



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

Skagit Transit Board of Directors Agenda

Regular Meeting
 December 18th, 2024
 11:00 a.m.

<https://us02web.zoom.us/j/83844197308?pwd=d9xiR3D3rvAEkL32aYTQYsNBmIc1o8.1>

Or go to zoom.com and enter meeting
 ID: 838 4419 7308

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF MEMBERS
4. EXECUTIVE SESSION - POTENTIAL LITIGATION - RCW 42.30.110(1)
5. NEW BUSINESS: VOTE FOR 2025 VICE-CHAIR OF SKAGIT TRANSIT BOARD OF DIRECTORS
6. CONSENT / ACTION ITEMS

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- | | |
|---|-------------|
| a) Approval of November Meeting Minutes | Page 4 |
| b) Approval of Claims and Payroll | |
| October Payroll Direct Deposit and Checks #17206-17211..... | \$1,196,524 |
| October Direct Federal withholding transfer..... | \$259,117 |
| October Claims Checks and ACH #2765-2910..... | \$888,084 |
| c) Approve October Budget Update..... | Page 6 |
| d) Approve Mediation Settlement from TCF Liability Insurance..... | Page 7 |
| e) Approve Fare Free Service for Veterans Stand Down Event..... | Page 8 |
| f) Approve Revised Personnel Policy Manual..... | Page 10 |

7. FULL DISCUSSION / ACTION ITEMS

- | | |
|--|---------|
| a) Approve Allied Security Services Contract #24-026..... | Page 11 |
| b) Approve Skagit Station Lease Agreement #23-033 between Skagit Transit and National Railroad Passenger Corporation (Amtrak)..... | Page 12 |
| c) Approve A/E Services Agreement #23-018-F for MOA2 Design Phase 2 and 3 | Page 13 |
| d) Approve Agreement Extension with Perkins Coie LLP..... | Page 15 |
| e) Approve HB Hansen Change Orders 12 and 13..... | Page 19 |
| f) Approve Resolution 2024-13 Fiscal Year 2024 Budget Amendment..... | Page 21 |
| g) Approve Resolution 2024-14 Fiscal Year 2025 Budget..... | Page 23 |
| h) Approve FY22 & FY23 FTA Buses & Bus Facilities Formula (5339(a)) Annual WSDOT Pass-Through..... | Page 46 |
| i) Approve Staff Vehicle..... | Page 47 |
| j) Approve 2025 Slate of Officers for CAC..... | Page 48 |
| k) Approve Written Public Comment Only at ST BoD Meetings..... | Page 49 |

8. INFORMATION ITEMS

- a) CEO Update
- b) October Ridership Report Page 50
- c) November Ridership Report Page 59
- d) December CAC Report Page 67

9. PUBLIC COMMENT
10. 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	Non-Voting Members
Mayor of Mount Vernon	1	Community Advisory Committee Chair
Mayor of Sedro-Woolley	1	Skagit Transit Labor Union Representative
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	

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.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, CEO
SUBJECT: Approve 2025 Board Composition

INFORMATION:

The Skagit Transit Board approved the By-Laws of Skagit County Public Transit Benefit Area of Directors at the June 20th, 2024 board meeting.

As stated in the by-laws, in Article 4 Selection and Duties of the Chairperson and Vice-Chairpersons, Section 4.1:

The Board shall select a Chairperson and a Vice-Chairperson at the last meeting of the year. The Chairperson shall hold office until their successor is elected unless such person is legally ineligible to hold such position. Election of successors shall be deemed to occur at 12:01 a.m. of the day following the vote upon the question.

Effective December 19th, 2025, at 12:01 a.m., the following changes will occur regarding the Vice-Chair of the Skagit Transit Board of Directors:

- New Chairperson:
 - Peter Browning, Skagit County Commissioner
- New Vice-Chair:
 - Lisa Janicki, Skagit County Commissioner

RECOMMENDATION:

Staff recommends the Board approve Peter Browning as the 2025 Chairperson and Lisa Janicki as the 2025 Vice-Chair.

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

Wednesday, November 20th, 2024

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA. Due to a fiber cable being down in the surrounding area and the internet being completely down at city hall, we were unable to teleconference. Board Chair Mayor Miller called the meeting to order at 11:02 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Matt Miller, City of Anacortes, Mayor (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor
James Stavig, City of Burlington, Councilmember
Tracy Cook, Labor Representative (non-voting member)
Peter Donovan, City of Mount Vernon, Mayor

Staff Present

Zac Wright, Security Supervisor
Jason Kelley, Northwest Technology
Jennifer Davidson, Director of HR and Risk Management
Chris Arkle, Finance/Accounting Manager
Crystle Stidham, Chief Executive Officer
Larissa Farrell, Clerk of the Board
Rosie Ventura, AFSCME Council 2, Staff Representative

Members Present via Teleconference

Members Absent:

Peter Browning, Skagit County Commissioner (Vice-Chair)
Andrew Vander Stope, City of Mount Vernon,
Councilmember
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Judy Jones, Community Advisory Committee (Chair, non-
voting member)

Staff Present via Teleconference:

Members of Public Present

Caleb Sprou (Press), Skagit Publishing

Members of the Public Present via Teleconference:

Providing Legal Counsel:

Andrew Greene and Kenneth Tseng, Perkins Coie

1 Public Comment:

No public comment was made.

2 Executive Session – Potential Litigation - RCW 42.30.110(1)

The board met in an executive session to review potential litigation. Mr. Miller stated that the Board would meet for 10 minutes from 11:04 a.m. to 11:14 a.m. At 11:14 a.m. Mr. Miller returned to announce they would extend the executive session an additional 5 minutes to 11:19 a.m. The Board resumed the regular meeting at 11:19 a.m.

3 Consent / Action Items:

- a) Approval of October Meeting Minutes
- b) Approval of October Special Meeting Minutes
- c) Approval of Claims and Payroll
- d) Approve September Budget Update
- e) Approve 098.10 Grant Cash Advance Policy
- f) Approve 085.10 Fixed Asset Disposal Policy
- g) Approve 135.20 Electronic Federal Tax Payment System
- h) Approve Monitoring, Tracking, and Submitting FTA Reports
- i) Approve FTA Notification of Potential Litigation Policy
- j) Approve Fare-Free Service for 2025 Point-In-Time Count Event

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

4 Full Discussion/Action Items:

- a) Approve Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number: 24-020

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

Mr. Stavig moved to approve the Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number: 24-020. Ms. Johnson seconded the motion. The motion passed unanimously.

- b) Approve FY 2024 5307 Formula, 5307 STIC, 5304 Growing States, & 5339(a) Apportionments
Ms. Stidham read the report as presented in the packet.

Mr. Aslett moved to approve the FY 2024 5307 Formula, 5307 STIC, 5304 Growing States, & 5339(a) Apportionments. Mr. Donovan seconded the motion. The motion passed unanimously.

- c) Approve Puget Sound Regional Council Annual Apportionment
Ms. Stidham read the report as presented in the packet.

Mr. Donovan moved to approve the Puget Sound Regional Council Annual Apportionment. Ms. Johnson seconded the motion. The motion passed unanimously.

- d) Approve Resolution 2024-12: Revoking Bank Account Access
Ms. Stidham read the report as presented in the packet.

Mr. Stavig moved to approve Resolution 2024-12: Revoking Bank Account Access. Mr. Aslett seconded the motion. The motion passed unanimously.

- e) Approve Contract 19-006 Delerrock Extension
Ms. Stidham read the report as presented in the packet.

Mr. Aslett moved to approve Contract 19-006 Delerrock Extension. Ms. Johnson seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update
- b) CAC November Report

Mayor Miller adjourned the meeting at 11:47 a.m.

Attest:

Matt Miller, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board



Skagit Transit Board Meeting
December 18, 2024

TO: Skagit Transit Board of Directors
FROM: Chris Arkle, Accounting & Finance Manager
SUBJECT: Monthly Budget Update Report for October 2024
INFORMATION: The monthly budget reports are presented for your review. Items of interest are:

Revenues:**Sales Tax Received:**

October	2024	2023	2022
	1,511,504	1,467,200	1,500,300

Grant Revenue:

Federal Operating	-
Federal Capital	1,888,600
Local Operating	-
State Operating	-
State Capital	106,400

Fare Revenue:

	2024	2023	2022	2021
October	54,181	60,656	55,746	51,158
Yrly-Budget	718,000	684,500	592,964	545,000
Mon-Budget	59,833	57,042	49,414	45,417

Expenses**Payroll**

Operators' Salaries	October	YTD	Budgeted
Operators' Salaries	413,960	3,826,542	5,222,918
Operators' Overtime	50,639	539,813	445,000
Non-Operators' Salaries			
Non-Operators' Salaries	461,778	4,271,462	5,876,984
Non-Operators' Overtime	2,208	44,250	79,160

Capital

Route Improvement	-
Skagit Station	-
Park & Ride	-
Revenue Equipment	-
Service Equipment	-
Vanpool Equipment	-
MOA 2	207,937
Bldgs. - MOA	-
Garage/Shop Equipment	-
Office Furniture/Equipment	-
Intangible Asset - SW	-
Communications & IS	-

Ending Cash:

October 2024	October 2023	October 2022
5,202,152	3,815,468	6,664,442

Reserves:

	October 2024	October 2023	October 2022
Operating	5,571,657	5,298,487	5,058,294
Facilities	10,400,000	10,400,000	10,400,000
Capital Replacement	5,587,476	4,803,843	4,113,520
Non-Designated	1,669,255	1,587,246	1,515,703
Total	23,228,388	22,089,576	21,087,517

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



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Mediation Settlement from TCF Liability Insurance

INFORMATION:

Skagit Transit has met in mediation with TCF and has successfully reached a settlement agreement

As required, the FTA will be notified of this settlement agreement. We will await guidance on potential reimbursement.

RECOMMENDATION:

Staff recommends the Board approve the mediation settlement between Skagit Transit and TCF Liability Insurance.

BUDGET IMPACT:

Estimated Budget Impact: \$600,000



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Fare-Free Fixed Route Service for the Spring 2025 Veteran Standdown Event

INFORMATION:

Skagit Transit was recently contacted by staff from Skagit County Veterans Services about an upcoming event.

Skagit Transit has been asked to provide fare free transportation on our local fixed route network in support of the Veterans Standdown event. This event will be held at the Skagit County Fairgrounds on April 18th & 19th, 2025. Fare free service will help remove transportation as a barrier for those veterans looking to attend this event. The Veterans Standdown event is a collection of social service agencies and non-profits looking to connect with veterans who may be in need of their services.

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.

RECOMMENDATION:

Staff recommends that the board approves Fare Free Fixed Route service during the Spring 2025 Veterans Standdown event on April 18th & 19th, 2025 for all routes except Routes 80X and 90X on April 18th & 19th, 2025.

BUDGET IMPACT:

Less than \$400 in lost cash fares.



American Legion Memorial Post 91

To: Skagit Transit Board of Directors

Request: Veterans free transportation to and from the Veterans Stand Down

Location: Skagit County Fair Grounds

When: April 18th and 19th, 2025

From: American Legion Memorial Post 91

Dear Board,

We are respectfully requesting Skagit Transit to provide free transportation for our veterans April 18th and 19th, 2025. Our partnership over the last few years has been top notch and helping our veteran community to grow and connect to large amounts of resources at the Federal, State and local levels. Last October we served 137 veterans and their families who signed in over two days. We nearly doubled the amount of people needing assistance. We also had three Dentists over the 2 days. That gave 18 people a better smile.

I want to say thank you for your past generation and support.

Respectfully,

Christopher M Diaz
Commander



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Revised Personnel Policies Manual

INFORMATION:

On June 20th, 2024, the Board of Directors approved a revised Personnel Policies Manual. The implementation of the new manual was to ensure compliance with current agency practices as well as any new state and federal laws that were enacted since the last major revision in 2021.

On November 19th, 2024, staff submitted additional revisions to the policy to the Board of Directors and AFSCME leadership. This allowed for a 30-day comment period prior to asking the Board to approve the changes at the December 18th, 2024 Board meeting.

Staff anticipates an additional review of the PPM Spring of 2025.

RECOMMENDATION:

Staff recommends the Board approve the revised Personnel Policies Manual.

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, CEO
SUBJECT: Approve Unarmed Security Services Contract No. 24-026

INFORMATION:

Contract #23-015 for security services between Skagit Transit and Universal Protection Service, LP d/b/a Allied Universal Security Services expires on 12/31/2024. Skagit Transit proposes entering a new contract with this vendor as a new contract is needed.

