

CITY COUNCIL STUDY SESSION AGENDA

May 6, 2026

6:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Introduction of Special Guests and Presentation**
 - 1. Recognition - David Davidson - 39 Years of Service to the City of Sedro-Woolley

- e. Unfinished Business**
 - 1. City Council Strategic Goals
 - 2. Central Skagit Library District

- f. New Business**
 - 1. Skagit Transit Board Appointment Confirmation
 - 2. Flock License Plate Reader

- g. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment' until 4:30pm the day before the meeting.

- h. Adjournment**

Next Meeting - Regular - City Council - May 13, 2026

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

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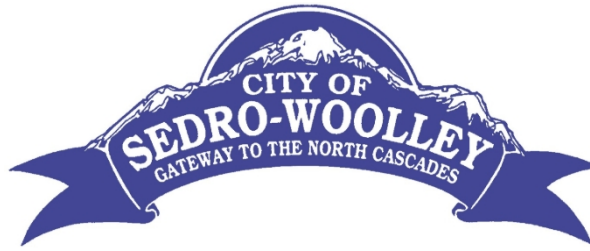
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City Council Agenda Item

Agenda Item No.: e.1.

Date: May 6, 2026

From: Charlie Bush, City Administrator

Subject: City Council Strategic Goals

RECOMMENDED ACTION:

Staff is seeking feedback to prepare a final draft of the City Council Strategic Goals for Council adoption.

BACKGROUND/SUMMARY INFORMATION:

The City Council had multiple touches on this item to get to this point including a goal submittal process, a goal prioritization meeting, and an initial review of the selected goals, strategies, and action items. Since the last meeting, Council members submitted comments and edits for full Council consideration. The goal of this meeting is to review and consider those comments and edits. Staff will do a thorough clean-up of the document after this stage of the review process and plans to bring back a final draft by early June, if not sooner.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. 2027-2028 City Council Goals 05062026 Study Session Council Comments
2. Comments from Council member de Jong

Goal 1: Increase parks and recreation usage by residents and tourists.

Strategies:

1. Enhance outreach and program/event coordination, including through a parks and recreation-focused website upgrade.
2. Explore traditional and non-traditional funding opportunities that support parks facility improvements. To include communications funding.
3. Continue to develop and refine the Parks, Recreation, Open Space Plan (PROS) to advance strategic improvement needs, including adding additional ballfields whenever possible. I've had several constituents bring up a pump track to me for the kids. I'm wondering if any other council members have heard anything like this? Mountain biking options nearby, cascade trail, Wolley Fest. The pump track in Bellingham attracts a lot of people in the summer and there are food trucks and things. This is something that could serve our families and also bring in visitors for larger events.

Activities:

- 1.1 Modernize/update parks webpage content, including additional training for staff on conducting website updates.
 - 1.2 Make parks more visible on the City's main page
 - 1.3 Provide interactive content specific to parks (future)
 - 1.4 Utilize QR Codes to link content
 - 1.5 Conduct additional outreach, including working with the School District and other partners to share information, and/or co-sponsor events at City parks.
 - 1.6 Hire a website professional, on staff or by contract, to implement website enhancements.
 - 1.7 Invest in additional local information sources such as a downtown kiosk, reader boards, banners, etc. to promote restaurants, green spaces, parks, events, and other City amenities.
-
- 2.1 Advance concept to sell non-strategic properties to help fund parks capital facilities.

- 2.2 Continue to pursue traditional grant opportunities (federal, state, non-profit, and/or community organizations). Utilize grants first and then city funds, this is a key benefit of doing this strategic planning at this time. We have a golden opportunity over the next year to maximize our use of taxpayer funds and avoid supplanting.
- 2.3 Explore revenue generating opportunities in City parks, such as developing food truck pads. I hear from constituents that they would like to see more outdoor dining options in town, especially during summer. Our residents enjoy the outdoors! Could a food truck near Hammer Heritage Square also generate more foot traffic downtown to support our local businesses?
- 3.1 Adopt the PROS Plan into the Comprehensive Plan and incorporate implementing tasks and activities into an annual work plan.
- 3.2 Develop planning/design for funding improvements to Reed Street Park-
- 3.3 Implement a plan to relocate the Riverfront Park baseball fields to remove them from the flood plain. Seek mitigation funding for this project through the summer.
- 3.4 Build Olmsted Park Phase III (playground equipment or other possible improvements). After seeking funding for playground.
- 3.5 Coordinate with WDFW to improve facilities at Riverfront Park Boat Launch.
- 3.6 Hire a Parks and Recreation Manager (staff) to actively manage events and programs. This position would be separate from parks maintenance. Consider hiring senior services staff.

Goal 2: Improve the City's multimodal transportation network.

Strategies:

1. Enhance transportation related outreach.
2. Coordinate with partner jurisdictions (i.e. Skagit Count and WSDOT) to support and advance projects impactful to the city and the region. This includes data collection and building relationships to support the community vision.

3. Develop a small projects program (updated annually) to prioritize and resolve deficiencies that fall between maintenance and the TIP. I want to see a data-based, strategic approach. Partner with UW and Non-Drivers Alliance to complete a sidewalk inventory.
4. Continue the progress in implementing major transportation projects identified in the Comprehensive Plan, and in the TIP (updated annually); maximizing available federal, state, and local sources. Coordinate with partners to develop multimodal improvements to concrete streets and consider adding those improvements to the TIP.

Activities:

- 1.1 Modernize/update Public Works website content
- 1.2 Enhance notification content
- 1.3 Provide additional interactive content for specific projects
- 1.4 Utilize QR codes to link content. Distribute QR codes with utility bills and through other distribution methods. Place QR codes around the community.

- 2.1 Work with the County and WSDOT to improve the SR20/Minkler intersection.
- 2.2 Develop project planning for the Minkler/Railroad/ Jameson Multi-modal Corridor (southern connection).

- 3.1 Develop a Small Works Priorities Plan that identifies small scale impactful projects not typically eligible for grant funding. Plan capital project categories will include transportation, parks, facilities, stormwater, sidewalks, and other infrastructure. And then reframe those projects and seek funding.

- 3.2 Identify eligible funding program remnants, excess general fund reserves, or other sources. Consider Local Improvement Districts to fund projects that fall under a special purpose district category. ???
- 3.3 Implement prioritized improvements that do not fall under maintenance repairs. Emphasize completing gaps in pedestrian facilities, including both sidewalks and trails. (Examples: Metcalf from Warner to Nelson and Bennet St from Township to 100 feet west). **I want to see a data-based, strategic approach that is not politically driven. Partner with UW and Non-Drivers Alliance to complete a sidewalk inventory.**
- 3.4 Develop a report regarding repair/replacement and estimated project costs for the City's concrete streets. I'd like to see the focus of this project on getting our kids to school safely.

- 4.1 Continue to design projects with a Complete Streets focus. Consider dedicated bike lanes.
- 4.2 Continue to develop the Jones/John Liner Transportation Corridor.
- 4.3 Develop a plan for the Jameson/Railroad/Minkler Transportation Corridor.
Continue work on cascade trail – hear a lot from commuters who want to use the trail that we are extending west to the hospital and then to Burlington.
- 4.4 Adjust/update Federal Functional Classifications to identify current transportation connectivity.
Coordinate with non-drivers alliance/uw to complete sidewalk inventory.

Goal 3: Provide accountable leadership that is fair, accessible, and transparent, both in reality and perception. Maintain high fiscal responsibility.

Strategies:

1. Recapture our fair share of state and federal funds
2. Prioritize public safety, emergency management/response, and code enforcement
3. Work with the City's partners to ensure community needs are met – including services to youth and seniors.

4. Fair allocation of resources

Activities:

- 1.1 Strengthen the ER&R approach to ensure stability, avoid tax increases, and maximize use of state and federal funding. Consider adding staffing, since we're already doing this in practice with the funds from the FD levy. Clarify?? (Woody)
Hiring-consider hiring a dedicated person whom main role is searching for grants/funding and working with department heads to fill needs.
- 1.2 Develop a grant writer partnership. What does this mean? Nicole seems to be doing a good job and I like the idea of developing capacity in-house. I would like more time to discuss this with staff before adding this to the strategic plan. I think reasonably we should not add any additional staff until at least 2028, in order to make this sustainable. This is a big transition toward maximizing use of taxpayer funds and we need to be responsible. I'd like to see this not in the budget for now and we can reconsider in fall of 2027 to add it for 2028. Include training for Nicole in 2027 budget.
- 2.1 Update IT policies to bolster cybersecurity. Update/create policies to safeguard the use of new tools
- 2.2 Hire a communications staff person (to include parks & recreation, general public outreach for the city)
- 3.1 Ensure a smooth transition of Senior Center programming, including Meals on Wheels/congregate meals and Senior Center Coordinator role.
- 3.2 Work with Sedro-Woolley Housing Authority, North Star, and community partners to improve housing options for the community's most vulnerable populations.
- 3.3 Strengthen the North Star partnership to address the opioid crisis

- 4.1 Conduct a community budget survey [I'd like to consider this alongside all of the other public input that we're requesting for various planning documents. Sedro-Woolley needs a well-developed community engagement strategy!](#)
- 4.2 Using the City's communication staff person and the City's facilitation team, further engage the whole community, including the City's underserved communities, in the budget process.

