



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

Skagit Transit Board of Directors Agenda

Regular Meeting
July 19, 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. **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 June Meeting Minutes Page 2-5
6. **EXECUTIVE SESSION – POTENTIAL LITIGATION (RCW 42.30.110 (1)(a)(i))**
7. **FULL DISCUSSION / ACTION ITEMS**
 - a) Approve New FTE – Project Manager Page 6
 - b) Approve Resolution 2023-04 Suspending Resolution 2022-08 for Sign-on, Retention, and Referral Bonuses..... Page 7-8
 - c) Approve Award 23-014 for Construction of Marketplace Drive Bus Stop Page 9
 - d) Approve Entering into Interlocal Purchasing Agreement with WSIPC Page 10-12
 - e) Approve Federal Transit Administration Section 5307 and 5339 Grant Awards Page 13
 - f) Approve WSDOT Consolidated Grant Awards Page 14-15
8. **INFORMATION ITEMS**
 - a) FTA Audit Results
 - b) MOA2 Update
 - c) Site visit from Representative Rick Larsen
 - d) Berry Dairy Days/Loggerodeo parade
 - e) Public Transit Rideshare Grant Award - \$487,087
 - f) Annual Transit Development Plan (TDP) Update
 - g) Delaying New Service
 - h) Union Statement
 - i) Video Policy Page 16
 - j) CAC Minutes Page 17
 - k) Ridership Report Page 18-19
9. **ADJOURNMENT**

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

Wednesday, June 21st, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Chair Mayor Boudreau called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner
Colleen Kennedy, Labor Representative (non-voting member)
Peter Browning, Skagit County Commissioner
Bill Aslett, City of Burlington, Councilmember

Members Present via Teleconference

Jill Boudreau, City of Mount Vernon, Mayor (Chair)
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Judy Jones, Community Advisory Committee (Chair, non-voting member)
Julia Johnson, City of Sedro Woolley, Mayor
Mark Hulst, City of Mount Vernon, Councilmember

Members Absent:

Ron Wesen, Skagit County Commissioner
Steve Sexton, City of Burlington, Mayor

Providing Legal Counsel:

None

Staff Present

Aggie Juarez, Director of Facilities
Laura Klein, Clerk of the Board
Brad Windler, Planning and Outreach Supervisor
Nicolas Bergman, Information Technologies

Staff Present via Teleconference:

Crystle Stidham, Chief Executive Officer
Chris Stamey, Chief Financial Officer
Chris Chidley, Director of Information Technology
Greg Latham, Director of Vehicle Maintenance
Jo-Ann Wynne, Contracts Manager
Whitney Davis, Fare Revenue Supervisor
Abby Bissell, HR Generalist
Mika Bergman, Maintenance Support

Members of Public Present

None

Members of the Public Present via Teleconference:

Danny Hagen, Skagit County Assessor

1 Public Comment:

None.

2 Consent / Action Items:

- a) Approval of May Meeting Minutes
- b) Approval of May 31st Special Meeting Minutes
- c) May Payroll Direct Deposit and Checks # 17083-17089 \$1,137,143
 May Direct Federal withholding transfer \$244,926
 May Claims Checks and ACH #44443-44593 \$466,519

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

3 Full Discussion/Action Items:

- a) Monthly Budget Update Report for May

Mr. Stamey read the report as presented in the agenda packet. Items of note include Skagit Transit received \$1,466,166 in sales tax, \$859903 in grant revenue and \$67,548 in Fare Revenue in the month of April. Capital expenditure totaled \$32,221. The reserve account balance is \$21,609,494.

