



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

# Skagit Transit Board of Directors Agenda

Regular Meeting  
April 16<sup>th</sup>, 2025  
11:00 a.m.

Join virtually at:  
<https://tinyurl.com/Board-Meeting-4-16-25>  
Meeting ID: 274 821 551 506  
Passcode: Yo9zR6jW

**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 March Meeting Minutes ..... Page 3
- b) Approval of April Special Meeting Minutes ..... Page 5
- c) Approval of Claims and Payroll
  - February Payroll Direct Deposit and Checks #..... \$1,403,525
  - February Direct Federal withholding transfer..... \$344,061
  - February Claims Checks and ACH #3387-3531..... \$1,049,760
- d) Approve February Budget Update..... Page 6
- e) Rescind Resolution 2023-07 and Approve 2025-05 (Staff Credit Card Limits)..... Page 7
- f) Approve Resolution 2025-06 Bank Account Access for Skagit Transit System..... Page 11

**6. FULL DISCUSSION / ACTION ITEMS**

- a) Approve Award of Contract 24-022 Vehicle Graphics ..... Page 13
- b) Approve Paratransit Vehicle Donation ..... Page 15
- c) Approve Personnel Policy Manual (PPM) Section 707.4 Amendment ..... Page 26
- d) Approve Guemes Island Service Pilot ..... Page 29

**7. INFORMATION ITEMS**

- a) CEO Update
- b) Grants Update – April 2025..... Page 45
- c) April CAC Report ..... Page 46

**8. ADJOURNMENT**



## Skagit Transit Board of Directors Officers

Commissioner Peter Browning..... Chair    Commissioner Lisa Janicki..... Vice Chair

## Skagit Transit Board of Directors Membership and Votes

Mayor of Anacortes .....	1
Mayor of Burlington .....	1
Mayor of Mount Vernon .....	1
Mayor of Sedro-Woolley .....	1
Skagit County Commissioner District 1 ..	1
Skagit County Commissioner District 2 ..	1
Skagit County Commissioner District 3 ..	1
Anacortes Councilperson .....	1
Sedro-Woolley Councilperson.....	1

### Non-Voting Members

Community Advisory Committee Chair  
Skagit Transit Labor Union Representative

## Quorum Requirement

A quorum consists of a simple majority (5) of the total votes (9).

**Title VI Notice to the Public:** Skagit Transit fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit Skagit Transit’s website at <https://www.skagittransit.org/about-us/civil-rights-discrimination/>

**Aviso resumido del Título VI al público:** Skagit Transit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del Skagit Transit en <https://www.skagittransit.org/about-us/civil-rights-discrimination/>

**ADA Notice to the Public:** Skagit Transit fully complies with Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability. For more information, or to file a grievance contact the ADA Coordinator, Jennifer Davidson at 360-757-5178 or [jdavidson@skagittransit.org](mailto: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](mailto:jdavidson@skagittransit.org).

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

Wednesday, March 19, 2025

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

**Members Present**

Peter Browning, Skagit County Commissioner (Chair)  
Lisa Janicki, Skagit County Commissioner (Vice Chair)  
Ron Wesen, Skagit County Commissioner  
Peter Donovan, City of Mount Vernon, Mayor  
Matt Miller, City of Anacortes, Mayor  
Bill Aslett, City of Burlington, Mayor  
Joe Burns, City of Sedro-Woolley, Councilmember  
Chantelle Beare attended as a representative for Tracy Cook, Labor Representative (non-voting member)  
Carolyn Moulton, City of Anacortes, Councilmember (arrived at 11:05 a.m.)

**Members Present via Teleconference**

Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Julia Johnson, City of Sedro Woolley, Mayor

**Providing Legal Counsel:**

**1 Public Comment**

No public comment was made.

**2 Consent / Action Items**

a) Approval of February Meeting Minutes

**Mr. Aslett moved to approve the February Meeting Minutes. Mr. Donovan seconded the motion. The motion passed unanimously.**

b) Approval of Claims and Payroll

January Payroll Direct Deposit and Checks  
January Direct Federal withholding transfer  
January Claims Checks and ACH #3203-3386

**Mr. Burns moved to approve the Claims and Payroll. Ms. Janicki seconded the motion. The motion passed unanimously.**

c) Approve the January Budget Update

**Ms. Janicki moved to approve the January Budget Update. Mr. Miller seconded the motion. The motion passed unanimously.**

**3 Full Discussion/Action Items:**

**Carolyn Moulton arrived at 11:05am**

a) Approve 25-013 – Property Lease March Point Park & Ride  
Ms. Stidham read the report as presented in the packet.

**Mr. Aslett moved to approve 25-013 Property Lease March Point Park & Ride. Mr. Burns seconded the motion. The motion passed unanimously.**

**Staff Present**

Eric Gambill, Security Supervisor  
Andy Litke, Security Supervisor  
Jason Kelley, Northwest Technology  
Jennifer Davidson, Director of HR and Risk Management  
Crystle Stidham, Chief Executive Officer  
Larissa Farrell, Clerk of the Board  
Nate Burns, Procurement and Contracts Coordinator

**Staff Present via Teleconference:**

Chris Arkle, Finance/Accounting Manager  
Rebekah Tuno, Grants Manager  
Abby Bissell, HR Generalist  
Kelly Myiow, Payroll and Leave Administrator

**Members of Public Present**

Caleb Sprou, Skagit Valley Herald  
Mike Kerr

**Members of the Public Present via Teleconference:**

208-308-8876; Betty; Bob; Joe Kunzler; Michael Rainey; Rosie Ventura

- b) Skagit Transit – RO 018799 – unit #06382 – Lease Extension

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

**Mr. Donovan moved to approve the lease extension for unit #06382. Mr. Miller seconded the motion. The motion passed unanimously.**

- c) Front-loading GL for the New Director of Finance

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

**Ms. Janicki moved to approve front-loading GL for the new Director of Finance. Mr. Burns seconded the motion. The motion passed unanimously.**

#### **4 Information Items**

- a) CEO Update
- b) February Ridership Report
- c) March CAC Report

**Peter Browning adjourned the meeting at 11:48 p.m.**

Attest:

\_\_\_\_\_  
Peter Browning, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
Larissa Farrell, Clerk of Skagit Transit Board

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

Wednesday, April 4, 2025

The Skagit Transit Board of Directors met in a special meeting in Burlington, WA. Commissioner Peter Browning, Board Chair, called the meeting to order at 1:00 p.m. followed by the Pledge of Allegiance and roll call.

**Members Present**

Peter Browning, Skagit County Commissioner (Chair)  
Lisa Janicki, Skagit County Commissioner (Vice Chair)  
Ron Wesen, Skagit County Commissioner  
Peter Donovan, City of Mount Vernon, Mayor  
Matt Miller, City of Anacortes, Mayor  
Bill Aslett, City of Burlington, Mayor  
Joe Burns, City of Sedro-Woolley, Councilmember  
Carolyn Moulton, City of Anacortes, Councilmember  
(arrived at 1:10 p.m.)

**Members Present via Teleconference**

Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Julia Johnson, City of Sedro Woolley, Mayor  
Tracy Cook, Labor Representative (non-voting member)

**Providing Legal Counsel:**

**Staff Present**

Jason Kelley, Northwest Technology  
Jennifer Davidson, Director of HR and Risk Management  
Crystle Stidham, Chief Executive Officer  
Larissa Farrell, Clerk of the Board  
Chris Arkle, Finance/Accounting Manager  
Rebekah Tuno, Grants Manager  
Cheryl Willis, Marketing and Public Affairs Specialist  
Maleah Kuzminsky, Planning and Outreach Manager  
Eric Esparza, Capital Projects Manager  
Greg Latham, Director of Maintenance, Operations, and Facilities  
Joe Stewart, Director of Finance

**Staff Present via Teleconference:**

Nate Burns, Procurement and Contracts Coordinator

**Members of Public Present**

**Members of the Public Present via Teleconference:**

Rosie Ventura, Council 2; Caleb Sprous, Skagit Valley Herald; Sam Zimbabwe, Kimley-Horn; Hailey Brey, Kimley-Horn; Nicole McGowan, City of Sedro-Woolley; 233-242-016-879; 0000; Given Kutz; Roman

**1 Public Comment**

No public comment was made.

**2 Review Long Range Transit Plan**

Sam Zimbabwe, Transportation Planner at Kimley-Horn and consultant for Skagit Transit, presented the Long Range Transit Plan slide deck as listed in the board packet. No motions were passed and no action was taken.

**Peter Browning adjourned the meeting at 2:13 p.m.**

Attest:

\_\_\_\_\_  
Peter Browning, Chair Skagit Transit Board of Directors

\_\_\_\_\_  
Larissa Farrell, Clerk of Skagit Transit Board



**TO:** Skagit Transit Board of Directors  
**FROM:** Chris Arkle, Accounting & Finance Manager  
**SUBJECT:** Monthly Budget Update Report for February 2025  
**INFORMATION:** The monthly budget reports are presented for your review. Items of interest are:

**Revenues:**

**Sales Tax Received:**

	2025	2024	2023
February	1,552,668	1,516,794	1,470,642

**Grant Revenue:**

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

**Fare Revenue:**

	2025	2024	2023	2022
February	56,657	41,160	52,706	44,509
Yrly-Budget	791,765	718,000	684,500	592,964
Mon-Budget	65,980	59,833	57,042	49,414

**Expenses**

**Payroll**

	February	YTD	Budgeted
<b>Operators' Salaries</b>			
Operators' Salaries	617,403	813,800	5,923,081
Operators' Overtime	107,181	129,710	515,000
<b>Non-Operators' Salaries</b>			
Non-Operators' Salaries	721,932	942,625	5,459,634
Non-Operators' Overtime	8,690	11,549	41,160
<b>Capital</b>			
Route Improvements	-		
Skagit Station	-		
Park & Ride	-		
Revenue Equipment	7,690		
Service Equipment	-		
Vanpool Equipment	-		
MOA 2	-		
Bldgs. - MOA	16,299		
Garage/Shop Equipment	-		
Office Furniture/Equip.	5,929		
Intangible Asset - SW	-		

**Ending Cash:**

February 2025	February 2024	February 2023
3,645,877	5,830,257	4,835,331

**Reserves:**

	February 2025	February 2024	February 2023
<b>Operating</b>	5,655,575	5,390,322	5,123,578
<b>Facilities</b>	10,400,000	10,400,000	10,400,000
<b>Capital</b>			
Replacement	5,828,384	5,067,248	4,301,211
Non-Designated	1,694,306	1,614,845	1,535,124
<b>Total</b>	<b>23,578,265</b>	<b>22,472,415</b>	<b>21,359,913</b>

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



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Rescind Resolution 2023-07 and Approve 2025-05

**INFORMATION:**

Per the recommendation of the Governance Committee, staff is recommending that resolution 2023-07 (attached) regarding staff credit card limits be rescinded and be replaced with the following:

The organizational credit card limit will be changed to \$100,000 with the Chief Executive Officer having full spending authority up to \$50,000 for emergency purchases only. Regular purchases will be capped at \$10,000. Board approval is required to change these limits. All purchases will be made in accordance with the procurement policy.