Goal 4: Support smart, stable growth that benefits all who call Sedro-Woolley home. Enhance the local economy, public safety, and overall well-being of the city of Sedro-Woolley.

Strategies:

1. Implement the goals and policies of the City's Comprehensive Plan.
2. Develop approaches to encourage affordable housing in Sedro-Woolley. [Work with area private-sector developers and housing providers to address](#) ~~Tackle~~ the housing crisis from all angles until Sedro-Woolley has viable options for every budget.
3. Encourage economic development, including fostering new businesses and job creation. [Support partnerships with local and regional business and economic development organizations to p](#)~~P~~romote economic development that puts people first, supporting local jobs, ~~and entrepreneurs and~~ small businesses. Promote and enhance small businesses in Sedro-Woolley.
4. Enhance public safety and health.
5. Invest in future-ready, accessible infrastructure to keep pace with growth.
6. Celebrate the livability and diversity of our city - Tidy, community-centered, walkable/rollable city, with vibrant historical center, fun community events, thriving arts community, access to our beautiful, peaceful, regional environment.

Activities:

- 1.1 Enter the Comprehensive Plan into Envisio
 - 1.2 Add deadlines to the various activities in the Plan
 - 1.3 Develop annual work plans to support completion of the activities. With funding schedule
 - 1.4 Provide monthly reports (through Envisio) regarding Plan implementation progress. -I would like to see this discussed in a meeting, not just emailed to council, to make sure we're all on the same page. Like maybe touch base every study session?
 - 1.5 Provide an annual Plan update presentation to the City Council
-
- 2.1 Review and update the City's permitting and zoning and consider changes to foster more affordable housing in the city.
 - 2.2 Update the City's development regulations.
-
- 3.1 Accomplish restoration of the Hub building at Northern State
 - 3.2 Work with Port of Skagit, Innovation Center, Sedro-Woolley Chamber of Commerce, and EDASC to recruit two new businesses to locate at the SWIFT Center.
 - 3.3 Maintain the City's support for Job Corps at the SWIFT Center, an important training facility for disadvantaged young people.
 - 3.4 Collaborate with the Sedro-Woolley Chamber of Commerce, Port of Skagit and EDASC to showcase the city as a great place to open a small business, including participating in annual business education events and updating and clarifying information on the City's website.

- 3.5 Work with the Chamber of Commerce to support downtown businesses, and the historic welcoming nature of the downtown. Support could include additional community development grant funding, public works projects, grant funding secured by the city, educational events for businesses, or special events.
- 3.6 Secure grant funding for additional economic development projects downtown.
- 3.7 Update and implement the SWIFT Center Subarea Plan. Review the SWIFT Center Subarea Plan of the City's Comprehensive Plan for opportunities to enhance business and economic development opportunities there, including enhancing outdoor recreation resources, supporting education and job/skills training facilities, small-scale art production facilities, and to pursue on-campus housing development initiatives that support these activities.
- 3.8 Implement the City portions of the Comprehensive Economic Development Strategy (CEDS) and the Sedro-Woolley Economic Development Action Plan, which is now incorporated into the Economic Element of the City's Comprehensive Plan. Provide timely updates.

4.1 Place a Police School Resource officer in the high school/middle school.

4.2 Study the pros and cons of a regional fire district.

Provide sedro-woolley voters with the option of joining the library district so that they can vote on any upcoming levy. No taxation without representation! Consider approaches to minimize financial impact to voters that allow for continued library services but also balance out the needs of seniors.

4.3 Study future needs regarding staffing, training and fire marshal duties.

4.3 Purchase land for a new Police Department, begin the design process, and develop a funding plan.

4.4 Assess the need for additional police staffing and develop a strategy for how to fund those positions in future budgets.

4.5 Implement additional technology that would assist overall public safety by reducing/solving crime activity or improving traffic safety. Examples include more cameras, speed warning signage areas and drones.

- 5.1 Continue completion of the Jones/Jones Liner/Trail [Road](#) Corridor projects to support city growth and alleviate congestion on Highway 20. [This should be in goal 2](#)
 - 5.2 Provide funding, as available, for maintenance of local streets, sidewalks and bike paths. [This should be in goal 2.](#)
 - 5.3 Harden wastewater treatment plant against Skagit River flooding.
 - 5.4 Increase collaboration with county regarding river flooding and other disaster/emergency response [to advocate for the best interests of the city.](#)
 - 5.5 Update the capital facilities plan annually
 - 5.6 Implement LRTP/TIP, including the Cascade Trail improvements/extension, and [the Jones/John Liner ~~corridor~~ collector](#) project. [this should be in the multimodal streets section](#)
 - 5.7 Address deferred maintenance to sidewalks/local roads utilizing an updated Pavement Condition Program and a Complete Streets model [this should be in the multimodal streets section.](#)
 - 5.8 Approve and implement the Stormwater Plan, including hiring stormwater staff
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- ~~6.1~~ [6.1](#) Support and enhance local events utilizing the City's new communications staff person and an enhanced partnership with the Sedro-Woolley Chamber of **Commerce and other community partners** [such as the Sedro-Woolley School District and the Port of Skagit.](#) [\(eg concerts in the park, sports games, etc\).](#)

Charlie Bush

From: Karl de Jong
Sent: Wednesday, April 15, 2026 2:04 PM
To: Charlie Bush
Subject: Re: Request for Council Goals Edits/Comments Prior to 5/6 Study Session

Charlie,

I took a first pass through the draft City Council Goals document focused on housekeeping only.

I am setting policy comments aside for a separate pass so I do not mix substantive Council input with document cleanup. I also want to be careful to stay in the Council lane and not drift into staff work.

Overall, this is a strong draft. My comments are aimed at clarity, consistency, and making the document easier to use later for Council reference, public understanding, and progress reporting.

A few themes stood out:

- **Numbering and structure:** There are a few duplicate or misaligned activity numbers that could create confusion later.
- **Strategy alignment:** In a few places, activities could be grouped more clearly under the related strategy.
- **Repeated items:** Website updates, QR codes, interactive content, and grant-related items appear in more than one section, which may make ownership and later status reporting less clear.
- **Wording:** Some items are action-oriented, while others use broader phrasing such as "continue" or "explore," which may be harder to track later.
- **Draft cleanup:** There appear to be a few remaining draft artifacts, including at least one internal note.

I included the appendix only as an organized list of housekeeping observations, not to prescribe staff drafting choices. Please use any of it that is helpful as staff prepares the next clean draft.

I appreciate the work you and the team are putting into this. I wanted to get these items in front of you early while I continue a separate pass on policy questions.

Thank you,

Karl

21 units

Appendix – Housekeeping Punch List

Location	Issue
Goal 1, Strategy 1	Website and outreach items overlap with similar items elsewhere in the document
Goal 1, Strategy 2	Funding language overlaps with similar items in other goals
Goal 1, Strategy 3	“Continue to develop” is broad and may benefit from clearer wording
Goal 1, Activities 1.1–1.3	Similar web and interactive-content items appear elsewhere
Goal 1, Activity 1.4	QR code item appears again in Goal 2
Goal 1, Activity 1.5	Clear
Goal 1, Activity 1.6	Website staffing item overlaps with other communications-related items
Goal 1, Activity 1.7	Outreach-related item may benefit from grouping review
Goal 1, Activities 2.1–2.3	Numbering and grouping could be clearer under Strategy 2
Goal 1, Activity 2.3	Food truck pads may merit placement review
Goal 1, Activities 3.1–3.6	Clear, but could be labeled more explicitly as Strategy 3 activities
Goal 2, Strategy 1	Outreach items overlap with Goal 1
Goal 2, Strategy 2	Clear

Goal 2, Strategy 3 Appears similar to "Small Works Priorities Plan"

Goal 2, Strategy 4 "Continue" phrasing is broad

Goal 2, Activities 1.1-1.3 Similar communications items appear elsewhere

Goal 2, Activity 1.4 QR code item repeats

Goal 2, Activities 2.1-2.2 Clear

Goal 2, Activity 3.1 Naming should match Strategy 3 if intended to be the same concept

Goal 2, Activity 3.2 Funding item overlaps with similar items elsewhere

Goal 2, Activities 3.3-3.4 Clear

Goal 2, Activities 4.1-4.4 Clear, but grouping under Strategy 4 could be more explicit

