



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

Skagit Transit Board of Directors Agenda

Regular Meeting
December 20th, 2023
11:00 a.m.

<https://us02web.zoom.us/j/86092215677>

Or go to zoom.com and enter meeting
ID: 860 9221 5677

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. BOARD MEMBER RECOGNITION
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 November Meeting Minutes | Page 3-4 |
| b) Approval of December Special Meeting Minutes | Page 5-6 |
| c) Approval of October Claims and Payroll | |
| October Payroll Direct Deposit and Checks #17120-17125 | \$1,247,480 |
| October Direct Federal Withholding Transfer | \$233,467 |
| October Claims Checks and ACH #45272-45412 | \$522,121 |
| d) Approval of November Claims and Payroll | |
| November Payroll Direct Deposit and Checks #17126-17131 | \$1,142,883 |
| November Direct Federal Withholding Transfer | \$244,264 |
| November Claims Checks and ACH #45413-45600 | \$934,393 |
| e) Approve 2024 FTA Low and No Emissions Grant Funding Opportunity | Page 7 |
| f) Approve 2024 RAISE Grant Funding Opportunity | Page 8 |
| g) Approve Fare Free Service for Point in Time Count | Page 9 |
| h) Approve Fare Free Service for Severe Winter Weather Shelters | Page 10 |

7. FULL DISCUSSION / ACTION ITEMS
- | | |
|---|------------|
| a) Monthly Budget Report for October | Page 11-12 |
| b) Monthly Budget Report for November | Page 13-14 |
| c) Approve Resolution No. 2023-10: 2023 Budget Amendment | Page 15-17 |
| d) Approve Resolution No. 2023-11: 2024 Budget | Page 18-36 |
| e) Approve Work Plan – Personnel Policy Manual Extension | Page 37 |
| f) Approve A/E Services Agreement #23-018-F for MOA2 Design Phase 2 and 3 | Page 38 |
| g) Approve Purchase of Seven Replacement and Four Expansion Vans | Page 39 |
| h) Approve 2024 FTA 5307 FLEX Funds Grant Award | Page 40 |
| i) Approve CAC New Member | Page 41 |
8. INFORMATION ITEMS
- | | |
|------------------------------|---------|
| a) CAC November Report | Page 42 |
|------------------------------|---------|



b) CAC December Report	Page 43
c) October Ridership	Page 44-45
d) November Ridership	Page 46-47

9. ADJOURNMENT

10. CLOSED SESSION – Collective Bargaining Negotiations 42.30.140 (4)(a)

Skagit Transit Board of Directors Officers

Mayor Jill Boudreau Chair Mayor Matt Miller 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 – Wooley	1
Skagit County Commissioner District 1 ...	1
Skagit County Commissioner District 2 ...	1
Skagit County Commissioner District 3 ...	1
Mount Vernon Councilperson	1
Burlington Councilperson	1

Non-Voting Members

Community Advisory Committee Chair
 Skagit Transit Labor Union President

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, November 8th, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Chair Mayor Boudreau called the meeting to order at 9:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Colleen Kennedy, Labor Representative (non-voting member) *(Represented by Jose Reeves)*

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)
Mark Hulst, City of Mount Vernon, Councilmember

Members Absent:

Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Councilmember

Providing Legal Counsel:

Evan Chinn, Summit Law

Staff Present

Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies
Crystle Stidham, Chief Executive Officer
Chris Arkle, Finance/Accounting Manager
Brad Windler, Planning Supervisor
Zach Wright, Security Supervisor

Staff Present via Teleconference:

Joe Macdonald, Director of Safety and Training; Chris Chidley, Director of IT; Jill Issacson; Aggie Juarez, Director of Facilities; Jim Young, Ops Supervisor; Les O'Neill, Ops Supervisor; Abby Bissell, HR Generalist

Members of Public Present

None

Members of the Public Present via Teleconference:

Brad Tinges, "Public", "000000000", "Madeline H." "000", "BIBTAP", "JW", AFSCME Council 2 Michael Rainey, "Sam E2", Eddie Allan Deputy Director Council 2, "Public Meeting", "Skagit", "Ray", "Marcia", Anne Diamond

1 Public Comment:

No Public Comment was made.

2 Executive Session – Potential Litigation (RCW 42.30.110 (1)(a)(i))

The Board met in Executive Session to discuss Potential Litigation per RCW 42.30.110. The Executive Session began at 9:06 a.m. meeting for 10 minutes. The Board returned to regular session at 9:16 a.m.

3 Consent / Action Items:

- a) Approval of October Meeting Minutes
- b) Approval of September Claims and Payroll

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

4 Full Discussion/Action Items:

- a) Approve Monthly Budget Report for July

Ms. Stidham stated that the financials for this report were done by Clark Nuber. The Board did not seek further clarification on this agenda item.

Mr. Wesen moved to approve the Monthly Budget Report for July. Mr. Sexton seconded the motion. The motion passed unanimously.

- b) Approve Monthly Budget Report for August

The Board did not seek further clarification on this agenda item.

Mr. Wesen moved to approve the Monthly Budget Report for August. Mr. Browning seconded the motion. The motion passed unanimously.

- c) Monthly Budget Report for September

Mr. Arkle read the report as stated in the packet.

Ms. Janicki moved to approve the Monthly Budget Report for September. Mr. Miller seconded the motion. The motion passed unanimously.

- d) Approve Resolution 2023-09: Revoking Bank Account Access

Ms. Stidham read the report as stated in the packet.

Mr. Browning moved to approve resolution 2023-09 Revoking Bank Account Access. Mr. Miller seconded the motion. The motion passed unanimously.

- e) Approve SKIP Participant Agreement

Ms. Stidham read the report as stated in the packet.

Ms. Janicki commented on how the funds are pooled and how investments are managed. Mr. Wesen commented on the timeline of investments.

Mr. Miller moved to approve SKIP Participant Agreement. Mr. Wesen seconded the motion. The motion passed unanimously.

- f) Approve Perkins Coie Agreement

Ms. Stidham read the report as stated in the packet.

Ms. Janicki moved to approve the Perkins Coie Agreement. Mr. Sexton seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update

Ms. Stidham requested this item be skipped to get to the Budget Presentation.

- b) Budget Presentation

Ms. Boudreau requested the Board meet in a special meeting the first week of December to go over the budget presentation in detail.

Ms. Stidham and Mr. Arkle presented their initial proposal for the 2024 Skagit Transit Budget. Items of note include an expected \$2,549,171 surplus for the end of 2023, \$2 Million in sales tax revenue for 2023, \$2.1 Million in operating grants, and an initial 2024 estimated Operating Revenue of \$24,675,275.

- c) Remix

Mr. Windler presented his summary of the changes that the Remix software will bring to route efficiencies and driver scheduling.

Ms. Boudreau clarified that staff's previous process included manual tracking and that this software will greatly improve efficiency and cost savings.

Mr. Sexton highlighted the advantages to drivers in terms of scheduling.

Ms. Janicki asked for Mr. Reeves' opinion and asked how far in advance the driver's know their schedule.

Mr. Reeves (filling in for Ms. Kennedy) said that drivers who are not cross trained will not be able to bid on all routes under this new system. Cross training started about 5 years ago.

Mr. Windler assured that management is working with the drivers and taking their feedback to heart while also striving for efficiency. Mr. Macdonald stated that drivers who wish to be cross trained would be able to do so within 2 months or less.

Ms. Boudreau requested a 1 page summary of the presentation for the December meeting.

Mayor Boudreau adjourned the meeting at 10:17 a.m.

Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Laura Klein, Clerk of Skagit Transit Board

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

Tuesday, December 5th, 2023

Video Recording of Meeting: <https://www.youtube.com/watch?v=1hpbh-k0rvU>

The Skagit Transit Board of Directors met in a Special Meeting via teleconference. Board Chair Mayor Boudreau called the meeting to order at 3:01 p.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

None, Teleconference only

Members Present via Teleconference

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Lisa Janicki, Skagit County Commissioner
Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Colleen Kennedy, Labor Representative (non-voting member)
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Bill Aslett, City of Burlington, Councilmember
Mark Hulst, City of Mount Vernon, Councilmember

Providing Legal Counsel:

None

1 Public Comment:

No Public Comment was made.