The CEO and the Director of Finance will be granted the authority to determine which positions within the agency will be issued credit cards and the established limits.

**RECOMMENDATION:**

Staff recommends rescinding resolution 2023-07 and approving 2025-05 regarding staff credit card limits.

**BUDGET IMPACT:**

None.

**RESOLUTION NO. 2023-07**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS ALLOWING CHANGES TO SKAGIT TRANSIT'S CHARGE CARD ISSUANCE FOR STAFF**

**WHEREAS**, Skagit Transit recognizes the need for key staff to make appropriate purchases to facilitate the day-to-day operations of the organization; and

**WHEREAS**, the need has arisen to review the key staff approved to have a charge card and their purchasing requirements; and

**WHEREAS**, the Skagit Transit Board of Directors previously approved charge cards for key staff on Resolution #19, #42, #58, #2005-19, #2008-10, #2012-04, and #2013-06.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT:**

1. Resolution 2013-06 is rescinded.
2. Charge Cards will be allowed for the following positions at the following limits:

Position	Monthly Charge Limit (up to, with discretionary reductions allowed)
CEO	\$10,000
Director-Level Positions	\$4,000
Executive Assistant	\$4,000
Accounting Manager	\$4,000
Maintenance Parts Technician	\$4,000
HR Generalist	\$3,000
Operations Supervisor	\$2,000
Maintenance Manager	\$2,000
Fare Revenue Supervisor	\$2,000
Planning/Outreach Supervisor	\$2,000
Facilities Supervisor	\$2,000

3. Charge cards will be used for approved purchases according to normal Skagit Transit procurement procedures.

**PASSED** in open public meeting this 18th day of October 2023.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By   
Jill Boudreau, Chair Skagit Transit Board of Directors

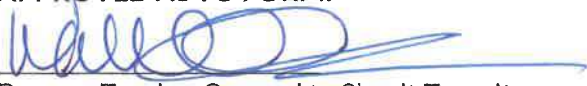
By   
Crystle Stidham, Chief Executive Officer



**ATTEST TO FORM:**

  
\_\_\_\_\_  
Laura Klein, Clerk of Skagit Transit

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Dannon Traxler, Counsel to Skagit Transit

**RESOLUTION NO. 2025-05**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS ALLOWING CHANGES TO SKAGIT TRANSIT'S CHARGE CARD PURCHASING LIMITS**

**WHEREAS**, Skagit Transit recognizes the need for key staff to make appropriate purchases to facilitate the day-to-day operations of the organization; and

**WHEREAS**, the need has arisen to review the charge card purchase limits; and

**WHEREAS**, the Skagit Transit Board of Directors previously approved charge cards for key staff on Resolution #19, #42, #58, #2005-19, #2008-10, #2012-04, #2013-06 (rescinded), and #2023-07.

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT**

1. Resolution 2023-07 is rescinded.
2. The organizational credit card limit will be changed to \$100,000 with the Chief Executive Officer having full spending authority up to \$50,000 for emergency purchases only. Regular purchases will be capped at \$10,000.
3. Board approval is required to change these limits. All purchases will be made in accordance with the procurement policy.
4. The CEO and the Director of Finance will be granted the authority to determine which positions within the agency will be issued credit cards and the established limits.

**PASSED** in open public meeting this 16<sup>th</sup> day of April 2025.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Peter Browning, Chair Skagit Transit Board of Directors

By \_\_\_\_\_  
Crystle Stidham, Chief Executive Officer

**ATTEST TO FORM:**

\_\_\_\_\_  
Larissa Farrell, 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 2025-06 Bank Account Access for Skagit Transit System

**INFORMATION:**

Joe Stewart has been hired as Director of Finance. In order to perform the duties of this position, he will need access to the bank accounts of Skagit Transit.

The Director of Finance will be added to the following accounts:

- Acct ending in 1711
- Acct ending in 9580
- Acct ending in 9606
- Acct ending in 7551

After approval, meetings will be scheduled with the bank to get him on the accounts.

**RECOMMENDATION:**

Staff recommends the Board approve Joe Stewart as a signer on Skagit Transit Bank Accounts.

**BUDGET IMPACT:**

None.

**RESOLUTION NO. 2025-06**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING BANK ACCOUNT ACCESS FOR SKAGIT TRANSIT SYSTEM**

**WHEREAS**, the position of Director of Finance has recently been filled by Joe Stewart; and

**WHEREAS**, this role will require access to the bank accounts of Skagit Transit in order to perform the duties of the role; and

**WHEREAS**, Skagit Transit would like to have an official record of authorized bank account users;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that the Board of Directors of Skagit Transit System hereby approve access to the Skagit Transit Bank accounts for Joe Stewart, Director of Finance.

**PASSED** in open public meeting this 16<sup>th</sup> day of April, 2025.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Peter Browning, Chair Skagit Transit Board of Directors

By \_\_\_\_\_  
Crystle Stidham, Chief Executive Officer

**ATTEST TO FORM:**

\_\_\_\_\_  
Larissa Farrell, 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 Award of Contract 24-022 Vehicle Graphics

**INFORMATION:**

Skagit Transit is in need of a new Vehicle Graphics contract. Previous contracts include a sole source that was awarded in 2014 to Mortenson Signs (14-SS04), and in 2019 also to Mortenson Signs (19-005). The latter contract ended on July 31<sup>st</sup>, 2024.

IFB 24-022 was released on January 24<sup>th</sup>, 2025. This solicitation advertised a Firm Fixed Price contract of 3 years with the option to extend for two additional one-year periods. Skagit Transit received 3 bids with SigmaGrafix coming in significantly less than the incumbent (Mortenson Signs, LLC) and other bidder (Wraps Direct, LLC).

An important item to note is that SigmaGrafix is based out of Texas. In our letter of intent, we will give them 30 days to establish a business in Washington state and to find a location that is not the MOA to apply Graphics to Vehicles. If these terms are not met, we will move to the next lowest bidder, Wraps Direct, LLC out of Jacksonville, Florida.

**RECOMMENDATION:**

Staff recommends award to SigmaGrafix.

**BUDGET IMPACT:**

Significant cost savings. Please see attached bid tabulation chart for 24-022 for greater detail.





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

**INFORMATION:**

Skagit Transit staff recently received a request from Skagit Friendship House requesting the donation of a Paratransit vehicle to transport shelter guests, including those who need the assistance of a wheelchair lift.

Under Skagit Transit's Fixed Asset Disposal Policy (Admin.085.010), the agency is prohibited from donating a vehicle directly to the Friendship House. The policy does, however, allow Skagit Transit to transfer dispositioned assets to another municipal corporation or government agency. Skagit County has graciously agreed to facilitate the transfer of a dispositioned paratransit vehicle to The Friendship House on behalf of Skagit Transit.

Staff would like to donate vehicle 761, a 2015 Chevrolet Startrans Cutaway, to Skagit County in anticipation of the County donating it to the Friendship House. The vehicle will help The Friendship House meet the transportation needs of shelter guests 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.

**RECOMMENDATION:**

Staff recommends the Board approve donating Paratransit vehicle 761 to Skagit County.

**BUDGET IMPACT:**

Vehicle's value is estimated at approximately \$8,500, however, auction prices vary based on market conditions.



Dear Skagit Transit Board of Directors,

I hope this message finds you well. My name is Jonathan Kline, and I am the Executive Director of Skagit Friendship House. I am reaching out to formally request the donation of a Skagit Transit Paratransit vehicle to Skagit Friendship House so that we can continue providing vital services to the most vulnerable members of our community.

For 39 years, Skagit Friendship House has been a cornerstone in Skagit County, providing essential services to the homeless population through our programs in Mount Vernon and Burlington. Our work extends beyond shelter—we serve individuals from across the county with programs that promote dignity, stability, and pathways to housing, including:

- Skagit County's only low-barrier shelter at our Skagit First Step Center, providing 45 year-round units and serving as an **emergency winter shelter** for up to an additional 28 individuals during extreme cold weather.
- A free café in Mount Vernon, which serves over 60,000 free meals annually to anyone in need, regardless of their housing status.
- Two sober living shelters—one for men and one for women and children—that together house 44 individuals.
- Free shower and laundry services available to anyone in need.
- A transitional housing program offering 13 rooms at very affordable rents, providing individuals with up to two years to establish rental history, save money, and work towards securing housing.

One of our essential services is transportation for shelter guests, particularly those staying at our emergency winter shelter. This past winter, we were the only winter shelter provider in Skagit County with an ADA-accessible vehicle, allowing us to transport guests who needed the assistance of a wheelchair lift. Tragically, that vehicle was totaled in the windstorm when a large branch from an oak tree fell, causing irreparable damage.