Mr. Browning moved to approve the May Monthly Budget Update. Mr. Aslett seconded the motion. The motion passed unanimously.

b) Approve Entering into an Interlocal Purchase Agreement for Security Cameras

Mr. Chidley read the report as stated in the packet. Ms. Johnson asked about costs incurred by this agreement. Mr. Chidley assured that no costs will be incurred by entering the agreement, but costs will be incurred for installation of the cameras and a second board approval will be sought when the purchase quote is complete. Ms. Johnson asked a second question pertaining to the decision to move forward with Verkada as the vendor as opposed to others. Mr. Chidley explained that staff had done research for their air quality monitoring systems in the Skagit Station bathrooms. This led to the discovery that Verkada had air sensors that could detect smoke in the bathrooms and a speaker that could emit auditory warnings. Verkada also does camera and door control access that integrate together. It was suggested that we implement these systems together to enhance security. Ms. Johnson asked about the cameras and privacy. Mr. Chidley clarified that the cameras will not be in the bathrooms, they will be in the lobby, replacing the existing camera in the lobby. You can see people go in and out, but never inside the bathroom. Mr. Browning asked how this will deter people from smoking. Mr. Chidley said that the system has an audible tone to evacuate the bathroom. It also sends a log to the security team so they can respond and address the situation. Mr. Browning also asked if Verkada was the only company that produced this product. Mr. Chidley explained that this agreement is for a vendor recommended by Verkada. This is a pre-negotiated state contract. There is no need to go through bids.

Ms. Janicki requested that a policy regarding cameras and video retention be developed and reviewed before deciding on this agreement. She also mentioned that the language in the report said "Collective Bargaining" when that was not the appropriate word. That phrase was struck from the report.

Ms. Boudreau mentioned that it would be more appropriate to discuss this item after the board has had a chance to review the policy regarding cameras and video retention.

Ms. Johnson moved to table this agenda item pending the board's receipt of the policy regarding cameras. Mr. Aslett seconded the motion. The motion passed unanimously.

c) Grant Funded Outreach Position

This report was submitted shortly before the board meeting and was asked to be included in the June meeting.

Ms. Stidham read the report as stated. The purpose of this position is to bridge the gap between Skagit Transit and the portion of the population who does not speak English as a first language.

Ms. Janicki moved to add the item to the agenda. Mr. Aslett seconded. The motion passed unanimously.

Ms. Stidham mentioned that this grant was applied for before her tenure, but she approves it and asks the board to approve the grant funded temporary position.

Ms. Janicki moved to approve the outreach position. Ms. Johnson seconded. The motion passed unanimously.

4 Information Items

a) Financial Impact of Security Contract

Ms. Stidham said that the board asked questions at the special meeting that she was not prepared for at the time. One question was how much money was left over from the previous security contract. Approximately \$300,000 was left over from the Kaeka contract. \$100,000 of that was from the amount that was over the do not exceed amount, leaving \$200,000 left. Kaeka was not amenable to a month-to-month contract that cost \$28,000. The remaining balance was \$170,000. The other question was about the financial impact of the Allied contract through the remainder of this year. The financial impact is \$220,000.

b) MOA2 Update

There has been a crew onsite since May 20th. We are still on track to complete the project as scheduled. The windows have been ordered.

c) Federal Transportation Administration (FTA) Drug & Alcohol Audit July 11 & 12

FTA representatives will be on site July 11th and 12th. Documents were submitted as requested in mid-June.

d) WSDOT Grants

NW WA Regional Public Transportation study. This \$160,000 grant will allow us to conduct a study of operational efficiencies and our commuter routes. Skagit Transit's match is \$40,000. Island Transit and WTA have each committed \$10,000 to the project leaving Skagit with the remaining \$20,000. Ms. Stidham would like the study to be comprehensive of all Skagit's routes. This item will be put up for board approval once the contracts are completed.

Ms. Boudreau asked about the scope of work for this project. Ms. Stidham stated that the scope of work was being developed and will be presented to the contractor prior to the final quote. The last comprehensive route study was in 2008.

Ms. Stidham stated that Skagit Transit received \$2.2 million in paratransit and special needs grants. This grant will be used for operational and capital costs. Can be used for ADA upgrades, vehicles, and similar items.

