



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

Skagit Transit Board of Directors Agenda

Regular Meeting
February 21st, 2024
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 January Meeting Minutes Page 3-4
- b) Approval of Claims and Payroll
 - December Payroll Direct Deposit and Checks #17133 - 17138 \$1,155,658
 - December Direct Federal withholding transfer \$251,684
 - December Claims Checks and ACH #45601 - 45729 \$514,694
- c) Approve December Budget Update Page 5
- d) Approve Fare Free Service for Spring Community Connect Event Page 6
- e) Approve Resolution 2024-02: Appoint Trustee to 401 & 457 Retirement Accounts Page 7-8
- f) Approve Resolution 2024-03: Appoint EEO and Title VI Officer Page 9-10
- g) Approve Amendment to ADA Policy Page 11
- h) Approve Naloxone Policy Page 12

6. FULL DISCUSSION / ACTION ITEMS

- a) Approve Federal FY 2023 FTA Bus and Bus Facilities WSDOT Pass Through Award Page 13
- b) Approve Vehicle Donation Page 14-15
- c) Approve Contract #24-013 for Financial Reporting System with Community Brands .. Page 16
- d) Approve Non-Employee Travel Policy Amendment Page 17
- e) Approve CAC Bylaw Revision Page 18-23
- f) Approve PASS to NOVUS Migration Project Page 24
- g) Approve June 2024 Meeting Date Change Page 25

7. INFORMATION ITEMS

- a) CEO Update
- b) CAC February Report Page 26
- c) January Ridership Page 27-28

8. CLOSED SESSION – Collective Bargaining Negotiations [RCW 42.30.140\(4\)\(a\)](#)

9. ADJOURNMENT

Skagit Transit Board of Directors Officers

Mayor Matt Miller Chair Commissioner Peter Browning.. 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, January 17th, 2024

[Skagit Transit Board of Directors Meeting 1-17-2024 - YouTube](#)

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Chair Mayor Miller called the meeting to order at 11:06 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Matt Miller, City of Anacortes, Mayor (Chair)
Peter Donovan, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
James Stavig, City of Burlington, Councilmember
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Peter Browning, Skagit County Commissioner (Vice-Chair) *Represented by Sandy Perkins*
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Andrew Vander Stope, City of Mount Vernon, Councilmember
Julia Johnson, City of Sedro Woolley, Mayor

Providing Legal Counsel:

None

Staff Present

Laura Klein, Clerk of the Board
Nicolas Bergman, Information Technologies
Crystle Stidham, Chief Executive Officer
Chris Arkle, Finance/Accounting Manager
Jennifer Davidson, Director of HR
Zach Wright, Security Supervisor

Staff Present via Teleconference:

Brad Windler, Planning Supervisor; Aggie Juarez, Director of Facilities; Abby Bissell, HR Generalist; Jo-Ann Wynne, Procurement

Members of Public Present

Members of the Public Present via Teleconference:
"000", "Blank", Jesse Jones, "Marcia", "Soren"

1 Public Comment:

No Public Comment was made.

2 2024 Vice Chair Vote

Commissioner Browning was nominated to serve as Vice Chair for Skagit Transit's Board of Directors for 2024.

Mr. Sexton moved to approve the nomination of Commissioner Browning as Vice Chair for 2024. Ms. Janicki seconded the motion. The motion passed unanimously.

3 Consent / Action Items:

a) Approval of December Meeting Minutes

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

4 Full Discussion/Action Items:

a) Approve Resolution 2024-01: Appointing Auditor/Treasurer
Ms. Stidham read the report as presented in the packet.

Mr. Sexton moved to approve Resolution 2024-01. Ms. Janicki seconded the motion. The motion passed unanimously.

b) Approve Travel Reimbursement for Non-Employees Policy
Ms. Stidham read the report as presented in the packet.

Ms. Janicki moved to approve the Travel Reimbursement for Non-Employees Policy. Mr. Donovan seconded the motion. The motion passed unanimously.

- c) Approve Closure and Transfer of Bank Account
Ms. Stidham read the report as presented in the packet.