Staff proposes the new contract with Allied Universal Security Services which covers one (1) year of services. As noted an extension through December 31, 2024 was previously approved by the board. This contract will automatically continue on a month-to-month basis until the “not to exceed” amount is reached, or the contract is terminated.

If approved, this contract will begin on January 1, 2025, and end its initial term on December 31, 2025.

Allied Universal Security Services will be awarded WA State contract 006624, which replaces 03818 for 2025. Skagit Transit has forgone the Request for Proposal and is directly awarding the bid for security services to Allied Universal.

RECOMMENDATION:

Staff recommends the Board approve contract No. 24-026 for unarmed security services.

BUDGET IMPACT:

Not to Exceed: \$490,000



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Skagit Station Lease Agreement #23-033 between Skagit Transit and National Railroad Passenger Corporation (Amtrak)

INFORMATION:

Amtrak has been utilizing Skagit Station to operate their service for over 20 years. Staff recently discovered that there is no contract in place between the two agencies. Staff has negotiated a contract with Amtrak that establishes terms for access, liability and responsibilities, and other guidelines for both parties.

RECOMMENDATION:

Staff recommends that the Board approve the Skagit Station Lease Agreement #23-033 between Skagit Transit and National Railroad Passenger Corporation (Amtrak).

BUDGET IMPACT:

Estimated Budget Impact: None



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Director

SUBJECT: Amend Award A/E Services Agreement #23-018-F for MOA-2 Design Phase 2 and 3

INFORMATION:

Pursuant to 40 USC 1102 (The Brooks Act) and RCW 39.80 governing contracts and procedural requirements for the procurement of A/E services, Skagit Transit published Request for Qualifications (RFQ) # 23-018-F for Architectural and Engineering Services on July 31, 2023.

On October 18th, 2023, Staff recommended the Board award to the highest scoring responding qualified firm, KPFF Consulting Engineers the Architectural and Engineering, pending successful negotiations.

Staff performed a cost analysis of KPFF’s rates and those of their subcontractors. Sufficient level of detail was required to perform a thorough analysis of its billing rates for compliance with 48 CFR Part 31; their rates are reasonable based on the outcome of the cost analysis.

Negotiations with KPFF were conducted October through November 2023 for fixed rates, fees and adjustments to the hours of work under the contract to fit within the range of current funds available for the work advertised.

The agreed upon engineering fee to provide services for the 90% design of phases 2 and 3 of the MOA2 facility is \$2,020,000.

The contract needs to be amended to add design services to 100% completion.

<u>Design 90%</u>		<u>Design 90% - 100%</u>	
Award Amount:	\$2,020,000	Amendment Amount :	\$546,131
Grant Funds:	\$1,616,000	Grant Funds:	\$436,905
Local Funds:	\$404,000	Local Funds:	\$109,226

RECOMMENDATION:

Staff recommends that the Board of Directors approve the amendment to contract #23-018 to include design to 100%.

BUDGET IMPACT:

The financial impact will be \$546,141.

SKAGIT TRANSIT - MOA-2 PH II/III
REMAINING COST MAPPING



REMAINING DESIGN COSTS **NOTES**

100% Design Costs	\$535,000	This effort is associated with responding to agency and AHJ comments, incorporating any updates from those comments and finalizing details and information needed to construct the project. (No BEB or FCEB facility design updates are included in this cost)
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BID SUPPORT & CONSTRUCTION SUPPORT COSTS **NOTES**

Bid Support & Design Team Support During Construction*	\$1,200,000	This effort is associated with providing Bid Support and design team support during construction to respond to RFIs, review submittals, perform site visits, attend OAC meeting and generally review Contractor work for conformance to the final design documents (No BEB or FCEB facility design support is included in this cost) *These costs are not final and are estimates based on current project definition
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OTHER OWNER PROGRAM COSTS **NOTES**

Other Owner Program Costs Anticipated:	<i>See Subtotal Below</i>		These costs include various program costs ranging from estimated Contractor hard construction costs, Owner soft costs, Owner provided furnishings, Major Maint/Ops Equipment - See list below for more detail (No BEB or FCEB facility updates included in this cost)
Hard Construction Cost Estimate (From Estimate)	\$27,943,000		From 90% Cost Estimate dated 8/27/2024 - Excludes WA State Sales Tax - Calculated below
Maint/Ops NEW Equipment Purchase Cost Estimate (From Estimate)	\$2,366,000		From 90% Equipment Cost Estimate dated 9/16/2024 - Excludes WA State Sales Tax (Calculated below), moving, installation, setup costs
Sales Tax (Assumed 8.6%)	\$2,607,000		This is a placeholder at 8.6% - Agency to confirm tax exemptions for labor - This value may be reduced for Exemptions
	<u>LOW</u>	<u>HIGH</u>	
Owner Design Contingency	\$607,000	\$910,000	This is a placeholder 2 to 3% of total Hard Construction Cost for Design Team Add Services during construction
Owner Construction Contingency	\$2,122,000	\$3,031,000	This is a placeholder 7 to 10% of total Hard Construction Cost for Contractor Change Orders during construction
Construction Management	\$607,000	\$910,000	This is a placeholder 2 to 3% of total Hard Construction Cost for Construction Management/PM Services
Commissioning	\$910,000	\$1,213,000	This is a placeholder 3 to 4% of total Hard Construction Cost for HVAC/Equipment/General Commissioning
Special Inspection	\$455,000	\$607,000	This is a placeholder 1.5 to 2% of total Hard Construction Cost for Special, Geotech, and other inspection needs
Owner Provided Furniture*	\$0	\$0	*Information is being gathered on range of cost for design, submittal prep, install of Owner provided furnishings
SUBTOTAL	\$37,617,000	\$39,587,000	

TOTAL ESTIMATED REMAINING COST RANGE*	\$39,400,000.00	\$41,400,000.00	*TOTAL ROUNDED TO NEAREST \$100,000 - THIS TOTAL INCLUDES PLANNING LEVEL COSTS THAT MAY CHANGE OVER TIME DEPENDING ON A NUMBER OF FACTORS
(RANGE OF COSTS FROM LOW TO HIGH)			



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, CEO
SUBJECT: Approve Agreement Extension with Perkins Coie LLP

INFORMATION:

Skagit Transit entered into an agreement with Perkins Coie LLP in December of 2022 to provide legal advice and assistance with architectural and engineering design issues with MOA2. The architect hired to design MOA2 has agreed to enter into mediation. Perkins Coie has been representing Skagit Transit for this mediation and retained a construction expert consulting firm to assist in a settlement.

In November 2023, the Board approved an agreement with Perkins Coie for an amount not to exceed \$200,000.

In August 2024 the board approved an agreement extension with Perkins Coie for an amount not to exceed \$100,000. It has become necessary to ask for additional funds in order to continue services with Perkins Coie so they may see Skagit Transit through the end of the mediation process.

It is estimated that the additional legal fees for Perkins Coie are estimated to cost approximately \$50,000. Skagit Transit requires \$25,000 to pay invoice 7098050, plus an estimated \$25,000 for future services, for a combined \$50,000.

RECOMMENDATION:

Staff recommends the Board approve this agreement extension with Perkins Coie and their construction expert consulting group not to exceed an additional \$50,000.

1201 Third Avenue, Suite 4900
Seattle, Washington 98101
Phone: 206.359.8000

Email: clientacct@perkinscoie.com
Accounting: 206.359.3143
Fax: 206.359.9000



Skagit Transit
Attn: Crystle Stidham
600 County Shop Lane
Burlington, WA 98233

Invoice No. 7098050
Matter No. 150058.0001
Bill Date September 19, 2024
Due Date Due Upon Receipt

INVOICE SUMMARY

Re: 150058.0001 / MOA-2 Facility

For Professional Services rendered through August 31, 2024

Services	\$36,129.75
Less (15.00)% Discount	(\$5,419.46)
Total Services	\$30,710.29
Disbursements and Other Services	\$45,243.50
Total Invoice Amount	\$75,953.79

INFORMATION MAY BE SUBJECT TO CLIENT ATTORNEY AND/OR ATTORNEY WORK PRODUCT PRIVILEGE

REMITTANCE INSTRUCTIONS

Payment Due in USD Currency
Tax Identification Number: 91-0591206

Please identify your payment with the following: Perkins Coie Account No. 150058 and Invoice 7098050

<p><u>CHECKS:</u> Perkins Coie LLP Attn: Client Accounting PO Box 24643 Seattle, WA 98124-0643</p>	<p><u>ACH / WIRE TRANSFERS IN USD:</u> Bank: US Bank 1420 Fifth Avenue Seattle, WA ABA # 125000105 Swift Code # US BK US 44I MT Account Name: Perkins Coie LLP Account Number: 1 535 5592 1235</p>
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Client Privacy. We collect or receive personal data in the ordinary course of providing legal services to you, including the personal data of your employees. For more information about how we collect, use, and disclose personal data in connection with our legal representation of clients, please review our Privacy Policy at <https://www.perkinscoie.com/en/privacy-policy.html>.

After 30 days, a monthly late charge of 1% per month from the invoice date (or such lower rate as required by applicable law) will be due. Should a collection action or proceeding be necessary, attorneys' fees and costs for such collection effort will also be due.

Professional Services through 08/31/2024

Date	Attorney / Assistant	Description of Service	Hours
08/01/2024	A. Greene	Prepare for pre-mediation meeting of experts, including outlining points to address and review of Hainline report and exhibits; emails regarding pre-mediation Board meeting;	1.50
08/02/2024	A. Greene	Conference with Skagit Transit team in preparation for pre-mediation meeting of experts; conference with Hainline team regarding same; prepare for pre-mediation meeting; emails with C. Soelling;	1.80
08/05/2024	A. Greene	Prepare for pre-mediation meeting of experts with C. Soelling; review contract, prior correspondence, and Hainline report regarding same; telephone conference with F. Harrison regarding pre-mediation meeting logistics; emails with J. Stoner regarding same;	1.20
08/06/2024	A. Greene	Pre-mediation meeting of experts with C. Soelling; prepare for same, including telephone conference with J. Stoner regarding same; follow-up with client and Hainline & Associates regarding next steps and planned response to TCF; review TCF analysis and F. Harrison correspondence; telephone conference with F. Harrison;	3.75
08/12/2024	K. Tseng	Work on mediation letter and updated Hainline rebuttal;	3.85
08/13/2024	A. Greene	Work on mediation letter and conference regarding pre-mediation meeting of experts and follow-up regarding same;	1.50
08/15/2024	A. Greene	Work on mediation letter and conference and emails regarding same and supplemental Hainline report; emails with F. Harrison and others regarding project issues, including change order pricing;	0.80
08/15/2024	K. Tseng	Review mediation documents; revise mediation letter; strategize regarding same;	3.40
08/16/2024	A. Greene	Emails with F. Harrison and others regarding project issues, including document requests;	0.25
08/16/2024	K. Tseng	Correspondence with client regarding TCF contract; revise mediation statement;	3.90
08/19/2024	A. Greene	Emails regarding TCF and COP issues;	0.40
08/19/2024	K. Tseng	Edit mediation statement; correspondence regarding Hainline rebuttal report;	1.80
08/20/2024	A. Greene	Follow-up regarding TCF and KBA issues;	0.25
08/20/2024	K. Tseng	Analyze Hainline rebuttal report; correspondence regarding same; strategize regarding same;	3.20
08/21/2024	A. Greene	Emails regarding mediation preparation and KBA issues;	0.30
08/21/2024	K. Tseng	Analyze Hainline rebuttal report; correspondence regarding same; strategize regarding same;	3.75

Date	Attorney / Assistant	Description of Service	Hours
08/22/2024	A. Greene	Review and help to finalize Hainline rebuttal report; emails regarding same;	0.80
08/22/2024	K. Tseng	Revise mediation statement; review documents regarding same;	6.90
08/23/2024	K. Tseng	Review and revise mediation letter; review documents regarding same;	5.45
08/26/2024	A. Greene	Work on mediation letter and emails regarding same;	1.70
08/27/2024	K. Tseng	Proof and revise mediation letter; correspondence regarding same;	2.50
08/28/2024	A. Greene	Emails regarding mediation preparation, KBA issues, and TCF correspondence;	0.50
08/28/2024	K. Tseng	Correspondence regarding mediation and project status;	0.45
08/29/2024	K. Tseng	Revise mediation statement; correspondence regarding same;	1.10
08/30/2024	A. Greene	Work on mediation letter and emails regarding mediation preparation;	0.80
08/31/2024	A. Greene	Finalize updates to mediation letter and emails regarding same;	2.50
Total			54.35

Services
\$36,129.75

Less (15.00)% Discount
(\$5,419.46)

Total Services
\$30,710.29

Disbursements and Other Detailed Services through 08/31/2024

Description	Amount
Christopher J Soelling PLLC - Arbitrator's/mediators fees/expenses - Deposit	5,000.00
Hainline & Associates, Inc. - Professional Services - August 2024	28,794.75
Hainline & Associates, Inc. - Professional Services	11,448.75
Total	\$45,243.50

Total Disbursements and Other Services
\$45,243.50

Total Invoice Amount
\$75,953.79



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve HB Hansen Change Orders No. 12 and 13

INFORMATION:

On May 19, 2021, the Board approved Contract #19-014-F for Phase 1 Construction of the MOA2 Facility with HB Hansen Construction in the amount of \$2,885,000. To date, the Board has approved Change Orders (CO) 1 thru 11 totaling \$3,161,252.88

Staff would like to present for your consideration:

- Change Order No. 12 dated July 31, 2024, totaling \$55,398.97
- Change Order No. 13 dated December 3, 2024, totaling \$23,813.78

Change Order 12 includes: Exterior Aluminum Thresholds and Owner directed access control

Change Order 13 includes: GC DOR Sales Tax Exemption Labor, Curtain Wall Jamb Head Details, Roof Brace Conflict, Hilti XU Compatibility, Opening Mockup, Portal Frame Conflict, Z Girt Deflection, Top Track Of Demising Wall, Roof Bracing Conflict, South Wall Plane Change, Credit for Alt Add Roof Insulation, Bracing at Nanawall Head, Credit for Siding Head and Bottom, Credit For Roller Blinds, Rust Removal, Schedule Extension, Sill Extension, Steel Canopy Mods, Jamb Base Flashing, Exterior Color Changes, Schedule Extension From Additional Admin Time.

