

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

Skagit Transit Board of Directors Agenda

Regular Meeting
September 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. 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 3-8
5. EXECUTIVE SESSION – POTENTIAL LITIGATION (RCW 42.30.110 (1)(i))	
6. BOARD CHAIR REPORT	Page 9-10
7. PUBLIC COMMENT	
8. FULL DISCUSSION / ACTION ITEMS	
a) Approve Clark Nuber Contract No. 23-026	Page 11
b) Approve Revised Drug and Alcohol Policy	Page 12
c) Approve Public Transportation Agency Safety Plan Update	Page 13
d) Approve Fare Free Service for Community Connect Event	Page 14-15
e) Approve Purchase of 65 XR90 WiFi Units from Green Ramp Group	Page 16
f) Approve Purchase of Five Fixed Route Coaches	Page 17
g) Approve Resolution 2023-06: Appoint Clerk of the Board	Page 18-19
h) Approve Project Manager FTE	Page 20
9. INFORMATION ITEMS	
a) State Auditor Entrance Conference	
b) CEO Update	
c) United Way & Helping Hands Food Bank Partnership (Written Report)	Page 21
d) WWU Ridership Agreement (Written Report)	Page 22
e) Fall Planning Studies Update (Written Report)	Page 23
f) CAC Report (Written Report)	Page 24-25
g) Ridership Report (Written Report)	Page 26-27
10. ADJOURNMENT	

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).

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RECORD OF THE PROCEEDINGS SKAGIT TRANSIT BOARD OF DIRECTORS

Wednesday, August 16th, 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 11:00 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
Colleen Kennedy, Labor Representative (non-voting member)
Peter Browning, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Vice-Chair)
Steve Sexton, City of Burlington, Mayor

Members Present via Teleconference

Judy Jones, Community Advisory Committee (Chair, non-voting member)
Julia Johnson, City of Sedro Woolley, Mayor

Members Absent:

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

Providing Legal Counsel:

None

Staff Present

Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies
Crystle Stidham, Chief Executive Officer
Chris Chidley, Director of Information Technology
Brad Windler, Planning Supervisor
Greg Latham, Director of Vehicle Maintenance
Aggie Juarez, Director of Facilities
Joe Macdonald, Director of Safety and Training

Staff Present via Teleconference:

Abby Bissell, HR Generalist

Members of Public Present

Soren Jensen, Coach Operator

Members of the Public Present via Teleconference:

Meil, "000000000", "Madeline", "Skagit". "My Guy",
Brad Tinges, Jim Heffern, "Ray", "Marcia", "Public",
"1Public", "Public2", "J&M", "Swak", "Wayne", "AB",
"JW"

Mayor Boudreau gave an update to the other board members as she was not present at the last board meeting. Mayor Miller and Mayor Boudreau are meeting weekly with the CEO of Skagit Transit to be updated on what is going on with the agency, ask questions, and provide oversight during the transition of a new director. Clark Nuber, a public accounting firm, has been contracted to assist with the finance functions. Mayor Boudreau has asked them to help with the reporting and efficiencies of current processes to identify things that we could do better. Mayor Boudreau has also asked staff to assemble all governance documents including by-laws, amendments to by-laws, and resolutions so that it is all in one place. The intention is that by the end of this year, there will be a conversation or a board retreat around by-laws and processes. Staff have also been asked to look into putting the recordings of the board meetings on the Skagit Transit website. It is helpful to have the actual recorded minutes available as documented minutes can only record so many things. Mayor Boudreau asked for at least the 2023 meetings to be posted and moving forward with all future recorded meetings. Mayor Boudreau wanted the board to know that she had a conversation with Colleen Kennedy before the board meeting and wanted to reiterate that as the board chair she is willing to sit down with the union group and listen to any concerns. Mayor Boudreau also wanted to reiterate that there will be consistent Labor Management meetings going forward. The Board asked for a Board Chair Report to be added to the agenda as a standing item.

1 Public Comment:

Soren Jensen commented asking about the Labor representative not being paid for Board meetings. A similar comment was made by him at the July Board meeting. Mr. Jensen claimed that on Wednesday, March 16, 2016, the Board voted for this to happen. The payments had been regular until this year when Mr. Jensen claimed the payments stopped. Mr. Jensen urged the Board to make sure the Labor representative was paid.

Mr. Jensen also commented that at the last meeting Ms. Kennedy read a statement regarding a vote of no confidence in leadership. The minutes reflected this as “dissatisfaction with leadership”. Mr. Jensen asked for the letter to be included in the minutes. *The Board did not direct the Clerk to change the minutes to include the full letter.*

Mr. Jensen also commented that he has seen emails coming from SKOG and is concerned about a half-million dollar grant disappear that was allocated for Skagit Transit. Mr. Jensen would like the Board to look at why this happened.