Mr. Wesen moved to approve the closure and transfer of Skagit Transit's Bank Account. Mr. Sexton seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update
Ms. Stidham presented a verbal report including the following topics: new practice of presenting financials 2 months after month close to ensure the information presented to the Board is accurate, an update on the Personnel Policies Manual, MOA2 update, staffing position updates, and State Audit conclusion.
- b) Naloxone Policy
Ms. Stidham stated that this policy was sent to the Board for their 30 day review before being presented as an action item in the February meeting.
- c) CAC December Report
Ms. Jones summarized the CAC report that was presented in the agenda packet.
- d) December Ridership
Ms. Stidham summarized the Ridership report that was presented in the agenda packet. Mr. Windler also commented on repeat ridership.
- e) Response to December 20th, 2023 public comments
Ms. Stidham presented a written response to public comments in the agenda packet.

6 Closed Session – Collective Bargaining Negotiations 42.30.410(4)(a)

The Board met in closed session regarding Collective Bargaining Negotiations. Mr. Miller stated that the Board would meet for 5 minutes from 11:43 a.m. to 11:48 a.m. The Board resumed the regular meeting at 11:50 a.m.

Mayor Miller adjourned the meeting at 11:51 a.m.

Matt Miller, 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: Monthly Budget Update Report for December 2023

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

Revenues:

Sales Tax:

	2023	2022	2021
December	1,385,342	1,420,986	1,165,696

Grant Revenue:

Federal Operating	36,715
Federal Capital	23,067
State Operating	36,175
State Capital	-

Fare Revenue:

	2023	2022	2021	2020
December	59,574	40,911	42,272	43,197
Budget	684,500	592,964	545,000	1,084,850

Expenses

Capital

Route Improvement	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	53,985
Service Equipment	33,722
Vanpool Equipment	-
MOA 2	306,004
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equip.	-
Intangible Asset - SW	-

Ending Cash:

December 2023	December 2022	December 2021
4,161,382	5,906,469	4,672,355

Reserves:

	December 2023	December 2022	December 2021
Operating	5,340,497	5,086,872	5,020,762
Facilities	10,400,000	10,400,000	6,400,000
Capital			
Replacement	4,924,279	4,195,706	4,011,760
Non-Designated	1,599,919	1,524,196	1,504,636
Total	22,264,695	21,206,774	16,937,158

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



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Fare-Free Fixed Route Service for the Spring 2024 Community Connect Event

INFORMATION:

Skagit Transit was recently contacted by staff from Community Action Skagit about an upcoming event in Sedro Woolley. Community Action is hosting an event called Community Connect on March 1st, 2024. This event is geared towards connecting low-income residents from Sedro Woolley and the surrounding area with needed social and medical services.

Community Action has asked Skagit Transit to provide fare free service on our fixed route services that operate solely in Skagit County. This may assist low-income residents in attending this event. In order to minimize the loss of fare revenue, we will offer fare free service to any rider who boards a bus and says they are headed to the event. The agency will not provide free service to all riders on all routes.

Staff recommends approving fare free service on March 1st for the fixed route service for all routes that operate solely in Skagit County.

RECOMMENDATION:

Board approves Fare Free Fixed Route service on March 1st, 2024, for any rider who says they are going to the Community Connect event, for all routes except Routes 80X and 90X.

Estimated Budget Impact: Less than \$200 in lost cash fares.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Resolution 2024-02 Appoint Trustee for the 401(a) and 457 Plans

INFORMATION:

Since 1998, Skagit Transit has been providing our employees a Governmental Defined Contribution Plan 401(a) and 457 Plan through Empower Retirement (formally Great West Life and Annuity Insurance Company). Although Skagit Transitioned to the Washington State Department of Retirement Systems in 2023, maintenance of the Plans requirements includes appointing a plan Trustee and authorized signer to the plan to execute documents, distributions and perform other necessary administrative duties for the 401(a) and 457 plans.

The Skagit Transit Board of Directors adopted resolution 2022-06 in July 2022 appointing the former Manager of Finance and Administration as the Plan Trustee. Skagit Transit hired a new Finance Accounting Manager on October 6, 2023.

Staff recommends the Board appoint Chris Arkle, Finance Accounting Manager as Plan Trustee and Authorized signer to the Plan. Director of Human Resources, Jennifer Davidson, will remain as the Plan Administrator.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2024-02.