2

Ms. Stidham presented the 2024 Budget Proposal. *The full presentation can be viewed in the meeting recording linked at the top of these minutes.* Items of note include: a surplus of \$2,349,948 expected by the end of 2023, \$2.2 Million in sales tax revenue in 2023, \$2.1 Million in operating grants in 2023, 2024 estimated operating revenues of \$25,393,275, a 4.25% salary increase for all staff in 2024, and \$1,019,695 in currently unfunded projects that could be funded by future grants.

Ms. Boudreau asked to see the line-by-line department budget document that was sent to the board.

Mr. Sexton commented that the presentation was put together with data from different sources, and it was difficult to follow.

Ms. Boudreau asked that the presentation from this meeting be sent to all Board members after the meeting.

Mr. Wesen appreciated the data and the thoroughness of the presentation and agreed with Mr. Sexton that he likes to look at everything ahead of time. He asked if there was anything that the organization needs that is currently unbudgeted.

Ms. Stidham replied that there were challenges balancing the budget and a few projects were set aside in order to have the budget balance. If revenues and expenditures go as planned for 2024, some of those projects may be able to be added back in, such as hiring a consultant to help us find an ERP/HRIS system.

Mr. Sexton reiterated his views on conservative budgeting and the challenges that come with deferring operational projects.

Staff Present

None, Teleconference only

Staff Present via Teleconference:

Laura Klein, Clerk of the Board
Marcy Smith, Grants Manager
Crystle Stidham, Chief Executive Officer
Chris Arkle, Finance/Accounting Manager

Members of Public Present

None

Members of the Public Present via Teleconference:

Jesse Jones, "Citizen", "BV"

Ms. Stidham said that the team sat down and evaluated which projects were going to take priority in 2024 and a lot of IT projects came to the front of the list. The executive team is very involved in the development of these projects.

Ms. Janicki asked about the funding sources for replacement capital vs expansion capital. In her experience, she knows the difference and appreciates that being included in the presentation. Ms. Janicki also asked about the increase in expenditures year over year from 2023 to 2024 and how most of it was coming from an increase in salaries and benefits. She noticed that the increase in salaries was higher for operators than admin and wanted clarification on that point and is 2025 will follow that trend.

Ms. Stidham stated that there have been internal discussions on that topic and she hopes that this trend will not flow into 2025. The biggest increase came from step increases, longevity, and COLA.

Mr. Arkle added that the hope for the organization is for the budgeted overtime to come in lower than expected. Overtime was not properly budgeted for in 2023, leading to a drastic overage in that line item. Overtime has been budgeted for in 2024, but the hope is to not use the full amount due to the increased efficiencies in our scheduling systems and being fully staffed.

Ms. Janicki asked for a status update on the project manager position. Ms. Stidham said that this position has been budgeted for and an offer had been made, but the candidate declined the offer and the search continues for a candidate. If one cannot be found, the project will continue with outside contractors until the position is filled.

Mr. Sexton asked about the driver salaries and the future implications of the step increases and longevity and how the projections for these are simple to do.

Ms. Stidham agreed and clarified that Skagit Transit's financial system is very antiquated and many processes are still manual.

Ms. Stidham then went through the projected 2024 budgets by department.

Ms. Boudreau requested that Ms. Stidham makes herself available for questions from the Board until the date of the next Board Meeting.

Ms. Janicki asked about the vanpool budget and a discrepancy in the departmental data.

Mr. Arkle discovered that some columns had been mislabeled. This was corrected in the raw data, but did not transfer to the presentation report.

Ms. Stidham stated that the Clerk will send out the finalized information to the Board after the meeting.

Mayor Boudreau adjourned the meeting at 3:50 p.m.

Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

Laura Klein, Clerk of Skagit Transit Board



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: 2024 FTA Low and No Emissions Grant Funding Opportunity

INFORMATION:

The Federal Transit Administration will be posting a Notice of Funding Opportunity (NOFO) for the FTA Section 5339 Low and No Emissions discretionary grant program. This program assists with low and no emission transit projects.

Skagit Transit staff is requesting Board approval to submit an application and request to the Low and No Emission grant program for \$9,000,000 to assist in the construction of Phase 2 and 3 of the MOA 2 facility project.

The total budget for construction of Phases 2 and 3 of the MOA 2 project is estimated at \$29 million, Skagit Transit has \$15 million secured in federal and local funds.

State funds in the amount of \$5 million dollars have been allocated to the project in the Move Ahead Washington Transportation Bill but have not yet been apportioned to Skagit Transit.

Staff recommends the Board approves Skagit Transit's application submission and request of \$9,000,000 to the 2024 FTA Low and No Emissions grant program for construction of Phases 2 and 3 of the MOA2.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve 2024 RAISE Grant Funding Opportunity

INFORMATION:

The U.S. Department of Transportation has published a Notice of Funding Opportunity (NOFO) for \$1.5 billion in grant funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program. This program assists with transportation infrastructure projects.

Applications are due February 28, 2024.

Skagit Transit staff is requesting Board approval to submit an application and request to the RAISE program for \$9,000,000 to assist in the construction of Phase 2 and 3 of the MOA 2 facility project.

The total budget for construction of Phases 2 and 3 of the MOA 2 project is estimated at \$29 million, Skagit Transit has \$15 million secured in federal and local funds.

State funds in the amount of \$5 million dollars have been allocated to the project in the Move Ahead Washington Transportation Bill but have not yet been apportioned to Skagit Transit.

Staff recommends the Board approves Skagit Transit's application submission and request of \$9,000,000 to the 2024 RAISE grant program for construction of Phases 2 and 3 of the MOA2.



TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning & Outreach Supervisor
SUBJECT: Approve Fare-Free Fixed Route Service for the 2024 Point in Time Count

INFORMATION:

Skagit Transit was recently contacted by staff from Community Action Skagit who are charged with conducting the 2024 Point in Time Count.

The Point in Time Count Survey Day is a one-day event that aims to engage the local community and build sustainable partnerships to help end homelessness and collect information at five Skagit County cities. The event will take place on January 25th, 2024. Event organizers have asked if Skagit Transit will continue support of the event by operating fare free for event participants on January 25th. Free transit service has been provided for at least several years.

Staff recommends approving the request for Fare Free service on the day of the Point In Time Count. It will only be for event participants that ride the fixed route services that operate solely in Skagit County.

RECOMMENDATION:

Board approves Fare Free Fixed Route service for passengers going to this event via any route except Routes 80X and 90X on January 25th, 2024.

Estimated Budget Impact: Less than \$551 in lost cash fares.



TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning & Outreach Supervisor
SUBJECT: Approve Fare-Free Service for Severe Winter Weather Shelters

INFORMATION:

Skagit Transit was recently contacted by staff from Skagit County Public Health and asked to provide fare free service to the Severe Winter Weather Shelters operated by that agency. Skagit County Public Health operates 2 shelters. There is a daytime shelter at the Salem Lutheran Church on Hoag Rd. There is also a nighttime shelter operated at Faith Community Fellowship Church on College Way. These shelters are only open during periods of severe weather and transit staff is alerted by our partners at Skagit County Public Health.

On days when the shelters are open, Skagit Transit has been asked to provide fare free service for any rider who states that the shelters are their destination. This may assist low-income citizens in finding shelter during periods of severe weather.

Staff recommend approving authorization for the Skagit Transit CEO to enact fare free service when notified by Skagit County Public Health. This will be effective immediately and last until the end of March 2024. It will be for the fixed route or paratransit services that operate solely in Skagit County.

RECOMMENDATION:

Board authorizes the Skagit Transit CEO to enact Fare Free service when requested by Skagit County Public Health for all routes except Routes 80X and 90X effectively immediately and ending March 30th, 2024.

Estimated Budget Impact: Less than \$500 in lost cash fares through March 2024.