Staff together with our Architect have reviewed and authorized Change Orders 12 and 13

RECOMMENDATION:

Staff recommend the Board approve change orders 12 and 13 for the MOA2 Construction Contract.

BUDGET IMPACT:

Estimated Budget Impact: Estimated Budget Impact: The Contract Sum will be increased by this change order \$79,212.75

Contract Time for Substantial Completion extended 31 Calendar Days, to August 13th, 2025.
Contract Time for Final Completion will extend 79 Calendar Days, to January 10th, 2025.

Attachment 7e

Breakout of Change Orders 12 and 13:

COP #	PCCO #	Description	Ref	Date Sent	Response	COP Value	COP ROM	Approved (y/n)	Schedule (days)	BIC	Comments
75	12	Custom threshold replacement	RFI 221 & 222	5/21/2024		\$ 4,219.11		y	0		approved 7/30
76	12	Access Control	CCD 49r1			\$ 51,179.86		y			approved 7/30
29	13	CCD 15 - DOR tax revenue	CCD 15	7/31/2024		\$ 18,744.35		y	0		
36	13	CCD 28 - Curtain wall jamb and head framing	CCD 25, 28			\$ -		y			
37	13	CCD 29 - Existing roof bracing conflict	CCD 29	10/1/2024		\$ 4,211.07		y			
38	13	CCD 30 - XU series PAF not applicable at HSS	CCD 30	7/30/2024	8/13/2024	\$ 1,096.96		y			
41	13	CCD 33 - Storefront jamb and head flashings mockup	CCD 33	8/13/2024		\$ 13,661.46		y			
42	13	CCD 34 - Portal frame in conflict with demising wall	CCD 34	8/13/2024	8/14/2024	\$ -		y			
43	13	CCD 35 - Existing z girt deflecting @SN1 and SE1	CCD 35	8/14/2024		\$ 3,089.06		y			
44	13	CCD 36 - Top track of demising wall	CCD 36	8/14/2024		\$ 1,592.62		y			
45	13	CCD 37 - Roof bracing in conflict with demising wall	CCD 37	8/14/2024		\$ 1,031.33		y			
46	13	CCD 38 - South wall plane change	CCD 38	10/3/2024		\$ 6,465.69		y			
47	13	CCD 39 - Retract add alt for roof insulation	CCD 39	10/3/2024		(\$ 153,428.81)		y			
48	13	CCD 40 - Bracing at Nana wall head framing	CCD 40	8/14/2024		\$ 2,101.94		y			
57	13	ASI 13 - Siding Head and Bottom	RFI 111, ASI 13	8/14/2024		(\$ 3,265.00)		y			
59	13	Credit Back Interior Blinds	RFI 119, CCD 47	10/3/2024		(\$ 20,601.12)		y			
64	13	CCD 46 Rust Removal	RFI 116	10/21/2024		\$ 6,766.13		y			
80	13	Schedule extension CCD 49/COP 76		7/31/2024				y	31		July 23-August 23
82	13	ASI 14 - Sheet Metal Revisions *sill extension	ASI 14	8/14/2024		\$ 6,449.12		y			
83	13	Steel Canopy Modifications	RFI 162	10/1/2024		\$ 1,382.23		y			
84	13	base flashing at storefront base	CCD 51	10/2/2024		\$ 6,099.94		y			
85	13	Owner requested exterior color change		11/5/2024	11/6/2024	\$ 35,961.57		y			
86	13	Schedule Extension to Cover Additional Admin Time		11/5/2024	11/6/2024	\$ -		y	79		79 days added to final completion
79	13	General conditions for CO 11		7/29/2024		\$ 43,102.92				ST	June 18-July 23 (cop 69 gutter extension)
81	13	General conditions COP 80 - CCD 49/COP 76		7/31/2024		\$ 49,352.32				ST	



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Resolution 2024-13: 2024 Budget Amendment

INFORMATION:

The 2024 Budget was approved by the Board of Directors during the December 2023 Board meeting. Additionally, resolution 2024-10, passed at the August 2024 Board meeting, approved an amendment to the 2024 budget.

Staff has prepared a presentation that summarizes significant changes in revenue and expenditure projections and presents that information to request modifications to the previously approved budget.

RECOMMENDATION:

Staff recommends the Board approve Resolution 2024-13: 2024 Budget Amendment.

BUDGET IMPACT:

Estimated Budget Impact: \$619,243 less than the previously approved amended 2024 budget.

RESOLUTION NO. 2024-13

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

WHEREAS, Resolution 2023-11 approved the annual budget for Fiscal Year 2024; and Resolution 2024-10 approved an amendment to the annual budget for Fiscal Year 2024; and

WHEREAS, it has become necessary to amend the Fiscal Year 2024 Budget again.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, by the Board of Directors of Skagit Transit that the 2024 Budget is hereby amended.

PASSED in open public meeting this 18th day of December 2024.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____

Matt Miller, Chair Skagit Transit Board of Directors

By _____

Crystle Stidham, CEO of Skagit Transit

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 2024-14 Fiscal Year 2025 Budget

INFORMATION:

Skagit Transit's 2025 Preliminary Budget was presented for your review during the October 22, 2024, Special Board Meeting. Highlights, projections, and changes to this budget include:

Revenue Highlights:

- 2024 Sales tax revenues are estimated at \$15.75M. 2025 estimates are \$16.5M
- Fare revenues are budgeted at \$718,000. 2025 estimates are \$756,300
- Total State and Federal grant revenues are budgeted at \$16.98M

Expense Highlights:

- 4.25% Cost of Living Allowance (COLA) increase for all employees Non-Represented and Represented
- Budgeting of overtime in the amount of \$556,160
- Total Capital Budget of \$38.7M including:
 - \$32.5M allocated to Phases 2 & 3 of construction
 - \$6.2M for capital vehicle, equipment, route improvements, and IT equipment upgrades.

RECOMMENDATION:

Staff requests approval of Resolution No. 2024-14 approving the Fiscal Year 2025 Budget.

RESOLUTION NO. 2024-14

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS APPROVING OF THE FISCAL YEAR 2025 BUDGET

WHEREAS, the required public hearing for the budget is to take place prior to adoption on December 18, 2024; and

WHEREAS, on December 18, 2024 the Skagit Transit Board of Directors did approve and authorize the required expenditures for the operation of Skagit Transit.

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

Section 1 The Budget for Skagit Transit for the fiscal year 2025 is hereby adopted and approved as follows:

Income From Operations	
Revenues	
Operating Revenues	
Operational Income	\$ 18,284,265
Operating Grants	7,385,591
Total Operating Revenues	25,668,716
Operating Expenditures	25,668,716
Total Surplus/(deficit) from Operations	\$ 1,139
Capital Projects Summary	
Capital Grant Revenues	\$ 9,596,866
Capital Expenditures	38,674,082
Total Deficit from Capital Projects	\$ (29,077,216)
Total Surplus\ (Deficit)	\$ (29,076,077)

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

Section 3 This Resolution shall be in force and take effect on January 1, 2025.

PASSED in open public meeting this 18th day of December 2024.

**SKAGIT TRANSIT
SYSTEM SKAGIT
COUNTY,
WASHINGTON**

Matt Miller, Chair Skagit Transit Board of Directors

Crystle Stidham, Chief Executive Officer

ATTEST TO FORM:

Larissa Farrell, Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler, Counsel to Skagit Transit



2024 Budget Amendment

Presented To

Skagit Transit Board of Directors

Presentation Date

December 18th, 2024

Summary



SKAGIT TRANSIT

Revenues	Income From Operations		
	2023 Approved Budget	2024 Approved Budget	2024 EOY Estimate
Operating Revenues			
Operational Income	18,949,325	17,448,500	17,448,500
Operating Grants	7,940,392	7,944,775	7,736,463
Total Operating Revenues	26,889,717	25,393,275	25,184,963
Operating Expenditures	22,609,701	24,612,919	24,788,409
Total Surplus (deficit) from Operations	\$ 4,280,016	\$ 780,357	\$ 396,554
	Capital Projects Summary		
	2023 Approved Budget	2024 Approved Budget	2024 EOY Estimates
Capital Grant Revenues	1,332,217	7,340,698	7,470,698
Capital Expenditures	3,262,285	10,079,821	10,860,409
Total Deficit from Capital Projects	(1,930,068)	(2,739,122)	(3,389,711)
Total Surplus/(Deficit)	\$ 2,349,948	\$ (1,958,765)	\$ (2,993,157)
Net Deficit	\$(643,209)		

Summary



SKAGIT TRANSIT

Income From Operations				
Revenues	2024 Approved Budget	2024 Approved Amended Budget	2024 EOY Amended Budget	
Operating Revenues				
Operational Income	17,448,500	17,448,500		17,448,500
Operating Grants	7,944,775	7,736,463		7,736,463
Total Operating Revenues	25,393,275	25,184,963		25,184,963
Operating Expenditures	24,612,919	24,788,409		24,806,909
Total Surplus (deficit) from Operations	\$ 780,357	\$ 396,544	\$	378,054
Capital Projects Summary				
	2024 Approved Budget	2024 Approved Amended Budget	2024 EOY Amended Budget	
Capital Grant Revenues	7,340,698	7,470,698		7,336,698
Capital Expenditures	10,079,821	10,860,409		10,088,666
Total Deficit from Capital Projects	(2,739,122)	(3,389,711)		(2,751,968)
Total Surplus/(Deficit)	\$ (1,958,765)	\$ (2,993,157)	\$	(2,373,914)
2023 Surplus Rollover	2,349,948	2,349,948		2,349,948
Net Deficit	\$ 391,183	\$ (643,209)	\$	(23,966)

Revenues



SKAGIT TRANSIT

Revenues Increase / (Decrease)					
Local Grant Changes					
				\$	-
Total Local Grant Changes				\$	-
Capital Grant Changes					
				\$	(68,000)
					(29,000)
					(37,000)
Total Capital Grant Changes					(134,000)
Total Revenue Change					
				\$	(134,000)

Expense Change – Major Expenses



SKAGIT TRANSIT

Expense Increase / (Decrease)

Expense Increases

Utilities	\$ 40,000
PERS	300,000
Total Expense Increase	<u>\$ 340,000</u>

Expense Decreases

Service Equipment	\$ (46,743)
Park & Ride	(270,000)
Route Improvements	(455,000)
Legal & Professional	(6,000)
Training	(6,000)
Property Assesment	(10,000)
Dues & Subscriptions	(10,000)
Travel & Meeting	(12,000)
Conference Registrations	(15,000)
Traing & Seminars	(15,000)
Employee Incentive	(15,000)
Small Tools	(17,000)
Consulting Services	(20,000)
Misc. Operating	(25,000)
Small Computer Equipment	(40,000)
Radio	(130,500)
Total Expense Decreases	<u>\$ (1,093,243)</u>

Total Expenditure Change \$ (753,243)