Colleen Kennedy commented that some of the new positions that Skagit Transit has had recently including Executive Assistant, Ops Manager, Interim Administrative Assistant, and Project Manager. Ms. Kennedy was told that the Board had approved all these positions, but can't find them anywhere in the minutes. Ms. Kennedy asked why so much help was needed for the CEO when the agency hasn't really grown.

Ms. Kennedy also commented that things are being blamed on driver shortages and claimed that there is no driver shortage and that the drivers are not being utilized appropriately.

Ms. Kennedy also commented that there is another request for technology in today's agenda. Ms. Kennedy feels that the technology Skagit Transit already has needs to “work and it doesn't”. Ms. Kennedy also claims that the technology request on the agenda is one that the union has not seen and feels that it should be tabled.

Ms. Kennedy also reiterated Mr. Jensen's comment about the difference between “dissatisfaction” and a vote of no confidence. Ms. Kennedy commented that the clerk asked for a copy of the letter.

Mayor Boudreau corrected Ms. Kennedy and said that the board did not approve the positions in question, but that the Executive Director had the authority to shift job duties to existing positions. Mayor Boudreau then clarified that no new FTEs were added, but job positions were reclassified instead.

2 Consent / Action Items:

- a) Approval of July Meeting Minutes
- b) Approval of Claims and Payroll – June 2023

Mayor Miller asked the Clerk to amend the minutes to reflect that his comments were not directed at the union representative but were instead directed to the organization in general.

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

3 Full Discussion/Action Items:

- a) Approve Monthly Budget Update for June 2023

Ms. Stidham read the Monthly Budget Update as presented in the Board Agenda Packet. Ms. Stidham wanted to clarify that staff has not been able to present July's report as the Clark Nuber representatives have not been able to close out July's financial statements yet.

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

- b) Approve Resolution 2023 – 05: 2023 – 2028 Transit Development Plan

Mr. Windler read the Resolution as presented in the Board Agenda Packet. Ms. Stidham commented that the document presented does not contain the reserves. The updated TDP was presented to the board at the meeting.

Mr. Wesen moved to approve the Transit Development Plan. Mr. Miller seconded the motion. The motion passed unanimously.

c) Approve Purchase of Five Fixed Route Coaches

Ms. Stidham requested that this item be moved to the September meeting. Instead, Ms. Stidham recommended that the New CAC member report be read and approved instead. Agenda item 6c was stricken from record and a motion was made by Ms. Janicki and seconded by Mr. Wesen to add the CAC item to the agenda. The motion passed unanimously.

d) Approve Award 23-014 for Construction of Marketplace Drive Bus Stop

Mr. Juarez read the report as presented in the Board Agenda Packet.

Mr. Browning moved to approve the construction of Marketplace Drive Bus Stop. Ms. Johnson seconded the motion. The motion passed unanimously.

e) Approve Entering into Interlocal Purchasing Agreement with WSIPC

Mr. Chidley read the report as presented in the Board Agenda Packet.

Mr. Wesen asked how much the staff expects to save in this agreement. Mr. Chidley responded that it would be difficult to tell how much would be saved as with an interlocal agreement, the prices are set by contract.

Ms. Boudreau asked if this would save time in procurement. Mr. Chidley responded affirmatively.

Mr. Miller moved to approve entering an Interlocal Purchasing Agreement with WSIPC. Ms. Janicki seconded the motion. The motion passed unanimously.

f) Approve Federal Fiscal Year 2023 FTA Areas of Persistent Poverty Funding Award

Ms. Stidham read the report as presented in the Board Agenda Packet. Ms. Stidham stated that local funds would be used to achieve the 80/20 match.

Mayor Boudreau clarified that what is being approved is a study, not a decision on MicroTransit. Ms. Stidham added that the study would be done with a comprehensive operational analysis.

Mr. Wesen had a question on the cancellation policy and how many passengers are needed to keep a route going. Fidalgo was going at one time but is no longer. Mr. Windler answered that the fixed route standards were set aside by COVID and we are waiting to see because the standards are set by the previous year and Skagit Transit is still recovering from COVID interruptions. The standards can be revisited. A 6 month pilot project in Fidalgo was done in 2016.

Mayor Boudreau wanted to reiterate on the record that this request did not come from the CEO. The Board was asking for information on this type of service. The Board had been discussing this program for years after seeing other counties' program.

Ms. Johnson moved to approve the FTA Areas of Persistent Poverty Funding Award for 2023. Mr. Browning seconded the motion. The motion passed unanimously.

g) Approve Remix Software Expansion

Mr. Windler read the report as presented in the Board Agenda Packet.