TO: Skagit Transit Board of Directors
FROM: Chris Arkle, Accounting & Finance Manager
SUBJECT: Monthly Budget Update Report for October 2023

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

Revenues:

Sales Tax:

October	2023	2022	2021
	1,499,379	1,500,300	1,316,766

Grant Revenue:

- Federal Capital -
- State Capital -
- Federal Operating -
- State Capital -

Fare Revenue:

	2023	2022	2021	2020
October	60,656	49,215	51,158	46,929
Budget	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Route Improvements	33,115.11
Skagit Station	13,941.57
Park & Ride	27,992.10
Revenue Equipment	-
Service Equipment	228.94
Vanpool Vehicles	332.70
Bldgs. - New MOA	148,708.79
Bldgs. - MOA	-
Garage/Shop Equipment	12,080.17
Office Furniture/Equipment	-
Intangible Asset - Software	15,947.91

Ending Cash:

October 2023	October 2022	October 2021
3,815,461	6,664,442	4,336,951

Reserves:

	October 2023	October 2022	October 2021
Operating	5,275,190	5,058,294	5,020,047
Facilities	10,400,000	10,400,000	4,400,000
Capital Replacement	4,736,898	4,113,520	4,010,651
Non-Designated	1,580,302	1,515,703	1,504,422
TOTAL	21,992,390	21,087,516	14,935,120

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



TO: Skagit Transit Board of Directors
FROM: Chris Arkle, Accounting & Finance Manager
SUBJECT: Monthly Budget Update Report for November 2023

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

Revenues:

Sales Tax:

November	2023	2022	2021
	1,495,234	1,494,792	1,326,386

Grant Revenue:

Federal Capital - 209,523
State Capital -
Federal Operating - 1,268,268
State Capital -

Fare Revenue:

	2023	2022	2021	2020
November	57,644	52,644	52,187	47,983
Budget	684,500	592,964	545,000	1,084,850

Expenses:

Capital

Route Improvements	3,540
Skagit Station	-
Park & Ride	-
Revenue Equipment	281,180
Service Equipment	229
Vanpool Vehicles	-
Bldgs. - New MOA	74,658
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equipment	5,043
Intangible Asset - Software	-

Ending Cash:

November 2023	November 2022	November 2021
4,532,799	5,918,711	4,672,355

Reserves:

	November 2023	November 2022	November 2021
Operating	5,320,047	5,071,266	5,020,047
Facilities	10,400,000	10,400,000	4,400,000
Capital Replacement	4,865,707	4,150,833	4,010,651
Non- Designated	1,593,705	1,519,555	1,504,422
TOTAL	22,179,459	21,141,654	14,935,120

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

SKAGITTRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Arkle Accounting Manager
SUBJECT: Approve Resolution No. 2023-10 Fiscal Year 2023 Budget Amendment

INFORMATION:

The 2023 Budget was approved by the Board of Directors during the December 2022 Board meeting. The following summarizes significant changes in revenue and expenditure projections and presents that information to request modifications to the previously approved budget.

Significant Operating Revenues:	Approved Budget	Amended Budget	Increase/(Decrease)
Sales Taxes	\$15,000,000	\$17,200,000	\$2,200,000
Non-Transportation Revenue	\$185,900	\$1,022,553	\$836,653
State Grants	\$82,524	\$2,240,513	\$2,157,989
Total Changes- Operating Revenues	\$20,964,274	\$26,162,945	\$5,198,671

Significant Operating Expenses:	Approved Budget	Amended Budget	Increase/(Decrease)
Salaries and Wages	\$9,911,862	\$10,122,485	\$210,623
Benefits	\$6,961,013	\$7,510,239	\$549,226
Security Services	\$237,733	\$420,067	\$182,334
Ultra-Low Sulfur Fuel	\$912,407	\$961,160	\$48,753
Revenue Parts	\$350,000	\$461,030	\$111,030
Small Tools	\$158,607	\$57,178	\$(101,429)
Small Computer Equipment	\$6,000	\$96,664	\$90,664
Total Changes-Operating Expenses	\$18,537,622	\$19,628,823	\$1,091,201

Significant Capital Revenues:	Approved Budget	Amended Budget	Increase/(Decrease)
State Capital Contributions	\$1,568,000	-	\$(1,568,000)
Fed Cap Assistance Spent on Ops	-	\$811,723	\$811,723
Federal Capital Contributions	\$2,356,395	\$520,494	\$(1,835,901)
Local Capital Contributions	-	-	-
Total Changes-Operating Revenues	\$3,924,395	\$1,332,217	\$(2,592,178)

Significant Capital Expenses:	Approved Budget	Amended Budget	Increase/(Decrease)
Route Improvements	\$762,791	\$52,430	\$(710,361)
Park& Ride	\$62,000	\$203,860	\$141,860
Revenue Equipment	\$1,195,256	\$44,940	\$(1,150,316)
Service Equipment	\$359,627	\$145,505	\$(214,122)
Vanpool Vehicles	\$455,200	\$320,684	\$(134,516)
Bldgs. - New MOA	\$11,687,832	\$2,328,044	\$140,212
Bldgs.-MOA	-	\$17,141	\$17,141
Garage/Shop Equipment	\$68,500	\$67,797	\$(703)
Office Furniture/Equipment	-	\$62,709	\$62,709
Intangible Asset	\$740,850	\$19,175	\$(721,675)
Total Changes - Capital Expenses	\$5,832,056	\$3,262,285	\$(2,569,771)

RECOMMENDATION:

Staff requests approval of Resolution No. 2023-10 amending the Fiscal Year 2023 Budget.

RESOLUTION NO. 2023-10

**A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS
APPROVING AMENDMENT OF THE FISCAL YEAR 2023 BUDGET**

WHEREAS, Resolution 2022-16 approved the annual budget for Fiscal Year 2023; and

WHEREAS, it has become necessary to amend the Fiscal Year 2023 Budget.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit that the 2023 Budget is hereby amended as follows:

Operating Budget:	Approved Budget	Amended Budget	Increase/(Decrease)
Revenues	\$21,648,774	\$26,889,717	\$5,240,943
Expenses	\$21,265,681	\$22,609,701	\$1,344,020
Capital Budget:			
Revenues	\$3,924,395	\$1,332,217	\$(2,592,178)
Expenses	\$5,832,056	\$3,262,285	\$(2,569,771)

PASSED in open public meeting this 20th day of December 2023.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

Jill Boudreau, Chair Skagit Transit Board of Directors

Crystle Stidham, Chief Executive Officer

ATTEST TO FORM:

Laura Klein, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler, Counsel to Skagit Transit

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Chris Arkle Accounting Manager
SUBJECT: Approve Resolution 2023-11 - Fiscal Year 2024 Budget

INFORMATION:

Skagit Transit's 2023 Preliminary Budget was presented for your review during the December 5, 2023 Special Board Meeting. Highlights, projections, and changes to this budget include:

Revenue Highlights:

- 2023 Sales tax revenues are budgeted at \$15M. 2024 estimates are \$15.75M
- Fare revenues are budgeted at \$684,500. 2024 estimates are \$718,000
- Total State and Federal grant revenues are budgeted at \$15.28M

Expense Highlights:

- 4.25% Cost of Living Allowance (COLA) increase for all employees Non-Represented and Represented
- Budgeting of overtime in the amount of \$524,000
- Total Capital Budget of \$10.1M including:
 - \$1.4M to complete phase 1 of MOA 2
 - \$2.6M for MOA 2 A&E Phases 2 & 3
 - \$6.1M for capital vehicle, equipment, route improvements, and IT equipment upgrades.

Organizational Chart Changes:

- Changing the position of Manager of Security to an additional Security Supervisor
- Changing the Security department to report to the Director of Safety and Training
- Adding a Capital Project Manager position that was previously approved by the Board on September 20th, 2023
- Changing the CFO position to a Director of Finance Position
- Adding a Community Engagement Coordinator position that was previously approved by the Board on June 21st, 2023
- The Director of Maintenance and Operations (Previously the Maintenance Manager) oversees the Maintenance and Operations departments
- The Director of Operations position has been changed to a Manager of Operations position

- The Route Maintenance Technician position has been absorbed into an additional Dispatcher/Scheduler
- The Operator Trainer title has been absorbed into the Coach Operator title as trainer is an additional job duty, not a separate title

There are no changes from the presented preliminary budget: RECOMMENDATION:

Staff recommends the Board approve resolution 2023-11 approving the fiscal year 2024 Budget.

RESOLUTION NO. 2023-11

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING AMENDMENT OF THE FISCAL YEAR 2024 BUDGET

WHEREAS, on December 20, 2023 the Skagit Transit Board of Directors did approve and authorize the required expenditures for the operation of Skagit Transit.

WHEREAS, it has become necessary to amend the Fiscal Year 2023 Budget.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit, that:

Section 1 The Budget for Skagit Transit for the fiscal year 2024 is hereby adopted and approved as follows:

Income From Operations	
Revenues	
Operating Revenues	
Operational Income	\$ 17,448,500
Operating Grants	7,944,775
Total Operating Revenues	25,393,275
Operating Expenditures	24,612,919
Total Surplus/(deficit) from Operations	\$ 780,357
Capital Projects Summary	
Capital Grant Revenues	\$ 7,340,698
Capital Expenditures	10,079,821
Total Deficit from Capital Projects	\$ (2,739,122)
Total Surplus\ (Deficit)	\$ (1,958,765)
2023 Estimated Surplus	2,349,948
End of Year Surplus\ (Deficit)	\$ 391,182

Section 2 If any provision of this Resolution or the application of any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other person or circumstances is not affected.