**SKAGIT
TRANSIT**

2025 FY Budget

Presented To

Skagit Transit Board of Directors

Presentation Date

December 18th, 2024

Summary



SKAGIT TRANSIT

Income From Operations			
	2023 Budget	2024 EOY Amended Budget	2025 Budget
Revenues			
Operating Revenues			
Operational Income	18,949,325	17,448,500	18,284,265
Operating Grants	7,940,392	7,736,463	7,385,591
Total Operating Revenues	26,889,717	25,184,963	25,669,856
Operating Expenditures	22,609,701	24,806,909	25,668,716
Total Surplus/(deficit) from Operations	4,280,016	378,054	1,139
Capital Projects Summary			
	2023 Budget	2024 EOY Amended Budget	2025 Budget
Capital Grant Revenues	1,332,217	7,336,698	9,596,866
Capital Expenditures	3,262,285	10,088,666	38,674,082
Total Deficit from Capital Projects	(1,930,068)	(2,751,968)	(29,077,216)
Total Surplus\ (Deficit)	2,349,948	(2,373,914)	(29,076,077)

All Revenues – Operating and Capital



SKAGIT TRANSIT

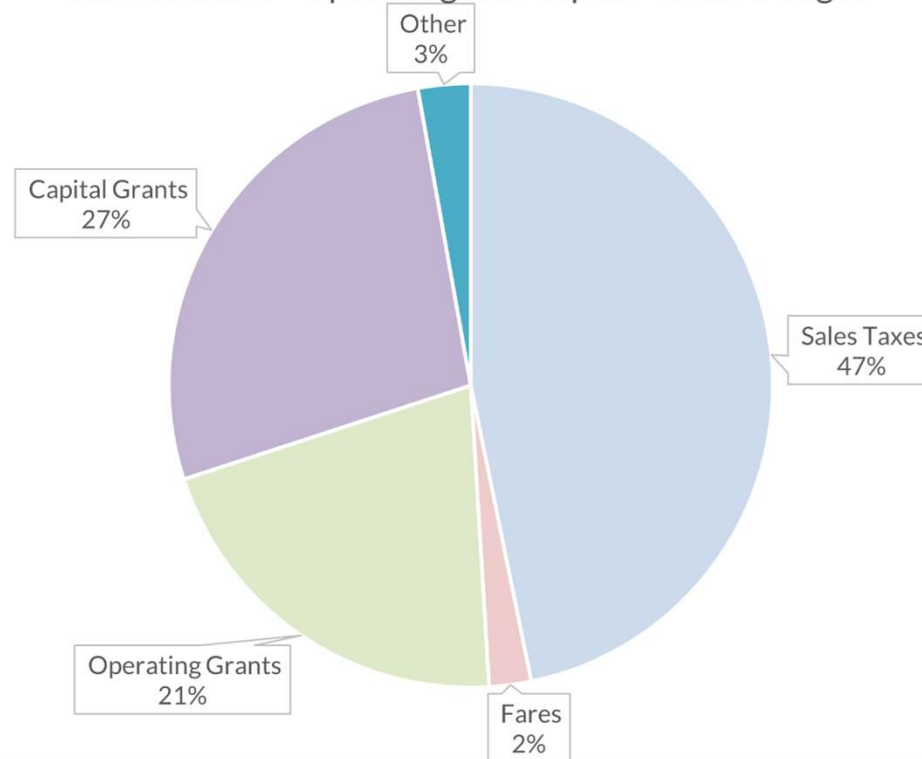
Categories	2024		2025	Budget Change
	EOY Amended Budget	Estimated Year End Actuals	Budget	2025 vs. 2024 (%)
Sales Taxes	15,750,000	16,769,186	16,500,000	5%
Operating Grants	7,736,463	7,736,463	7,385,591	-5%
Capital Grants	7,336,698	7,336,698	9,596,866	31%
Fares	718,000	756,300	791,765	10%
Other	980,500	1,302,283	992,500	1%
Total Revenues	32,521,661	33,900,930	35,266,721	8%

All Revenues – Operating and Capital



SKAGIT TRANSIT

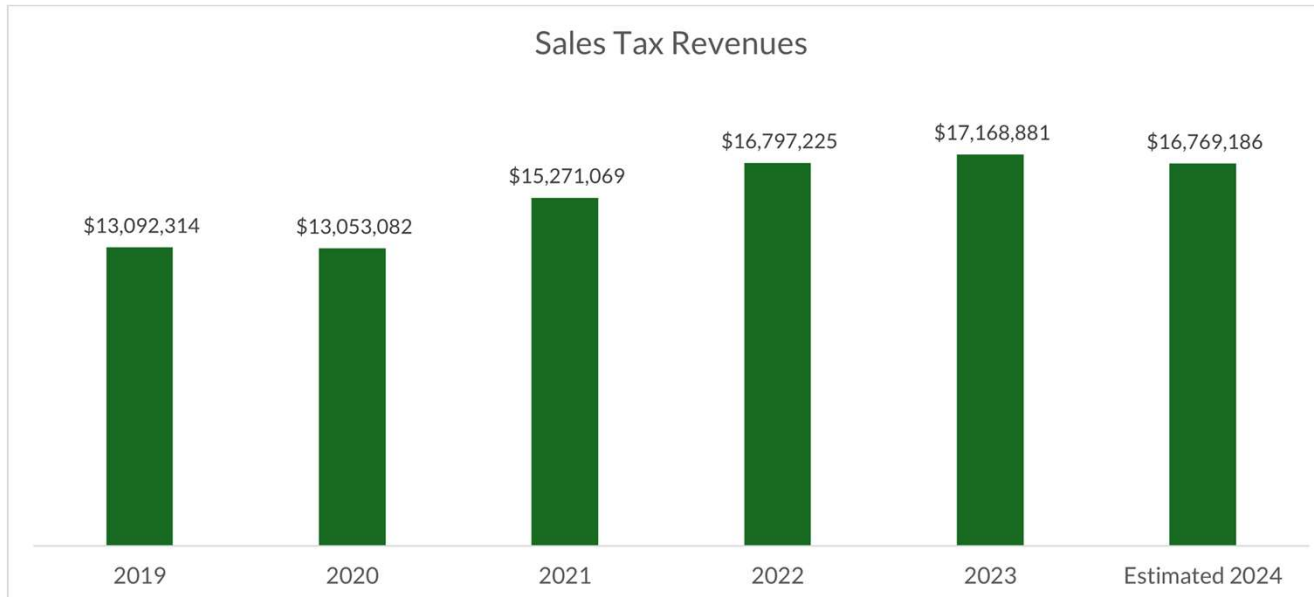
All Revenues - Operating and Capital - 2025 Budget



Sales Tax Revenue



SKAGIT TRANSIT

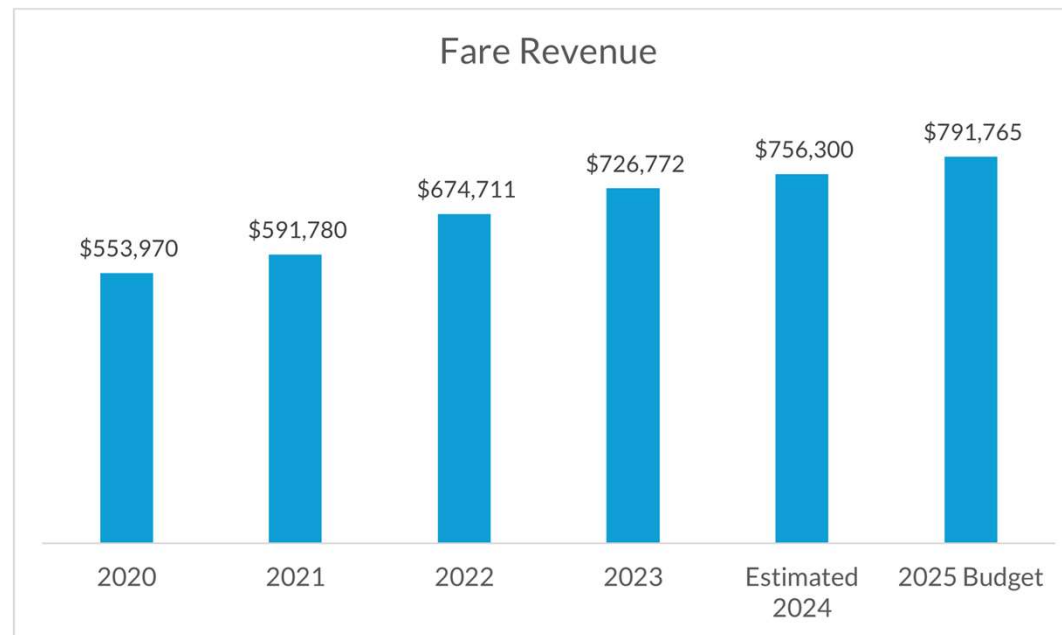


Sales Taxes - Skagit Transit receives 4/10 of 1% of sales tax collections in the Public Transportation Benefit Area (PTBA) and is the main source of our operating revenues. The data presented for 2024 represent actual collections received through September of 2024 plus a conservative estimate of what we expect to receive for the remainder of the year.

Fare Revenue



SKAGIT TRANSIT



Fares - Fare revenues come from Fixed Route/Paratransit passenger payments, and Rideshare rider fees. Revenues from fares represent less than 2.2% of total operating revenues. In 2019, the Board approved a Fare increase effective Jan 1, 2020. In 2019 the Board also approved charging a \$2 Fare for each Paratransit Ride. Paratransit Rides were free prior to 2020.

FY 2025 Grants



SKAGIT TRANSIT

<u>State Grants</u>	
Operating	
2023-2025 State Special Needs - Operating Assistance	\$ 2,296,801
Community Engagement Coordinator - \$19,482	
R615 - \$242,492	
R717 - \$303,023	
Total State Operating	\$ 2,296,801
TOTAL STATE GRANTS	\$ 2,296,801

Skagit Transit takes advantage of available Grant funds to purchase capital assets and to supplement its operations. Operating Grant funds represent 21% of Operating Revenues while Capital Grants pays for 80% of intended Capital Purchases aside from MOA 2 for the 2025 Budget. Most of our Grant funding comes from the Federal Transit Administration and the Washington State Department of Transportation.

FY 2025 Grants



SKAGIT TRANSIT

<u>Federal Grants</u>	
Operating	
2023 - Section 5307 Annual Operating Funds - Operations Assistance	\$ 4,265,347
2023-2025 State Rural Mobility - NW Regional Transportation Study	\$ 140,000
2023-2025 - FTA Section 5311 - Increase Frequency West Sk. County Rt. 615	\$ 242,492
2023-2025- FTA Section 5311 - Increase Frequency East Sk. County Rt. 717	\$ 303,023
FY2022 FTA AoPP Program - Microtransit Study	\$ 60,000
2023-2025 - FTA Section 5310 - Mobility Management - Community Engagement Coordinator	\$ 77,928
Total Federal Operating	\$ 5,088,790

FY 2025 Grants



SKAGIT TRANSIT

Capital	
FY23 5339(b) MOA2 Construction Phase 3	\$ 5,000,000
Federal Section FY24 5307 & 5339 Capital MOA Design Phases 2 and 3	\$ 391,412
FWHA Flexed to FTA 5307 SCOG Award -Shelter Purchase	\$ 304,300
FWHA Flexed to FTA 5339 - Replacement Staff Vehicles	\$ 291,200
FY 2022 Flexed 5307 Bus Shelter Purchase	\$ 68,062
FWHA Flexed to FTA 5339 - Expansion Staff Vehicles	\$ 60,000
2022 WSDOT Pass Through FTA Section 5339 - Maintenance Equipment	\$ 37,000
Other Grants As Awarded	\$ 3,444,892
Total Federal Capital	\$ 9,596,866
TOTAL FEDERAL GRANTS	\$ 14,685,656
TOTAL GRANTS	\$ 16,982,457

2025 Capital Budget



SKAGIT TRANSIT

2025 Capital Budget			
	Unit Price	Qty	Total
Revenue Vehicle			
Endera Paratransit Coach	\$350,000	1	\$350,000.00
Paratransit Electric	\$350,000	2	\$700,000.00
Paratransit Propane	\$250,000	3	\$750,000.00
Mobile Ticketing - New Upgraded Equipment	\$3,500	56	\$196,000.00
Paratransit Seats	\$70,000	1	\$70,000.00
Capital Engine Replacement	\$62,000	2	\$124,000.00
	Total		\$2,190,000.00
Vanpool			
	Total		\$0.00

The following table lists all capital expenses budgeted for fiscal year 2025. Skagit Transit relies on Federal and State Grants to supplement its capital purchases. The 2025 Capital Budget will be funded by approximately \$4.6 Million in Grant Funds from the FTA and WSDOT.