BUDGET IMPACT:

No budget impact

RESOLUTION NO. 2024-02

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPOINTING A TRUSTEE FOR ITS 401(a) AND 457 RETIREMENT PLANS

WHEREAS, The Skagit Transit Board of Directors approved Resolution #2022-06 establishing Empower Retirement's Governmental Defined Contribution Plan, as the Plan Document for Skagit Transit's 401(a) and 457 retirement plans; and

WHEREAS, The Skagit Board of Directors approved Resolution #2018-10 appointing the former Manager of Finance and Administration as plan Trustee effective September 1, 2018 and as authorized signer to the Plan to execute documents, distributions and perform other necessary administrative duties for Skagit Transit's 401(a) and 457 Plans; and

WHEREAS, Skagit Transit no longer uses the position of Manager of Finance and Administration and transitioned to WA State DRS in 2023. Empower Plan maintenance is still required; and

WHEREAS, the Trustee role will be filled by the Finance Accounting Manager, Chris Arkle;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT the Board of Directors of Skagit Transit approve resolution 2024-02 to appoint Chris Arkle, Finance Accounting Manager, as Plan Trustee and an authorized signer to the Plan to execute documents, distributions and perform other necessary administrative duties for Skagit Transit's 401(a) and 457 Plans. Director of Human Resources, Jennifer Davidson will remain as the Plan Administrator.

PASSED in open public meeting this 21st day of February 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Matt Miller, 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, Chief Executive Officer

SUBJECT: Approve Resolution 2024-03 Appointing EEO and Title VI Program Officer

INFORMATION:

Skagit Transit is an Equal Opportunity Employer and complies with the requirements of Title VI of the Civil Rights Act of 1964.

One of the requirements of this is that the organization must identify an individual to be the Officer for the Equal Employment Opportunity (EEO) and Title VI Program.

The former Program Officer separated from Skagit Transit in November 2023, and a new Program Officer must be appointed.

Staff recommends the Board appoint Jennifer Davidson, Director of Human Resources, as EEO Officer and Title VI Program Officer for Skagit Transit.

RECOMMENDATION:

Staff recommends the Board approve resolution 2024-03.

RESOLUTION NO. 2024-03

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPOINTING AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER AND TITLE VI PROGRAM OFFICER FOR SKAGIT TRANSIT

WHEREAS, Skagit Transit is an Equal Opportunity Employer and complies with the requirements of Title VI of the Civil Rights Act of 1964; and

WHEREAS, the former Manager of Finance and Administration was appointed as the EEO Officer and Title VI Officer; and

WHEREAS, Skagit Transit no longer uses the position of Manager of Finance and Administration, having been replaced by the CFO position; and

WHEREAS, the former CFO separated from Skagit Transit in November 2023;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT the Board of Directors of Skagit Transit appoint Jennifer Davidson, Director of HR, as Skagit Transit's EEO Officer and Title VI Program Officer.

PASSED in open public meeting this 21st day of February 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Matt Miller, 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, Chief Executive Officer

SUBJECT: Approve Amendment to ADA Policy

INFORMATION:

While identifying policies that need to be revised, Skagit Transit's ADA Policy was one that was selected for review and updating.

The new ADA Policy has updated names, titles, and pronouns. The policy contents and procedure remains unchanged.

RECOMMENDATION:

Staff recommends the Board approve the amended ADA Policy.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Naloxone Policy

INFORMATION:

In response to the epidemic of increased opioid use and subsequent overdoses not only in Skagit County, but nationwide, Skagit Transit has developed a policy for the procurement, training, and use of Naloxone, commonly known to the public as Narcan.

Naloxone is a fast-acting medication that can reverse the effects of an opioid overdose. This medication has been proven to save lives.

Our policy, which was sent to the Board in both last month's and in this month's emailed materials, outlines the following:

- Positions that are authorized to administer Naloxone
- The procedures for obtaining, storing, logging, and replacing the medication
- The procedures regarding the appropriate use of the medication

RECOMMENDATION:

Staff recommends the Board approve the Naloxone Policy.



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Federal Fiscal Year 2023 Federal Transit Administration Buses and Bus Facilities WSDOT Pass Through Award.

INFORMATION:

Funding Award and Project Identification

FTA Buses and Bus Facilities WSDOT Pass Through Award. - CFDA 20.526 - \$106,818

Skagit Transit has been awarded \$106,818 in FY23 FTA 5339 funding passed through Washington State Department of Transportation.

The funds will assist in developing 100% design plans for construction of a small remodel of Skagit Station for the purpose of adding employee only restrooms at the Skagit Station. Skagit Transit's on-call engineering contract will be utilized to design restrooms in an area with no public access for the purpose of providing privacy to our employees when taking needed breaks during their shifts.

The project cost is shared at an 80/20 ratio.