Goal 3, Strategy 1 Funding language overlaps with other sections

Goal 3, Strategy 2 Clear

Goal 3, Strategy 3 Some overlap with partnership items in Goal 4

Goal 3, Strategy 4 Broad phrasing may benefit from clarification

Goal 3, Activity 1.1 Contains an apparent draft note or internal artifact

Goal 3, Activity 1.2 Grant-related item overlaps with similar items elsewhere

Goal 3, Activity 2.1 Clear

Goal 3, Activity 2.2 Cross-cutting communications item may benefit from consistent treatment

Goal 3, Activity 3.1 Clear

Goal 3, Activities 3.2-3.3 "North Star" references may benefit from consistent naming

Goal 3, Activities 4.1-4.2 Clear, though wording could be sharpened for later reporting

Goal 4, Overall Mixes broad policy direction with detailed tactics

Goal 4, Activities 1.1-1.5 Clear

Goal 4, Activities 2.1-2.2 Clear

Goal 4, Activities 3.2 / 3.4 / 3.5 Partner references repeat

- Goal 4, Activity 3.7 Covers several concepts at once and may benefit from cleanup
- Goal 4, Activity 3.8 Clear
- Goal 4, Section 4 Two items are labeled 4.3 and should be corrected
- Goal 4, Activities 5.1–5.8 Clear
- Goal 4, Activity 6.1 May overlap with event-related items elsewhere
- Global Check naming consistency: "Small Projects Program" vs. "Small Works Priorities Plan"
- Global Check naming consistency in "North Star" references
- Global Check repeated items across sections: communications and outreach
- Global Check repeated items across sections: grants and funding
- Global Check repeated items across sections: partner references
- Global Check for broad phrasing that may be harder to track later, such as "continue," "explore," and "support"

From: Charlie Bush <cbush@Sedro-Woolley.gov>
Sent: Wednesday, April 15, 2026 8:16 AM
Cc: Senior Management Team <SMT@Sedro-Woolley.gov>
Subject: Request for Council Goals Edits/Comments Prior to 5/6 Study Session

Council (Bcc'd),

If you have any edits or comments regarding the draft Council Goals, please submit them via email or in track changes in the attached document by next Friday, May 24th. I will use the week of 4/27 to 5/1 to consolidate them all into one document that we can include in the packet and review at the 5/6 meeting. Please let me know if you have any questions. I look forward to making progress on 5/6 as we draw towards action on this plan.

I already have Council member Pederson's edits/comments and Council member de Jong has provided me his comments.

Thanks,

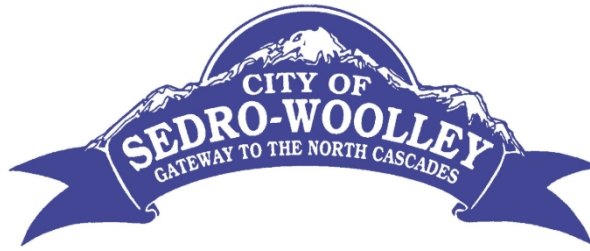
Charlie Bush

*MPA, ICMA-CM
 City Administrator
 City of Sedro-Woolley, WA
 360-855-9921 direct*

360-391-4906 mobile



Pronouns: he; him; his



City Council Agenda Item

Agenda Item No.: e.2.

Date: May 6, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Central Skagit Library District

RECOMMENDED ACTION:

Motion for staff to move forward with option (1, 2, 3, 4, or 5) to

BACKGROUND/SUMMARY INFORMATION:

The Central Skagit Rural Partial-County Library District, commonly known as the Central Skagit Library, covers the surrounding rural areas within the Sedro-Woolley School District but does not include City of Sedro-Woolley city limits. Services provided to Sedro-Woolley residents are based on an interlocal agreement between the City of Sedro-Woolley and the Central Skagit Library District.

The library district anticipates requesting a levy lid lift from voters in 2027, with the first collections in 2028. This would have a financial impact on the annual payment the city makes to the library district in accordance with the interlocal agreement.

The attached document provides options to address this issue and outlines the financial impact on both the city and city residents. This document was presented to City Council on March 4, 2026, and has not been updated. City staff are requesting a motion by council on which option to pursue.

Option 1: The City places the annexation on the November 2026 ballot to annex into the library district in 2027.

Option 2: The City places the annexation on the November 2026 ballot to annex into the library district in 2027 and reduces the City's budgeted levy up to \$474,115.

Option 3: The City annexes into the library district a year after a potential library district lid lift.

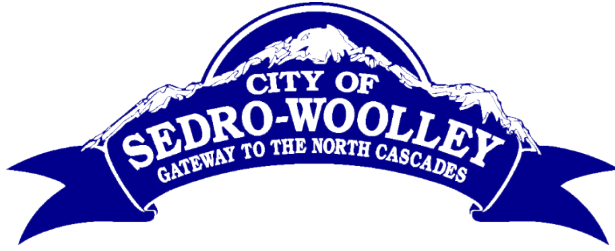
Option 4: The City annexes into the library district a year after a potential library district lid lift and reduces the City's budgeted levy up to \$474,115.

Option 5: The City chooses not to pursue annexation into the library district.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Library Briefing_2026.03.04



CITY OF SEDRO-WOOLLEY
 Sedro-Woolley Municipal Building
 325 Metcalf Street
 Sedro-Woolley, WA 98284
 Phone (360) 855-1661

Kelly Kohnken
 Finance Director / City Clerk

Library – Briefing

March 4, 2026

The Central Skagit Rural Partial-County Library District, commonly known as the Central Skagit Library was created in 2012. In 2017 the City of Sedro-Woolley entered into a partnership agreement with the Central Skagit Library to provide library services to the community and to construct a new library within the city. The new 12,000 square foot library opened in 2021.

The Central Skagit Library District covers the surrounding rural areas within the Sedro-Woolley School District boundaries but does not include City of Sedro-Woolley city limits. Services provided to Sedro-Woolley residents are based on an interlocal agreement between the City of Sedro-Woolley and the Central Skagit Library District.

Payment Terms of the Interlocal Agreement

“The City agrees to pay to the District in each calendar year during the Term, for library services for the calendar year in which such payment is made, a fee equal to the remainder of (a) the product of (i) the District’s regular levy rate for rural library purposes for that year, multiplied by (ii) the assessed valuation used for levies collectible in that year of all property, including new construction, with City boundaries, divided by (iii) \$1,000, less (b)(i) that year’s debt service bonds issued by the City to finance the New Library...”

Description	2024	2025	2026
(a)(i) District general tax levy rate:	0.2464	0.2445	0.2400
(a)(ii) City AV for general tax purposes	1,857,225,515	1,939,120,914	2,064,242,747
(a)(iii) \$1,000	1,000	1,000	1,000
Amount owed to Library District	457,620	474,115	495,418
(b)(i) Less debt service paid	(352,862)	(352,879)	(352,916)
Amount due to Library District	\$ 104,758	\$ 121,236	\$ 142,502
Percent change in library district levy rate		-0.77%	-1.84%
Percent change in city property value		4.4%	6.5%
Percent change in city payment to library district		3.6%	4.5%

The city is paying the same levy rate as the rest of the library district, however, the assessed value of all property in Sedro-Woolley is increasing at a higher rate than the rest of the district. Because the assessed value within the district boundaries increased, the levy rate decreased by 0.77% and 1.84% in 2025 and 2026. However, Sedro-Woolley’s assessed value of all property

increased by 4.4% and 6.5%, resulting in the city’s payment to the library district increasing by 3.6% and 4.5%. The city anticipates this trend to continue.

What is a levy lid lift?

Taxing jurisdictions have a regular property tax levy (dollar amount), which can increase a limited amount each year, typically 1% increase per year plus new construction. A taxing jurisdiction that is collecting less than its maximum statutory levy rate may ask a simply majority of voters to “lift” the total levy amount collected from current assessed valuation by more than 1%. The new levy rate cannot exceed the maximum statutory rate. For more information on levy lid lifts, see the Municipal Research and Services Center (MRSC) website.

<https://mrsc.org/explore-topics/finance/revenues/levy-lid-lifts>

Library District Levy Lid Lift

The library district anticipates requesting a levy lid lift from voters in 2027, with the first collections in 2028. Library districts can collect up to \$0.50 per \$1,000 of assessed value. If the library district implemented a \$0.45 per \$1,000 of assessed value library levy rate, in 2028 the city would owe the library district \$1,004,740, \$530,625 above the 2025 amount.

Description	2027	2028
(a)(i) District general tax levy rate:	0.2400	0.4500
(a)(ii) City AV for general tax purposes	2,146,881,355	2,232,756,609
(a)(iii) \$1,000	1,000	1,000
Amount owed to Library District	515,252	1,004,740
(b)(i) Less debt service paid	(352,916)	(352,916)
Amount due to Library District	\$ 162,336	\$ 651,824
Percent change in library district levy rate	0.00%	87.50%
Percent change in city property value	4.0%	4.0%
Percent change in city payment to library district	4.0%	95.0%

The city’s payment to the library district would increase significantly, however, the city would have no additional revenue to offset the expense.