2025 Capital Budget



SKAGIT TRANSIT

Staff Vehicle			
Vehicle Replacement - Operations	\$53,000.00	1	\$53,000.00
Vehicle Replacement - Security	\$53,000.00	2	\$106,000.00
Vehicle Replacement - Facilities	\$127,000.00	1	\$127,000.00
Vehicle Expansion - Facilities	\$75,000.00	1	\$75,000.00
	Total		\$361,000.00
Garage/Shop Equipment			
Paratransit Electric Chargers	\$37,694.00	3	\$113,082.00
	Total		\$113,082.00
Route Improvements			
ADA Transition	\$150,000.00	1	\$150,000.00
Bus Shelters	\$20,000.00	12	\$240,000.00
	Total		\$390,000.00

2025 Capital Budget



SKAGIT TRANSIT

Skagit Station/Park&Ride			
Chuck-a-nut Re-Seal Parking Lot	\$100,000.00	1	\$100,000.00
SMV Re-Seal Parking Lot	\$80,000.00	1	\$80,000.00
SS Re-Seal Parking Lot	\$40,000.00	1	\$40,000.00
Inductive Charging	\$1,400,000.00	2	\$2,800,000.00
Security Doors	\$20,000.00	5	\$100,000.00
	Total		\$3,120,000.00
IT Budget			
	Total		\$0.00
MOA II			
Phases 2 & 3 Construction	31,000,000.00	1	31,000,000.00
Architect - Design Support for Construction	1,000,000.00	1	1,000,000.00
Architect - Finish Design 100%	500,000.00	1	500,000.00
	Total		32,500,000.00
Total Capital Budget			\$38,674,082.00

Operating Expenses by Expense Category



SKAGIT TRANSIT

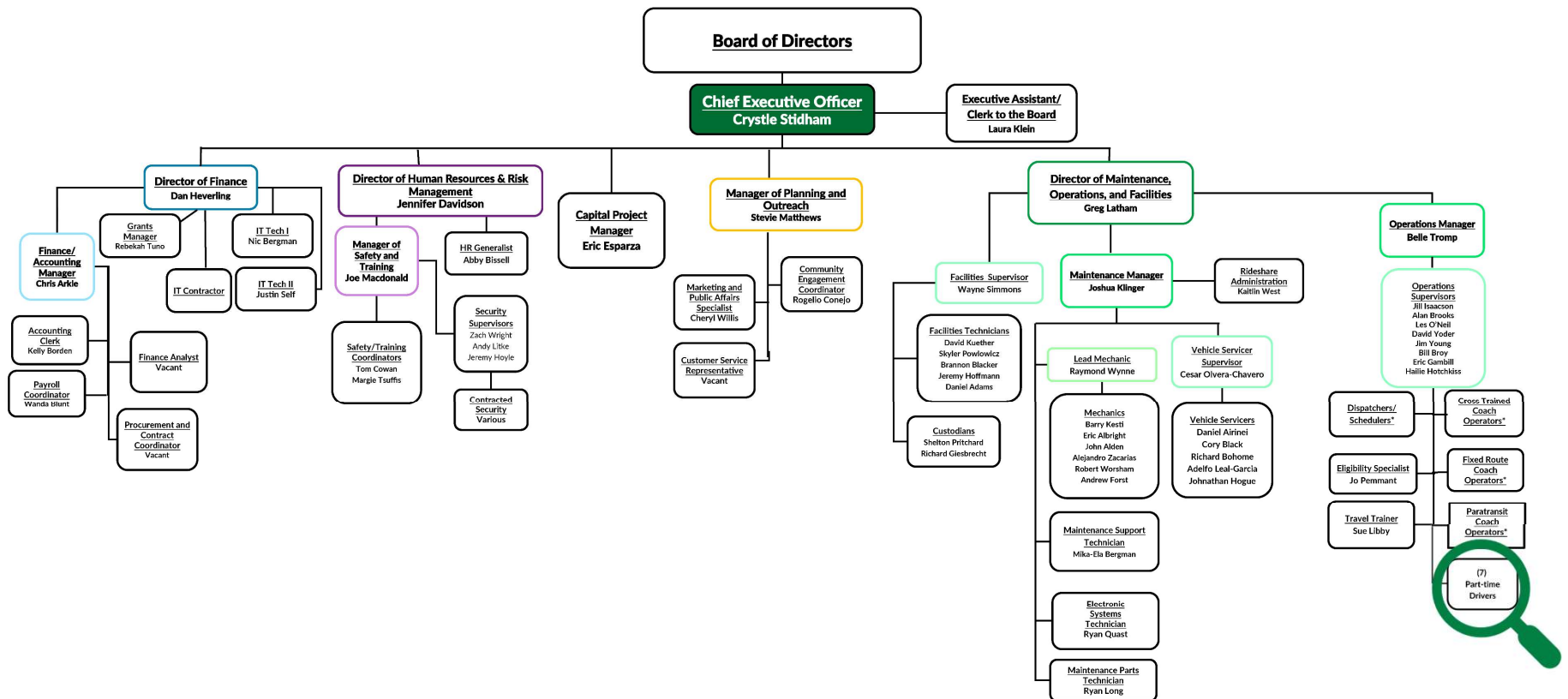
	2024		2025	Change 2024 Budget to 2025 Budget Change
	Original Budget	EOY Estimate	Budget Request	
Salaries and Wages	11,047,924	10,281,718	11,394,715	3.14%
Overtime	524,160	736,980	556,160	6.11%
Benefits	7,828,541	7,917,880	7,893,691	.83%
Services	851,507	1,086,653	1,206,350	41.67%
Supplies and Materials	3,415,237	3,067,298	3,449,900	1.01%
Utilities	246,000	273,892	310,500	26.22%
Casualty & Liability	579,735	513,556	732,000	26.26%
Assessments	22,000	21,912	25,750	17.05%
Leases & Rentals	65,306	49,544	70,800	8.41%
Misc.	32,509	30,550	28,850	-11.26%
Total	24,612,919	23,979,982	25,668,716	4.29%

Salaries and wages include a 4.25% COLA increase for all employees

Operating Expenses by Expense Category



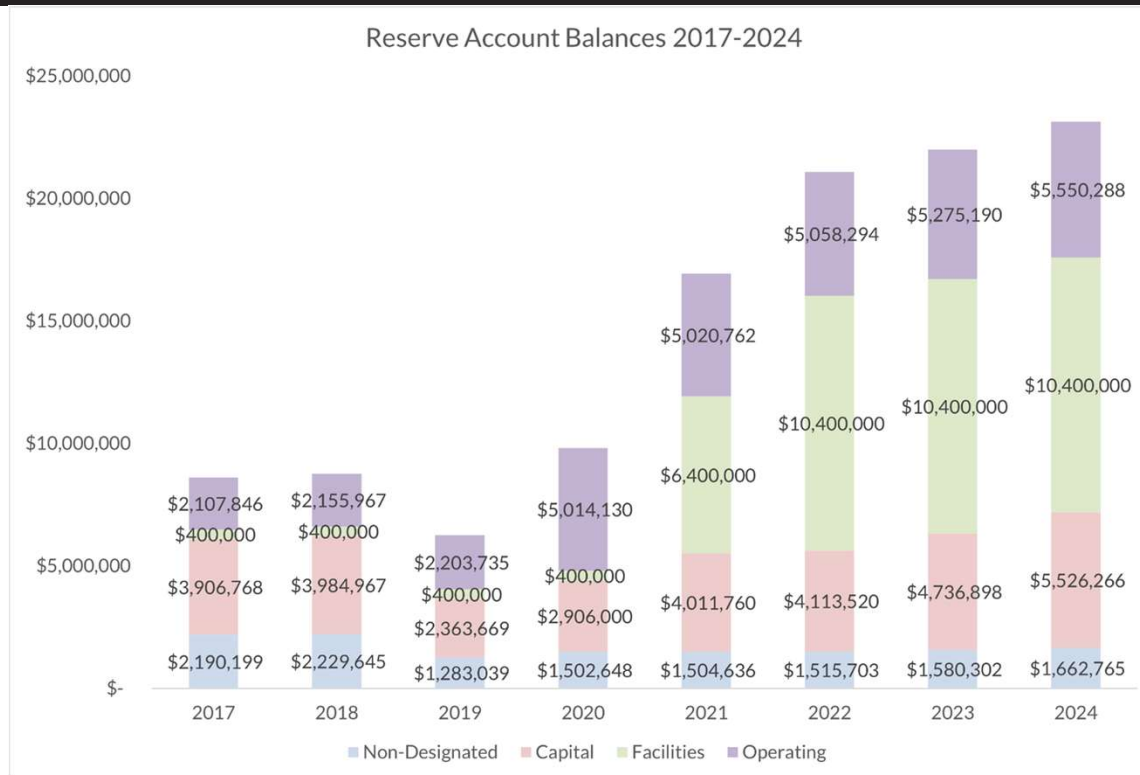
SKAGIT TRANSIT



Reserve Account Balances



SKAGIT TRANSIT



As of September 2024



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: FY22 & FY23 FTA Buses & Bus Facilities Formula (5339(a)) Annual WSDOT Pass-Through

INFORMATION:

Each year Skagit Transit is awarded FTA Section 5339(a) Buses & Bus Facilities non-competitive small urban formula funds. After reviewing previous records, it was discovered notification of award of FY22 & FY23 FTA 5339(a) annual WSDOT pass-through funds were not provided to the Board for acceptance.

FTA 5339(a) Formula Apportionment Awards

Funding	5339(a)	Total
FY 2022	\$103,679	\$210,497
FY 2023	\$106,818	

These funds are being leveraged across two FTA projects: (1) Skagit Station Restroom A&E and construction (FY23); (2) WA-2024-006-01 Purchase of Maintenance Equipment (FY22 - \$99,000) which includes a forklift (\$45,000), parking lot line stripper (\$6,000), snowplow attachment (\$13,750), and support vehicle (\$37,000).

RECOMMENDATION:

Staff recommends official acceptance of grant funds.

BUDGET IMPACT:

Funds require a 20% match.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Purchase of One (1) Staff Vehicle

INFORMATION:

On December 21st 2022, the Board approved the 2023 budget which included Capital Funds for one staff vehicle replacement. This also rolled over to the 2024 and 2025 budgets.

Skagit Transit is requesting a to purchase one 2025 Ford Explorer from Bus Clay Ford/Hyundai in Longview, Washington through state contract #05916. This vehicle will replace a current staff vehicle that has met its useful life

RECOMMENDATION:

Staff recommends the board approve the purchase of one replacement, 2025 Ford Explorer using the Washington State Department of Enterprise Services Contract# 05916 for Motor Vehicles.

BUDGET IMPACT:

Estimated Budget Impact: Cost \$51,080.25 included in 2025 Budget.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve 2025 Slate of Officers for CAC

INFORMATION:

The Skagit Transit Community Advisory Committee (CAC) requests board approval of the recommended 2025 slate of Officers:

- Chair: Judy Jones
- Vice-Chair: Irene Prokuski
- Special Projects Assistant: BJ Carol

RECOMMENDATION:

Staff recommends the board approve the 2025 slate of officers.

BUDGET IMPACT:

Estimated Budget Impact: None.



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Written Comment Only for Skagit Transit Board of Directors Meetings

INFORMATION:

To date, Skagit Transit has accepted public comment at the Skagit Transit Board of Directors meetings in both written and verbal format.

In accordance with [RCW 42.30.240](#), going forward and effective January 1, 2025, Skagit Transit requests that we only accept written public comments.

Written comments should be submitted to the Clerk of the Board via email a minimum of 24 hours before the scheduled Board meeting.

RECOMMENDATION:

Staff recommends the board approve this request to only accept written public comment at Skagit Transit Board of Directors meetings, effective January 1, 2025.