Ms. Stidham stated that Skagit Transit received \$2.6 million for fixed route bus replacement. Skagit Transit's match of \$665,000 will come from the paratransit grant.

e) CAC Field Trip on Route 101 July 17th

Mr. Windler stated that the CAC will take a field trip on the 101 route to the Burlington Senior Center, then have the July meeting to go over the transit development plan. The board was invited to this meeting.

f) 90-day Review

Ms. Stidham stated that she had been here for 90 days. She constructed a 30-, 60-, and 90-day action plan and the staff has been successful in the goals that were set in this action plan. The executive team had an all-day planning session to work on SMART Goals, TDP and other strategic measures. Skagit Transit will send out a survey for times for the board retreat.

g) Community Advisory Committee Report

Ms. Jones reiterated the CAC meeting on July 17th. Still looking at bus shelter styles.

h) May Ridership Report

Mr. Windler has highlighted the increase in youth ridership with 27% growth over this time last year.

Mayor Boudreau adjourned the meeting at 11:43 a.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, CEO
SUBJECT: Approve New FTE – Project Manager

INFORMATION:

After reviewing current and pending projects that Skagit Transit is paying contractors to manage, we have determined that it would be more cost efficient to hire a FT Project Manager to manage these projects.

Additionally, the Project Manager would be able to increase productivity, provide leadership and direction to projects, and make decisions that are in the best interests of the agency.

This subject matter expert will have the skillset to provide project management, engineering oversight, and cost benefit analysis.

RECOMMENDATION:

Staff recommends the Board approve one full-time position for a Project Manager.

Budget Impact:

Cost of a Project Manager for the remainder of 2023 (Salary and Benefits) - \$49,857.93

Cost for 2024 (Salary and Benefits) - \$199,432.72



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, CEO
SUBJECT: Approve Resolution 2023-04 Suspending Resolution 2022-08 for Sign-On, Retention, and Referral Bonuses

INFORMATION:

On the 17th of August 2022, the Skagit Transit Board of Directors adopted Resolution 2022-08, approving the use of retention, sign-on and referral bonuses. This was adopted to assist Skagit Transit in remaining competitive in a difficult job market.

In practice, Human Resources reported it to have little to no effect on attracting new workers to the organization.

In late 2022, a comprehensive compensation study was performed by Evergreen Solutions. The results of this study brought Skagit Transit's compensation package up to market values, making the agency more competitive.

Skagit Transit management decided to suspend the sign-on bonuses in January of 2023, citing that the implementation of the recommendations from the compensation study achieved the goal of attracting new workers better than the sign-on bonuses.

On July 11th, 2023, a memo was sent to all staff announcing the discontinuation of the referral bonus program effective August 10th, 2023. This announcement was made to satisfy the AFSCME's rules regarding a 30-day notice prior to changes.

RECOMMENDATION:

Staff recommends the Board to approve Resolution 2023-04 to Suspend Resolution 2022-08 for Sign-On, Retention, and Referral Bonuses.

RESOLUTION NO. 2023-04

SUSPENDING RESOLUTION 2022-08 FOR SIGN-ON, RETENTION, AND REFERRAL BONUSES

WHEREAS, the Board of Directors of Skagit Transit previously adopted Resolution 2022-08, which approved the use of retention, sign-on and referral bonuses; and

WHEREAS, Skagit Transit was experiencing difficulties hiring and retaining employees due to the competitive offering of competing transit agencies; and

WHEREAS, Skagit Transit performed a comprehensive compensation study in the last quarter of 2022; and

WHEREAS, Skagit Transit determined that the findings and implementation of the compensation study rendered the bonus program unnecessary due to the agency’s heightened competitiveness in the hiring market;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit that the following schedule depicting sign-on, referral, and retention bonuses be suspended:

Bonus Type	Amount	Employees Eligible
Retention	\$3,500	Employees hired by July 1, 2022
Sign-on	\$2,500	Drivers only (\$500 after completion of CDL, \$500 at completion of training, \$1,500 after completion of probationary period)
Referral	\$1,000	Employees that assist in recruitment of eligible and qualified employees; (\$250 at time of hire, \$750 after completion of probationary period)

PASSED in open public meeting this 19th day of July 2023.