The city has multiple options to address this issue.

Option 1: City Annexation in 2027, Library District Lid Lift in 2028

With voter approval in November 2026, the city could annex into the library district in 2027. Instead of the City of Sedro-Woolley making payments to the library, the library district would receive funding directly from levied property tax. Sedro-Woolley residents would see an additional line on their property tax bill for the library district. A property with an average home value of \$519,450 in 2026 in Sedro-Woolley would pay an additional \$128.78 in property tax in 2027 compared to the prior year.

In November 2027, the library district may go out for a levy lid lift; voters from the entire library district, including Sedro-Woolley, would be represented in that vote. If approved, the new levy rate would be assessed and collected in 2028.

Option 2: City Annexation in 2027 and Reduction in City Budgeted Levy

Option 2 is the same as option 1 with the exception of reducing the city's budgeted levy in 2027 to offset the library district's budgeted levy. This option offsets the city's budgeted levy by the payment the city owed the library district in 2025, \$474,115. If the city decreased its budgeted levy, the city would still have the option of levying the higher dollar amount in future years (unless the city reduced budget levy was included in the annexation ballot measure).

A property with an average home value of \$519,450 in 2026 in Sedro-Woolley would pay an additional \$10.62 in property tax in 2027 compared to the prior year. If voters approved a library district levy lid lift in 2028, the same property would pay an additional \$119.92 in property tax in 2028 compared to the prior year.

Option 3: Library Levy Lid Lift in 2028, City Annexation in 2029

With voter approval (not including Sedro-Woolley registered voters), the library district could receive a levy lid lift. Because the city's payment to the library is based on the library district's levy rate, the city's payment would nearly double to approximately \$1,004,740 in 2028.

The city would have no additional revenue to offset the expense. The city would have to either make the payment through reserves or significantly cut back expenses/services in 2028 to fund this payment.

With voter approval, the city could annex into the library district in 2029. The average home in Sedro-Wolley would pay an additional \$253.25 in property tax in 2029 compared to the prior year.

Option 4: Library Levy Lid Lift in 2028, City Annexation in 2029 and Reduction in City Budgeted Levy

Option 4 is the same as option 3 with the exception of reducing the city's budgeted levy in 2029 to offset a portion of the library district's budgeted levy. This option offsets the city's budgeted levy by the payment the city owed the library district in 2025, \$474,155. If the city decreased its budgeted levy, the city would still have the option of levying the higher dollar amount in future years (unless the city reduced budget levy was included in the annexation ballot measure).

Because the city's payment to the library is based on the library district's levy rate, the city's payment would nearly double to approximately \$1,004,740 in 2028. The city would have no additional revenue to offset the expense. The city would have to either make the payment through reserves or significantly cut back expenses/services in 2028 to fund this payment.

With voter approval, the city could annex into the library district in 2029. The average home in Sedro-Wolley would pay an additional \$137.35 in property tax in 2029 compared to the prior year.

Option 5: No Action

The city could choose not to pursue annexation into the library district. The city would continue to make payments to the library district based on the library district's levy rate and the city's assessed value, in accordance with the interlocal agreement. If the library district voters pass a levy lid lift effective in 2028, the city's annual payments to the library district in 2028 and 2029 will be \$1,004,740 and \$1,034,481. This is an increase of \$530,625 and \$560,366 above the 2025 payment for in each respective year.

The city would have no additional revenue to offset the additional expense. The city would have significantly cut back expenses/services in 2028 and 2029 to fund this payment. It would not be feasible to sustain payment through reserves.

Analysis of the Options

In options 1-4 presented above, the city and the library district would dissolve the current interlocal agreement and create a new agreement outlining payment arrangements for the outstanding library building debt and ownership of the property. After annexation the city would no longer make payment to the library district.

Below summaries the estimated cumulative total city and library district property tax budgeted levies (within Sedro-Woolley city limits) for each option for years 2027 through 2029. It also includes the estimated cumulative total amount collected by the library district (within Sedro-Woolley city limits).

Property Tax Collection	Cumulative Total for 2027, 2028 and 2029				
	Option 1	Option 2	Option 3	Option 4	Option 5
Library budgeted levy	2,534,780	2,534,780	1,034,481	1,034,481	-
City budgeted levy	15,669,138	14,232,522	15,669,138	15,195,023	15,669,138
Direct collection of property tax from Sedro-Woolley residents	18,203,918	16,767,302	16,703,619	16,229,504	15,669,138
2026 home valued at \$519,450	4,492	4,137	4,120	4,004	3,867

Library District Revenue	Cumulative Total for 2027, 2028 and 2029				
	Option 1	Option 2	Option 3	Option 4	Option 5
City payment to library district	-	-	1,519,992	1,519,992	2,554,473
Library budgeted levy	2,534,780	2,534,780	1,034,481	1,034,481	-
Library district's total collection from city and Sedro-Woolley residents	2,534,780	2,534,780	2,554,473	2,554,473	2,554,473

Option 1 and 2 have the city annexing into the library district in 2027, before a potential library district levy lid lift. These two options are the most financially stable and predictable for the city. Options 1 and 2 do not require the city to make payments to the library district annually and therefore eliminate the potential significant increase in payment with the possibility of an increased library district levy rate.

Options 3 and 4 have the city annexing into the library district in 2029, the year after the library district's potential levy lid lift. These two options are less stable and less predictable for the city financially. Options 3 and 4 would require the city to pay \$1,004,740 to the library district in 2028, \$530,625 above the amount paid in 2025. The city would have no additional revenue to offset the expense. The city would have to either make the payment through reserves or significantly cut back expenses/services in 2028 to fund this payment.

Options 3 and 4 also provide the uncertainty of whether city residents would approve the vote to be annexed into the library district. If voters chose not to annex, in 2029 the city would pay an estimated \$1,034,481 to the library district, \$560,366 above the amount paid in 2025. For another year, the city would have no additional revenue to offset the expense. For another year,

the city would have to either make the payment through reserves or significantly cut back expenses/services in 2029 to fund this payment.

Option 5 is the city choosing not to pursue annexation into the library district. If voters approved the library district levy lid lift, in 2029 the city would owe the library district \$1,034,481, \$560,366 more than the payment in 2025. There after the city’s payment to the library district would likely increase more than 1% per year. The amount the city pays the library district is based on the library district’s levy rate and the city’s assessed property value. While the library district’s levy rate would slowly decrease, the city’s assessed property value would likely increase at a great rate, increasing the amount owed from the city to the library district.

The city would have no additional revenue to offset the expense. The city’s financial reserve is not large enough to sustain these payments for multiple years. The city would have to significantly cut back expenses/service to fund these payments.

Below are a summary of the estimated city and library district budgeted levies, combined levy rates and estimated property tax bill for 2029. This gives a better understanding of each option long term, in 2029 and beyond.

Property Tax Collection	2029				
	Option 1	Option 2	Option 3	Option 4	Option 5
Library budgeted levy	1,014,788	1,014,788	1,034,481	1,034,481	-
City budgeted levy	5,275,102	4,791,458	5,275,102	4,800,987	5,275,102
Direct collection of property tax from Sedro-Woolley residents	6,289,890	5,806,246	6,309,583	5,835,468	5,275,102
City and library levy rate combined	2.709	2.500	2.717	2.513	2.272
2026 home valued at \$519,450, city and library property tax combined	1,538	1,419	1,542	1,426	1,289

Additional Information for Each Option

OPTION 1	City Annexation		Library Levy Lid Lift	2029
	2026	2027	2028	
Interlocal Agreement Payment to Library District				
(a)(i) District general tax levy rate:	0.2403	-	-	-
(a)(ii) City AV for general tax purposes	2,064,308,995	-	-	-
(a)(iii) \$1,000	1,000	-	-	-
Amount owed to Library District	496,053	-	-	-
Library Budgeted Levy				
Library district general tax levy rate	-	0.2400	0.4500	0.4370
Library assessed value in city limits	-	2,146,881,355	2,232,756,609	2,322,066,873
\$1,000	1,000	1,000	1,000	1,000
Library budgeted levy	-	515,252	1,004,740	1,014,788
City Budgeted Levy				
City budgeted levy	5,119,962	5,171,162	5,222,874	5,275,102
City assessed value	2,064,308,995	2,146,881,355	2,232,756,609	2,322,066,873
City levy rate	2.4802	2.4087	2.3392	2.2717
Total City and Library Property Tax				
Total city and library property tax levied	5,119,962	5,686,414	6,227,614	6,289,890
Total levy increase		566,451	541,201	62,276
Assessed value of average home	519,450	535,034	551,085	567,617
City and library levy rate combined	2.4802	2.6487	2.7892	2.7087
City and library annual property tax assessment on average home	1,288	1,417	1,537	1,538
Annual Increase from Prior Year		128.78	119.95	0.44