BUDGET IMPACT:

Estimated Budget Impact: None



OCTOBER Performance Report

Ridership Comparison: Fixed Route

Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	44,624	-----	2024	364,802	-----
2023	42,358	5%	2023	376,976	-3.23%
2019	63,179	-29.37%	2019	600,947	-39.30%

Average Weekday Ridership

2023 1,572

2024 1871

Average Weekend Ridership

2023 774

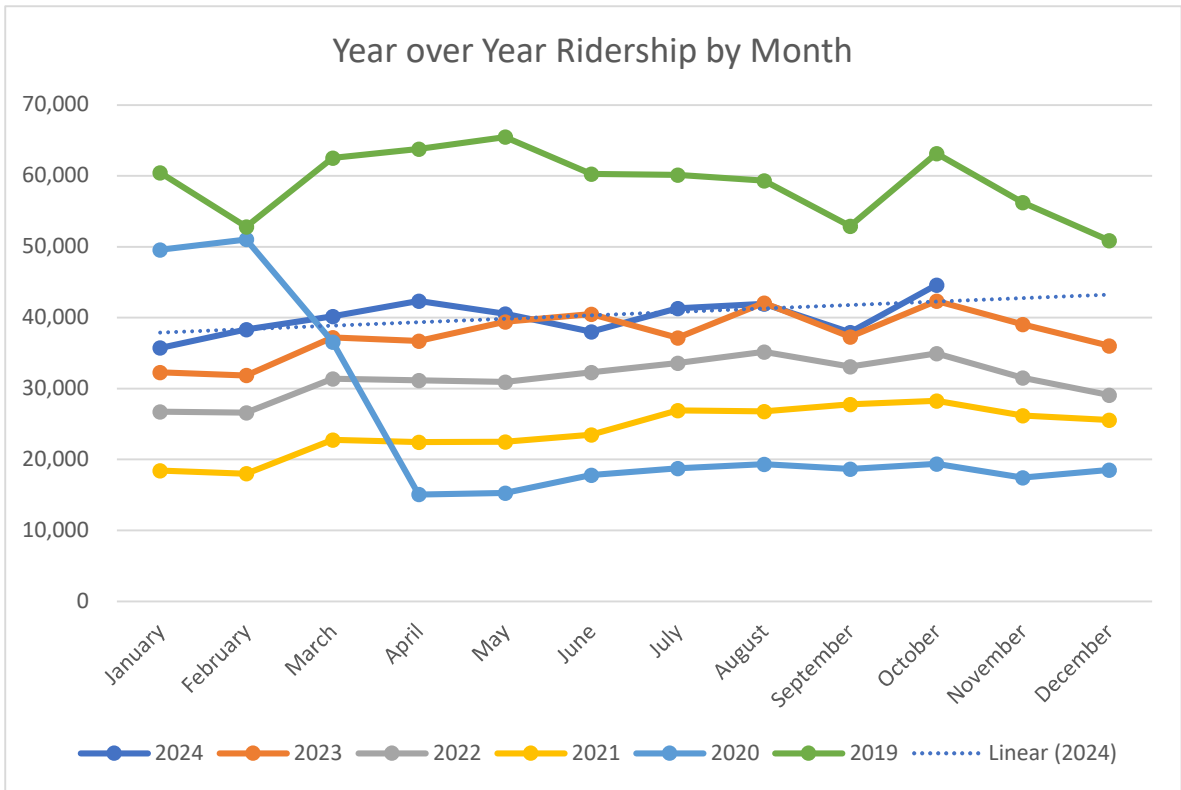
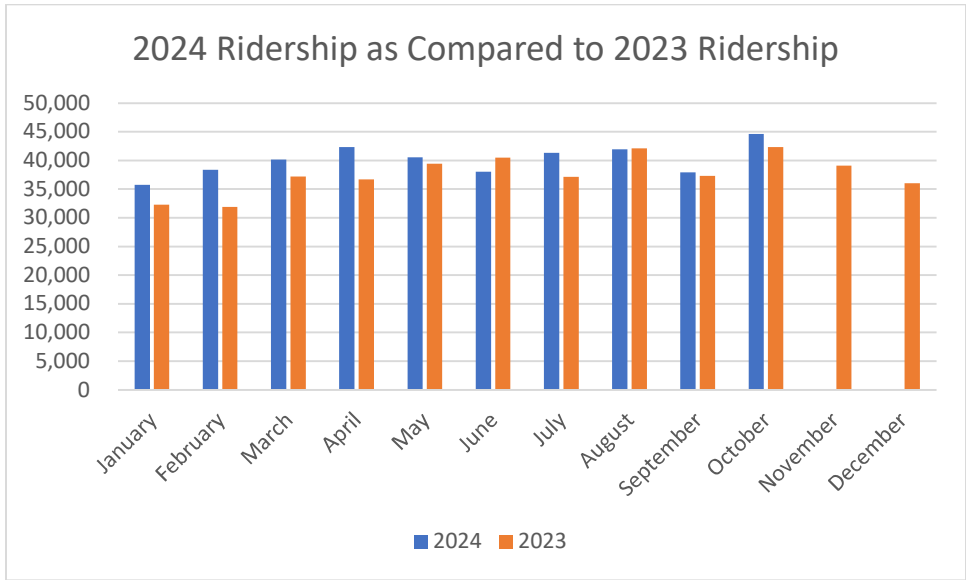
2024 485

	PPH	Cost per Trip	% of Wkdy Ridership	% of Wkdy Rev Hrs	% of Wkdy Total Hrs
40X	6.8	\$ 22.76	5.51%	4.62%	5.83%
70X	2.7	\$ 58.24	2.05%	4.41%	7.48%
80X	10.5	\$ 14.81	5.70%	3.11%	5.01%
90X	4.8	\$ 32.15	8.32%	9.87%	18.37%
101	2.1	\$ 74.00	1.63%	4.44%	2.87%
202	5.0	\$ 31.03	4.72%	5.40%	3.64%
204	5.8	\$ 26.90	5.46%	5.41%	4.14%
205	10.1	\$ 15.38	10.04%	5.70%	2.48%
206	4.9	\$ 31.62	3.95%	4.60%	2.67%
207	5.5	\$ 28.07	7.46%	7.72%	5.92%
208	9.2	\$ 16.78	15.42%	9.54%	5.29%
300	4.3	\$ 36.31	4.00%	5.36%	3.75%
301	4.4	\$ 35.31	4.35%	5.67%	3.66%
305	2.9	\$ 52.79	2.14%	4.16%	4.52%
409	2.5	\$ 62.97	1.50%	3.49%	2.61%
410	7.9	\$ 19.64	6.44%	4.67%	3.39%
513	2.6	\$ 60.68	1.89%	4.22%	6.00%
615	3.2	\$ 49.07	2.85%	5.16%	5.58%
717	3.1	\$ 50.39	1.31%	2.44%	6.79%

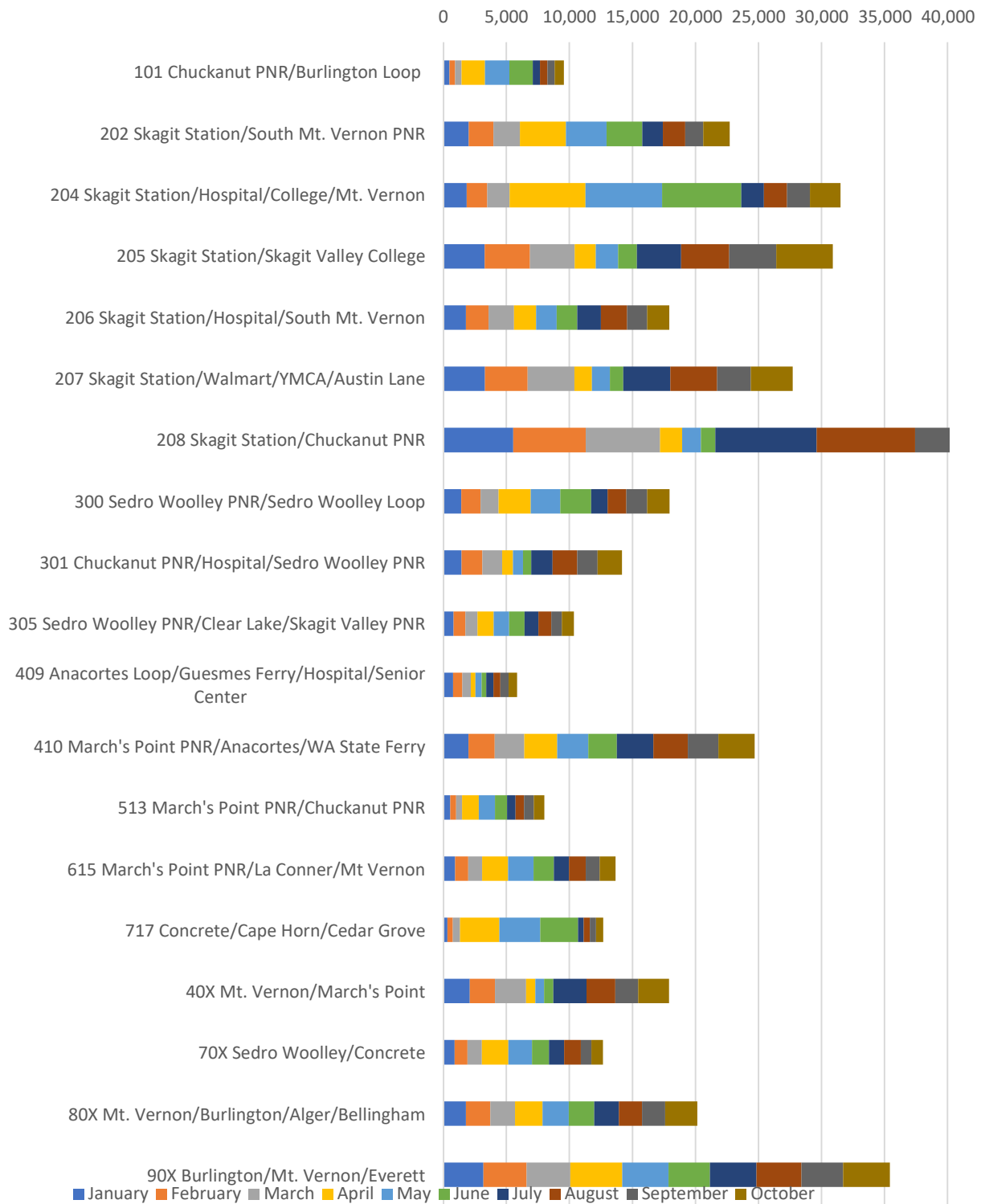
Umo Unknown rides 5.27%

Average: 5.7 \$ 27.09

Fixed Route Highlights



2024 Month to Month Ridership by Route



Ridership Comparison: Paratransit

Month to Month	Actual	YoY	YTD	Actual	YoY
2024	6,611	-----	2024	57,441	-----
2023	5,305	24.62%	2023	49,702	15.57%
2019	6,173	6.63%	2019	57,720	-0.49%

Paratransit On Time Performance: 97%

Passenger Information

<i>Clients</i>	90.35	%
<i>Companions</i>	0.00	%
<i>Attendants</i>	4.08	%
<i>Others</i>	5.57	%
<hr/>		
<i>Pass. Per Trip</i>	1.08	
<i>Average Length</i>	32.99	Minutes
<i>Average Distance</i>	6.63	Miles
<i>Transferred Passengers</i>	0	

Requested Trip Information

<i>Total Requested</i>	7711	<i>No Shows</i>	74
<i>Unscheduled</i>	3	<i>Cancel CD</i>	89
<i>Unscheduled</i>	0.04 %	<i>No Shows</i>	2.11 %
<i>Cancel Adv.</i>	576		
<i>Late Cancels</i>	381	<i>No Shows Other</i>	0
<i>Same Day</i>	455	<i>Cancel Other</i>	92
<i>Site Closure</i>	17	<i>Missed</i>	0
<i>User Error</i>	49	<i>MissedT</i>	0
<i>Cancels</i>	20.36 %	<i>Missed</i>	0.00 %
		<i>Transferred Trips</i>	0

Hours Allocation

<i>Total</i>	4097.07	Hours
<i>Deadhead</i>	11.14	%
<i>Service</i>	88.86	%
<i>Live</i>	88.73	%
<i>Brk, Luch, or Out</i>	0.13	%
<i>User defined breaks</i>	0.11	%

Miles Allocation

<i>Total</i>	51887.7	Miles
<i>Deadhead</i>	15.32	%
<i>Service</i>	84.68	%
<i>Live</i>	84.46	%
<i>Brk, Luch, or Out</i>	0.22	%
<i>User defined breaks</i>	0.09	%

		Vehicle Type			
		Paratransit		Fixed Route	
		Cash	Umo	GFI	Umo
		2,820	3,791	40	1,073
Passenger Total		6,611		1,113	
Total Paratransit Ridership				7,724	