Section 3 This Resolution shall be in force and take effect on January 1, 2024.
PASSED in open public meeting this 20th day of December 2023.

**SKAGIT TRANSIT
SYSTEM SKAGIT
COUNTY,
WASHINGTON**

Jill Boudreau, Chair Skagit Transit Board of Directors

Crystle Stidham, Chief Executive Officer

ATTEST TO FORM:

Laura Klein, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler, Counsel to Skagit Transit



2024 Skagit Transit Proposed Budget

Presented To

Skagit Transit Board of Directors

Presentation Date

December 20th, 2023

2023 Budget vs Actuals



SKAGIT TRANSIT

	2023 Proposed Budget	2023 Expected Actuals	Difference
Revenues			
Operating	21,648,774	26,889,717	5,240,943
Capital	3,924,395	1,332,217	(2,592,178)
Total Revenue	<u>25,573,169</u>	<u>28,221,934</u>	<u>2,648,765</u>
Expenditures			
Operating	21,265,681	22,609,701	1,344,020
Capital	5,832,055	3,262,285	(2,569,770)
Total Expense	<u>27,097,736</u>	<u>25,871,986</u>	<u>(1,225,750)</u>
Surplus/(Deficit)	<u>(1,524,567)</u>	<u>2,349,948</u>	<u>3,874,515</u>
			Budget Swing

2023 Revenue Differences



**SKAGIT
TRANSIT**

- \$700k Investment Interest Income
- \$2.2 Million in Sales Tax Revenue
- \$2.1 Million in Operating Grants (TSG)
- Other differences
 - Fare Revenue

2023 EOY Estimate to 2024 Budget Estimate



SKAGIT TRANSIT

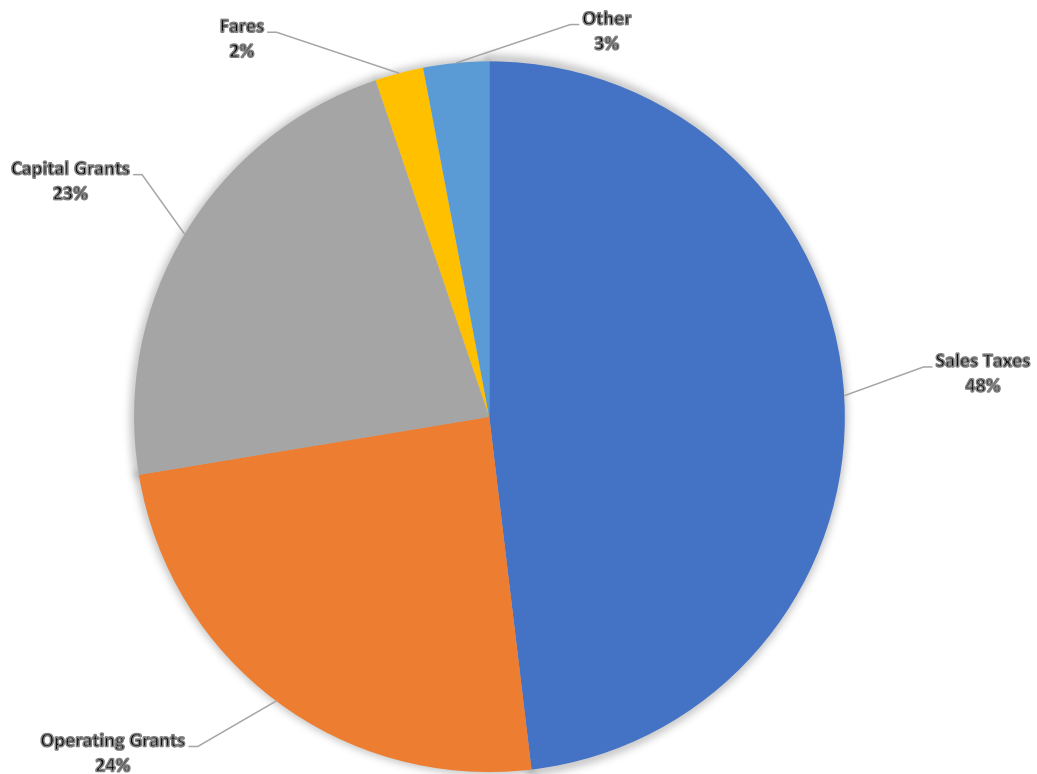
Income From Operations		
Revenues	2023 EOY Estimate	2024 Budget Estimate
Operating Revenues		
Operational Income	\$ 18,949,325	\$ 17,448,500
Operating Grants	<u>7,940,392</u>	<u>7,944,775</u>
Total Operating Revenues	<u>26,889,717</u>	<u>25,393,275</u>
Operating Expenditures	<u>22,609,701</u>	<u>24,612,919</u>
Total Surplus/(deficit) from Operations	<u>\$ 4,280,016</u>	<u>\$ 780,356.68</u>
 Capital Projects Summary		
	2023 EOY Estimate	2024 Budget Estimate
Capital Grant Revenues	\$ 1,332,217	\$ 7,340,698
Capital Expenditures	<u>\$ 3,262,285</u>	<u>10,079,821</u>
Total Deficit from Capital Projects	<u>\$ (1,930,068)</u>	<u>\$ (2,739,122)</u>
Total Surplus \ (Deficit)	<u>\$ 2,349,948</u>	<u>\$ (1,958,765) 391,182</u>