OPTION 2	City Annexation		Library Levy Lid Lift	2029
	2026	2027	2028	
Interlocal Agreement Payment to Library District				
(a)(i) District general tax levy rate:	0.2403	-	-	-
(a)(ii) City AV for general tax purposes	2,064,308,995	-	-	-
(a)(iii) \$1,000	1,000	-	-	-
Amount owed to Library District	496,053	-	-	-
Library Budgeted Levy				
Library district general tax levy rate	-	0.2400	0.4500	0.4370
Library assessed value in city limits	-	2,146,881,355	2,232,756,609	2,322,066,873
\$1,000	1,000	1,000	1,000	1,000
Library budgeted levy	-	515,252	1,004,740	1,014,788
City Budgeted Levy				
City budgeted levy	5,119,962	4,697,047	4,744,018	4,791,458
City assessed value	2,064,308,995	2,146,881,355	2,232,756,609	2,322,066,873
City levy rate	2.4802	2.1878	2.1247	2.0634
Total City and Library Property Tax				
Total city and library property tax levied	5,119,962	5,212,299	5,748,758	5,806,246
Total levy increase		92,336	536,459	57,488
Assessed value of average home	519,450	535,034	551,085	567,617
City and library levy rate combined	2.4802	2.4278	2.5747	2.5005
City and library annual property tax assessment on average home	1,288	1,299	1,419	1,419
Annual Increase from Prior Year		10.62	119.92	0

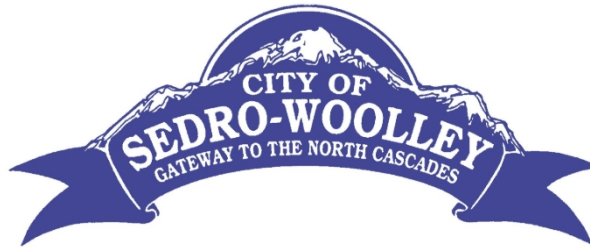
2027: 1% new construction increase and \$474,115 decrease to offset library

			Library Levy Lid Lift	City Annexation
OPTION 3	2026	2027	2028	2029
Interlocal Agreement Payment to Library District				
(a)(i) District general tax levy rate:	0.2403	0.2400	0.4500	-
(a)(ii) City AV for general tax purposes	2,064,308,995	2,146,881,355	2,232,756,609	0
(a)(iii) \$1,000	1,000	1,000	1,000	1,000
Amount owed to Library District	496,053	515,252	1,004,740	-
Library Budgeted Levy				
Library district general tax levy rate				0.4455
Library assessed value in city limits				2,322,066,873
\$1,000	1,000	1,000	1,000	1,000
Library budgeted levy	-	-	-	1,034,481
City Budgeted Levy				
City budgeted levy	5,119,962	5,171,162	5,222,874	5,275,102
City assessed value	2,064,308,995	2,146,881,355	2,232,756,609	2,322,066,873
City levy rate	2.4802	2.4087	2.3392	2.2717
Total City and Library Property Tax				
Total city and library property tax levied	5,119,962	5,171,162	5,222,874	6,309,583
Total levy increase		51,200	51,712	1,086,710
Assessed value of average home	519,450	535,034	551,085	567,617
City and library levy rate combined	2.4802	2.4087	2.3392	2.7172
City and library annual property tax assessment on average home	1,288	1,289	1,289	1,542
Annual Increase from Prior Year		0	0	253.25

			Library Levy Lid Lift	City Annexation
OPTION 4	2026	2027	2028	2029
Interlocal Agreement Payment to Library District				
(a)(i) District general tax levy rate:	0.2403	0.2400	0.4500	-
(a)(ii) City AV for general tax purposes	2,064,308,995	2,146,881,355	2,232,756,609	0
(a)(iii) \$1,000	1,000	1,000	1,000	1,000
Amount owed to Library District	496,053	515,252	1,004,740	-
Library Budgeted Levy				
Library district general tax levy rate				0.4455
Library assessed value in city limits				2,322,066,873
\$1,000	1,000	1,000	1,000	1,000
Library budgeted levy	-	-	-	1,034,481
City Budgeted Levy				
City budgeted levy	5,119,962	5,171,162	5,222,874	4,800,987
City assessed value	2,064,308,995	2,146,881,355	2,232,756,609	2,322,066,873
City levy rate	2.4802	2.4087	2.3392	2.0675
Total City and Library Property Tax				
Total city and library property tax levied	5,119,962	5,171,162	5,222,874	5,835,468
Total levy increase		51,200	51,712	612,594
Assessed value of average home	519,450	535,034	551,085	567,617
City and library levy rate combined	2.4802	2.4087	2.3392	2.5130
City and library annual property tax assessment on average home	1,288	1,289	1,289	1,426
Annual Increase from Prior Year		0	0	137.35

2029: 1% new construction increase and \$474,115 decrease to offset library

OPTION 5	Library Levy Lid Lift			
	2026	2027	2028	2029
Interlocal Agreement Payment to Library District				
(a)(i) District general tax levy rate:	0.2403	0.2400	0.4500	0.4455
(a)(ii) City AV for general tax purposes	2,064,308,995	2,146,881,355	2,232,756,609	2,322,066,873
(a)(iii) \$1,000	1,000	1,000	1,000	1,000
Amount owed to Library District	496,053	515,252	1,004,740	1,034,481
Library Budgeted Levy				
Library district general tax levy rate				
Library assessed value in city limits				
\$1,000	1,000	1,000	1,000	1,000
Library budgeted levy	-	-	-	-
City Budgeted Levy				
City budgeted levy	5,119,962	5,171,162	5,222,874	5,275,102
City assessed value	2,064,308,995	2,146,881,355	2,232,756,609	2,322,066,873
City levy rate	2.4802	2.4087	2.3392	2.2717
Total City and Library Property Tax				
Total city and library property tax levied	5,119,962	5,171,162	5,222,874	5,275,102
Total levy increase		51,200	51,712	52,229
Assessed value of average home	519,450	535,034	551,085	567,617
City and library levy rate combined	2.4802	2.4087	2.3392	2.2717
City and library annual property tax assessment on average home	1,288	1,289	1,289	1,289
Annual Increase from Prior Year		0	0	0.37



City Council Agenda Item

Agenda Item No.: f.1.

Date: May 6, 2026

From: JoEllen Kesti, Mayor, Charlie Bush, City Administrator, Dan Curtis, City Attorney

Subject: Skagit Transit Board Appointment Confirmation

RECOMMENDED ACTION:

Motion to confirm the Mayor's appointment of Karl de Jong to serve as the City Council representative on the Skagit Transit Board of Directors at the pleasure of the Mayor pursuant to Section 2.1 of the Skagit PTBA bylaws as amended in March 2026.

BACKGROUND/SUMMARY INFORMATION:

The Skagit Transit System is a Public Transit Benefit Area (PTBA) created under RCW 36.57A and funded by a 0.4% sales tax to be collected from within the PTBA including the entire City of Sedro-Woolley. Sedro-Woolley is a component city of the Skagit Transit PTBA.

The qualification, selection and number of members of the governing body of every Washington PTBA is governed by RCW 36.57A.050 (as amended by HB 1418, effective January 1, 2026). The pertinent section of the RCW says that the elected representatives of each city within the PTBA shall provide for the selection of the governing body of the PTBA which shall consist of elected officials selected by and serving at the pleasure of the governing bodies of component cities.

In code cities with mayor-council governments like Sedro-Woolley, the governing body is comprised such that the mayor is the chief executive tasked with administering and supervising city business subject to long-term policy set by the council which serves as the city's legislative branch. The mayor is presumed to have day-to-day administrative authority over appointments. Any limitation on such administrative power of the mayor must be affirmatively enacted by council as the long-term policy of the city.

Sedro-Woolley City Council has not enacted any requirement that mayoral appointments to this position be subject to council confirmation. Sedro-Woolley has customarily selected its council representative to the Skagit PTBA Board of Directors by mayoral appointment from a pool of council member volunteers.

According to the general council for Skagit Transit in a memorandum issued to its Board Members on April 22, City Council board appointees have been selected only by the mayor of each respective city and without confirmation by the respective councils. Such custom and consensus is representative of the understanding of the governing body of the City of Sedro Woolley at the time they appointed Mayor Kesti.

The *published* Bylaws of the Skagit PTBA, approved in 2024 and posted on its website as of April 27, 2026, govern appointments to the Board under Article 2 attached and do not specify that council member representatives are to be confirmed by their city councils. Additionally, the bylaws reiterate that the members are to serve at the pleasure of their cities and their terms should last only until their successor has been elected, in accordance with RCW 36.57A.050.