Mr. Wesen asked about the “unlimited” number of users and how often it is used. Mr. Windler said he uses it quite a bit to look at rider demographics to make sure our services reach them. For scheduling, shifts are reassigned 3-4 times a year, along with mini-bids throughout the year.

Ms. Janicki asked if this was an add-on to the remix software and what is being used now for scheduling. Mr. Windler said scheduling is handled “pretty much in excel”. Ms. Janicki asked if further action was needed by the board to approve a sole-source procurement. Mr. Windler said there is paperwork to file, but no further action is needed at this time.

Ms. Janicki moved to approve the sole source purchase of the expansion of the Remix Software. Mr. Browning seconded the motion. The motion passed unanimously.

Mayor Boudreau mentioned that in light of concerns raised around technology, the board would like to ask staff to prepare an overview of all technologies currently being used. This presentation should be in September or October and include the annual costs of this technology.

h) Approve Security Video Systems Policy

Mr. Chidley read the report as presented in the Board Agenda Packet.

Ms. Boudreau asked if the policy was reviewed by the risk pool – WSTIP.

Ms. Kennedy asked to see the policy.

Ms. Boudreau recommended that the Board table this request until the next meeting.

i) Approve New FTE – Project Manager

Item skipped for time constraints and moved to after the executive session.

Ms. Stidham read the report as presented in the Board Agenda Packet. Ms. Stidham added that she recently discovered that most of Skagit Transit’s bus stops are not ADA compliant and that this position could help with that.

Ms. Boudreau asked if this position would take the place of current contracted project management for MOA2. Ms. Stidham answered affirmatively.

Mr. Miller asked if this was a direct dollar offset and how this can be shown to the board? Ms. Stidham stated that a new contract with KBA has not been signed and staff is trying to contract them through the end of 2023. A cost saving of \$200,000 is expected in 2023. Ms. Stidham listed other projects that this position could help and save money as opposed to outside contractors. Mr. Miller stated that he would need more time before a decision can be made. Ms. Stidham clarified that there is no Professional Engineer currently on staff.

Mr. Sexton asked about the ADA compliance and if ADA compliance is part of a contracted bid for upgrading bus stops and questioned the need to have an ADA certified engineer on staff.

Ms. Janicki commented that the Board would like a whitepaper on the projects that this FTE would be working on. She also commented that the assumption is that this position’s pay and benefits would be 100% allocated to construction projects, but in reality, there will always be some admin components to this position. In all the numbers will still be favorable but having a “forever employee”, it would be nice to see a multi-year look.

This item was tabled until September.

j) Request for New CAC Members

Mr. Windler read the report that was given to the Board at the meeting.

CAC Chair Judy Jones was present online, but due to technical difficulties, was not able to comment. Mr. Windler confirmed that there was unanimous approval at the CAC meeting.

Mr. Miller moved to approve the two additions of new CAC members. Ms. Johnson seconded the motion. The motion passed unanimously.

4 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 11:41 am with the intention of ending at 12:11 pm. Board returned to regular session at 12:11 pm.

Mayor Miller departed at 12:17pm.

5 Information Items

a) Financial Update

Ms. Stidham stated that Skagit Transit has hired Clark Nuber to help with financial reports and day to day financial operations. Interviews for the Accounting Manager position are Friday and staff is hopeful that a successful candidate will be found. The annual state audit has begun and estimated time to completion is 4-6 weeks.

b) MOA2 Update

Ms. Stidham stated that an RFQ went out at the end of July for a new architect for phases 2 and 3. We are still on track to complete phase one in early 2024.

c) Operations Update

Work is being cancelled on a daily basis, but we have a class of 6 new drivers that are progressing through training and will graduate in 3-5 weeks. We will be fully staffed in October when the next class graduates.

Mayor Boudreau requested for the September meeting how we fill shortages when we have them and how route cancellations are decided.

d) FTA Drug & Alcohol Policy

Ms. Stidham stated that minor changes were needed to our policy following the FTA audit. The new policy was presented in the Board Packet for the Board to review for approval in the September Board meeting.

Mr. Wesen asked if the risk pool has received the revised policy. Ms. Stidham stated that it has not been sent, but the changes made were very minor, giving an example of having security included in the random pool.

e) Public Transportation Agency Safety Plan Update

Mr. Macdonald read a statement about the report. There were no position changes. Mr. Macdonald asked the Board to review the plan for approval at next month's meeting.

f) CAC Report

The written report was included in the packet and the CAC chair is available for questions.

g) Ridership Report

Mr. Windler stated that the report is in the packet and can take any questions regarding the report.

Ms. Kennedy had a question about the information that was sent out, regarding delays in service.

Ms. Stidham stated that there were scheduled service changes in August, but because there are route cancellations, it was opted to delay those route changes until January of 2024 when the agency will be fully staffed.