BUDGET IMPACT:

20% of the project costs will be funded by local funds.

RECOMMENDATION:

Staff recommends the Board approve the receipt of the grant award and the project assigned to the funding and authorizes the Chief Executive Officer to execute the grant agreement.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Vehicle Donation

INFORMATION:

Skagit Transit staff recently received a request from Skagit County government requesting the donation of a van for the purpose of transporting Veterans from Skagit County to medical appointments in Everett and Seattle in partnership with the Veteran’s Affairs.

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

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

Staff would like to donate vehicle 1018, a 2013 Dodge Grand Caravan to Skagit County government to help them meet the needs of Veterans in Skagit County. This vehicle was slated to be decommissioned and sold at auction. Once this vehicle is transferred, Skagit Transit will have no further obligation to this vehicle. All future operating, maintenance, and insurance costs will be covered by the Skagit County government.

RECOMMENDATION:

Staff recommend transferring vehicle 1018 to Skagit County government.

Estimated Budget Impact: Vehicle’s value is estimated at approximately \$15,500, however, auction prices vary based on market conditions.

To: Skagit Transit Board of Directors

From: Chris Diaz Skagit County Veterans Specialist/CVSO

And Commander of American Legion Memorial Post 91

Date: February 15th, 2024

Hi, I'm Chris, a Navy veteran. I served time in Southwest Asia, hung out with Marines for a few years and a couple West Pac's on Aircraft Carriers. I've made Skagit County my home and my kids were born and raised here. I have joined the American Legion and Veterans of Foreign Wars to work with my veteran families. After being hired, I was asked by County Commissioners to increase veteran awareness and assist them navigating the Federal, State, and local resources. This includes their families. The VA is a three-legged agency. VA healthcare, VA benefits and VA Burial Benefits.

VA Health Care: Skagit County is a wonderful place to live for our veterans and their families. Having the Mount Vernon VA Clinic in our County shows Skagit County is a central location for our veterans. With that said, we have many veterans in the Vietnam era and Gulf War now requesting rides to other areas west of the Cascades for medical appointments. Some of those locations are the Everett VA Clinic because they have an imaging department and Mount Vernon does not. Another place is the large Seattle VA Hospital located at 1660 South Columbian Way, Seattle, WA. 98108 and they have additional resources that Mount Vernon and Everett do not have. Moving south of Seattle, the next large VA Hospital is at American Lake located at 9600 Veterans Dr SW, Tacoma, WA 98493 which provides alternative ways to receive VA health care.

VA Benefits: Since the Pact Act 2022 was signed in August of 2022 by the President, a major part of my job is to assist with presumptive illness claims. These claims have increased and will continue increasing into 2025 sometime. Third party agencies were contracted with the VA to provide medical examinations to help with service connection disabilities. Once again with our Vietnam era and Gulf War veterans they are asked to travel as far as to American Lake Hospital for an evaluation. When veterans do not have transportation, the VA will automatically deny the veterans claim and we would have to appeal and wait even longer hoping we can get them transportation. On average, claims take 150 days to process all the way through currently. This means that veteran will have to wait for needed compensation and healthcare support for the injury aggerated while on Active Duty.

A vehicle to move veterans to medical appointments would be one the biggest wins for our community. Most veterans looking for transportation to VA medical centers might need frequent stopping for bathroom breaks, we have trust issues, or we have been told we can't or shouldn't drive that far for safety reasons. Yes, the VA has alternative ways to move veterans to these places, but it takes weeks to months to get them a secured ride.

Respectfully,

Chris Diaz

Navy Veteran

Skagit County Veteran Specialist/CVSO

cdiaz@co.skagit.wa.us



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Contract #24-013 for Financial Reporting System with Community Brands

INFORMATION:

Contract #06-24 for financial reporting system (Abila MIP) expired on November 30, 2011. Skagit Transit has been authorizing 1-year renewals since 2012 without proper Board approval.

Around 2015, the company who owned the software Sage, became Abila MIP.

Staff requests approval of contract #24-013 with Community Brands (Abila MIP) retroactive to 2015 in perpetuity for the purpose of software maintenance with a not to exceed amount of \$200,000.

This is proprietary software and therefore will be a sole source.

RECOMMENDATION:

Staff recommends the Board approve contract #24-013.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Non-Employee Travel Policy Amendment

INFORMATION:

At the January Board meeting, the Board approved a policy for Non-Employee Travel Reimbursement for the purposes of recruitment activities.