Nevertheless, the Skagit PTBA has changed section 2.3 of its bylaws as of March 18, 2026, which update is intended to require a mandatory term of no less than one year from the date of appointment. This intended requirement is contradictory to section 2.1 of the PTBA bylaws and RCW 36.57A.050 which clearly state that representatives serve at the pleasure of their cities' governing bodies. In practical effect, RCW 36.57A.050 renders the update to section 2.3 moot.

While bound by RCW 36.57A.050 (as amended by HB 1418, effective January 1, 2026) Sedro-Woolley is not bound by the one-year term requirement or any other bylaw of the Skagit PTBA inconsistent with City operations and not mandated by state law. Especially where the PTBA bylaw contradicts state law as in the case of the new section 2.3 and RCW 36.57A.050.

The Mayor seeks to administer the day-to-day operations of the city in accordance with the policy set by its council by removing Council member Cocke from The Skagit PTBA Board at her pleasure and by appointing Council member De Jong to serve on the Board at her pleasure with the approval of the city council.

Attached for your background are Substitute House Bill 1418, the Bylaws of the Skagit County Public Transit Benefit Area (note Article II, 2024), the Bylaws of the Skagit County Public Transit Benefit Area (note Article II, updated April 18th, unpublished, see pages 28 and 29), and correspondence between the City's executive branch and attorney and the executive branch and attorney of Skagit Transit.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. 1418-S.SL
2. 2024_BYLAWS_CLEAN
3. Skagit_Transit_Board_Packet_April_2026
4. Skagit Transit COSW Administration Exchange
5. Skagit Transit COSW Attorney Exchange

CERTIFICATION OF ENROLLMENT

SUBSTITUTE HOUSE BILL 1418

Chapter 230, Laws of 2025

69th Legislature
2025 Regular Session

PUBLIC TRANSPORTATION BENEFIT AREAS—GOVERNING BODY—TRANSIT USER
MEMBERS

EFFECTIVE DATE: January 1, 2026

Passed by the House April 19, 2025
Yeas 62 Nays 33

LAURIE JINKINS

**Speaker of the House of
Representatives**

Passed by the Senate April 16, 2025
Yeas 36 Nays 12

DENNY HECK

President of the Senate

Approved May 12, 2025 2:44 PM

BOB FERGUSON

Governor of the State of Washington

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1418** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

May 14, 2025

**Secretary of State
State of Washington**

SUBSTITUTE HOUSE BILL 1418

AS AMENDED BY THE SENATE

Passed Legislature - 2025 Regular Session

State of Washington 69th Legislature 2025 Regular Session

By House Transportation (originally sponsored by Representatives Timmons, Ramel, Duerr, Simmons, Parshley, Reed, Doglio, Pollet, Hill, and Donaghy)

READ FIRST TIME 02/11/25.

1 AN ACT Relating to adding two voting members that are transit
2 users to the governing body of public transportation benefit areas;
3 amending RCW 36.57A.050; and providing an effective date.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

5 **Sec. 1.** RCW 36.57A.050 and 2020 c 83 s 2 are each amended to
6 read as follows:

7 (1)(a) Within ~~((sixty))~~ 60 days of the establishment of the
8 boundaries of the public transportation benefit area the members of
9 the county legislative authority and the elected representative of
10 each city within the area shall provide for the selection of the
11 governing body of such area, the public transportation benefit area
12 authority, which shall consist of elected officials selected by and
13 serving at the pleasure of the governing bodies of component cities
14 within the area and the county legislative authority of each county
15 within the area. Two other transit-using members may be appointed to
16 the governing body of such area, pursuant to subsection (3)(b) of
17 this section.

18 (b) The elected official members of the governing body of the
19 public transportation benefit area, if the population of the county
20 in which the public transportation benefit area is located is more
21 than ~~((four hundred thousand))~~ 400,000 and the county does not also

1 contain a city with a population of (~~seventy-five thousand~~) 75,000
2 or more operating a transit system pursuant to chapter 35.95 RCW,
3 must be selected to assure proportional representation, based on
4 population, of each of the component cities located within the public
5 transportation benefit area and the unincorporated areas of the
6 county located within the public transportation benefit area, to the
7 extent possible within the restrictions placed on the size of the
8 governing body of a public transportation benefit area. If necessary
9 to assure such proportional representation, multiple cities may be
10 represented by a single elected official from one of the cities. A
11 majority of the governing board may not be selected to represent a
12 single component city.

13 (c) If at the time a public transportation benefit area authority
14 assumes the public transportation functions previously provided under
15 the interlocal cooperation act (chapter 39.34 RCW) there are citizen
16 positions on the governing board of the transit system, those
17 positions may be retained as positions on the governing board of the
18 public transportation benefit area authority.

19 (2) Within such (~~sixty-day~~) 60-day period, any city may by
20 resolution of its legislative body withdraw from participation in the
21 public transportation benefit area. The county legislative authority
22 and each city remaining in the public transportation benefit area may
23 disapprove and prevent the establishment of any governing body of a
24 public transportation benefit area if the composition thereof does
25 not meet its approval.

26 (3)(a) In no case shall the governing body of a single county
27 public transportation benefit area be greater than (~~nine~~) 11 voting
28 members and in the case of a multicounty area, (~~fifteen~~) 17 voting
29 members. Those cities within the public transportation benefit area
30 and excluded from direct membership on the authority are hereby
31 authorized to designate a member of the authority who shall be
32 entitled to represent the interests of such city which is excluded
33 from direct membership on the authority. The legislative body of such
34 city shall notify the authority as to the determination of its
35 authorized representative on the authority.

36 (b)(i) In addition to the maximum of nine elected official voting
37 members of the governing body of a single county public
38 transportation benefit area or 15 elected official voting members of
39 the governing body, in the case of a multicounty area, there may be
40 two transit-using voting members appointed to each governing body by

1 the elected official voting members. Transit-using voting members may
2 not be employees of the transit agency operating under the public
3 transportation benefit area authority.

4 (ii) One transit-using voting member must primarily rely on
5 public transportation systems for transportation.

6 (iii) One transit-using voting member must represent a community-
7 based organization and at least occasionally use public
8 transportation systems for transportation. If no such representative
9 in the public transportation benefit area's service area is available
10 to serve, the governing body must appoint a second transit-using
11 voting member who meets the requirements of (b)(ii) of this
12 subsection.

13 (iv) If transit-using voting members are appointed to a governing
14 body, meetings of the governing body must occur at a time and a place
15 that are reasonably accessible by transit, in order to facilitate the
16 participation of the transit-using voting members.

17 (v) Transit-using voting members must be provided comprehensive
18 training regarding the open public meetings act established in
19 chapter 42.30 RCW, the public records act established in chapter
20 42.56 RCW, and chapter 42.23 RCW regarding ethics for municipal
21 officers, as soon as is reasonably practicable after the member's
22 appointment.

23 (vi) This subsection (3)(b) does not apply to any public
24 transportation benefit area authority where there are retained
25 citizen positions on the governing body, pursuant to subsection
26 (1)(c) of this section.

27 (c) There is one nonvoting member of the public transportation
28 benefit area authority. The nonvoting member is recommended by the
29 labor organization representing the public transportation employees
30 within the local public transportation system. If the public
31 transportation employees are represented by more than one labor
32 organization, all such labor organizations shall select the nonvoting
33 member by majority vote. The nonvoting member shall comply with all
34 governing bylaws and policies of the authority. The chair or cochairs
35 of the authority shall exclude the nonvoting member from attending
36 any executive session held for the purpose of discussing negotiations
37 with labor organizations. The chair or cochairs may exclude the
38 nonvoting member from attending any other executive session. The
39 requirement that a nonvoting member be appointed to the governing

1 body of a public transportation benefit area authority does not apply
2 to an authority that has no employees represented by a labor union.

3 (4) (a) Each member of the authority is eligible to be reimbursed
4 for travel expenses in accordance with RCW 43.03.050 and 43.03.060
5 and to receive compensation, as set by the authority, in an amount
6 not to exceed (~~forty-four dollars~~) \$44 for each day during which
7 the member attends official meetings of the authority or performs
8 prescribed duties approved by the chair of the authority. Except that
9 the authority may, by resolution, increase the payment of per diem
10 compensation to each member from (~~forty-four dollars~~) \$44 up to
11 (~~ninety dollars~~) \$90 per day or portion of a day for actual
12 attendance at board meetings or for performance of other official
13 services or duties on behalf of the authority. In no event may a
14 member be compensated in any year for more than (~~seventy-five~~) 75
15 days, except the chair who may be paid compensation for not more than
16 (~~one hundred~~) 100 days: PROVIDED, That compensation shall not be
17 paid to an elected official or employee of federal, state, or local
18 government who is receiving regular full-time compensation from such
19 government for attending meetings and performing prescribed duties of
20 the authority.