2024 Budget Highlights – Revenue Projections

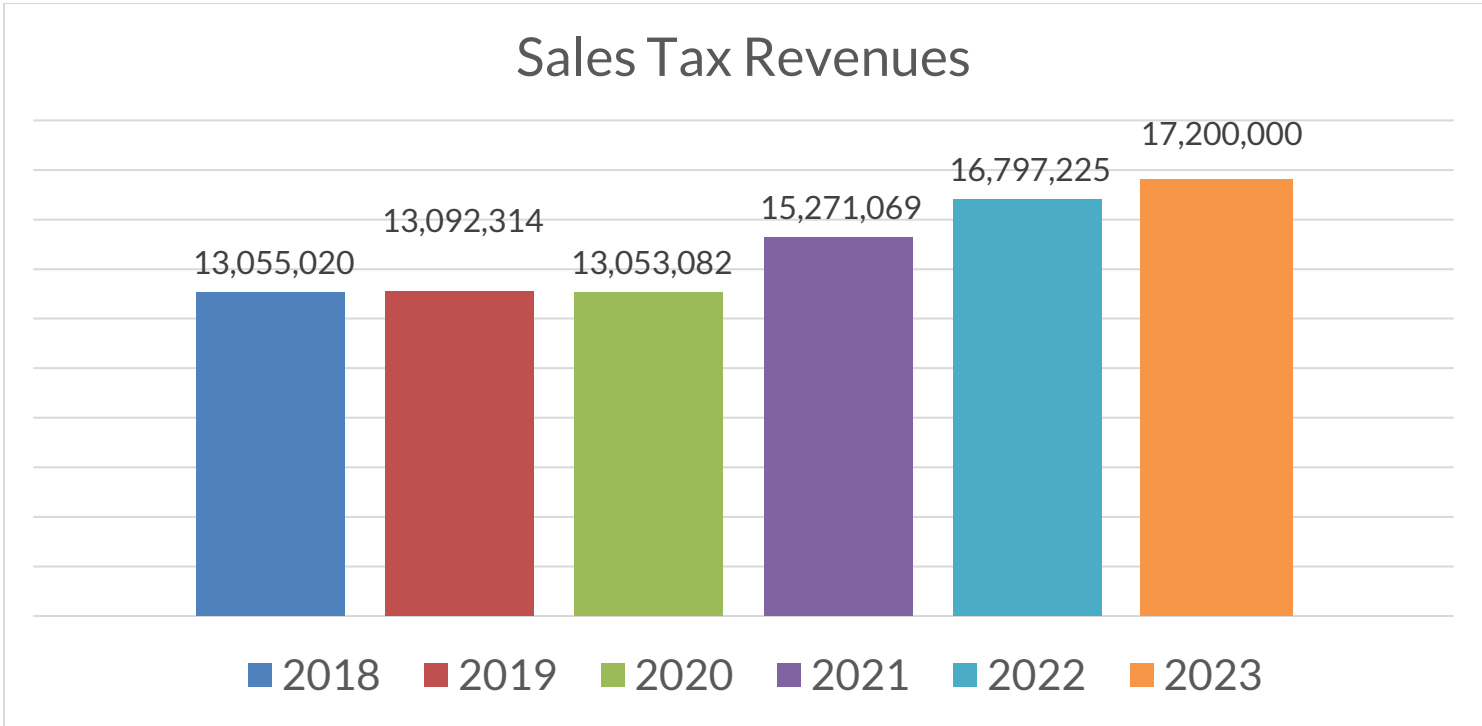
All Revenues - Operating and Capital

Categories	2022		2023		2024	Budget Change
	Budget	Actual	Budget	Estimated Year End Actuals	Budget	2024 vs. 2023 (%)
Sales Taxes	14,000,000	16,797,225	15,000,000	17,200,000	15,750,000	5%
Operating Grants	8,447,362	8,151,412	5,778,374	8,752,115	7,944,775	37%
Capital Grants	3,433,997	581,589	3,924,395	520,494	7,340,698	87%
Fares	592,964	674,711	684,500	726,772	718,000	5%
Other	40,600	318,279	185,900	1,022,553	980,500	427%
Total Revenues	26,514,923	26,523,216	25,573,169	28,221,934	32,733,974	28%

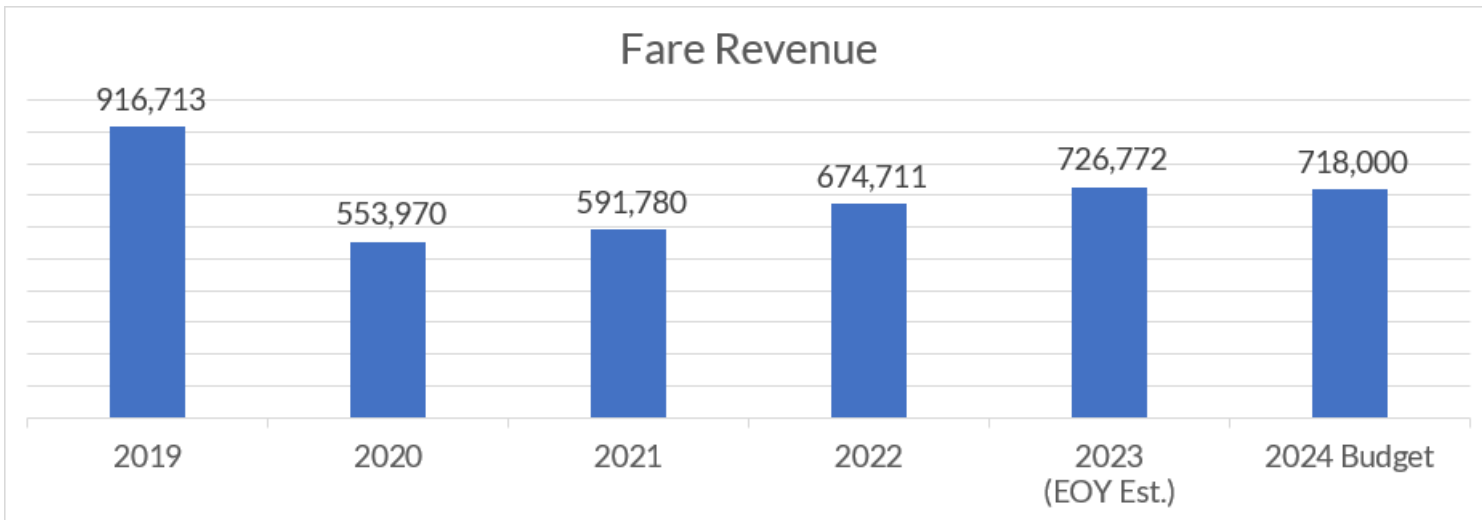
ALL REVENUES - OPERATING AND CAPITAL - 2024 BUDGET



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 2023 represent actual collections received through September of 2023 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 Vanpool rider fees. Revenues from fares represent less than 2.6% 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.



FY 2024 Grants

Skagit Transit takes advantage of available Grant funds to purchase capital assets and to supplement its operations. Operating Grant funds represent 25% of Operating Revenues while Capital Grants pays for about 73% of intended Capital Purchases for the 2023 Budget. Most of our Grant funding comes from the Federal Transit Administration and the Washington State Department of Transportation.

<u>State Grants</u>	
Operating	
2023-2025 State Special Needs - Operating Assistance	1,787,266
Total State Operating	\$1,787,266
Capital	
Paratransit State Special Needs Paratransit Coaches	750,000
2023-2025 Transit Support Grant Program - Replacement Fixed Route Coaches	626,211
2023-2025 Rideshare Grant Program - Replacement Vans	299,418
2023-2025 Rideshare Grant Program - Expansion Vans	187,669
2024 Supplemental Vanpool Investment Program - Replacement Vans	216,000
Total State Capital	\$2,079,298
TOTAL STATE GRANTS	\$3,866,564
<u>Federal Grants</u>	
Operating	
2023 - Section 5307 Annual Operating Funds - Operations Assistance	5,188,565
2023-2025 State Rural Mobility - NW Regional Transportation Study	140,000
2023-2025 - FTA Section 5311 - Increase Frequency West Sk. County Rt. 615	326,667
2023-2025- FTA Section 5311 - Increase Frequency East Sk. County Rt. 717	304,560
FY2022 FTA AoPP Program - Microtransit Study	80,000
2023-2025 - FTA Section 5310 - Mobility Management - Community Engagement Coordinator	67,718
Total Federal Operating	\$6,107,510
Capital	
Federal Section FY18 5307 Capital MOA2 Construction Phase 1	833,976
Federal Section FY21-23 5307 Capital MOA Design Phases 2 and 3	1,788,045
FWHA Flexed to FTA 5307 SCOG Award -Shelter Purchase	29,081
FY 2022 Flexed 5307 Bus Shelter Purchase	68,062
2023-2025 FTA Section 5310 - Replacement Fixed Route Coaches	2,504,842
2022 WSDOT Pass Through FTA Section 5339 - Maintenance Equipment	37,394
Total Federal Capital	\$5,261,400
TOTAL FEDERAL GRANTS	\$11,368,910
Local Grant WSTIP - COOP	\$50,000
TOTAL GRANTS	\$15,285,474

2024 Budget Highlights – Operating Expense

Fiscal year 2023 actual expenditures are projected to be approximately \$1,300,000 over the 2023 Budget. We will draft and present a budget amendment in December of 2023 due to the increases in professional services, security services, and payroll and benefits. The fiscal year 2024 Operating budget is 15.82% higher than the 2023 budget due to the reasons summarized in the narratives below.

Operating Expenses by Expense Category

Salaries & Benefits – The increase in budgeted salaries and benefits compared to 2023 is due to a 4.25% COLA increase, an increase in medical premiums, budgeted overtime, and additional employees.

Services – The increase is due to additional security services needed for the Construction of the new Maintenance Operations and Administration Facility (MOA2).

Casualty and Liability – Skagit Transit is a member of the Washington State Transit Insurance Pool (WSTIP). WSTIP is a 25-member self-insurance program located in Olympia, Washington. WSTIP provides Skagit Transit’s auto, general, and public officials’ liability coverages, auto physical damage coverage, employee infidelity/crime coverage, and cyber liability coverage.

	2022		2023		2024	Change
	Budget	Actuals	Budget	EOY Estimate	Budget Request	YOY % Change
Salaries and Wages	8,327,926	8,318,425	9,911,862	10,122,485	11,572,084	16.75%
Benefits	5,451,209	5,620,053	6,961,013	7,510,239	7,828,541	12.46%
Services	717,950	680,456	698,285	1,203,557	851,507	21.94%
Supplies and Materials	2,117,850	3,102,300	2,644,071	2,970,516	3,415,237	29.17%
Utilities	272,000	222,505	263,549	238,133	246,000	-6.66%
Casualty & Liability	305,177	314,115	467,133	476,216	579,735	24.10%
Assessments	24,750	16,234	24,250	21,941	22,000	-9.28%
Leases & Rentals	59,300	27,819	56,010	42,921	65,306	16.60%
Misc.	243,800	19,386	239,508	23,693	32,509	-86.43%
Total	17,519,962	18,321,294	21,265,681	22,609,701	24,612,919	15.74%

2023 Actuals To 2024 Budget



SKAGIT TRANSIT

Operational Expense Increase ~ \$2,000,000

- \$1,450,000 Wages
 - \$730,000 Base Wage Increases (Step up)
 - \$526,000 Cola Increase
 - \$175,000 New Positions
 - \$18,000 Over Time
- \$318,000 Benefits
- \$107,000 Business Insurance
- \$125,000 Misc. Business Expenses

Staffing Summary – the following shows the budgeted FTE’s by Department and compares to last year’s budget. There will be six new FTEs in 2024.