Since then, staff has come across a situation that was not addressed in the original policy:

A candidate for employment that was offered and accepted a position lives outside of the PTBA and will need to stay in a hotel within the PTBA while they are in the process of moving. Our Employee Travel Policy does not allow for reimbursements of hotels within the PTBA.

An amendment to the policy has been proposed to include hotel reimbursements within the PTBA for situations like this where future employees who have accepted a position must stay in a hotel before their hire date and through on-boarding not to exceed three (3) nights in a hotel.

RECOMMENDATION:

Staff recommends the Board approve an amendment to the Non-Employee Travel Reimbursement Policy.



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve CAC Bylaw Revision

INFORMATION:

The Bylaws of the Skagit Transit Community Advisory Committee (CAC) have been reviewed and revised by the Committee. The revisions include:

- Minor adjustments to the Code of Conduct and other administrative areas
- Establishes an attendance standard to help maintain quorum at meetings

At its February meeting, the CAC moved to revise the Bylaws. A copy of the by-laws is included in the board packet that shows the modifications that we were made.

RECOMMENDATION:

Staff recommend approving the CAC Bylaw changes.

Estimated Budget Impact: None

**BY-LAWS OF
THE COMMUNITY ADVISORY COMMITTEE
FOR SKAGIT TRANSIT**

Feb 21, 2024

I. INTRODUCTION

The Community Advisory Committee (CAC) serves as an advisory committee to the Skagit Transit Board of Directors and Skagit Transit Administration. Its primary function is to provide a rider perspective regarding Skagit Transit services, programs, and plans.

II. GOALS AND OBJECTIVES

The work performed by the CAC shall be done at the request of Skagit Transit with the consultation of CAC membership and will be drawn from the following list:

1. Make recommendations, suggestions, and provide feedback on elements of existing and proposed services, programs, and plans.
2. Encourage within the community a sense of ownership and a feeling of responsibility for the success of the transit system.
3. Regularly report to the Board of Directors on the committee's work.
4. Provide input to Skagit Transit staff on the rider experience at monthly CAC meetings to help Skagit Transit staff improve services, public relations, and ridership.
5. Review changes to transit services prior to implementation or service withdrawal and, make recommendations on service elements such as fares, level of service, public engagement, and outreach strategies.
6. Participate in specific projects, as requested by Skagit Transit.

III. MEMBERSHIP

Membership of the CAC shall be open to any interested resident of Skagit County. Vacancies shall be widely publicized so that any interested resident may apply.

1. The CAC will be composed of at least eight (8) members but not more than sixteen (16) members, with every effort made to reflect diversity of the community. In the event there are 16 members on the committee, a list will be kept of other interested candidates. This list will be reviewed as vacancies on the committee occur. All members are volunteers who serve at the request of Skagit Transit.
2. All applications for membership shall be subject to approval by the Skagit Transit Board of Directors after an affirmative recommendation by the CAC. As applications for membership are received, they will be reviewed by the CAC and a vote will be taken on prospective members. Prospective members must leave the room for the vote. New member applications will move forward for Board of Director approval after an affirmative recommendation vote by the CAC. A majority vote of quorum present is needed by the CAC to move an application forward to the Board of Directors.
3. CAC members shall be selected to achieve a balanced representation, demographically and geographically, or representing as many segments of the community as possible. In order to have a broad outreach among the community, Skagit Transit employees may occupy no more than two spots on the CAC. The CAC Staff Liaison shall maintain a list of interested candidates who would be available should a vacancy occur.
4. The Staff Liaison will hold an orientation meeting with new members that will include an overview of the CAC By-Laws.
5. The CAC members are expected to regularly participate in meetings. The CAC must meet a quorum requirement and excessive absences can interfere with the regular functioning of the committee. As volunteers, it is understood that other events can interfere with attendance from time to time. An unexcused absence is any absence not reported to the committee Chair or Staff Liaison. Members can get absences excused by communicating to the CAC Chair to request that an absence be marked as excused.
6. Any member with more than three (3) unexcused absences or six (6) excused absences in the prior twelve meetings may be recommended by the CAC Chair for removal from CAC membership at any time by a vote of the committee when a quorum is present. The Chair shall report all unexcused committee absences and recommendations for removal to the Committee and Liaison. The Committee Liaison shall submit recommendations for removal to the Skagit Transit Board, which will consider and vote on any such recommendations at their next scheduled meeting. The decision by the Skagit Transit Board on a committee recommendation of removal of a CAC member shall be final. The purpose of member removal is not intended to be punitive but meant to maintain an accurate and consistent quorum for conducting committee business. Reapplication for future committee membership by any member who is removed is welcome and will be considered.