21 (b) The dollar thresholds established in this section must be
22 adjusted for inflation by the office of financial management every
23 five years, beginning January 1, 2024, based upon changes in the
24 consumer price index during that time period. "Consumer price index"
25 means, for any calendar year, that year's annual average consumer
26 price index, for Washington state, for wage earners and clerical
27 workers, all items, compiled by the bureau of labor and statistics,
28 United States department of labor. If the bureau of labor and
29 statistics develops more than one consumer price index for areas
30 within the state, the index covering the greatest number of people,
31 covering areas exclusively within the boundaries of the state, and
32 including all items shall be used for the adjustments for inflation
33 in this section. The office of financial management must calculate
34 the new dollar threshold and transmit it to the office of the code
35 reviser for publication in the Washington State Register at least one
36 month before the new dollar threshold is to take effect.

37 (c) A person holding office as commissioner for two or more
38 special purpose districts shall receive only that per diem
39 compensation authorized for one of his or her commissioner positions
40 as compensation for attending an official meeting or conducting

1 official services or duties while representing more than one of his
2 or her districts. However, such commissioner may receive additional
3 per diem compensation if approved by resolution of all boards of the
4 affected commissions.

5 NEW SECTION. **Sec. 2.** This act takes effect January 1, 2026.

Passed by the House April 19, 2025.

Passed by the Senate April 16, 2025.

Approved by the Governor May 12, 2025.

Filed in Office of Secretary of State May 14, 2025.

--- END ---

BY-LAWS OF THE SKAGIT COUNTY PUBLIC TRANSIT BENEFIT AREA

SKAGIT TRANSIT
BOARD APPROVED JUNE 20, 2024

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ARTICLE I. POWERS, PURPOSE, AND RESPONSIBILITIES

Section 1.1 Name

The name of the municipal Agency duly established pursuant to the laws of the State of Washington is SKAGIT TRANSIT SYSTEM hereinafter referred to as the "Agency". The interim offices of the Agency are located at 600 County Shop Lane, Burlington, Washington 98233.

Section 1.2 Powers, Purpose, and Responsibilities

By and in the corporate name, the Agency shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal Agencies of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal Agencies of like character and degree. The Agency shall have all powers possible to have under the Constitution and laws of this state.

ARTICLE II. THE GOVERNING BODY-BOARD COMPOSITION

Section 2.1 Board Composition

Subject to the provisions to RCW 36-57A.050, as it presently exists or as it may be in the future amended, and the governing body of Skagit Transit System, hereinafter referred to as the "Board", shall consist of a board of nine (9) members, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the component cities within the boundaries of the Agency and County Commissioners of Skagit County and one (1) non-voting member of the Public Transportation Benefit Area (PTBA) authority. The component cities are Mount Vernon, Burlington, Anacortes, and Sedro-Woolley. The non-voting member shall be recommended by the labor organization representing Skagit Transit employees and approved by the Board. If Skagit Transit employees are represented by more than one labor organization, all such labor organizations shall select the non-voting member by majority vote. The non-voting member shall comply with all governing by-laws and polices of the authority. The chair or co-chairs of the authority shall exclude the non-voting member from attending all executive sessions. The membership of the Board shall consist of the following, or their appointees:

1. The Mayor of the City of Burlington
2. The Mayor of the City of Mount Vernon
3. The Mayor of the City of Anacortes
4. The Mayor of the City of Sedro-Woolley
5. Once City Council Member from the City of Mt. Vernon *and* one Council Member from the City of Sedro-Woolley on even years, beginning in 2026*.
6. One City Council Member from the City of Burlington *and* One City Council Member from the City of Anacortes on odd years, beginning in 2027*.
7. County Commissioner District 1
8. County Commissioner District 2

9. County Commissioner District 3
10. The labor organization representing Skagit Transit employees (non-voting member)

*The 2025 City Council Members will feature representatives from Sedro-Woolley and Anacortes.

Section 2.2 Alternate Representatives

The component cities and the County Commissioners of Skagit County may appoint alternate members whose name(s) shall be forwarded to and kept on file with the Agency. An alternate member may serve on the Board in the event of the selected member's absence. Such alternate member shall also be an elected official selected by and serving at the pleasure of the respective Board member.

Section 2.3 Term of Office

Each member of the Board shall hold office until their successor has been selected unless such person is legally ineligible to hold such position.

Section 2.4 Review of Board's Composition

After the Agency's existence for four years, the Public Transportation Improvement Conference, consisting of an elected representative of each city within the County and each county commissioner, shall meet to review the composition of the Board and change the composition of the Board if deemed appropriate. Any such conference and revisions to the Board shall conform to the requirements of Chapter 36.57A.055, Revised Code of Washington. After the initial review, a review shall be held every four years.

Section 2.5 Attendance of Board Members

It is recognized that attendance by the Board's designated alternative members is of prime public concern. Any Board member not able to attend a regularly scheduled meeting shall notify their alternate to attend and notify the Clerk of the Board.

ARTICLE III. DUTIES OF THE BOARD

Section 3.1 Duties of the Board

The Board of the Agency shall approve the policies and legislative direction for the Agency and its administrators, set strategies, ensure that the Agency is meeting its mission and serving the public interest, provide oversight to the Agency's operations and finances, and ensure that the Agency is in compliance with all state and federal laws. The Board may create such advisory boards as it finds necessary or advisable and may determine the powers and duties of each.

The Agency, upon Board approval, shall have the power to:

1. Subject to approval by the state agency so authorized in RCW 36.57A.070, review, adopt, and oversee a general comprehensive plan for public transportation service, which will best serve the residents of the PTBA boundaries and to amend said plan from time to time to meet changed conditions and requirement; and

2. Approve the Agency's acquisition by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Agency or the State, including systems of surface, underground or overhead railways, tramways, buses, ferries or any other means of public transportation, and including escalators, moving sidewalks or other people moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people- moving systems, terminals and parking facilities and properties, together with all lands, right of way, property equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city or any other municipal Agency, may be acquired or used by the Agency only with the consent of the city council or legislative authority of the city or other municipal Agency owning such facilities.
 - a. The facilities and properties of the Agency's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways, may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and
3. Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and
4. Employ legal counsel; and
5. Prepare and adopt a budget; and
6. Audit the Agency's administrative affairs; and
7. Have all other powers which are necessary to carry out the purpose of the Agency as defined by law as it presently exists or as it may hereinafter amended, expressly including RCW 36.57A.080.

Section 3.2 Budget

The Board shall annually adopt a budget for the operation of the Agency. The budget shall be prepared in accordance with state laws and shall be made available to the public.

Section 3.3 Meetings and Meeting Notice

The Board shall hold regular meetings on the third Wednesday of every month at 11:00 am at the location approved by the Board. All meetings will also have a virtual option. Special meetings may be called by the Chair or by a majority of the Board. Notice of special meetings shall be provided to all Board members. All regular and special meetings and all Executive Sessions shall be conducted, and notices given thereof consistent with the Open Public Meetings Act (RCW 42.0).

Section 3.4 Quorum

At any regular or special meeting, any voting majority (5) of the Board present shall constitute a quorum for the transaction of business.

Section 3.5 Voting/Board Decisions

With the exception of the non-voting member, every member of the Board shall be entitled to one vote on all issues before the Board. All voting Board members present may vote or abstain; and abstention shall not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Board unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be a Board decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

Section 3.6 Parliamentary Procedure

This section shall govern the procedures to be followed by the Board for the conduct of Board meetings and the maintenance of order.

- a) **Open Public Meetings Act.** As previously set forth in Section 3.2, the Board shall comply with the provisions of the Open Public Meetings Act, Chapter 42.30 RCW, in the conduct of all meetings to which said act is applicable.
- b) **Executive Sessions.** The Board may discuss the matters specified in RCW 42.30.110, as now codified hereafter amended in an executive session. No member of the Board, employee of the Agency, or any other person present during the executive sessions of the board shall disclose to any person the content or substance of any discussion which took place during said executive session, unless a majority of the Board shall authorize such disclosure.
- c) **Work Sessions.** The Board may, as it deems necessary, conduct work sessions for the purpose of in-depth review and discussion of specified issues. Final disposition shall not be taken at designated work sessions.
- d) **Voting Procedure and the Chair of the Board.** The Chair of the Board shall be a voting member.
- e) **Questions of Parliamentary Procedure.** Questions of parliamentary procedure not covered by these Rules shall be governed by Robert's Rules of Order, Revised (1979 Edition). To the extent these Bylaws are inconsistent with Robert's Rules of Order, these Bylaws shall govern.
- f) **Parliamentarian.** The Agency Counsel shall act as the parliamentarian of the board.