Department	2023 Budget	2024 Budget	Change
Fixed Route/Paratransit Drivers	82	86	4
Vanpool	1	1	0
Operations	21	20	-1
Administration	9	8	-1
Executive	3	6	3
Human Resources	2	2	0
Information Technology	3	3	0
Safety and Training	3	3	0
Security	3	3	0
Maintenance	19	19	0
Facilities	9	9	0
Total	155	160	5

Operating Expenses by Department

Department	2022 Actuals	2023 Proposed Budget	2024 Proposed Budget	Change 2024 vs 2023 Budget
Fixed Route	6,479,988	7,129,187	8,548,703	19.91%
Paratransit	1,557,449	2,133,675	2,395,160	12.26%
Vanpool	198,263	338,729	421,461	24.42%
Operations	2,233,100	2,606,025	2,704,641	3.78%
Administration	1,229,529	1,609,045	1,601,179	-0.49%
Executive	641,336	722,583	946,561	31.00%
Human Resources	302,521	374,327	473,099	26.39%
Information Technology	1,017,363	1,007,139	1,310,194	30.09%
Safety and Security	939,837	939,916	1,155,990	22.99%
Maintenance	2,478,200	2,976,926	3,211,402	7.88%
Facilities	1,001,005	1,145,519	1,402,929	22.47%
Skagit Station	101,868	122,800	117,800	-4.07%
MOA2	56,813	63,600	67,100	5.50%
Park and Rides	89,022	96,210	106,700	10.90%
Capital*	-	-	150,000	
Total	18,326,294	21,265,681	24,612,919	15.74%

*Prior years these fees weren’t split into capital but paid out Administration or Executive.

2024 Capital Budget

The following table lists all capital expenses budgeted for fiscal year 2024. Skagit Transit relies on Federal and State Grants to supplement its capital purchases. The 2023 Capital Budget will be funded by approximately \$7.3 Million in Grant Funds from the FTA and WSDOT.

2024 Capital Budget Requests			
	Unit Price	Qty	Total
Revenue Vehicle			
40 Ft Fixed Route Bus	\$626,211	5	\$3,131,053
Endera Paratransit Coach	\$186,694	5	\$933,470.00
Capital Engine Replacement	\$62,000	2	\$124,000.00
	Total		\$4,188,523.49
Vanpool			
6 Replacement 2024 Pacifica Vans	\$51,396	6	\$308,376.00
1 Expansion 2024 Pacifica Van	\$51,396	2	\$102,792.00
1 Replacement 2023 Transit 15 Passenger Van	\$65,897	1	\$65,897.00
2 Expansion 2023 Transit 15 Passenger Vans	\$65,897	2	\$131,794.00
	Total		\$608,859.00
Staff Vehicle			
Vehicle Replacment - Operations	\$46,743.00	1	\$46,743.00
Vehicle Replacment - Security	\$46,743.00	1	
	Total		\$46,743.00
Garage/Shop Equipment			
VIS Shine Tire Machine	\$7,984.12	1	\$7,984.12
	Total		\$7,984.12
Route Improvements			
Tripspark Novus Migration	\$150,000.00	1	\$150,000.00
Tripspark Streets Service Interruption Module	\$65,000.00	1	\$65,000.00
Bus Shelters	\$20,000.00	12	\$240,000.00
	Total		\$455,000.00
Skagit Station/Park&Ride			
DR Fire Suplestion System - Chuckanut	\$50,000.00	1	\$50,000.00
Chuck-a-nut Re-Seal Parking Lot	\$100,000.00	1	\$100,000.00
SMV Re-Seal Parking Lot	\$80,000.00	1	\$80,000.00
SS Re-Seal Parking Lot	\$40,000.00	1	\$40,000.00
	Total		\$270,000.00
IT Budget			
DR Solution. Generator, Equip, Hardware, Software	\$180,000.00	1	\$180,000.00
Smart Board for Conference Room	\$0.00	1	\$0.00
Emergency Alert System	\$100,000.00	1	\$100,000.00
Verkada MOA Cameras	\$72,710.96	1	\$72,710.96
Arctic Wolf or Dark Trace or Crowd Strike Managed EDR	\$115,000.00	1	\$115,000.00
MOA Core Network Upgrade Redundant Switches	\$35,000.00	1	\$35,000.00
	Total		\$502,710.96
MOA II			
Phase 1 Construction	1,400,000.00	1	1,400,000.00
A&E for Phases 2 & 3	2,600,000.00	1	2,600,000.00
	Total		4,000,000.00
Total Capital Budget			\$10,079,820.57

Grant Funded Capital Projects



SKAGIT TRANSIT

	Unit Price	Qty	Cap. Expense	Grant Offset	Net
<u>Revenue Vehicle</u>					
40 Ft Fixed Route Bus	\$626,211	5	3,131,053		
PTD0721 - WSDOT / FTA - 5310				(2,506,842)	
PTD 0721 - WSDOT - TSG				(626,211)	
Funding from Operations / (Surplus)			3,131,053	(3,133,053)	(2,000)
<u>Endera Paratransit Coach</u>					
Endera Paratransit Coach	\$186,694	5	933,470		
PTD 0498 - WSDOT - 21-23 SSN				(750,000)	
Funding from Operations / (Surplus)			933,470	(750,000)	183,470
<u>Vanpool</u>					
6 Replacement 2024 Pacifica Vans	\$51,396	6	308,376		
1 Replacement 2023 Transit 15 Passenger Van	\$65,897	1	65,897		
PTD0863 - WSDOT - Rideshare Replacement				(299,418)	
Funding from Operations / (Surplus)			374,273	(299,418)	74,855
<u>Expansion 2024 Pacifica Van</u>					
1 Expansion 2024 Pacifica Van	\$51,396	2	102,792		
<u>Expansion 2023 Transit 15 Passenger Vans</u>					
2 Expansion 2023 Transit 15 Passenger Vans	\$65,897	2	131,794		
PTD0864 - WSDOT - Rideshare Expansion				(187,669)	
Funding from Operations / (Surplus)			234,586	(187,669)	46,917
<u>Staff Vehicle</u>					
Vehicle Replacment	\$46,743	1	46,743		
5816-2023-2 - FTA - 5339				(37,394)	
Funding from Operations / (Surplus)			46,743	(37,394)	9,349
<u>Route Improvements</u>					
Bus Shelters	\$20,000.00	12	240,000		
5816-2022-1 - SCOG STBG - 5307				(68,062)	
WA-2020-113 - SCOG STBG - 5307				(29,081)	
Funding from Operations / (Surplus)			240,000	(97,143)	142,857
<u>IT Budget</u>					
Emergency Alert System	\$100,000.00	1	100,000		
WSTIP - WSTIP - IT				(50,000)	
Funding from Operations / (Surplus)			100,000	(50,000)	50,000
<u>MOA II</u>					
Phase 1 Construction	1,400,000.00	1	1,400,000		
A&E for Phases 2 & 3	2,600,000.00	1	2,600,000		
WA-2022-010 - PSRC STE UZA - 5307 5339				(726,619)	
WA-2022-010-01 - PSRC STE UZA - 5307 5339				(1,061,426)	
WA-2019-078 - FTA - 5307 5339				(833,976)	
Funding from Operations / (Surplus)			4,000,000	(2,622,021)	1,377,979
Totals Grant Funded Capital Projects			9,060,125	(7,176,698)	1,883,427