Losing this vehicle has been devastating to our operations. Without an ADA-accessible option, we have struggled to provide equitable transportation to those with mobility challenges, forcing us to find alternative and often inadequate solutions. We now rely on smaller vehicles that require multiple trips, increasing logistical challenges and costs for our team.



We are incredibly grateful for our existing partnership with Skagit Transit, particularly in the distribution of bus passes to those in need. These passes have been a lifeline for many of our guests, helping them access essential services, medical appointments, and employment opportunities. In light of this partnership, we hope that Skagit Transit might have a retiring Paratransit vehicle that could be donated to Skagit Friendship House. Restoring our ability to provide accessible transportation for our emergency winter shelter guests would ensure that no one is left out in the cold due to mobility limitations.

We would be happy to cover any associated fees or transfer costs to make this possible. Your support would be invaluable in helping us continue to serve our community's most vulnerable individuals with dignity and care.

Please feel free to reach out to me directly at (360) 320-0060 or [jonathan@skagitfriendshiphouse.org](mailto:jonathan@skagitfriendshiphouse.org) if you have any questions or would like to discuss this further. We deeply appreciate your time and consideration.

All the best,



Jonathan Kline  
Executive Director  
Skagit Friendship House



600 County Shop Lane  
Burlington, WA 98232

**INTERLOCAL AGREEMENT BETWEEN SKAGIT COUNTY AND SKAGIT TRANSIT  
FOR DISPOSITION OF SURPLUS PROPERTY**

This INTERLOCAL AGREEMENT BETWEEN SKAGIT COUNTY AND SKAGIT TRANSIT FOR DISPOSITION OF SURPLUS PROPERTY ("Agreement") is entered into this \_\_\_ day of \_\_\_\_\_, 20, by and between Skagit County, a municipal corporation of the State of Washington ("County"), and Skagit Transit, a municipal corporation operating within Skagit County ("Skagit Transit"). The County and Skagit Transit may be referred to in this Agreement individually as a "Party" or collectively as the "Parties."

**RECITALS:**

**WHEREAS**, pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act, the Parties are authorized to enter into agreements to cooperatively exercise their powers for mutual benefit; and

**WHEREAS**, Skagit Transit owns an Americans with Disabilities Act (ADA)-accessible vehicle ("Vehicle") that is at the end of its useful life for Skagit Transit; and

**WHEREAS**, Skagit County seeks to receive the donation of the Vehicle for use by a Qualified Emergency Shelter providing assistance to homeless persons within Skagit County; and

**WHEREAS**, Skagit Transit Policy #085.10 establishes the framework and guidelines for Skagit Transit to donate assets to Skagit County and for Skagit County's receipt and distribution of such donated assets, including vehicles, for public benefit; and

**WHEREAS**, the Parties find that Skagit Transit's donation of the Vehicle to Skagit County will serve a public purpose by enhancing transportation resources for individuals experiencing homelessness, which is a mutual concern of the Parties.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the Parties agree as follows:

**1. PURPOSE**

The purpose of this Agreement is to allow Skagit Transit the ability to donate surplus property to Skagit County in compliance with its asset distribution Skagit Transit Policy

#085.10, which is attached hereto as Exhibit A and fully incorporated herein by this reference, to achieve a goal that is mutually beneficial to the Parties and the community.

## **2. TERM AND TERMINATION**

(a) **Term.** This Agreement shall be in full force and effect at the time that it is executed by both Parties and shall remain in effect until the Vehicle is no longer in use for the purpose stated, herein, subject to earlier termination as provided in Section 2(b).

(b) **Termination for Breach.** This Agreement may only be terminated for a violation of the Agreement terms. In the event either Party breaches or fails to perform or observe any of the terms or conditions herein and fails to cure such breach or default within thirty (30) days' written notice thereof to the other Party, or, if not reasonably capable of being cured within such thirty (30) days, within such other period of time as the Parties agree may be reasonable in the circumstances, either Party may terminate this Agreement in addition to and not in limitation of any other remedy of the non-breaching Party at law or in equity, and the failure of the non-breaching Party to exercise such right at any time shall not waive that Party's right to terminate for any future breach or default. In the event of a breach, this Agreement shall remain in full force and effect until the conclusion of the Dispute Resolution pursuant to Section 8, herein.

## **3. MAILING ADDRESSES**

All notices, reports, and correspondence to the respective Parties of this Agreement shall be sent to the following:

To Skagit Transit:

Primary Contact Person: Crystle Stidham (or successor)  
Address: 600 County Shop Road  
Burlington, WA 98233

Phone: 360-757-8155  
Fax: 360-757-8019  
Email: cstidham@skagittransit.org

To Skagit County :

Primary Contact Person:  
Address:

Phone:  
Fax:  
Email:

Notices mailed shall be deemed given on the date mailed. The Parties shall notify each other in writing of any change of address.

**4. SKAGIT TRANSIT'S OBLIGATIONS**

- (a) Skagit Transit agrees to donate the Vehicle to Skagit County at no cost.
- (b) The Vehicle shall be transferred "as-is," with no warranties or guarantees, expressed or implied, regarding its condition or suitability for use.
- (c) Title and ownership of the Vehicle shall be legally transferred to Skagit County upon execution of this Agreement and completion of any required title transfer documentation.

**5. SKAGIT COUNTY'S OBLIGATIONS**

- (a) Skagit County shall designate the Vehicle for exclusive use by a Qualified Emergency Shelter providing assistance to homeless persons.
- (b) The designated shelter must utilize the Vehicle to support transportation needs related to shelter services, including but not limited to, transporting individuals to and from emergency housing, and essential service locations.
- (c) The County shall ensure compliance with Skagit Transit's Policy #085.10 in the administration and oversight of the Vehicle's use, including continued use by the Qualified Emergency Shelter.
- (d) Skagit County shall assume all responsibility for maintenance, operation, and insurance of the Vehicle upon transfer.
- (e) The County has the full discretion to donate the vehicle to a Qualified Emergency Shelter providing assistance to homeless persons within Skagit County pursuant to Skagit Transit Policy #085.10.

**6. HOLD HARMLESS AND INDEMNIFICATION**

- (a) Nothing contained in this Section or this Agreement shall be construed to create a right of indemnification in any third party.
- (b) Skagit County agrees to indemnify, defend, and hold harmless Skagit Transit, its officials, officers, agents, and employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold Skagit Transit harmless from and against any and all claims, damages, liabilities, or expenses arising out of the County's use or disposition of the Vehicle.

(c) Each Party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Party harmless from any such liability. It is further provided that no liability shall attach to either Party by reason of entering into this Agreement except as expressly provided herein.

(d) The terms of this Section shall survive the termination or expiration of this Agreement. No obligation shall exist to indemnify for injuries caused by or resulting from events occurring after termination of this Agreement.

**FOR PURPOSES OF THE FOREGOING INDEMNIFICATION PROVISION ONLY, AND ONLY TO THE EXTENT OF CLAIMS BY THE PARTIES AGAINST EACH OTHER UNDER SUCH INDEMNIFICATION PROVISION, THE PARTIES SPECIFICALLY WAIVE ANY IMMUNITY THEY MAY BE GRANTED UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW. THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE TO OR FOR ANY THIRD PARTY UNDER WORKERS' COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS.**

## **7. INDEPENDENT CONTRACTOR**

In providing services under this Agreement, the relationship of the Parties is that of an independent contractor. Neither Party, nor its officers, agents, or employees, are employees of the other Party for any purpose, including but not limited to, withholding of taxes, payment of benefits, workers compensation pursuant to Title 51 RCW, or any other rights or privileges accorded either Party by virtue of their employment. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights by the employee of one Party against another under any applicable law, rule or regulation. At all times pertinent hereto, employees of Skagit Transit are acting as Skagit Transit's employees, and employees of Skagit County are acting as Skagit County employees.

## **8. DISPUTE RESOLUTION AND VENUE**

It is the Parties' intent to resolve any disputes related to the interpretation or application of this Agreement informally through discussions at staff level, or if necessary, through discussions between Skagit Transit and Skagit County. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under the American Arbitration Association's Rules before resorting to any filing in a court. The mediator may be selected by agreement of the Parties or through the American Arbitration Association. Following

mediation, any unresolved controversy or claim arising from or relating to this Agreement or breach thereof shall be resolved by binding arbitration which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

## 9. ACCESS TO RECORDS CLAUSE

The Parties hereby agree that authorized representatives of the Parties shall have access to any books, documents, paper and record of the other Party which are pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. All such records and all other records pertinent to this Agreement and work undertaken pursuant to this Agreement shall be retained by the Parties for a period of six (6) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit findings or litigation. In such cases, the Parties may expressly agree by an amendment or separate agreement for such longer period for record retention.

## 10. GENERAL PROVISIONS

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and the unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington and venue for any lawsuit shall be in Skagit County Superior Court.

(c) Attorney's Fees. In the event of litigation regarding any terms of this Agreement, the substantially prevailing Party shall be entitled, in addition to any other relief that may be awarded, to such reasonable attorney's fees and costs as determined by the Court.

(d) Waiver of Breach. The waiver by either Party of the breach of any provision of this Agreement by the other Party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other Party.

(e) Savings Clause. Nothing in this Agreement shall be construed to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail, but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

(f) Filing. This Agreement shall be filed with the Skagit County Auditor's Office or, alternatively, listed by subject on each or either Party's web site or other electronically retrievable public source pursuant to RCW 39.34.040.

(g) Insurance. Each Party shall be responsible for maintaining its own insurance.

(h) Modifications. This Agreement may be changed, modified, amended or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

(i) Interpretation. This Agreement has been submitted to the scrutiny of all Parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any Party or its counsel. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

(j) Entire Agreement. This Agreement represents the entire integrated Agreement between Skagit Transit and Skagit County and supersedes all prior negotiations, representations or agreements, either written or oral.

(k) Counterparts. This Agreement may be executed in multiple counterparts and each shall be deemed an original, but all of which together constitute a single instrument.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the Parties hereto and made effective on the day and year first above written.