IV. OFFICERS

1. The officers of the CAC shall consist of a chair and a vice-chair. Terms of the office for a chair and a vice chair shall be one (1) year.
2. The chair and the vice-chair of the CAC will be elected at the November CAC meeting for the term beginning January 1.
3. The Chair, Vice Chair, or designee shall preside at all CAC meetings.
4. The Special projects assistant is responsible for providing a backup of recording of CAC meetings, supporting the Staff Liaison as needed, and help the CAC with special projects as requested by the CAC Chair.
5. Officers of the CAC may request a Leave of Absence from their position at any time by submitting a written notice to the Staff Liaison who will inform the other officers of the CAC.
6. If a CAC officer is not fulfilling the duties of their position as expected for any particular reason, any member can ask to discuss the issue as an agenda item at a regularly scheduled meeting where a quorum is present. An officer can be removed if a motion is made and approved at a meeting where quorum is present. This does not remove them from the CAC but only from the role as an officer of the CAC. If the removal is approved, an election to fill the vacated office would be held at the next regularly schedule meeting of the CAC.

V. ELECTIONS AND VOTING

1. A quorum will be needed to validate any election.
2. Each position is subject to nomination or self-nomination, with a brief explanation why seeking the position, and then the vote is to be conducted with the candidates leaving the room.

VI. COMMITTEE OPERATIONS

1. The CAC will generally meet monthly. Notice of meetings will be made on the Skagit Transit website.
2. CAC officers shall work with the Staff Liaison to develop meeting agendas and the Staff Liaison shall take recommendations on agenda topics from members.

3. Skagit Transit Administration and the Skagit Transit Board of Directors will provide liaison administrative support for mailings, agendas, minutes and any other authorized CAC activities. Requests on staff time over and above general administration shall be made by the CAC as a body and directed to the Executive Director for approval to use staff resources.
4. Recommendations from the CAC shall be forwarded to the Skagit Transit Administration or the Skagit Transit Board of Directors in a manner that clearly communicates the intent and recommendation of the CAC.
5. Proposed amendments to these by-laws must be included in a meeting agenda prior to being voted upon. Amendments shall require a majority vote of the CAC members in attendance, provided that it constitutes a quorum. Changes to the By-Laws must be approved by the Skagit Transit Board of Directors.
6. These By-Laws, when approved by the Skagit Transit Board of Directors, supersede and repeal any and all other by-laws, including any by-laws that have been included or made part of the Skagit Transit Board of Directors by-laws.

VII. CODE OF CONDUCT

1. A CAC member must disclose if their recommendation or suggestion is based upon personal or professional interest beyond general interest as a rider representative.
2. Any communications with the Press, to the Skagit Transit Board of Directors, or Administration shall be expressly approved by the CAC as a body. Press Materials shall be approved by the Skagit Transit Executive Director prior to release.
3. No individual member may make a public comment or request on behalf of the CAC without the express authority of the Skagit Transit Staff Liaison.
4. Members shall not lobby on behalf of Skagit Transit unless such efforts and all messaging has been approved by the Skagit Transit Executive Director.
5. In the event that a CAC member has a concern with a Skagit Transit policy or employee, they shall not discuss the concern with any Skagit Transit employee or any member of the Board of Directors until they have discussed the concern with the Skagit Transit Staff Liaison or if the Staff Liaison is unavailable, the Executive Director.

VIII. QUORUM

1. One half plus one members present shall constitute a quorum.

Approved in open public hearing this 21st day of February 2024.

Mayor Matt Miller, Chair, Skagit Transit Board of Directors

Judy Jones, Chair, Skagit Transit Community Advisory Committee



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve PASS to NOVUS Migration Project

INFORMATION:

The IT department has finalized plans for the migration from the current PASS system to the more advanced and efficient NOVUS system. This migration encompasses several key components including Novus DR, Novus FFR, Passenger Portal, Notifications, and Ranger, providing a comprehensive upgrade to our paratransit scheduling and dispatch capabilities.