Locally Funded Capital Projects



SKAGIT TRANSIT

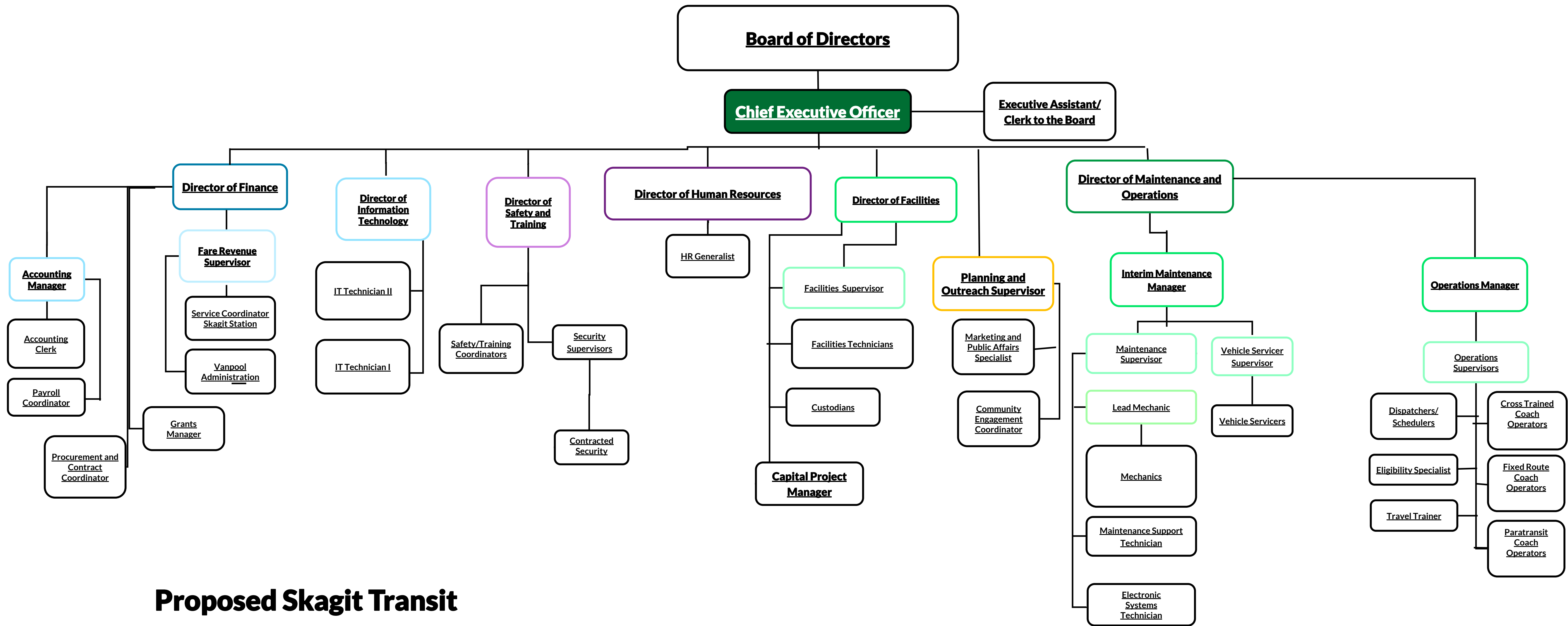
	Unit Price	Qty	Cap. Expense	Grant Offset	Net
<u>Revenue Vehicle</u>					
Capital Engine Replacement	\$62,000	2	124,000.00	-	124,000
Funding from Operations / (Surplus)			124,000	-	124,000
<u>Garage/Shop Equipment</u>					
VIS Shine Tire Machine	\$7,984.12	1	7,984	-	7,984
Funding from Operations / (Surplus)			7,984	-	7,984
<u>Route Improvements</u>					
Tripspark Novus Migration	\$150,000.00	1	150,000	-	150,000
Tripspark Streets Service Interruption Module	\$65,000.00	1	65,000	-	65,000
Funding from Operations / (Surplus)			215,000	-	215,000
<u>Skagit Station/Park&Ride</u>					
DR Fire Supression System - Chuckanut	\$50,000.00	1	50,000	-	50,000
Chuck-a-nut Re-Seal Parking Lot	\$100,000.00	1	100,000	-	100,000
SMV Re-Seal Parking Lot	\$80,000.00	1	80,000	-	80,000
SS Re-Seal Parking Lot	\$40,000.00	1	40,000	-	40,000
Funding from Operations / (Surplus)			270,000	-	270,000
<u>IT Budget</u>					
DR Solution. Generator, Equip, Hardware, Software	\$180,000.00	1	180,000.00	-	180,000
Verkada MOA Cameras	\$72,710.96	1	72,711	-	72,711
Arctic Wolf or Dark Trace or Crowd Strike Managed EDR	\$115,000.00	1	115,000	-	115,000
MOA Core Network Upgrade Redundant Switches	\$35,000.00	1	35,000	-	35,000
Funding from Operations / (Surplus)			402,711	-	402,711
Totals Grant Funded Capital Projects			1,019,695	-	1,019,695

Salaries/Benefits All Employees



SKAGIT TRANSIT

Expenses	End Of Year Estimate 12/31/2023	2024 Budget Request	YOY \$ Change	YOY % Change
Operators' Salaries and Wages	4,755,530.60	5,667,917.91	912,387.31	19.19%
Salaries and Wages	5,366,954.00	5,904,166.18	537,212.18	10.01%
Employer's FICA Expense	999,457.13	987,818.23	(11,638.90)	-1.16%
401a Pension Plan	28.00	-	(28.00)	-100.00%
PERS Pension Plan	1,349,233.24	1,208,624.66	(140,608.58)	-10.42%
Medical Insurance	2,510,514.92	2,587,662.12	77,147.20	3.07%
Dental/Vision Insurance	184,696.55	257,562.48	72,865.93	39.45%
Life Insurance Plans	11,104.21	9,765.00	(1,339.21)	-12.06%
Group Disability Insurance	122,524.40	134,722.94	12,198.54	9.96%
Unemployment Comp Insurance	22,414.00	67,000.00	44,586.00	198.92%
Worker's Comp Insurance	337,097.16	464,282.26	127,185.10	37.73%
WA State Paid FML	29,274.44	19,102.15	(10,172.29)	-34.75%
General Leave	1,019,687.00	1,253,158.77	233,471.77	22.90%
Holiday Pay	527,418.80	605,773.75	78,354.95	14.86%
On Call Pay	22,607.00	45,000.00	22,393.00	99.05%
First Stop Health	194.70	268.32	73.62	37.81%
Other Paid Absence	150,857.87	26,000.00	(124,857.87)	-82.77%
Uniform Allowance	26,683.00	41,800.00	15,117.00	56.65%
Other Benefits	189,486.57	120,000.00	(69,486.57)	-36.67%
	17,625,763.60	19,400,624.77	1,774,861.17	10.07%



**Proposed Skagit Transit
Organizational Chart
Drafted 12.13.2023**





TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Work Plan - Personnel Policy Manual Extension

INFORMATION:

During the September board meeting, staff was tasked with a work plan to complete the update to the Skagit Transit Personnel Policy Manual by December 31, 2023.

Legal counsel has requested additional time for review of the manual update. Staff intends to present the updated manual for board approval upon completion of the review.

RECOMMENDATION:

Staff recommends approving an extension to the work plan to provide an appropriate review of this guidance document.

TO:	Skagit Transit Board of Directors
FROM:	Crystle Stidham, Chief Executive Director
SUBJECT:	Award A/E Services Agreement #23-018-F for MOA-2 Design Phase 2 and 3
INFORMATION:	
<p>Pursuant to 40 USC 1102 (The Brooks Act) and RCW 39.80 governing contracts and procedural requirements for the procurement of A/E services, Skagit Transit published Request for Qualifications (RFQ) # 23-018-F for Architectural and Engineering Services on July 31, 2023.</p> <p>October 18th, 2023, Staff recommended the Board award to the highest scoring responding qualified firm, KPFF Consulting Engineers the Architectural and Engineering, pending successful negotiations.</p> <p>Negotiations with KPFF were conducted October through November 2023 for fixed rates, fees and adjustments to the hours of work under the contract to fit within the range of current funds available for the work advertised.</p> <p>The agreed upon engineering fee to provide services for the 90% design of phases 2 and 3 of the MOA2 facility is \$2,020,000.</p> <p>It is anticipated the contract will be amended in early 2024 to add design services to 100% completion, when additional federal funding can be obligated.</p> <p>Staff performed a cost analysis of KPFF's rates and those of their subcontractors. Sufficient level of detail was required to perform a thorough analysis of its billing rates for compliance with 48 CFR Part 31; their rates are reasonable based on the outcome of the cost analysis.</p> <p><u>Design 90%</u> Award Amount: \$2,020,000 Grant Funds: \$1,616,000 Local Funds: \$404,000</p>	
<p>RECOMMENDATION: A fair and reasonable price was negotiated. Skagit Transit recommends that the Architectural and Engineering Services Agreement #23-018-F be awarded to KPFF Consulting Engineers.</p>	



TO: Skagit Transit Board of Directors
FROM: Gregory Latham
SUBJECT: Approve Purchase of Seven Replacement and Four Expansion Vans

INFORMATION:

On June 22, 2023, Skagit Transit was awarded by the Washington State Department of Transportation (WSDOT) Public Transit Rideshare Program award to purchase 7 replacement vans and 4 expansion vans. This 80/20 biennium grant for 2023-2025 was awarded in the amount of \$487,087.