**SKAGIT COUNTY**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SKAGIT TRANSIT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **SKAGIT TRANSIT FIXED ASSET DISPOSAL POLICY**

### **POLICY STATEMENT**

It shall be the policy of the Skagit Transit System to dispose of surplus real and personal property in a competitive manner to ensure a fair procedure and gain the greatest value.

### **EXCEPTIONS**

The sale or other transfer of personal property shall not be governed by this Policy in the following circumstances:

- a) When the sale or other transfer is to another municipal corporation or government agency;
- b) When the personal property to be transferred is to be traded in upon the purchase of a like article;
- c) When the material is considered to be scrap and has no intrinsic value to the general public and has value less than \$10.00 per item.
- d) When costs associated with the storage and disposal of surplus property are likely to exceed the value recouped from the sale of such property, then donating to a qualified organization is an acceptable means of disposal of the surplus property. Qualified organizations are defined as:
  1. State agencies including school districts, universities and colleges.
  2. Other tax supported educational agencies.
  3. Tax supported agencies, municipalities or political subdivisions within the State of Washington.
  4. Public benefit nonprofit corporations.
  5. Qualified emergency shelters providing assistance to homeless persons.
- e) Skagit Transit may retain, through interdepartmental transfer to support agency operations, grant funded assets that:
  1. Have met their useful life
  2. Are no longer needed for the program they were acquired
  3. Have a market value at the time of disposal of less than \$5,000



## PERSONAL PROPERTY VALUE \$500 OR LESS

The CEO and Directors are hereby delegated authority to dispose of personal property, with an estimated value of \$500 or less, deemed to be excess to the future need of the Skagit Transit System either by public auction or sealed bids as often as needed.

## PERSONAL PROPERTY VALUE OVER \$500

By Resolution, Skagit Transit shall declare personal property having an estimated value over \$500 as surplus at a Board of Directors meeting. The CEO shall recommend to the Skagit Transit Board of Directors the method and disposal to gain the largest public participation and proceeds realized at the hearing.

## REAL PROPERTY

By Resolution, Skagit Transit shall declare the real property surplus at a Board of Directors meeting. For the purposes of the Board of Directors meeting, the CEO shall disclose the following information:

- a. Location and description of the property; and
- b. Recommended method of disposition.

A current appraisal signed by an appraiser licensed by the State of Washington shall be available to the Skagit Transit Board of Directors in Executive Session.

## ETHICS

Skagit Transit employees, Board members, and their immediate family members are excluded from purchasing Skagit Transit surplus property items so as not to give the appearance of a conflict of interest.



**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Approve Personnel Policy Manual (PPM) Section 707.4 Amendment  
**INFORMATION:** Personnel Policy Manual (PPM) Section 707.4 Amendment

Current policy states the following:

**707.4 GENERAL LEAVE ACCRUAL**

Employees are encouraged to utilize their leave by taking an extended vacation each year.

Extended leaves rejuvenate the employee, making a healthier workforce.

Non-exempt, regular full-time and regular part-time employees will accrue general leave as follows:

Continuous Years of Employment	Rate of Accrual per Straight Time Hour Paid
0-4	.07692
5-9	.09616
10+	.11540

Non-exempt, regular full-time employees have been accruing general leave at the rate of “accrual per hour paid”. This has been an agency practice.

Removing the words “straight time” will align policy with long-term practices and is consistent with represented staff.

**RECOMMENDATION:**

Staff recommend amending the PPM to remove the words “straight time” to align policy with long-term practices and is consistent with represented staff.

**BUDGET IMPACT:**

No budget impact as this has been the past practice of the agency.

**RESOLUTION NO. 2025-04**

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS AMENDING PERSONNEL POLICY MANUAL (PPM) SECTION 707.4 GENERAL LEAVE ACCRUAL**

**WHEREAS**, Section 707.4 General Leave Accrual outlined in the Personnel Policy Manual (PPM) currently states that Regular Non-exempt and regular part-time employees will accrue general leave as follows:

**707.4 GENERAL LEAVE ACCRUAL**

Employees are encouraged to utilize their leave by taking an extended vacation each year.

Extended leaves rejuvenate the employee, making a healthier workforce.

Non-exempt, regular full-time and regular part-time employees will accrue general leave as follows:

Continuous Years of Employment	Rate of Accrual per <b>Straight Time</b> Hour Paid
0-4	.07692
5-9	.09616
10+	.11540

Non-exempt, regular full-time employees have been accruing general leave at the rate of “accrual per hour paid”. This has been an agency practice. Removing the words “straight time” will align policy with long-term practices and is consistent with represented staff; and

**WHEREAS**, the current PPM will be amended to reflect that Regular Non-exempt and regular part-time employees will accrue general leave at the rate of accrual per hour paid:

**707.4 GENERAL LEAVE ACCRUAL**

Employees are encouraged to utilize their leave by taking an extended vacation each year.

Extended leaves rejuvenate the employee, making a healthier workforce.

Non-exempt, regular full-time and regular part-time employees will accrue general leave as follows:

Continuous Years of Employment	Rate of Accrual per Hour Paid
0-4	.07692
5-9	.09616
10+	.11540

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED THAT** the Board of Directors of Skagit Transit amends the Skagit Transit PPM Section 707.4 General Leave Accrual to align policy with long-term practices and is consistent with represented staff.

**PASSED** in open public meeting this 16th day of April 2025.

**SKAGIT TRANSIT SYSTEM  
SKAGIT COUNTY, WASHINGTON**

By \_\_\_\_\_  
Peter Browning, Chair Skagit Transit Board of Directors

By \_\_\_\_\_  
Crystle Stidham, Chief Executive Officer

**ATTEST TO FORM:**

\_\_\_\_\_  
Larissa Farrell, 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 Guemes Island Service Pilot

**INFORMATION:**

Skagit Transit is currently providing bus service on Guemes Island during the haul out of the ferry. Residents have long expressed interest in permanent transit service on the island. Staff has distributed surveys to residents to determine if a pilot would be appropriate at this time with positive results. Staff would like the ability to pilot bus service on the island at the completion of the haul out for up to 6 months to determine if permanent service would be viable on the island.

**RECOMMENDATION:**

Staff recommends the approval to pilot bus service on the island at the completion of the haul out for up to 6 months to determine if permanent service would be viable on the island.

**BUDGET IMPACT:**

The weekly operating cost is approximately \$9,615. The cost to operate the pilot for the full six months will not exceed \$250,000.

# Skagit Transit 2025 Annual Meeting: Qualitative Feedback

## What do you think is going well at Skagit Transit?

Very Good

Communication with Supervisor, Communication with dispatch

Good quality employees

Training and communication, feel welcome

Having amazing and fun co-workers

communication

work getting done against sometimes stacked against us odds

employee restrooms and breakroom, in funding for MOA

bus rides

great comradery

How we help each other - I never have to worry about back-up

Not much

Nice people to work with

Ridership is up, supervisors are awesome

teamwork and maintenance

It is a great place to work

Dispatch is great

Software upgrades

Hire talent and leaders

Not much. There is a BIG disconnect between management and drivers. The routes are a mess- we are being treated like children (from clocking in to emails are not respectful)

Spending money to upgrade systems

The buses and facilities are clean, dispatch always seems happy and helpful

The benefits are still amazing

training and communication

The same people get employee of the quarter for just doing their job! It's become a popularity contest. We have people with 20 years with no awards

Hoping management is keeping employees informed

Meeting the needs of the community

Providing public transportation

Most things. Impressive growth

Our pay

unsure

People are being a lot friendlier to each other

Para customers are so happy to have the service

Not sure I don't think much as changed

More ridership, more happy customers, wage compensation, material support for drivers

dispatch/driver communication

The amount of OT  
Lots of people doing good jobs for the team and for the public  
paratransit  
Great community service to all major population centers. Good employee benefits  
paratransit seems to be flourishing  
I am happy to see the technology improvements  
supervisors are helpful and doing a good job  
community engagement  
Progress  
The long range plans  
some of us strive to do a good job  
I enjoy our team. I like the programs offered. I'm very grateful for our insurance  
The routes and interactions with riders  
Teamwork - everyone does a good job of helping each other and cares about the customers  
Just keep pushing forward with all that is going on  
Organized  
Clean buses  
Everything  
Teamwork  
The growth of the company  
Progression of various systems to advance our service  
Community Engagement - Route planning  
Training  
All is good  
Original paratransit drivers supposedly grandfathered in?! I don't want to cross train after 10  
years of service  
Safety and communication  
Good employees, hard workers, professional, does good for community

---

### **What suggestions do you have to help improve Skagit Transit?**

Better benefits package  
more mindful of time, both for fixed routes (when events cause changes in routes) and para  
(expecting pick ups at opposite ends at same time)  
listen and recognize all departments as equal importance  
Better GPS for paratransit, more para training  
N/A  
changing route schedules  
work on communication, dispatch to bus drivers, management to bus drivers  
N/A  
more focus on customer service, need better route connections  
trust drivers knowledge and use it (especially routes)

Better Pay

Better GPS for paratransit

Employees could do better at making new employees welcome, allow employees who driver help in coach design, more employee motivational events to boost morale

We need more drivers. But we are making headway on that safety for fixed route drivers

training for electronics and software, more funding for wellness committee

Keep building leadership

Have better communication with drivers, give the public more of notice when there are closed routes, have more than one radio channel

Treat people with respect from the top down

Add childcare facility at MOA2. RESPECT

More PTO

Longer route training

Keep all routes running for a reliable source for the passengers

More drivers, reliable equipment, lots of problems with rangers, lots of problems with GFI, bus interiors are not cleaned well, dirty mirrors and windshields, less micro management

Hire more drivers so we don't close routes

None at this time

Consistent service, longer service, service on Sundays. More direct interaction from top to all levels. Treating everyone as the professionals you expect them to be

Nothing at this time

Communication to us drivers. Being the front line we don't get much respect

Better communication

More stuff like employee participation that includes maintenance

Leave political commentary out of the breakroom and job. Review Para #'s and possibly add extra routes

Don't get ride of people who have made a difference

More authentic communications. Not just more but a more appreciative tone

Anacortes (skyline area in particular) radio communication

Update clients info for para

Clear communication top to bottom including expectations and bottom to top

succession planning incorporated in all divisions. More leadership support via trainings

It feels like we have lost many good drivers to rather petty reasons this year. Thus creating a poverty of drivers. Stop the petty?