**SKAGIT TRANSIT
SKAGIT COUNTY, WASHINGTON**

By _____
Mayor Jill Boudreau, Board Chair

By _____
Crystle Stidham, CEO Skagit Transit

ATTEST TO FORM:

Laura Klein, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon Traxler, Counsel to Skagit Transit



TO: Skagit Transit Board of Directors
FROM: Aggie Juarez, Director of Facilities
SUBJECT: Approve Award 23-014 for Construction of Marketplace Drive Bus Stop

INFORMATION:

Skagit Transit posted and published an Invitation for Bid (IFB) 23-014 on May 26, 2023, for construction of the Marketplace Drive Bus Stop in Burlington, WA. The project had an estimated Construction Cost Range of \$50,000 to \$60,000.

Advertisement was published in the Builders Exchange of Washington, and the Skagit Valley Herald on May 26th, 2023, in the main lobby at Skagit Station, lobby at MOA, and on Skagit Transits website.

Sealed bids were received and opened June 20th, 2023, at Skagit Transit in Burlington, WA. The only sealed bid was opened promptly in an in-person bid opening at 10:00 am.

After completing the necessary procedures to check for responsiveness and responsibility, Skagit Transit determined that Interwest Construction Inc. is the lowest responsive and responsible bidder. The lowest responsive bid is for \$63,937.

RECOMMENDATION:

Staff recommends that the construction contract for the Marketplace Drive Bus Stop 23-014 be awarded to Interwest Construction Inc., the sole responsive and responsible bidder for the project.



TO: Skagit Transit Board of Directors
FROM: Chris Chidley – Director of IT
SUBJECT: Enter Interlocal Purchasing Agreement with WSIPC
Washington School Information Processing Cooperative

INFORMATION:

Staff desires to enter into an interlocal purchasing agreement with the Washington School Information Processing Cooperative (WSIPC). Despite WSIPC primarily catering to educational entities, their extensive range of technological solutions can be beneficial for our agency. The goal of this agreement is to utilize WSIPC's purchasing power to secure high-quality technology solutions and services at competitive prices, thereby enhancing our resources and operational efficiency. WSIPC offers a comprehensive portfolio of preferred vendor contracts, which can help Skagit Transit reduce procurement costs and improve overall efficiency.

Services and products we are interested in.

- Microsoft Licensing
- HP Computers and Servers
- HPE Computers and Servers
- DocuSign
- Security Solutions Northwest
- Public Consulting Group

This arrangement is following the Interlocal Cooperation Act, which allows public agencies to cooperatively procure goods and services. In summary, entering an interlocal purchasing agreement with WSIPC presents an opportunity to enhance operational efficiency and resource optimization for Skagit Transit.

Each vendor who becomes a part of the WSIPC Purchasing Program has been awarded a bid contract through an official RFP competitive bid process in compliance with Washington State Procurement RCWs.

There is no cost to join WSIPC

RECOMMENDATION:

Staff recommends the board approve Skagit Transit to enter an interlocal purchasing agreement with WSIPC. This partnership can provide access to high-quality technology solutions at competitive prices.

The **WSIPC Purchasing Program** connects education and public agencies to a network of vetted vendor partners, leveraging the power of the WSIPC Cooperative to provide competitively bid goods and services at a reasonable cost.

Each vendor who becomes a part of the WSIPC Purchasing Program has been awarded a bid contract through an official RFP competitive bid process in compliance with Washington State Procurement RCWs.

On the WSIPC website Bid Contracts page (wsipc.org/purchasing/bid-contracts) you will find information about each RFP category along with a partner page for each awarded vendor for that RFP. Each partner page includes bid documents as well as product and contact information.

- To utilize WSIPC Purchasing Program contracts, entities must have an active purchasing Interlocal Agreement (ILA) in place with WSIPC. Visit wsipc.org/interlocal-agreements to view a list of all active ILAs.
- ✓ To complete an Interlocal Agreement, please contact Cynthia Gefeller, WSIPC Contract Administrator, at cgefeller@wsipc.org.
- Include the WSIPC RFP contract number on all vendor communications, requests for pricing, proposals, and purchase orders.