Ms. Kennedy asked about postponing the 615 service. Ms. Kennedy thought there was grant money given to Skagit Transit from the tribe for that to happen. She also asked about the rider guides that are already printed. Ms. Stidham said that Skagit Transit did not get grant money from the tribe. Federal funding was received, and the grant was reduced accordingly. It is an operational grant. Staff have stickers to cover the service changes in the rider guide. The existing rider guides will not be changed. The website has been updated to reflect these changes.

Mayor Boudreau adjourned the meeting at 12:30 p.m.

Attest:

Jill Boudreau, Chair Skagit Transit Board of Directors

Laura Klein, Clerk of Skagit Transit Board



September 20, 2023

TO: Skagit Transit Board of Directors

FROM: Mayor Jill Boudreau, Chairperson
Mayor Matt Miller, Vice Chairperson

RE: Board work plan recommendation

Board members:

Skagit Transit is in a time of renewal with a transition from a long-time executive director to our Chief Executive Officer, Ms. Crystle Stidham.

We believe the Board of Directors' responsibility is to give Ms. Stidham and staff clear and transparent policies and the best foundational structure to build upon serving our public. Many guidance documents have not been updated for some time. For example, the Skagit Transit Bylaws have not been revised since 2010. To date, she and the staff have compiled all governance documents and policies into one repository and created an inventory of documents. You will all be provided with a binder containing the current documents.

Mayor Miller and I are proposing a four-member governance committee consisting of Ms. Stidham and three Board members. The following is a recommended work plan for the next 12 months:

- Review foundational documents
- Update bylaws
 - Executive Director authorities
 - Board Chairperson and Vice Chairperson authorities
- Review, revise and recommend general policies
 - Financial policies
 - Compensation policies
 - Labor negotiation policies
 - Define when Board decision/actions are required. For example: adding routes, services, capital projects, increase or decrease in employees, reclassification of employees, etc.
 - Grants policy
 - Budget
- Review lease agreement with Skagit County (for current location)
- Create a CEO performance appraisal process

The governance committee will be supported by outside legal counsel. As the governance committee completes their work, they will bring action items to the Board during regularly scheduled Board meetings. The committee will decide the priority of work and will have completed their work for the Board by October 1, 2024.

In addition to the governance work for the Board of Directors, the following work has been tasked to Ms. Stidham:

- Create a repository and catalog of all governance documents, ensure structure for retention, training, public records compliance, and maintenance of the documents.
- Complete an update to the Skagit Transit Personnel Policy Manual by December 31, 2023, with the guidance from contractor Lexipol. This update will include a travel policy detailing travel expenses that Skagit Transit will cover including per diem rates for mileage, food, median area rates for lodging, and flying coach class air travel.
- Assess required compliance training needs for staff, develop training plan by December 31, 2023.
- Provide the Board of Directors with an annual review of the finance policy during the budget adoption process.
- Publish Board meeting recordings on the Skagit Transit website.
- Publish Board of Directors governance documents on the Skagit Transit website.
- Ensure we have on-call general counsel and we perform review of contracts as a matter of practice.

By completing the work outlined in this memo, we believe that Skagit Transit can improve its administrative work, enhance the Board of Directors effectiveness, and ensure a foundation of good governance for the public we serve.

Sincerely,



Mayor Jill Boudreau
Skagit Transit Board Chairperson



Mayor Matt Miller
Skagit Transit Board Vice-Chairperson



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, CEO
SUBJECT: Approve Clark Nuber Contract 23-026

INFORMATION:

In the absence of a Chief Financial Officer and Accounting Manager, Skagit Transit has hired accounting firm Clark Nuber to assist the agency in the day-to-day operations of our financial management.

They have also assisted with training our staff on existing financial software, interviewing candidates for the vacant Accounting Manager position, and are currently assisting with our annual state audit.

During this process, they have identified areas of opportunity within our financial system, to include the need for better practices and procedures, additional staff training, and the need for a forensic audit.

Clark Nuber has developed a Scope of Work to assist the agency with these tasks.

RECOMMENDATION:

Staff recommends entering into contract 23-026 with Clark Nuber to assist in the changes identified in the Scope of Work to ensure proper training, compliance with state and federal laws, and the development of best practices.

BUDGET IMPACT:

All work will be performed at an hourly rate as identified in the Scope of Work but is estimated to cost approximately \$250,000.