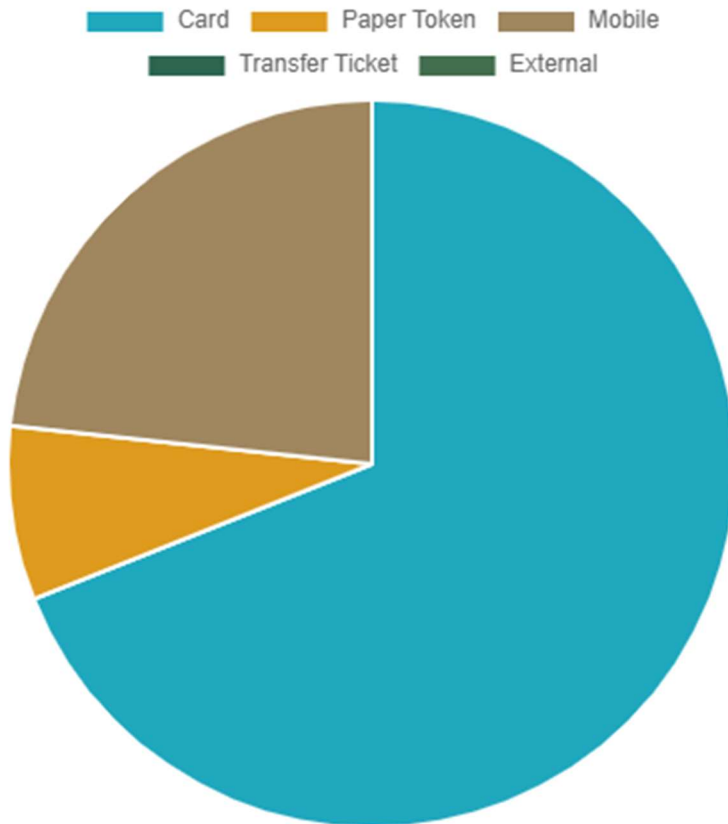
Fare Report:

Fare Report: *Cash, GFI and Umo fares collected on fixed route and paratransit by service type*

	Paratransit	Full Fare	Reduced Fare		Free Rides	
			Univ Passes	Seniors/ PwD	Courtesy & PCA	Youth
Fixed Route	1113	22639	1008	11311	2125	6344
Paratransit	5790	152	0	12	0	68
TOTAL	6903	22791	12331		8537	
<i>Percent of Total Ridership</i>	<i>13.7%</i>	<i>45.1%</i>	<i>2.0%</i>	<i>22.4%</i>	<i>4.2%</i>	<i>12.7%</i>

Skagit Transit Fare Payments by Media Type

Media Type	Count	Percentage
Card	20,155	68.95%
Paper Token	2,258	7.72%
Mobile	6,817	23.32%
Transfer Ticket		
External		
29,230		99.99%



Monthly Maintenance Facts and Figures

Diesel Fuel Consumed	23954 Gallons
Propane Fuel Consumed	9836 Gallon Equivalents

WEEKLY REVENUE HOURS			
	WEEKDAY	SATURDAY	SUNDAY
40X	321.57	39.42	
70X	315.25	28.82	
80X	179.25	28.25	35.73
90X	692.30	39.07	39.22
101	277.70	33.70	35.45
202	335.25	42.73	44.07
204	349.10	37.43	36.37
205	359.90	42.07	43.02
206	296.42	36.12	26.93
207	527.40	38.80	36.67
208	594.65	76.03	74.58
300	305.45	35.13	78.10
301	358.45	42.13	42.35
305	235.25	30.27	59.60
409	235.40	37.00	
410	235.40	37.68	
513	329.88		
615	362.17	41.15	
717	179.25	11.08	
TOTAL	6490.04	676.88	552.09
TOTAL MONTHLY FIXED ROUTE REVENUE HOURS			7719.01
TOTAL MONTHLY PARATRANSIT REVENUE HOURS			3640.50

WEEKLY REVENUE MILES			
	WEEKDAY	SATURDAY	SUNDAY
40X	7478.60	865.90	
70X	9892.50	805.60	
80X	5278.70	824.40	1060.60
90X	23589.50	1346.80	1348.20
101	3300.60	405.30	406.10
202	4161.20	533.60	519.00
204	4888.90	533.10	505.20
205	2887.50	322.80	340.50
206	3052.60	376.00	386.20
207	7422.00	534.10	516.50
208	6065.20	771.40	734.90
300	4347.50	506.20	508.70
301	4232.00	499.40	502.30
305	5082.40	672.80	718.50
409	3220.70	507.80	
410	4397.00	449.70	
513	8588.80		
615	7108.50	876.00	
717	9475.00	243.80	
TOTAL	124469.20	11074.70	7546.70
TOTAL MONTHLY FIXED ROUTE REVENUE MILES			143090.60
TOTAL MONTHLY PARATRANSIT REVENUE MILES			43936.00



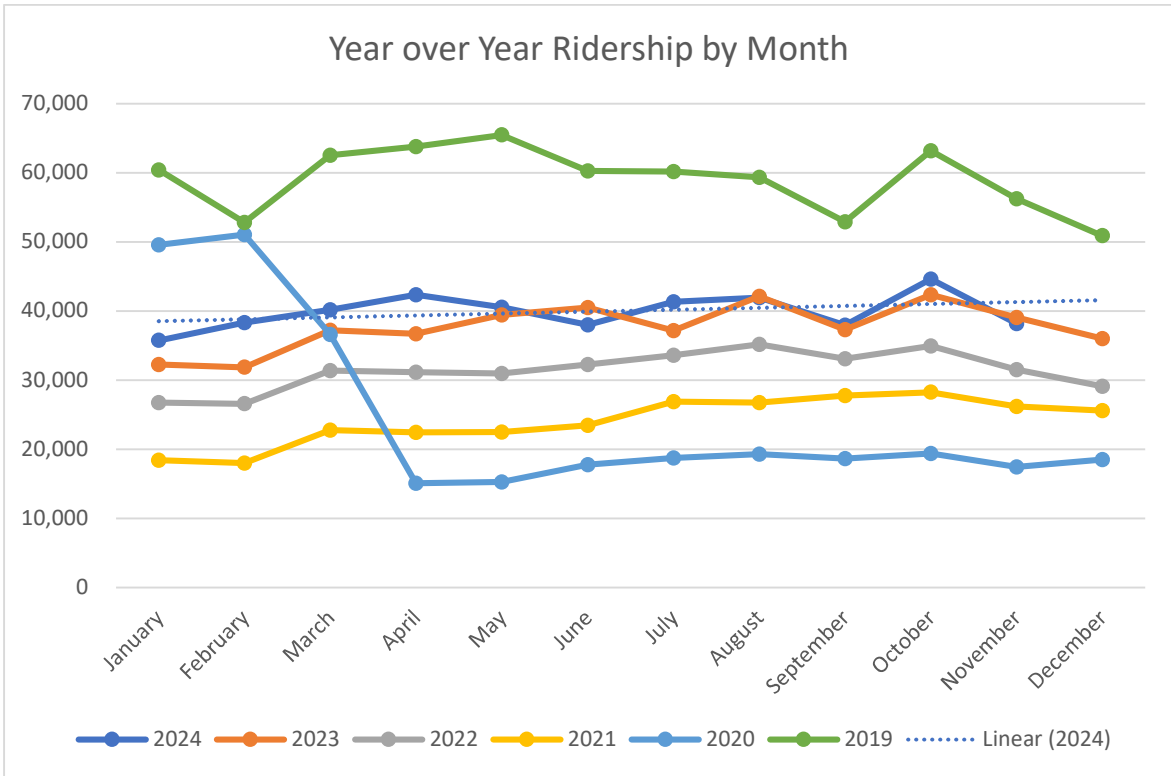
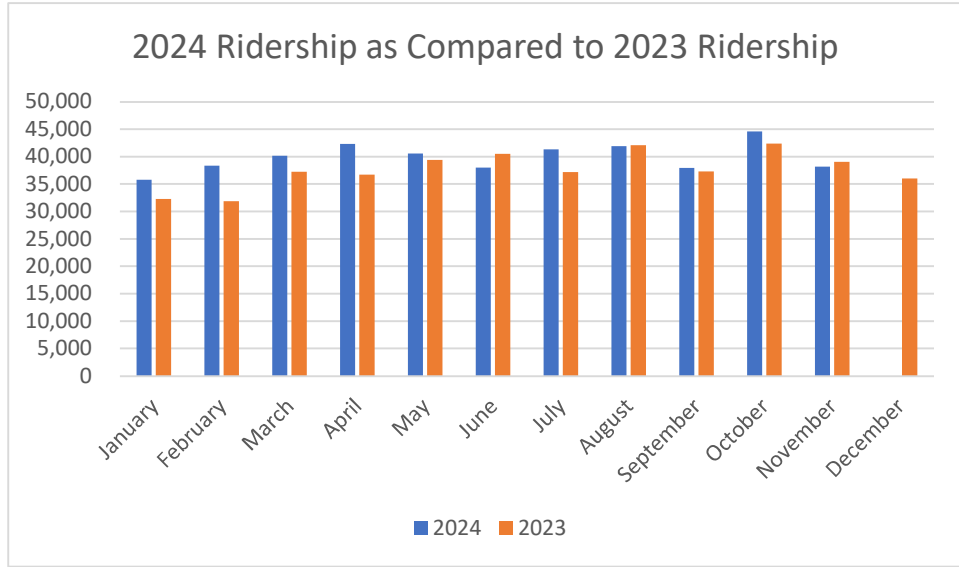
NOVEMBER Performance Report

Ridership Comparison: Fixed Route

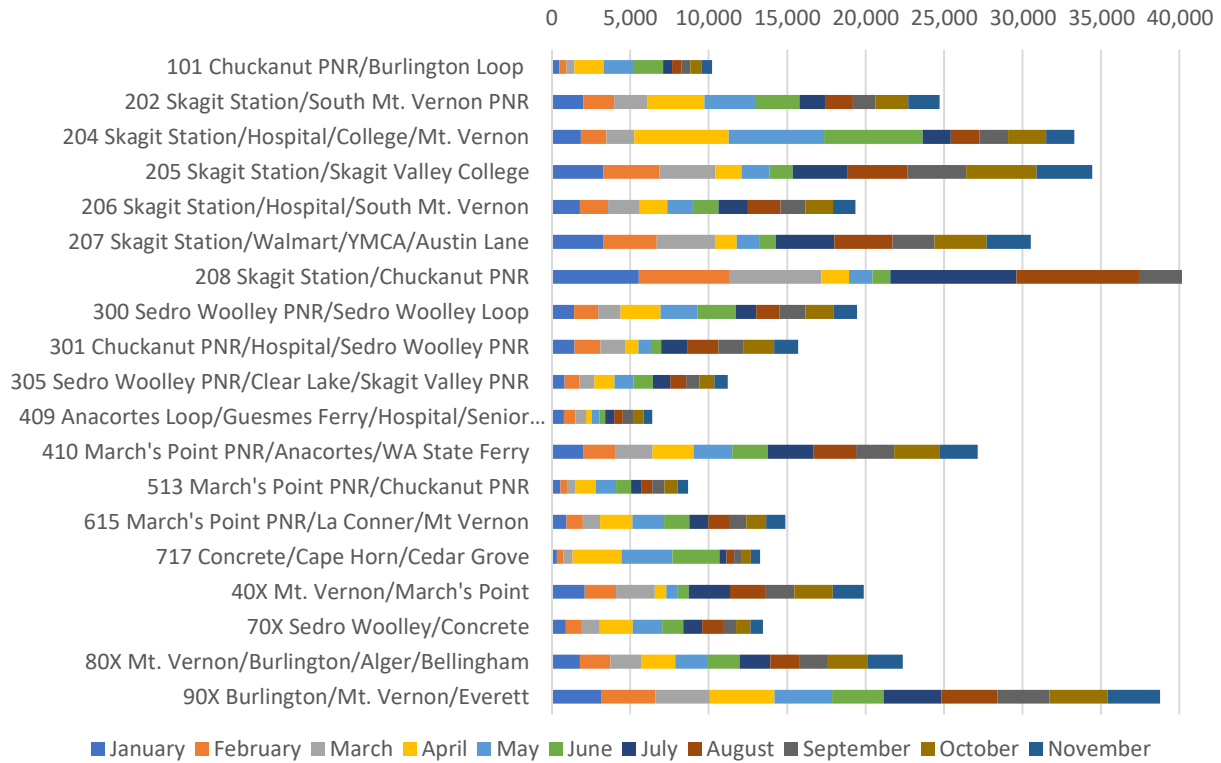
Month to Month	Actual	% Change 2024 vs	YTD	Actual	% Change 2024 vs
2024	38,174	-----	2024	402,976	-----
2023	39,080	-2%	2023	416,056	-3.14%
2019	56,238	-32.12%	2019	657,185	-38.68%