WSIPC Awarded Vendors by RFP Category

RFQ 01-48 Software Licensing

- Dell Microsoft Select Plus
- Microsoft EES from Microsoft

16-01 Unified Communication Services

- Cerium Networks
- Ednetics, Inc.
- SchoolMessenger

16-04 Wireless Solutions

- Ednetics, Inc.

17-02 Document Management Solutions

- FreeDoc
- Kelley Connect

17-05 Online Registration Solutions

- School Cash Suite by KEVGroup
- SchoolMint

17-06 School Management Peripherals

- School Technology Associates

17-08 Identity & Access Management

- School Technology Associates

18-01 Workflow Management Services

- FreeDoc
- Kelley Connect
- Upland Filebound

18-03 Web Filtering Solutions

- Cerium Networks
- Ednetics, Inc.
- iBoss

18-05 Facilities Solutions

- LONG Building Technologies

20-01 Computer Hardware & Equipment

- Alden Associates Inc.
- Bluum
- Dell Technologies
- Ednetics
- Hewlett Packard Enterprise (HPE)
- HP, Inc.
- MicroK12
- Riverside Technologies
- Trafera
- Zones

21-01 Computer Software, Licenses & Services

- Classcraft
- Ellevation Education
- FreeDoc
- ManagedMethods
- MicroK12
- Questica
- Scribbles Software

21-02 E-signature and Document Approval Software Solutions

- BlueInk eSignature
- DocuSign from Carahsoft
- FreeDoc
- Permission Click from SchoolMessenger

21-03 Decontamination, Disinfecting, and Sanitizing Supplies, Equipment & Services

- AeroClave
- Med Solutions - threeUV
- Stand Up Stations

21-04 Cybersecurity Awareness Training Solutions

- CyberforceQ
- eLearningLair
- Kumitech

22-01 Personal Protective Equipment

- Atlantic Trading Company
- bttm
- Carter-Health Disposables
- Govbuy
- Premier Medical Distribution
- Stand Up Stations
- TDG Scientific
- Uweport

22-02 Learning Management System Solutions

- Canvas by Instructure
- FocalPointK12
- Schoology Learning Management System from PowerSchool

22-03 Notification System Solutions

- BrightArrow Technologies Inc.
- Ednetics
- K12 Alerts
- ParentSquare
- SchoolMessenger

22-04 Online Payment Solutions

- Catalis
- e~Funds for Schools
- Higher Standards Inc.
- Grey Step Software
- InTouch Receipting
- Vanco

22-05 Managed Security & Physical Security Solutions

- Aanko Technologies
- All Campus Security
- Atriade
- Cabling & Technology Services
- Cerium Networks
- Cyberforce|Q
- Ednetics, Inc.
- Integrity Networks
- Intrado Life & Safety
- iT1 Source
- Kumitech
- LONG Building Technologies
- School Technology Associates
- Security Solutions Northwest



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, CEO

SUBJECT: Approve Federal Fiscal Year 2023 Federal Transit Administration Section 5307 and 5339 Funding Awards to Skagit Transit

INFORMATION:

Funding Award and Project Identification

\$42,928 - FTA Section 5339 and \$440,021 - FTA Section 5307 annual apportionment from the Puget Sound Regional Council

The funds will assist in Architect and Engineering services for the design, engineering, preparation of bid specifications, solicitation, and bidding assistance for Phases 2&3 construction of the Maintenance Operations and Administration Facility Project located at 11784 Bay Ridge Drive Burlington. The project cost is shared at an 80/20 ratio.

\$3,488,565 – 2023 FTA Section 5307 annual apportionment from the FTA

The funds will assist in the operations of fixed-route, paratransit and vanpool services and will be included in Skagit Transit's 2024 budget year. The project cost is shared at a 50/50 ratio.