TO: Skagit Transit Board of Directors

FROM: Jennifer Davidson, Director of Human Resources

SUBJECT: Approve Revision of Skagit Transit's Drug and Alcohol Policy

INFORMATION:

Beginning in May of 2023, Skagit Transit began participating in an audit conducted by the Federal Transit Authority (FTA). This audit is a thorough review of our processes and procedures required as a safety-sensitive employer. One of the findings and recommended solutions for the audit to be completed is a revised update of Skagit Transit's Drug and Alcohol policy. The 30-day review period of the policy is complete. The policy provided to the Board for review encompasses the updates and recommendations found as a result of the audit.

RECOMMENDATION:

Staff recommends approving the updates recommended by the Federal Transit Authority (FTA) to ensure compliance and successfully move the audit to completion.



TO: Skagit Transit Board of Directors

FROM: Joe Macdonald, Director of Safety and Training

SUBJECT: Approve Public Transportation Agency Safety Plan Update (First Review)

INFORMATION:

On July 18, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). The PTASP rule became effective July 18, 2019.

Transit operators were required to certify that they had a safety plan in place meeting the requirements of the rule by December 31st, 2020.

Skagit Transit's Board of Directors approved the agency's original PTAST on August 19, 2020.

The first update of the PTASP plan was approved by the Skagit Transit Board of Directors on August 18, 2021.

The second update of the PTASP plan was approved by the Skagit Transit Board of Directors on November 16, 2022.

The 2023 update of the Skagit Transit's PTASP was submitted to the Board of Directors for review at the August 16th, 2023 Board Meeting.

Once approved by the Board, this document will be forwarded to the Skagit Council of Governments (SCOG), and the Washington State Department of Transportation (WSDOT).

RECOMMENDATION:

Staff recommends that the Board approve the updated Skagit Transit Public Transportation Agency Safety Plan (PTASP).



TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning & Outreach Supervisor
SUBJECT: Approve Fare Free Service for Community Connect Event

INFORMATION:

Skagit Transit was recently contacted by staff from Community Action Skagit about an upcoming event in Concrete. Community Action is hosting an event called Community Connect on September 29th 2023. This event is geared towards connecting low-income residents from the Concrete-Lyman-Hamilton area with needed social and medical services.

Community Action has asked Skagit Transit to provide fare free service on our fixed route services. This may assist low-income residents in attending this event.

Staff recommends approving fare free service on September 29th for the fixed route service for all routes that operate solely in Skagit County.

RECOMMENDATION:

Staff requests that the Board approve Fare Free Fixed Route service on September 29th, 2023 for all routes except Routes 80X and 90X.

BUDGET IMPACT:

Estimated \$551 in lost cash fares.