Please help the ops sups strategize to improve their workflow

More para routes

Communication

Treat employees with respect. More security for safety

In our area our people are getting pulled before replaced. We have been short staffed for 6 months and we can't take vacation because of it. If your area has to have a minimum amount of people please replace before transferring

Figure out how to not cancel routes

More para routes, updating ranger maps

I believe we are doing great with one thing, I always said communication, thank you.



Just keep up the great work

Better communication to route closures

I have none

Leadership could benefit from regular rides on routes to meet the drivers, riders, and see what role drivers play in the community. Witness the challenges

Stronger social media presence

To ensure the drivers have their needs met and have breaks!

More committee meetings to generate these ideas?

N/A

none

Ask drivers? It shouldn't be so hard to get a payroll copy after getting paid. I can't even buy a car.

Direct sups

Having more input on new equipment. Size of new coaches

Need rewards/meals at all work places. Makes other employees not at MOA feel undervalued.

Have witnessed micro managing from upper people. Communication and some people just need to chill out a bit.

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## What do you enjoy most about working at Skagit Transit?

Giving back with services of Skagit community

The clients

My coworkers, friendly and helpful

My group I am training with - Tom, Margie, Abby, and Wade are great!! Going to be helping people

Co-workers

People

Providing the community a safe valuable service

The people I serve, people I work with and driving

The comradery of the work place

I enjoy my coworkers

Retirement

The teamwork good attitudes, and of course benefits

The friends I've made!

Hours

Coworkers and the work I do. Benefits and pay. Hours of work. Company vision/mission

The riders I love being a part of the community

Rewards of helping the community, my supervisor and coworker

People I work with. Making a difference in the community

Working with people

Transporting disabled people

The people, easy to get along with

Empowerment, teamwork

The job, my coworkers, the pay

Serving the public

Feeling like I made a difference in people's lives, that I drive to dialysis  
The public  
The people I work with  
Friendly people  
The support of the other coworkers  
The people  
Seeing and interacting with the community  
Meeting people  
Contributing to the team's efforts in providing public service  
Helping the community and meeting new people  
The drivers, customers/clients that we transport  
Our team  
People I work with  
Contact with customers  
Time off  
Helping people, talking to clients  
Daily contact, appreciate clients and fellow employees  
It pays the bills  
The people and my coworkers. Helping others. Contributing to our community  
Lots of good coworkers  
My homies  
Make a positive difference in our riders quality of life  
Pay and benefits  
The freedom of the road and the love from my passengers  
I love interacting with the passengers. Driving this beautiful county. Making our customers happy  
Helping people  
Retirement benefits pension, healthcare  
The people  
Peer support  
I enjoy my job. I understand you can't have everything. I like at the end of the day I feel accomplished. I feel like I did something.  
Riders and coworkers  
Making a difference in the community  
I love working with the public. Front line worker  
Good crews good benefits  
nice clean busses  
interactions with people!  
Community. Great coworkers. Excellent benefits and "fringe" benefits. Fair pay  
how friendly and welcoming everyone is  
people  
driving and helping people  
The people I serve day in and day out. Trying to make a difference in the community and my Skagit Transit family.  
Driving

The people  
My customers  
working with the public  
working with the community

---

### **What other benefits would you like to be offered?**

100% coverage health plan  
can't think of any  
gym membership  
N/A  
pet insurance, gym reimbursement  
massage at work/physical therapy, more chiropractic, a few less massage  
general leave split from vacation and sick leave. Comp time for holidays and overtime  
N/A  
AC Bank option like king county transit (accumulated comp)  
funding for shoes. Higher cola adjustments  
more money for wellness. 30 a month for gym. YMCA is over \$100 a month for family  
charitable contributions through our payroll  
flexible schedules  
transportation - Amtrak, Alaska air  
let us close our doors. Bring back casual Friday/sport shirts  
childcare services, schedules that are more family friendly  
high vis driver uniforms  
none I can think of  
pet insurance  
can't think of anything  
more VEBA money  
larger contributions to H.S.A./F.S.A. monthly  
Weight loss program, more info like the quit smoking program you get a reward  
N/A  
a driver comfort area. I've been thinking that there needs to be a recovery area. If someone calls out on shift they may need an area to recovery. Also extra drivers need to be comfortable and rested to cover when they are needed.  
Childcare stipend or partnership  
safety awards such as raffling extra vacation days at our annual meeting  
free fare for family, lifetime free for retirees  
gym membership at discounted rate  
401k transfer  
longevity pay for all- fair for all  
attendance awards, end of year bonus for attendance  
I feel our benefits are good  
child care  
more fitness/gym discounts and benefits

work shoes and gym discount

can't think of anything

psych evaluations at end of shift

free gym membership

I dunno. Games with prizes? Somehow tie it in with our duties or something like bingo and a raffle of some kind

None

increased dental, increased holidays off, increased GL

Free coffee at Skagit Station, like a legitimate coffee mess

I want to continue my 401a

Benefits are good, sick days would be nice

---

**Please provide feedback for your answers or add any other comments that you'd like leadership to see.**

Vital equipment needs to be fully maintained and operational in order for employees to perform these jobs at the highest level

I think as a bus driver, dispatch should have more authority. Now they always have to talk to a supervisor. Sometimes we don't have time to wait for a decision. Communication is horrible... Between management, dispatch, supervisors, training, to bus drivers. Some procedures and protocols change and no one lets bus drivers know- better communications. Make sure routes are covered. The other night 205/305 for example was closed. There was no 205 after 5:15. they could have asked the other 205 to stay one more loop. Someone was stranded at the college. Be mindful of the routes that are closed. Are they supposed to connect to other buses. 101/513 one was closed. It did not meet up with other buses at marches point.

We need to somehow do better at getting shifts covered more in advance

Firstnet transition is exciting, thank you.

Accountability, allow growth, consistently celebrate others, authenticity

Our jobs are stressful and closing our doors (on the fixed routes) when we stop at time points relieves stress. Supervisors are quick to write us up for small infractions but turn around and ask for favors (like working on our days off)

more respect top down

Skagit Transit has become unreliable to passengers schedules. Employees are at an all time low in job security/happiness. Keep outsource jobs in this county.

Management doesn't trust supervisors or drivers to do their jobs without consistent input and supervision. They new pay system is getting better but the roll out wasn't great due to lack of training at the supervisor and driver level. I haven't had an eval in over a year. The HR department has been very responsible even though I don't always receive the answer that I want.

Listen more to drivers suggestions

As a semi-retired person, hard to give input

Comments/interactions from "Admin" staff that is perceived as belittling or treating staff as "children". It comes off as disrespectful. At annual meeting, leadership should give physical awards. Don't forget to do the group photo next year

Happier and more positive work place

Over all I think we are doing a lot better than we used to

A lot of people work hard and no payback

Please create a committee for employee feedback (drivers/dispatch for real consistent feedback)

Meeting until 9:30pm can impact families in a negative way

Thanks good or better food

Good to see communication from the top via memos. Love Ops weekly email. Be great if it was a weekly Skagit wide email. Please stop before you send an email. And ensure you do not reply all unless you are replying to all.

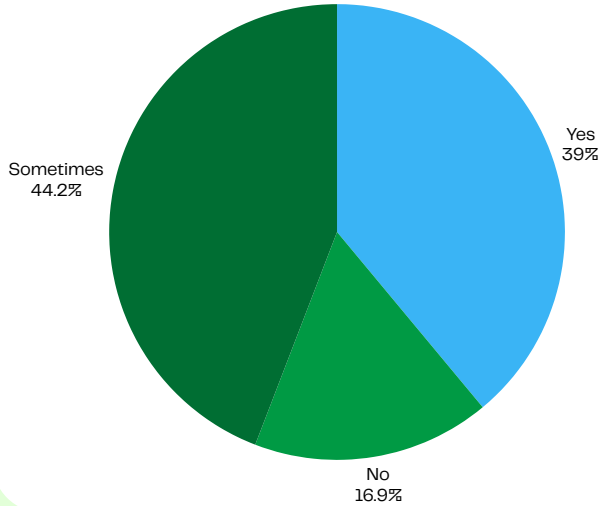
A positive, direct sups are excellent! Less reprimands now, more compliments

Managers should have experience or training in management, some people just moved up without it and it shows. Mine have been great though! It's others. Communication!