RECOMMENDATION:

Staff recommends the Board approve the grant projects and funding and authorizes the Chief Executive Officer to execute the grant agreements.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham. CEO
SUBJECT: Approve WSDOT Consolidated Grant Awards

INFORMATION:

2023-2025 WSDOT Consolidated Grant Program Funding - \$9,787,240

Skagit Transit has been awarded grant funds for the following projects:

- a) **\$2,660,000** - Purchase of five (5) fixed-route replacement coaches.
The required match is 20% of the total project cost.
- b) **\$609,120** – This award continues operating assistance for Route 717, which began serving Eastern Skagit County communities in 2021. Route 717 in coordination with Route 70X provides increased frequency of service and direct expeditious connections for east county residents to local and regional transit services.
The required match is 50% of the total project costs.
- c) **\$605,272** – Operating assistance for Route 615 serving Western Skagit County. Operations of Route 615 will increase in frequency under this award. Service changes from once every three-hour frequency to every two hours.
The required match is 50% of total project costs.
- d) **\$160,000** – NW Washington Regional Transportation Study – procure consultant services to study the future of regional transportation in NW Washington to assist NW Washington transit agencies in planning future operations of the regional services they provide.
The required match is 20% of the total project costs. Whatcom and Island Transit, as partners in the project and will provide a portion of the required match.
- e) **\$134,577** – Community Engagement Coordinator – Grant funded staff position to assist in outreach and communications with the Spanish speaking members of our community.
The required match is 20% of the total project cost.
- f) **\$487,087** – Purchase of four (4) expansion and seven (7) replacement vanpool vehicles.
The required match is 20% of total project costs.

Skagit Transit has been awarded the following formula funds from Washington State Transit Formula Funding Programs:

\$2,272,582 – State Special Needs Formula Grant Funds – the funds will provide the required match for projects A – E listed above.

\$2,858,602 – Transit Support Grant Formula Grant Funds – the funds will provide the required match to projects A-E listed above and to Skagit Transit’s FTA Section 5307 formula funds for operating assistance in calendar year 2023.

RECOMMENDATION:

Staff recommends the Board approve the grant projects and funding and authorizes the Chief Executive Officer to execute the grant agreements.

BUDGET IMPACT:

Projects A – E are federally funded.

The State Special Needs and Transit Support Grant Formula Grant Funds will provide the required match to these projects.

Project D - **\$121,772** – Total project cost estimate is \$608,859.

Grant funds \$487,087 – Match Funds 121,772

The grant period is July 1, 2023, through June 30, 2025.



TO: Skagit Transit Board of Directors
FROM: Chris Chidley – Director of IT
SUBJECT: Review and Feedback on Draft Security Video Systems Policy

INFORMATION:

At our last meeting, a request was made for a review of Skagit Transit's policy on video surveillance. In response, I am pleased to report that we have developed a draft of a comprehensive Security Video Systems Policy, identified as 030-300. This policy outlines the use, retention, and disposal of video and audio footage recorded by security systems on Skagit Transit property.

The draft policy underscores our commitment to respecting individual privacy rights, enhancing safety and security, and minimizing risks related to the exposure of sensitive and protected information. It provides clear guidelines on the locations of cameras, procedures for audio recording, event types warranting footage review, access protocols for recorded footage, and handling recorded footage in compliance with laws and regulations.

Key highlights include:

- Cameras will be installed in public areas for safety and to deter crime, but not in private offices or bathrooms.
- Audio recording will generally not be utilized, with exceptions in specific locations where appropriate signage will be posted.
- Event types which can initiate a review of video data include vehicle incidents, complaints, public records requests, law enforcement requests, and reasonable suspicions.
- Procedures for accessing and using recorded footage, including the requirement for completing specific forms.
- The policy details the process for swapping hard drives in Apollo DVR drives, including when this might be necessary, and what information is tracked.
- Compliance with relevant laws and regulations in Washington, ensuring that recorded footage is retained in a secure manner for up to 7 years.
- The policy has been designed to be in line with our drivers and dispatchers Collective Bargaining Agreements (CBAs).