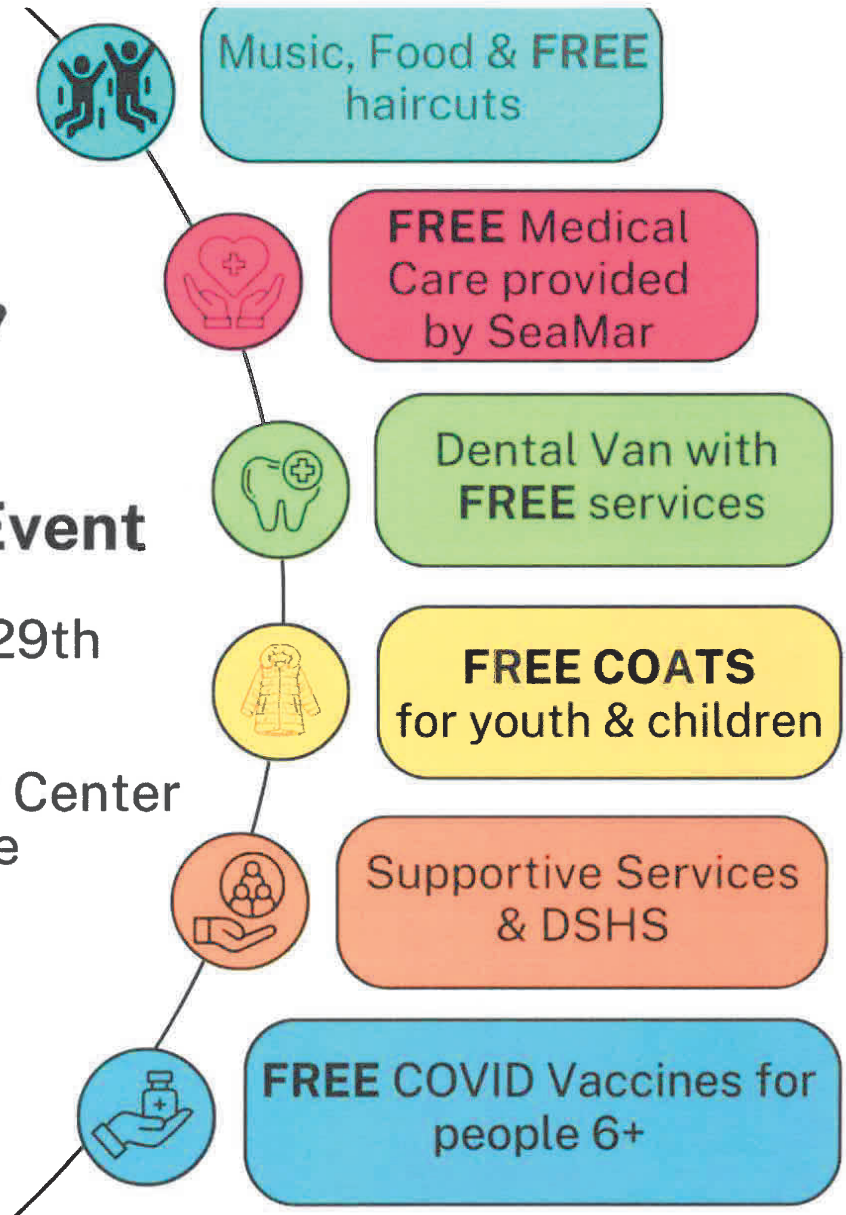


Join Us!

Community Connect Event

When: Friday, September 29th
10:00AM - 2:00PM

Where: Concrete Community Center
45821 Railroad Avenue
Concrete, WA 98237





TO: Skagit Transit Board of Directors

FROM: Chris Chidley, Director of Information Technology

SUBJECT: Approve Purchase 65 XR90 WiFi Units from Green Ramp Group

INFORMATION:

- Originally Approved Budget for 2023: \$314,000
- Purchase Approval in March 2023: \$229,500

Staff initially secured a budget of \$314,000 for this project in the fiscal year 2023. In March 2023, a purchase was approved at the cost of \$229,500. However, circumstances necessitated a shift in the financial approach. Grant funds, initially earmarked for this procurement, were strategically re-allocated to operational costs. This was carefully executed to ensure we did not lose the funding for this project. As a result, the cost will now be covered out-of-pocket, without exceeding the originally approved budget.

Through a competitive bidding process, quotes were obtained from three vendors: Green Ramp Group, Discount Cell, and Ensemble Solutions. Green Ramp Group submitted the lowest bid for \$242,402.91, which is still below the initially approved budget.

The procurement of these WiFi units will provide significant improvements in network reliability, user experience, and will offer scalability options for future needs. This will also create the foundation for guest WiFi on coaches in the future. The three-year maintenance coverage is an added assurance of uninterrupted service.

RECOMMENDATION:

Staff recommends the Board of Directors approve the procurement of 65 XR90 WiFi units, along with antennas, mounting brackets, and a three-year maintenance plan from Green Ramp Group at the quoted price of \$242,402.91, exclusive of shipping charges. The proposed purchase is within the initially approved budget for the fiscal year 2023.



TO: Skagit Transit Board of Directors
FROM: Gregory Latham
SUBJECT: Approve Purchase of Five Fixed Route Coaches

INFORMATION:

On June 8, 2023, Skagit Transit was awarded by Washington State Department of Transportation (WSDOT) the Consolidated Grant Program award to purchase replacement heavy duty transit coaches. This 80/20 biennium grant for 2023-2025 was awarded in the amount of \$2,660,000.

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 Bus Contract (RPF# 06719-01) is available for the purchase of heavy-duty transit coaches. Skagit Transit has contacted Gillig LLC. and has received a quote of \$624,739.00 per forty-foot Low Floor Diesel Coach. Gillig currently has an anticipated build time of 12-15 months.

Skagit Transit originally included in the 2023 budget the purchase of five fixed route coaches in the amount of \$3,073,924, increases in manufacturing cost and an increase to state contract pricing has resulted in the higher than anticipated cost.

RECOMMENDATION:

Skagit Transit staff is asking the board for approval to purchase five replacement 40 Foot Low Floor Diesel Coaches through Washington State DES Contract (RPF# 06719-01) for Transit Coaches.

Budget Impact

Cost of Five Fixed Route Coaches:

Total Price	\$ 3,392,333
Grant Funds	\$ 2,660,000
State Formula Funds	\$ 732,333

TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Resolution 2023-06: Appoint Clerk of the Board

INFORMATION:

With the recent changes in the organization, the position serving in the capacity of Clerk of the Board has also changed. The Clerk position is currently being held by the Executive Assistant, replacing Skagit Transit's Fare Revenue Supervisor, Whitney Davis.

The Executive Assistant, Laura Klein, has been serving as Clerk of the Board since May of 2023.