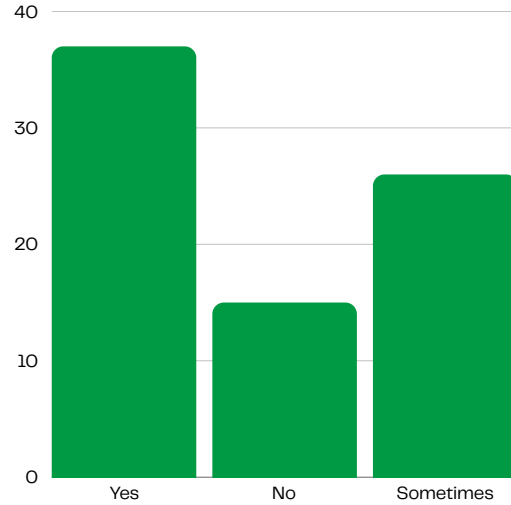
# EMPLOYEE SATISFACTION SURVEY RESULTS 2025



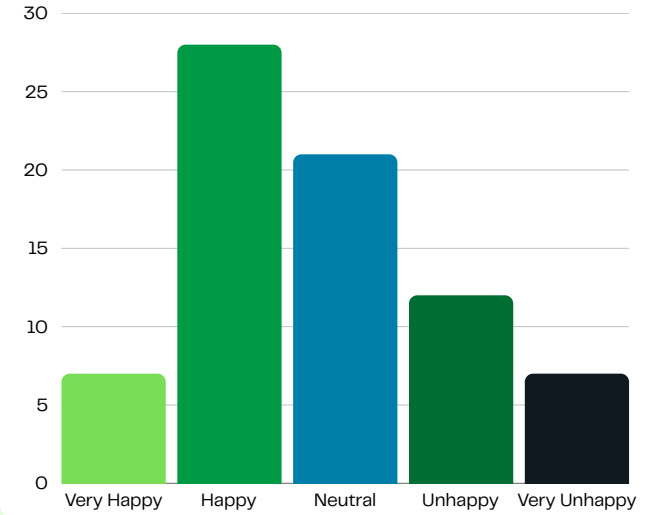
**Do you feel leadership values your feedback?**



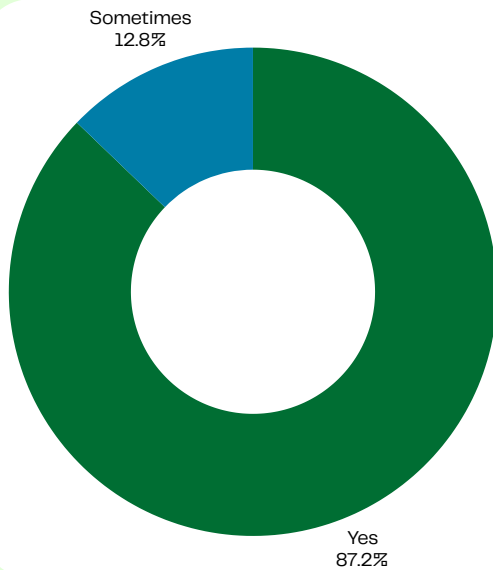
**Do you feel recognized for your work?**



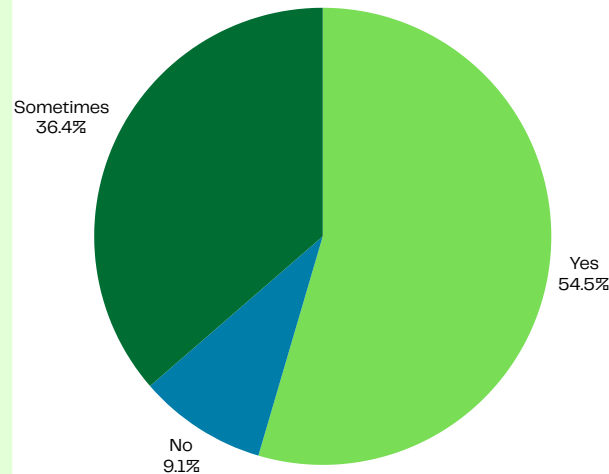
**How Happy are you with the agency's level of communication?**



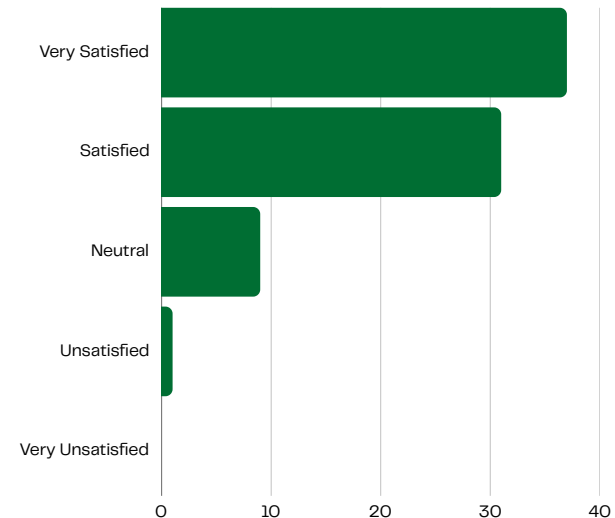
**Do you think your job makes a difference in the community?**



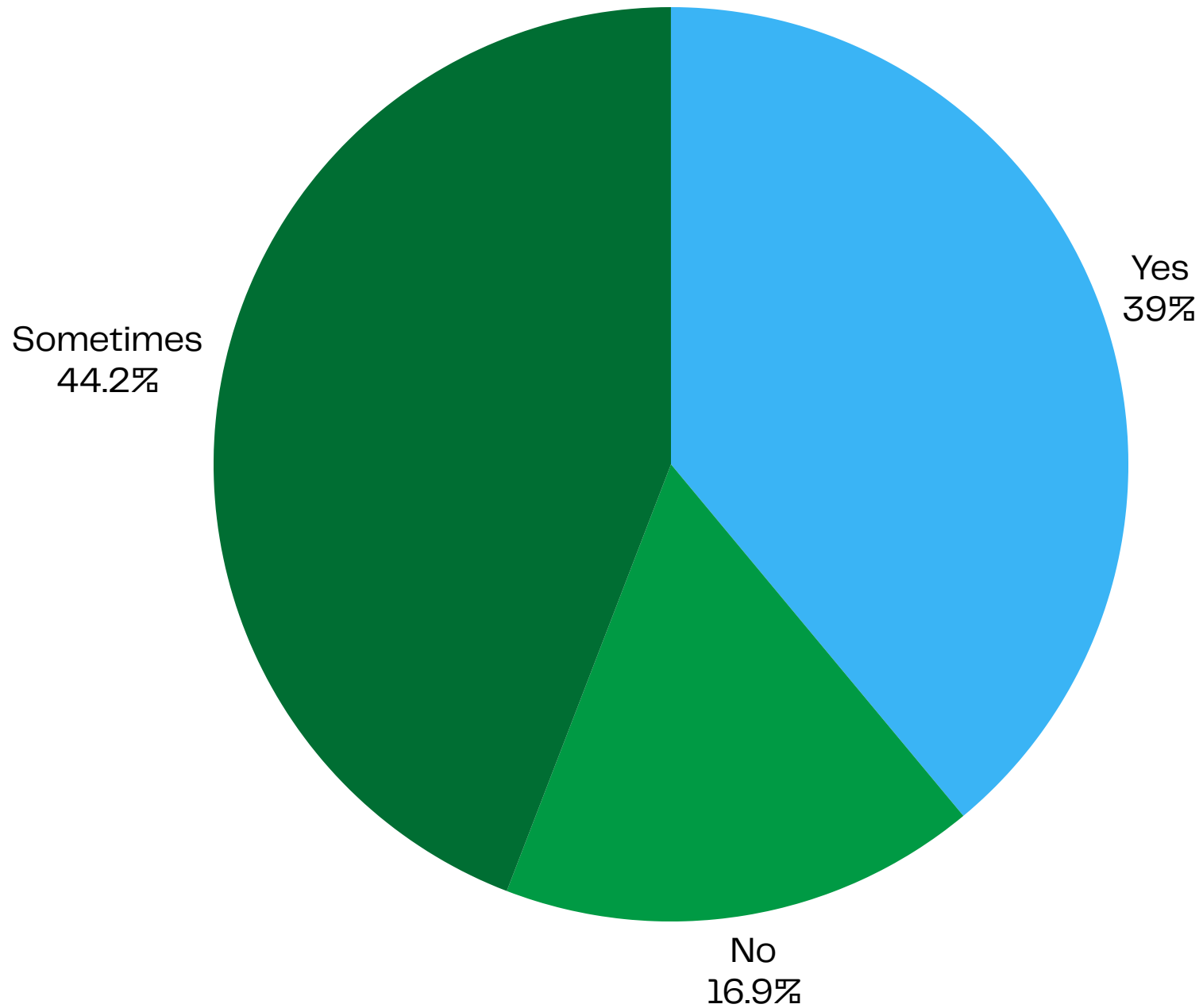
**Do you feel you have the proper tools and resources to perform your job successfully?**



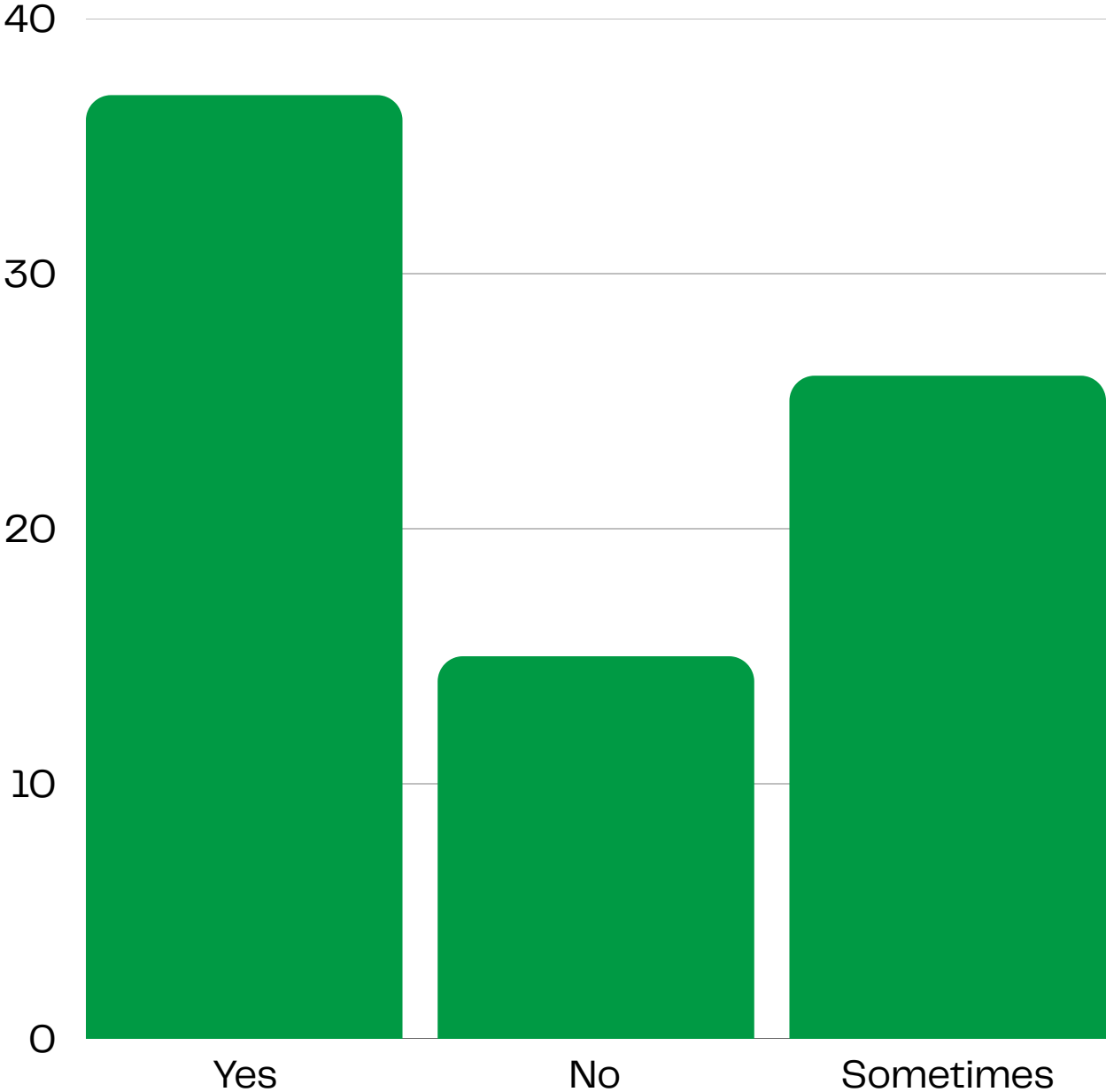
**How satisfied are you with the benefits Skagit Transit offers?**