We now seek your review and feedback on the draft policy. Your insights and suggestions are highly valued and will contribute to the refinement and finalization of this policy. A copy of the draft policy is attached for your review.

For any feedback or questions on this policy, please reach out to the Clerk of the Board. Your comments will be considered for the final draft. If there are specific parts of the policy you would like to discuss, please don't hesitate to raise them.

CAC REPORT July 17, 2023

This informative meeting took place during a first-run experience for many members on the new 101 Burlington route, starting at the Chuckanut park and ride, our destination being the Burlington Senior Center, where our meeting took place.

It is very apparent that Skagit Transit and the city of Burlington are cooperating to serve so many businesses, residential areas and schools, that have not had recent service until the launching of the new 101 circulator.

Jackie Cress, with the Senior Center, gave an overview of current services and activities.

The Chair then gave news of the recent Facebook CAC recruitment outreach effort that began on June 28. Judy knows of four interested persons, and one has submitted an application for consideration to serve on the CAC. The Boosted post shows to date 97 likes, 3 Loves, and 1 Care, with 28 comments.

<https://www.facebook.com/SkagitTransit/posts/pfbid0JdB7YcaMwaVdKhjkNmaF2kkxGN5N988m3Jy8yqWBqGsH87Lefih7BTwcU2yUxkskl>

Brad then briefly went over the transit development plan, showing objectives toward accomplishment of initial goals. There is special interest in CAC feedback in promoting public outreach, coming soon.

Under staff reporting, Skagit Transit is receiving final input from the CAC on recommendations for the most appropriate bus shelter style for our area bus stops. One suggestion is to employ fold-up semi-seats, protecting them from wet weather, when not in use. Another suggestion is to research availability of slightly larger semi-seats for the shelters. Shelters under consideration would be those styles least susceptible to vandalism.

Ridership has increased twenty-seven percent over the last month, along with increased ridership to our summer festivals.

Next Meeting, August 8, 2023

Join Zoom Meeting

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

Meeting ID: 829 9877 8630

Dial by your location

+1 253 215 8782 US (Tacoma)

Skagit Transit June Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	40,511	-----	2023	218,033	-----
2022	32,276	25.5%	2022	179,134	21.7%
2019	60,289	-32.8%	2019	365,346	-40.3%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,268 2023- 1,585



On Time Performance



90+%*



98%

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



Fixed Route Highlights

Ridership Top 5 Routes Overall

208 MV-Burlington	7,990
90X Everett Connector	3,757
205 Mount Vernon	3,838
207 Mount Vernon	3,324
410 Anacortes	2,927

5 Routes w/largest % change vs 2022

409 Anacortes	76.8%
717 Concrete	62.6%
204 Mount Vernon	58.1%
305 Sedro/Mt Vernon	54.3%
300/301 Change	49.3%

Selected Statistics for June

Youth Ridership- 5,500

WWU Ridership- 460

SVC Ridership- 53

Ride Pass Grant Program- 1,329

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,318	-----	2023	33,174	-----
2022	4,331	22.8%	2022	24,902	33.2%
2019	6,318	-15.8%	2019	36,999	-10.3%

Zero Denials 818 Cancellations 106 Will Calls/Same Day Rides
 58 new applicants 19 renewal applications

Paratransit trips on Fixed Route: 1,461 trips - saving the agency \$105,923



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 135,368 miles

Paratransit Total Miles Operated- 36,566 miles

Diesel Fuel Consumed	12,244 Gallons
Propane Fuel Consumed	8,694 Gallon Equivalents



Adoption & Usage

# of Umo Boardings on Fixed Route	22,404
% of Umo Boardings on Fixed Route	55.30%
# of Umo Boardings on Paratransit	2,364
Total Paratransit Boardings	4,285
% of Umo Boardings on Paratransit	55.17%
# of Total Umo Boardings	24,768
% of Umo Boardings on ALL modes	55.29%