The total cost for this project has been planned and is included in our 2024 capital projects budget, approved earlier by the board. The financial details are as follows:

- Total Project Cost: \$96,300 for system components, licenses, services, and hardware installation.
- Software Maintenance Cost for Year 1: \$40,041, ensuring continued support and operational efficiency.
- \$150,000 is the approved budget for this project after tax the total project should cost \$148,100

This migration is crucial for enhancing our service delivery through improved system reliability, enhanced passenger experience, and implementation of our rides on demand routes. The PASS to NOVUS migration aligns with our strategic goals of leveraging technology for better service delivery and operational excellence.

RECOMMENDATION:

Staff recommends the Board of Directors approve the PASS to NOVUS migration project. This project is not only within our approved 2024 capital projects budget but is also a significant step towards modernizing our operations without any negative impact on our current budget.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve June 2024 Meeting Date Change

INFORMATION:

June 19th is recognized as the federal holiday “Juneteenth” and is a holiday for Skagit Transit.

In 2024, this date falls on a regularly scheduled Board Meeting date.

The date of this Board Meeting will need to be changed to an alternate date within the month of June.

Staff is asking the Board to take a vote on the new date for this meeting.

RECOMMENDATION:

Staff recommends the Board approve a change to the June 2024 meeting date and vote on an alternate date.

CAC REPORT

February 13, 2024

The CAC extends thanks to Skagit Transit and Brad for the Token Of Appreciation given to members at this month's meeting. We all count it a privilege to serve our communities in assisting our transit authority with feedback and recommendations.

Our guests were consultants Sam Zimbabwe and Hailey Brey from Kimley-Horn Consulting who are working with this agency in long-range planning. The plan components and objectives were explained, and the committee shared an organized, comprehensive list of recommendations made to Skagit Transit during meetings throughout 2023.

The committee voted unanimously to recommend the Board approve the amended draft language to the CAC by-laws.

The committee will be moving forward with plans for an educational excursion, April 4, on route 615, and invite board members to join us.

The staff report was given by Brad Windler.

CEO Crystle Stidham then alerted us regarding Initiative 2117, which, if passed, would repeal a significant portion of the mass transit budget statewide. The Washington State Transit Association executive director will be educating the general public on the initiative ramifications.

Louise Edens then announced the upcoming February 20th Stuff The Buss event in Sedro-Woolley at the Helping Hands Food Bank. The location can be accessed by routes 300 and 70X.

Next meeting, March 12.

Join us in person or via Zoom

<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 JAN Performance Report

Fixed Route Ridership Comparison

Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	35,761	-----	2024	35,761	-----
2023	32,282	10.8%	2023	32,282	10.8%
2019	60,433	-40.2%	2019	60,433	-40.2%

2019 represents our PRE-PANDEMIC ridership.

Average Weekday Ridership: 2023- 1,308 2024- 1,411



On Time Performance



96.76%

*- 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	4,862
205 Mount Vernon	2,970
207 Mount Vernon	2,915
90X Everett Connector	2,855
40X MV-Wstrn Skagit	2,047

5 Routes w/largest % change vs 2023

409 Anacortes	147.8%
513 Western Skagit	136.0%
205 Mount Vernon	109.6%
615 MV-LaConner	61.0%
207 Mount Vernon	50.1%

Selected Statistics for November

Youth Ridership- 4,451

WWU Ridership- 666

SVC Ridership- 1,367

Ride Pass Grant Program- 1,045

Paratransit Ridership Comparison

Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	5,601	-----	2024	5,601	-----
2023	5,386	4.0%	2023	5,386	4.0%
2019	6,063	-7.6%	2019	6,063	-7.6%

Zero Denials 1,055 Cancellations 69 Will Calls/Same Day Rides
 62 new applicants 18 renewal applications
 Paratransit trips on Fixed Route: 890 trips - saving the agency \$64,970



Monthly Maintenance Facts and Figures

Fixed Route Total Miles Operated- 152,698 miles
 Paratransit Total Miles Operated- 44,859 miles

Diesel Fuel Consumed	24,198 Gallons
Propane Fuel Consumed	8,706 Gallon Equivalent



Adoption & Usage

Umo DATA:

# of Umo Boardings on Fixed Route	20,226
% of Umo Boardings on Fixed Route	56.56%
# of Umo Boardings on Paratransit	3,148
Total Paratransit Boardings	5,601
% of Umo Boardings on Paratransit	56.20%
# of Total Umo Boardings	23,374
% of Umo Boardings on ALL modes	56.51%