# Do you feel leadership values your feedback?

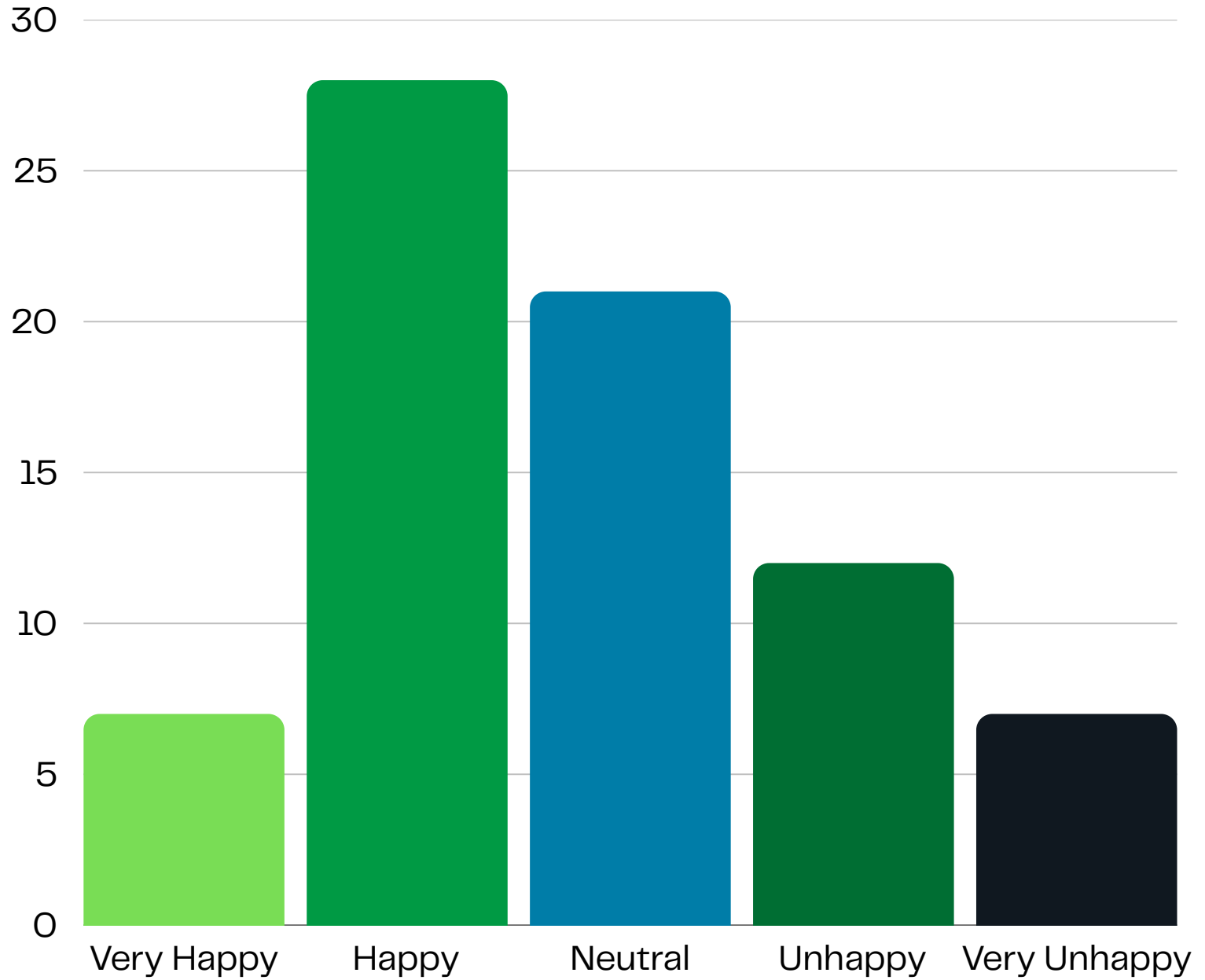


# Do you feel recognized for your work?

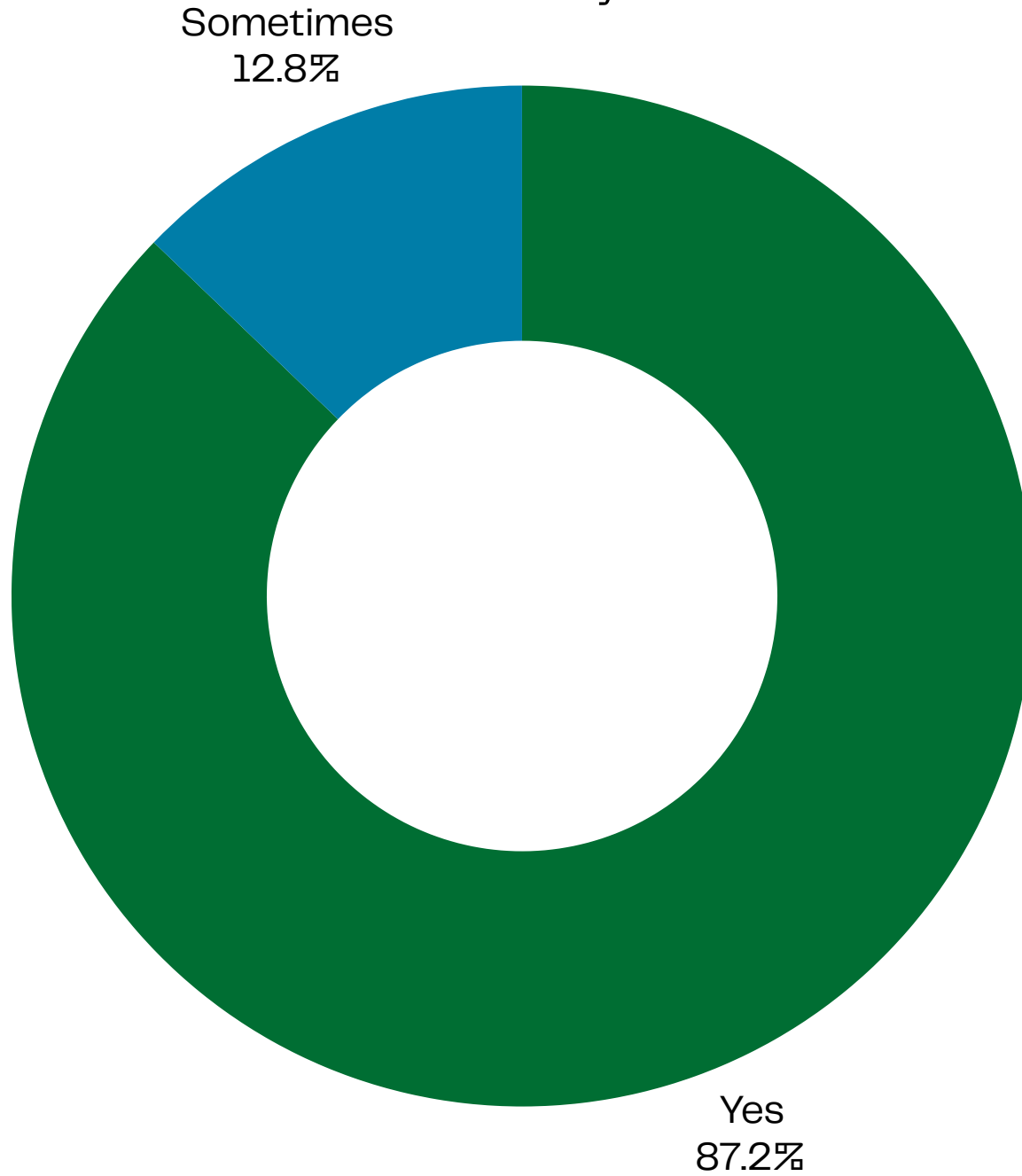




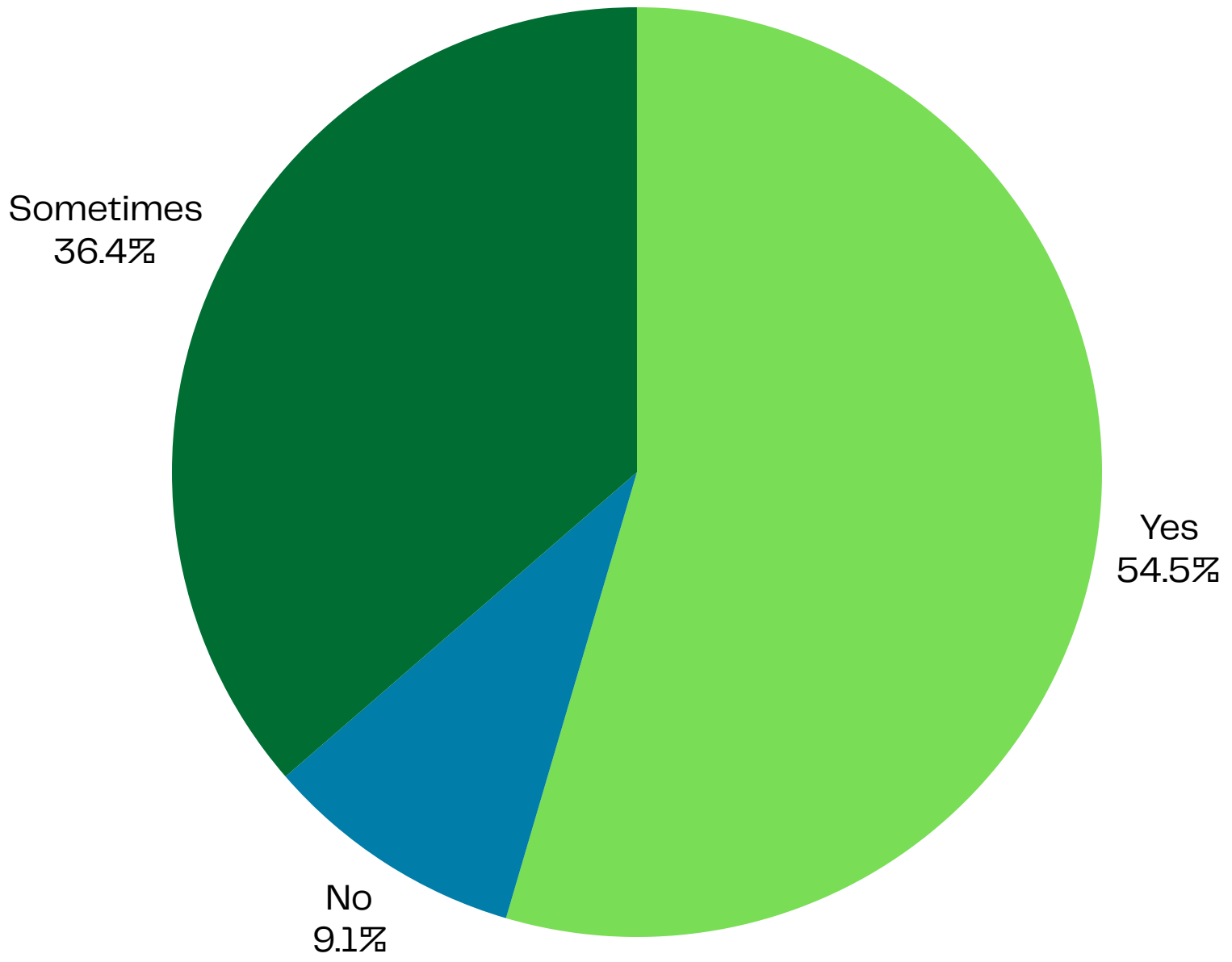
# How happy are you with the agency's level of communication?



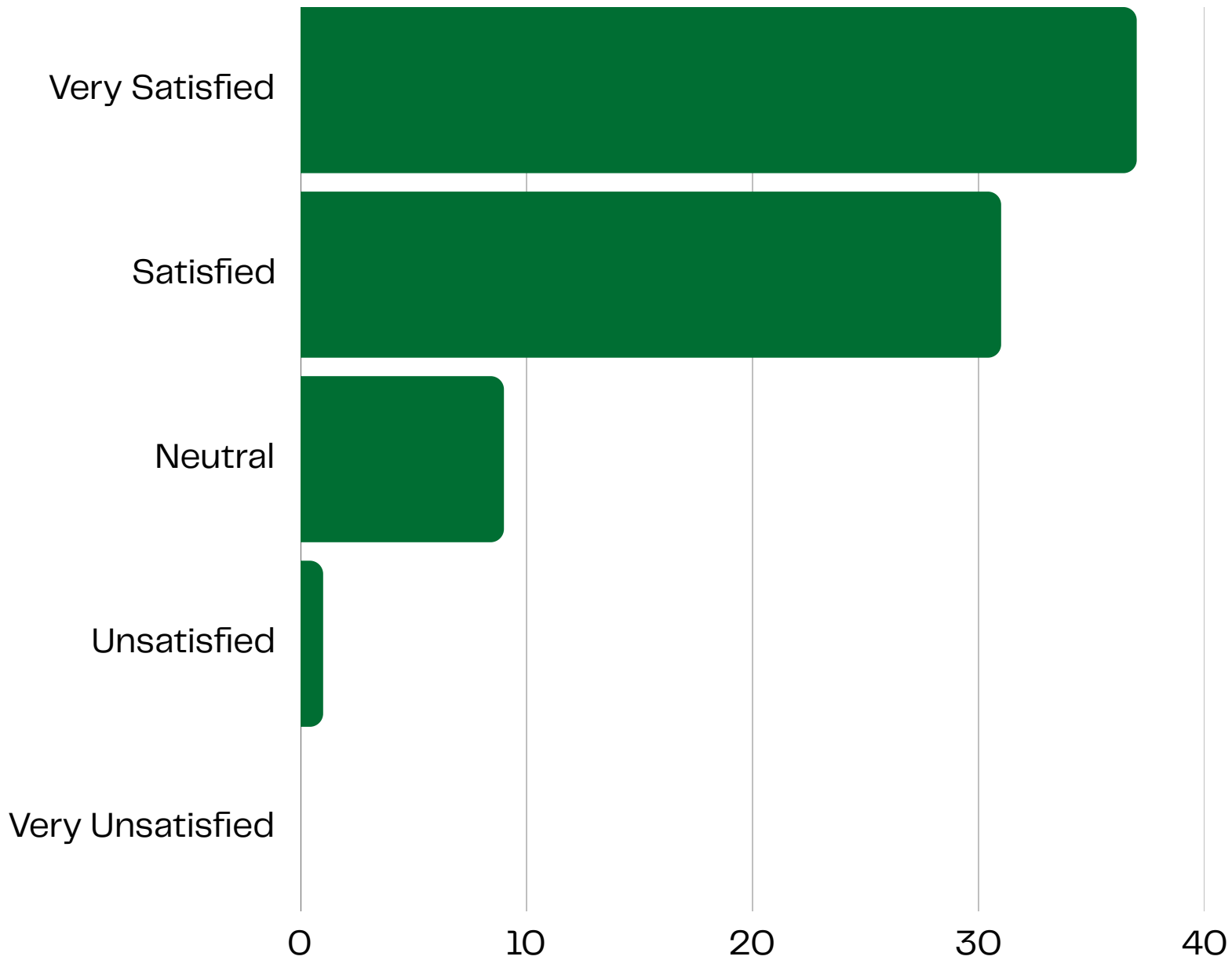
Do you think your job makes a positive difference in the community?



Do you feel you have the proper tools and resources to perform your job successfully?



How satisfied are you with the benefits that Skagit Transit offers?





**TO:** Skagit Transit Board of Directors  
**FROM:** Crystle Stidham, Chief Executive Officer  
**SUBJECT:** Grants Update – April 2025

**SUMMARY:**

Skagit Transit submitted & will submit several applications for grant funds in April to support several capital projects via diverse sources.

**Applications for Funding**

Source	Project Name	Type	TPC	Request	Match
Skagit Council of Governments (SCOG)*	Skagit Station Fire Alarm System Replacement	Capital	\$26,596	\$23,005	\$3,591
	Skagit Station Parking Lot Asphalt Maintenance	Capital	\$33,075	\$28,610	\$4,465
	Sedro-Woolley P&R Operator Breakroom & Rider Shelter	Design Only	\$91,650	\$79,277	\$12,373
<b>CDS – Community Project Funding**</b>					
Sen. Murray	MOA2 Phase 2& 3 Construction	Capital	\$41,400,000	\$3,000,000	\$600,000
Sen. Cantwell	MOA2 Phase 2& 3 Construction	Capital	\$41,400,000	\$3,000,000	\$600,000
Rep. Larson	MOA2 Phase 2& 3 Construction	Capital	\$41,400,000	\$3,000,000	\$600,000