Skagit Transit maintains a Master Contracts Usage Agreement (MCUA) with the State Department of Enterprise Services (DES) to utilize their competitive contracts for various items and services, in accordance with State and Federal procurement regulations.

Washington State Vehicle Contract #05916 is available for the purchase of 2024, 15 passenger Ford Transit vans as well as 2024, 7 passenger Chrysler Pacifica vans. Skagit Transit has generated through the Washington State Department Enterprise Services (DES) a quote of \$56,779 per 15 passenger van from Bud Clary Ford and \$43,880 per 7 passenger van from Northsound Dwayne Lane.

RECOMMENDATION:

Skagit Transit staff is asking the board for approval to purchase seven replacement vans and four expansion vans through Washington State DES Contract (RPF# 05916) for vehicles.

Budget Impact

Cost of Replacement and Expansion Vans (11 total)

Total Price	\$ 566,215
Grant Funds	\$ 451,304
Local Funds	\$ 114,911



TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning and Outreach Supervisor
SUBJECT: Approve 2024 FTA 5307 FLEX Funds Grant Award

INFORMATION:

Resolution 2010-09 authorizes the Chief Executive Officer to sign grant agreements upon Board approval of the project and funding of the grant award. The following is presented for Board approval of the programming and award of 2024 U.S. Department of Transportation funding.

Federal Fiscal Year 2024 Federal Highway Administration (FHWA) Surface Transportation Program STP funds flexed to Federal Transit Administration (FTA) Section 5307 funds awarded to Skagit Transit from Skagit Council of Government (SCOG) - \$157,560

Skagit Transit will utilize the funding for the purchase of bus shelters and bus stop seating to be placed on highly utilized bus stops.

Grant Funds: \$157,560
Required Match: \$ 24,590
Total Project: \$182,150

Grant/Match Ratio: 86.5% / 13.5%

RECOMMENDATION:

Staff recommends the Board approves the project and funding to maintain and upgrade passenger amenities of the transit system.



TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning & Outreach Supervisor
SUBJECT: Approve New CAC Member

INFORMATION:

The Skagit Transit Community Advisory Committee (CAC) has received a new application for membership. The CAC has met with the candidate and is recommending the following citizen be approved to be CAC members:

- Daniel Kihangu

At its December meeting, the CAC moved to recommend approval of this application for new members.

RECOMMENDATION:

Staff recommends approving the new members.

CAC REPORT

November 14, 2023

The 2023 slate of officers was elected by acclamation to serve in 2024.

A proposed draft of new by-laws was reviewed, and a unanimous vote recommends the board pass at the next meeting (Documentation coming)..

The committee officially agrees with the staff recommendation for the new bus shelter style.

Staff report ridership report, and events summary were given by Brad and Cheryl, respectively.

It was recommended by a member the CAC be involved in the planning and development of connector routes through member participation and feedback during the study.

Next meeting, December 12, in person at Skagit Station conference room or via Zoom.

Please join us.

Join Zoom Meeting

<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

Dial by your location

+1 253 215 8782 US (Tacoma)

Respectfully Submitted,

Judy Jones

CAC Chair

CAC REPORT

December 12, 2023

We have two action items for the Board:

1. Recommendation of new CAC applicant Daniel Kihangu.
2. Recommend the passing of new CAC By-Laws proposal.

The CAC will be discussing in greater detail an educational excursion on the 513 bus, as several changes are taking place on that route starting January 1. Any board members are welcome to join us for a firsthand bus ride experience.

Brad gave the staff report, and a few questions were fielded during the round table session.

Next meeting, January 9, both in-person and via Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/82998778630>

Meeting ID: 829 9877 8630

Dial by phone: 253 215 8782

US (Tacoma)

Respectfully Submitted,

Judy Jones

CAC Chair

Skagit Transit OCT Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	42,358	-----	2023	376,976	-----
2022	34,954	21.2%	2022	315,968	19.3%
2019	63,179	-33.0%	2019	600,947	-37.3%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,364 2023- 1,644



On Time Performance



90+%*



97.28%

*- A data issue is present, and we are working with our data vendor to get a more exact number

Fixed Route Weekday Highlights



Ridership Top 5 Routes Overall

208 MV-Burlington	6,607
205 Mount Vernon	3,700
90X Everett Connector	3,584
40X MV-Wstrn Skagit	2,687
207 Mount Vernon	2,568

5 Routes w/largest % change vs 2022

205 Mount Vernon	76.9%
409 Anacortes	64.6%
206 Mount Vernon	58.9%
300 Sedro Woolley	45.8%
70X MV-Concrete	38.1%

Selected Statistics for September

Youth Ridership- 6,101

WWU Ridership- 1,201

SVC Ridership- 1,561

Ride Pass Grant Program- 1,639

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,824	-----	2023	54,776	-----
2022	5,135	13.4%	2022	43,963	24.5%
2019	6,720	-13.3%	2019	63,049	-13.2%

Zero Denials 923 Cancellations 84 Will Calls/Same Day Rides
 63 new applicants 27 renewal applications

Paratransit trips on Fixed Route: 1,082 trips - saving the agency \$81,150



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 137,501 miles

Paratransit Total Miles Operated- 44,865 miles

Diesel Fuel Consumed	23,246 Gallons
Propane Fuel Consumed	8,795 Gallon Equivalent



Adoption & Usage

Umo DATA:	
# of Umo Boardings on Fixed Route	22,897
% of Umo Boardings on Fixed Route	54.06%
# of Umo Boardings on Paratransit	3,019
Total Paratransit Boardings	5,256
% of Umo Boardings on Paratransit	57.44%
# of Total Umo Boardings	25,916
% of Umo Boardings on ALL modes	54.43%

Skagit Transit NOV Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	39,080	-----	2023	416,056	-----
2022	31,509	24.0%	2022	347,477	19.7%
2019	56,238	-30.5%	2019	657,185	-36.7%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,278 2023- 1,616



On Time Performance



90+%*



96.58%

*- A data issue is present, and we are working with our data vendor to get a more exact number

Fixed Route Weekday Highlights



Ridership Top 5 Routes Overall

208 MV-Burlington	6,049
205 Mount Vernon	3,437
90X Everett Connector	3,333
207 Mount Vernon	2,648
40X MV-Wstrn Skagit	2,323

5 Routes w/largest % change vs 2022

409 Anacortes	114.7%
205 Mount Vernon	91.4%
300 Sedro Woolley	64.9%
206 Mount Vernon	63.6%
207 Mount Vernon	54.9%

Selected Statistics for November

Youth Ridership- 6,152

WWU Ridership- 1,170

SVC Ridership- 1,469

Ride Pass Grant Program- 1,351

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,669	-----	2023	60,422	-----
2022	4,839	17.2%	2022	48,802	23.8%
2019	6,290	-10.1%	2019	69,339	-12.9%

Zero Denials 949 Cancellations 72 Will Calls/Same Day Rides
 47 new applicants 17 renewal applications

Paratransit trips on Fixed Route: 1,063 trips - saving the agency \$79,725



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 139,953 miles

Paratransit Total Miles Operated- 43,632 miles

Diesel Fuel Consumed	22,227 Gallons
Propane Fuel Consumed	8,513 Gallon Equivalents



Adoption & Usage

Umo DATA:	
# of Umo Boardings on Fixed Route	22,666
% of Umo Boardings on Fixed Route	58.00%
# of Umo Boardings on Paratransit	3,160
Total Paratransit Boardings	5,669
% of Umo Boardings on Paratransit	55.74%
# of Total Umo Boardings	25,826
% of Umo Boardings on ALL modes	57.71%