Staff is asking the Board to retroactively appoint the Executive Assistant to the position of Clerk of the Board of Skagit Transit to perform the following duties in accordance with the bylaws and policies of Skagit Transit:

- Record and maintain accurate minutes of all board meetings.
- Maintain a record of all resolutions passed by the Board.
- Ensure proper notification to the public for Board meetings.
- Assist in the preparation and distribution of meeting agendas and materials.
- Ensure the safekeeping of all official documents and records of the Board.
- Carry out any other duties as assigned by the Board.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2023-06 appointing the position of Executive Assistant as Clerk of the Board of Skagit Transit.

RESOLUTION NO. 2023-06

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPOINTING A CLERK OF THE BOARD FOR THE SKAGIT TRANSIT AUTHORITY

WHEREAS, the February 2002 Board Meeting passed Resolution 2002-03 appointing the SKAT Administrative Clerk to serve as Clerk of the Board; and

WHEREAS, the position of SKAT Administrative Clerk has not been used in many years; and

WHEREAS, the Skagit Transit bylaws require the Board of Directors to appoint a Clerk of the Board; and

WHEREAS, the position of Executive Assistant has been filled and is currently fulfilling the role of Clerk of the Board; and

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT the Board of Directors of Skagit Transit hereby appoints the position of Executive Assistant to the capacity of Clerk of the Board for the authority, to perform all the duties and responsibilities of the position.

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

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Jill Boudreau, Chair Skagit Transit Board of Directors

By _____
Crystle Stidham, Chief Executive Officer

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: Crystle Stidham, CEO
SUBJECT: Approve New FTE – Project Manager

INFORMATION:

Between 2019 and August 2023, Skagit Transit has paid over \$573,000 to outside contractors for project management tasks that could have been performed by an in-house project manager.

Skagit Transit has several major projects on the horizon for the next few years including the completion of the MOA2 project, much needed renovations to Skagit Station, and ADA compliance upgrades to our bus stops, as well as many smaller projects that still require professional oversight and management.

These future projects carry additional costs that would be reduced by hiring this FTE. Staff has estimated that the total project management costs for our future projects if we went with an outside contractor are well more than \$1.5 Million. Alternatively, an in-house Project Manager would cost about \$200,000 per year, salary and benefits included.

Staff is confident that the addition of a new FTE Project Manager will save Skagit Transit a significant amount of money as well as reduce the instances of construction design mistakes and billing errors by having a qualified staff member to oversee these tasks.

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: Brad Windler, Planning & Outreach Supervisor

SUBJECT: INFORMATIONAL ITEM - United Way & Helping Hands Food Bank Partnership

INFORMATION:

In August, Skagit Transit partnered with two local organizations to hold “Stuff the Bus” drives to support our local community.

For early August, we partnered with the United Way’s Diaper Bank of Skagit County and the Parks & Recreation team at Skagit County Government. We held a diaper drive at the Skagit County Fair where citizens could donate diapers or cash in exchange for a reduced entrance fee to the fair. This event provided 13,900 diapers for citizens in Skagit County.

In late August, we partnered with the Helping Hands Food Bank and the staff at the Marathon Refinery to hold a food drive. Helping Hands informed us that between actual food and cash donations, the event provided 872,000 pounds of food to help feed families in Skagit County.

RECOMMENDATION:

No recommendation.



TO: Skagit Transit Board of Directors

FROM: Brad Windler, Planning & Outreach Supervisor

SUBJECT: INFORMATIONAL ITEM - Western Washington University Ridership Agreement

INFORMATION:

Skagit Transit and Western Washington University (WWU) have recently completed a pilot project that allowed for all WWU students, faculty, and staff to ride Skagit Transit simply by showing their WWU ID card. We provided over 13,100 rides during the two-year pilot project.

Both agencies were pleased with the response and have signed a long-term agreement to continue this partnership. The agreement will last three years. The terms of the agreement closely match the recently signed ridership agreement between WWU and the Whatcom Transportation Authority (WTA) of Bellingham. Skagit Transit will provide service to all WWU students, faculty, and staff at no upfront cost to the rider. Skagit Transit will track ridership and invoice WWU for all rides taken. WWU will receive a 50% discount on the cash fare of each ride.

WWU will provide their students, faculty, and staff with Umo enabled ID cards (at their cost) that will ease the burden of tracking of ridership. WWU and WTA have established the technical relationship to enable the use of the Umo system. WTA and Skagit Transit share access to the Umo system under our fare reciprocity agreement. So that both systems will recognize the WWU cards. WWU will also allow Skagit Transit to promote our services on campus.

The majority of WWU students are from the Seattle region and Skagit Transit will provide an important connection for these students.

RECOMMENDATION:

No recommendation.



