4173
Facebook Followers	748