Skagit County - 2025 Economic Development Public Facilities	MOA2 Phase 2& 3 Construction	Capital	\$41,400,000	\$750,000	TBD
DOT Rural & Tribal Assistance Pilot Program	Skagit Transit ADA Transition Plan	Professional Services	TBD	TBD	Not required

\*These projects were also submitted for SCOG Obligation Authority Contingency List.

\*\*If awarded, we will only receive one of the three requests we submit for CDS funds for this project.

**RECOMMENDATION:**

None

## CAC REPORT

April 8, 2025

The committee welcomed Maleah Kuzminsky, the agency's new CAC Liaison. Ms. Kuzminsky brings a wealth of experience and talent to not only this role, but also that of the Planning And Outreach Supervisor, and is anticipated to be a valuable asset to the CAC.

Public comment and feedback meetings on the current phase of

LRTP will begin April 14 and end May 14. Flyers and the public survey will be launched next week.

The staff report was given, and current transit engagement events listed.

Two of the CAC members gave presentations on subjects of interest related to mass transit. One topic concerns the fixed route coaches, and another deals with an event and marketing within the county.

For our Legislative Update: HB1418 passed the House 64 - 33 and has been forwarded to the rules committee for a second reading on April 7.

Coming up, our Vice-Chair will be contacting the membership to ascertain their areas of interest related to the committee, and how they would like to be involved in promoting them.

Next meeting, May 13.

Respectfully Submitted,

Judy Jones

CAC Chair