TO: Skagit Transit Board of Directors
FROM: Brad Windler, Planning & Outreach Supervisor
SUBJECT: INFORMATIONAL ITEM - Fall Planning Studies

INFORMATION:

This fall, Skagit Transit will begin conducting a series of planning studies that will review the services that we offer. The goal of these studies will be to review our existing services and provide recommendations for future improvements. The studies being conducted are:

Regional Transit Study- In partnership with WTA and Island Transit, this study will review our County Connector Network. Both Island and WTA are contributing funding to help cover the local match, but Skagit Transit is the lead agency. This is a North Sound Transportation Alliance project and will identify our future needs.

Comprehensive Operational Analysis- This will review our local services. There will be a demographic review to make sure that we are not missing any target populations. They will conduct a review of ridership and make recommendations on future changes.

Microtransit Study- This is a study to determine if Microtransit services are appropriate and to develop an operational plan for how they would function. We have identified two areas of study, NW Skagit County and Fidalgo Island for possible implementation. The operational plan developed would serve as a blueprint that could be replicated in other parts of Skagit County if Microtransit is implemented.

RECOMMENDATION:

No recommendation at this time.

CAC REPORT

September 12, 2023

This month we had a guest from Sedro-Woolley who is interested in CAC membership, and will be submitting application for consideration.

The committee discussed both short-term and long-term solutions for route cuts, and best practices of route deviation notification reaching those persons without online access.

Brad will be speaking to appropriate personnel, regarding allowing access to the Skagit Station north doors during station operating hours. It was suggested by a member that a camera monitor that hallway and area, as well as installing an alarm to those doors, to deter unwanted access after hours.

The issue of customer bathroom access at park and rides was discussed, and Brad stated ideas can be brought forward during the upcoming studies, that we will continue to seek solutions for better access to passenger facilities for those enroute.

Brad reports a ridership increase of twenty percent over August of last year, with much of it due to the major growth in youth ridership over the past year.

Both diaper and food drives met with resounding success in overall donations. It was suggested that Skagit Transit lettering on the signage should be more prominently displayed during these events, as the bus is one of the major underlying components contributing to the drives' success.

One of our members attended the Senior Day In The Park event last month, and had very favorable comments on Skagit Transit's participation.

Kudos to two of our members, whose community contributions are noted in the newly-released book by local author Bob Skeel, Stealing Home. The book is out now, look for it in local area book stores.

Table staffing will take place later this month at Skagit Station. Contact Judy for date and details. She is developing a kit stocked with literature, signage and ID lanyards that will be available to all CAC members.

A two year Washington state event is going national this year. Week Without Driving Challenge, October 2 – 8, 2023. Elected officials are encouraged to participate by using any alternative source other than their car to meet their transit needs, including outsourcing transportation. The goal of the challenge is to consider how someone without a driving option succeeds in meeting their transit needs, and what choices they can make.

Next meeting, October 10, virtual or in person at Skagit Station conference room.

Community Advisory Committee

04:30 PM - 05:30 PM

Oct 10, 2023 04:30 PM

Nov 14, 2023 04:30 PM

Dec 12, 2023 04:30 PM

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

Skagit Transit August Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	42,103	-----	2023	297,307	-----
2022	35,181	19.7%	2022	247,916	19.9%
2019	59,332	-29.0%	2019	484,835	-39.1%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2022- 1,338 2023- 1,593



On Time Performance



90+%*



97%

*- 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	6,424
90X Everett Connector	3,649
207 Mount Vernon	3,484
205 Mount Vernon	3,354
410 Anacortes	2,697

5 Routes w/largest % change vs 2022

409 Anacortes	64.4%
206 Mount Vernon	54.0%
205 Mount Vernon	49.4%
204 Mount Vernon	38.9%
513 West Skagit County	20.0%

Selected Statistics for August

Youth Ridership- 6,765

WWU Ridership- 346

SVC Ridership- 332

Ride Pass Grant Program- 1,583

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2023 vs	YTD	Actual	% Change 2023 vs
2023	5,501	-----	2023	43,673	-----
2022	4,811	14.3%	2022	33,998	28.5%
2019	6,690	-17.8%	2019	50,248	-13.1%

Zero Denials 692 Cancellations 88 Will Calls/Same Day Rides

80 new applicants 15 renewal applications

Paratransit trips on Fixed Route: 1,120 trips - saving the agency \$81,200



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 120,097 miles

Paratransit Total Miles Operated- 38,310 miles

Diesel Fuel Consumed	24,540 Gallons
Propane Fuel Consumed	9,396 Gallon Equivalents



Adoption & Usage

# of Umo Boardings on Fixed Route	22,069
% of Umo Boardings on Fixed Route	52.42%
# of Umo Boardings on Paratransit	2,724
Total Paratransit Boardings	3,156
% of Umo Boardings on Paratransit	86.31%
# of Total Umo Boardings	24,793
% of Umo Boardings on ALL modes	54.78%