			PPH	Cost per Trip	% of Wkdy Ridership	% of Wkdy Rev Hrs	% of Wkdy Total Hrs
Average Weekday Ridership:	2023	1,588	40X	6.1 \$ 25.52	5.16%	4.47%	5.94%
	2024	1,602	70X	2.3 \$ 67.66	2.08%	4.78%	7.43%
Average Saturday Ridership:	2023	156	80X	9.8 \$ 15.80	5.85%	3.13%	5.28%
	2024	212	90X	4.8 \$ 32.32	8.76%	9.61%	18.65%
Average Sunday Ridership:	2023	132	101	2.0 \$ 78.94	1.69%	4.54%	3.02%
	2024	162	202	5.0 \$ 31.22	5.27%	5.58%	3.86%
Passengers Per Hour:			204	4.3 \$ 35.99	4.69%	5.73%	4.30%
Weekday	5.4		205	9.1 \$ 17.08	9.29%	5.38%	2.49%
Saturday	4.8		206	4.0 \$ 38.27	3.72%	4.83%	2.83%
Sunday	4.2		207	5.1 \$ 30.36	7.38%	7.61%	6.03%
System	5.3		208	8.4 \$ 18.51	14.95%	9.39%	5.48%
			300	4.3 \$ 35.69	3.93%	4.76%	3.88%
Average Weekday Ridership (Connect):	2023	1,392	301	3.7 \$ 41.68	3.98%	5.63%	3.83%
	2024	1,748	305	3.1 \$ 50.33	2.26%	3.87%	4.80%
Average Weekday Ridership (Urban):	2023	2,010	409	2.2 \$ 71.22	1.44%	3.48%	2.71%
	2024	1,736	410	7.5 \$ 20.75	6.44%	4.54%	3.39%
Average Weekday Ridership (Rural):	2023	446	513	2.1 \$ 72.80	1.72%	4.25%	5.90%
	2024	806	615	3.7 \$ 41.86	3.20%	4.55%	5.60%
			717	2.1 \$ 74.36	1.54%	3.89%	4.57%
			<i>Umo Unknown rides</i>		6.66%		
			Average:	5.3 \$ 29.45			

Fixed Route Highlights



2024 Month to Month Ridership by Route



Ridership Comparison: Paratransit

Month to Month	Actual	YoY	YTD	Actual	YoY
2024	5,619	-----	2024	63,076	-----
2023	5,669	-0.88%	2023	60,422	4.39%
2019	6,290	-11.94%	2019	69,339	-9.93%

Paratransit On Time Performance: 97%

Passenger Information

<i>Clients</i>	91.35	%
<i>Companions</i>	0.00	%
<i>Attendants</i>	4.15	%
<i>Others</i>	4.50	%
<i>Pass. Per Trip</i>	1.07	
<i>Average Length</i>	32.47	Minutes
<i>Average Distance</i>	6.37	Miles
<i>Transferred Passengers</i>	0	

Requested Trip Information

<i>Total Requested</i>	6936	<i>No Shows</i>	47
<i>Unscheduled</i>	2	<i>Cancel CD</i>	78
<i>Unscheduled</i>	0.03 %	<i>No Shows</i>	1.80 %
<i>Cancel Adv.</i>	582		
<i>Late Cancels</i>	320	<i>No Shows Other</i>	0
<i>Same Day</i>	420	<i>Cancel Other</i>	84
<i>Site Closure</i>	227	<i>Missed</i>	0
<i>User Error</i>	43	<i>MissedT</i>	0
<i>Cancels</i>	24.16 %	<i>Missed</i>	0.00 %
		<i>Transferred Trips</i>	0

Hours Allocation

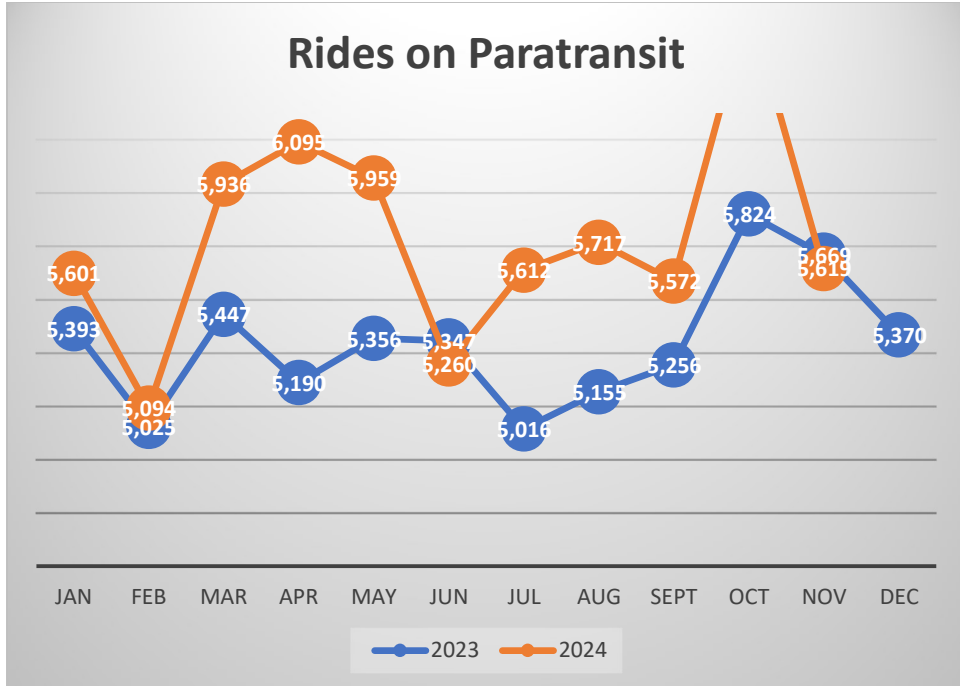
<i>Total</i>	3437.99	Hours
<i>Deadhead</i>	11.26	%
<i>Service</i>	88.74	%
<i>Live</i>	88.43	%
<i>Brk, Luch, or Out</i>	0.30	%
<i>User defined breaks</i>	0.20	%

Miles Allocation

<i>Total</i>	42512.0	Miles
<i>Deadhead</i>	15.63	%
<i>Service</i>	84.37	%
<i>Live</i>	84.24	%
<i>Brk, Luch, or Out</i>	0.13	%
<i>User defined breaks</i>	0.11	%

Vehicle Type

	Paratransit		Fixed Route	
	Cash	Umo	GFI	Umo
	2,417	3,202	30	1,023
Passenger Total		5,619		1,053
Total Paratransit Ridership				6,672



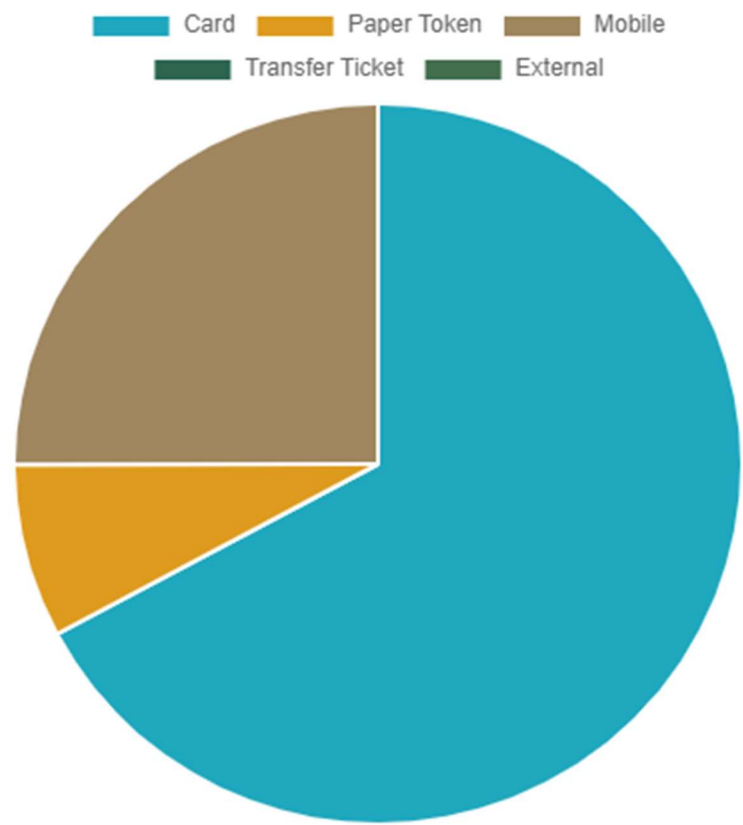
Fare Report:

Fare Report: *Cash, GFI and Umo fares collected on fixed route and paratransit by service type*

	Paratransit	Full Fare	Reduced Fare		Free Rides	
			Univ Passes	Seniors/ PwD	Courtesy & PCA	Youth
Fixed Route	1053	19231	822	9773	1902	5393
Paratransit	5387	152	0	12	0	68
TOTAL	6440	19383	10607		7363	
<i>Percent of Total Ridership</i>	14.7%	44.3%	1.9%	22.3%	4.3%	12.5%

Skagit Transit Fare Payments by Media Type

Media Type	Count	Percentage
Card	16,893	67.17%
Paper Token	1,965	7.81%
Mobile	6,292	25.02%
Transfer Ticket		
External		
25,150		100.00%



Monthly Maintenance Facts and Figures

Diesel Fuel Consumed	22,443 Gallons
Propane Fuel Consumed	8,721 Gallon Equivalents

WEEKLY REVENUE HOURS

	WEEKDAY	SATURDAY	SUNDAY
40X	275.53	49.05	
70X	311.48	35.35	
80X	156.43	34.68	36.50
90X	609.57	49.78	38.32
101	247.83	44.08	37.83
202	308.90	51.25	45.02
204	304.50	72.32	39.13
205	314.93	31.50	44.38
206	268.93	42.23	39.45
207	463.50	49.62	39.17
208	520.30	89.18	72.65
300	268.13	43.47	33.80
301	314.30	51.73	42.47
305	205.92	41.67	33.17
409	204.72	47.70	
410	204.72	47.25	
513	308.33		
615	278.03	52.23	
717	268.57	14.18	
TOTAL	5834.62	847.27	501.89

TOTAL MONTHLY FIXED ROUTE REVENUE HOURS 7183.78**TOTAL MONTHLY PARATRANSIT REVENUE HOURS 3640.50**

WEEKLY REVENUE MILES

	WEEKDAY	SATURDAY	SUNDAY
40X	6487.76	1092.76	
70X	8500.03	978.49	
80X	4659.91	1024.88	1060.71
90X	20768.66	1688.44	1351.11
101	2933.09	519.72	405.91
202	3767.98	636.55	527.08
204	4276.31	671.13	546.26
205	2448.09	395.58	330.73
206	2753.10	447.71	411.24
207	6470.65	683.29	546.78
208	5357.55	918.00	722.56
300	3839.41	623.77	490.39
301	3769.38	610.47	505.89
305	4510.78	896.71	721.35
409	2792.20	664.99	
410	3789.65	542.86	
513	7537.37		
615	6026.78	1116.56	
717	5528.47	306.23	
TOTAL	106217.17	13818.14	7620.01

TOTAL MONTHLY FIXED ROUTE REVENUE MILES 127655.32

TOTAL MONTHLY PARATRANSIT REVENUE MILES 43936.00

CAC REPORT

December 10, 2024

As the board last month overlooked the request in the November CAC report to approve the committee's 2025 slate of officers, the request is put forth once again in this December report, before the 2025 calendar year begins.

The Chair noted that the number of viewers has increased on the Skagit Transit channel's CAC meeting, since the initial meetings posting on Youtube began.

The new year 2025 will kick off with guest speakers in January and February, with Jo Pemant of Skagit Transit coming to talk about the para transit program and eligibility process in January. In February, the consultants will come to give the latest developments of the Long-Range Transit Plan.

The committee has been invited to visit the northern state facility, now dedicated to the Job Corps, in the interest of developing community relations, on the part of the facility. A historical tour will be part of the program, and plans to be scheduled for some time in May.

CEO Crystle Stidham then gave her report, satisfactorily fielding several questions from the committee.

Cheryl reported on public events taking place late November through December.

Note that snow routes will be in effect when necessary, and the agency will be closed on Christmas and New Year's Day.

The Connector Committee reports bus screen information needs to be regularly updated in real time, as some of the screens are still advertising the 2024 Skagit County Fair.

Members then brought forward some repeated suggestions concerning better routing for the 90X in future interaction with access to the light rail from Skagit Station.

Members also expressed the need for Skagit Transit to market its own services on its buses to further raise public awareness.

Next meeting, January 14, 2025.

Respectfully Submitted,

Judy Jones

CAC Chair