Section 3.7 Board Acting as a Body

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.

Section 3.8 Records of the Board Meeting – Minutes

The proceedings of the Board meetings shall be recorded and maintained in the offices of the Agency. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 3.9 Committees

The Chairperson, with the approval of the Board, may form such standing or special committees as shall be necessary or appropriate.

- a) Standing Committees. The Board, acting as a whole, may form standing committees of the Board. Such standing committees shall be formed by resolution. Such resolution shall contain provisions for the specific purpose of the committee and its membership. However, in no event shall a standing committee membership constitute a quorum of the Board for the transaction of business, and the general purpose of such standing committees shall be to adopt recommendations of actions to the Board as a whole. Standing committees of the Board may contain citizen electors residing within the boundaries of Skagit County.
- b) The Chief Executive Officer (CEO) shall be an ex-officio, non-voting member of any or all standing or special committee.

ARTICLE IV. SELECTION AND DUTIES OF THE CHAIRPERSON AND VICE-CHAIRPERSONS

Section 4.1 Selection of Chairperson and Vice-Chairperson

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.

Section 4.2 Typical Duties of Chairpersons

The Chairperson shall preside over all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice-Chairperson shall assume the duties of presiding over the meetings of the Board; however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Vice-Chairperson is selected as the new Chairperson, then a new Vice-Chairperson shall be selected for the remainder of the vacated Vice Chairperson's term.

Section 4.3 Other Duties of Chairperson

The Chairperson shall act as spokesperson for the Agency and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representation shall otherwise be authorized by the Board; provided however, the Chairperson may delegate to any Board member the duty of being spokesperson or representative. Such spokesperson or representative shall make no pronouncements that will obligate or commit the Agency except pursuant to prior authorization of the Board.

Section 4.4 Appointment of Acting CEO.

In the event that the CEO shall become unable to perform their duties for a period longer than 30 days, the Board shall appoint an acting CEO in accordance with the line of authority.

ARTICLE V. APPOINTED POSITIONS

Section 5.1 Clerk of the Board

The Board shall approve the Clerk of the Board, who need not be a member of the Board.

Section 5.2 Treasurer/Auditor

The Director of Finance, or such other person designated by the Board, shall serve as Treasurer/Auditor of the Agency and shall perform the functional duties prescribed in RCW 36.57A.130.

ARTICLE VI. GENERAL PROVISIONS

Section 6.1 Checks and Electronic Payments

All disbursements of the Agency, including Electronic Payments, shall be executed by the appropriate administrative director as per Board resolution or as otherwise directed by law. All requests for disbursements, whether by check or electronic means, shall be signed as directed by Board resolution.

Section 6.2 Notes

ACH notes or other evidence of the indebtedness, including bills, issued or incurred in the name of the Agency shall be signed by such officer, member, agent or employee of the Agency, and in such a manner as shall from time to time be determined by Board resolution.

Section 6.3 Other Legal Documents

In accordance with the Agency's October 11, 2022, Procurement Policy (or as hereafter amended), the Board may authorize the CEO to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Agency and such authorization may be general or may be confined to specific instances. All written contractual obligations of the Agency, including, but not limited to, contracts, leases and assignments, are to be maintained by the Contracts and Procurements Administrator.

Section 6.4 Deposits

All funds of the Agency shall be deposited in the appropriate accounts established by resolution. The Director of Finance shall be custodian of the funds and is, subject to approval by Board resolution, authorized to invest such funds in the manner provided by law.

Section 6.5 Gifts

The Board may accept on behalf of the Agency any contribution, gift, or bequest (so long as conditions are consistent with State law), for any purpose of the Agency.

Section 6.6 Travel

Members of the Board, in order to conduct official business properly and fully, may travel and incur expenses. Agency members shall receive no reimbursement for travel or meals within

Skagit County. Agency members will receive reimbursement for reasonable expenses incurred while engaged in official business out of the County in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Agency employees. Out-of-state travel by members will be authorized by the Chair subject to annual budget restraints.

ARTICLE VII. SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these by-laws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VIII. ENACTMENTS SUPERSEDED

These By-laws shall supersede such Board enactments, provisions, and constitutive authority as may be affected by these Bylaws. In the event that such conflicts may arise in the exercise, intent, or interpretation between these Bylaws and prior Board enactments, provisions and constitutive authority then these Bylaws shall have preference and authority over such other enactments, provisions, and constitutive procedures.

ARTICLE IX. PROTECTION OF BOARD MEMBERS, OFFICERS, AND EMPLOYEES FROM LIABILITY

Section 9.1 Goal

The Board members, officers and employees of the Agency serve the people of Skagit County as public servants. It would frustrate the purpose of the Agency if its Board members, officers or employees were subject to individual legal liability for actions taken on behalf of the Agency.

Section 9.2 Scope or Protection

Except as otherwise provided by state law, no Board member, officer or employee of the Agency shall be individually liable for any action taken in such capacity as provided in paragraph 9.3. Accordingly, and consistent with Section 9.1 above, the Agency shall defend and hold harmless all Board members, officers and employees of the Agency against whom a claim or suit may be brought by a third party. In the event such a suit is brought, the Agency shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgement, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding within the standard of conduct referred to in paragraph 9.3 herein, and for which notice has been given pursuant to paragraph 9.4. The Board, excluding the member(s) involved in such claim or action, shall be the sole judge of the reasonable and necessary expenses to be borne by the Agency.

Section 9.3 Standard of Conduct

Protection shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed Agency Board member, officer, or employee, and arising out of such person's

performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Agency.

Section 9.4 Notice

Any Board member, officer or employee against whom any action, claim, or other proceeding is threatened, pending, or instituted as provided in Section 9.3 above, shall provide written notice of such action, claim, or other proceeding to the Board Chair within ten days of being served with the notice of such action, claim or other proceeding.

Section 9.5 Insurance

The Agency, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as currently codified or hereafter amended, may contract for insurance coverage in order to carry out the provisions of this article.

Section 9.6 Non-waiver Provision

Through this article, the Agency seeks only to establish a formal mechanism to protect its Board members, officers and employees as stated above. The Agency does not waive any defenses or immunities to which its Board members, officers or employees may be entitled under the laws of the United States and the State of Washington.

ARTICLE X. AMENDMENTS

These Bylaws, as adopted by the Board of Skagit Transit System may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two (2) weeks prior to the meeting.

SIGNATURES

The foregoing amended Bylaws of the Skagit Transit System have been adopted by the majority of the total Board on the ____ day of _____, 2024.

Matt Miller
Mayor, City of Anacortes

Bill Aslett
Mayor, City of Burlington

Peter Donovan
Mayor, City of Mount Vernon

Julia Johnson
Mayor, City of Sedro-Woolley

Ron Wesen
Skagit County Commissioner, District 1

Lisa Janicki
Skagit County Commissioner, District 2

Peter Browning
Skagit County Commissioner, District 3

James Stavig
Councilperson, City of Burlington

Andrew Vander Stoep
Councilperson, City of Mount Vernon

Laura Klein
Skagit Transit Clerk of the Board

Crystle Stidham
Skagit Transit CEO

Dannon Traxler
Legal Counsel to Skagit Transit



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

Skagit Transit Board of Directors Agenda

Regular Meeting
April 15, 2026
11:00 a.m.

Join virtually at:

<https://tinyurl.com/Board-of-Directors-April-15th>

Meeting ID: 233 326 712 553 71

Passcode: bX6Sd6NU

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 Claims and Payroll
 - February Payroll Direct Deposit and Checks \$1,279,579
 - February Direct Federal withholding transfer..... \$363,596
 - February Claims Checks and ACH #5321-5461 \$460,361
- c) Approve February Budget Update..... Page 8

6. FULL DISCUSSION / ACTION ITEMS

- a) Approve Resolution 2026-03 Appointing the Internal Auditor and Treasurer of the PTBA Page 9
- b) Approve Resolution 2026-04 Appointing the Agency Investment Officer Page 11
- c) Approve Advertising and Sponsorship Policy Page 13
- d) Approve Revised Bylaws for Skagit Transit Board of Directors Page 24

7. INFORMATION ITEMS

- a) CEO Update
- b) Employee Recognition
- c) End of Year 2025 Productivity Report Page 37
- d) February 2026 Productivity and Ridership Page 40

8. ADJOURNMENT

Skagit Transit Board of Directors Officers

Commissioner Peter Browning..... Chair Commissioner Joe Burns..... 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
Mount Vernon 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.

Aviso de la ADA para el público: Skagit Transit cumple plenamente con la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 (ADA) y no discrimina por motivos de discapacidad. Para obtener más información, o para presentar una queja, póngase en contacto con el Coordinador de la ADA, Jennifer Davidson en 360-757-5178 o jdavidson@skagittransit.org.

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

Wednesday, March 18, 2026

The Skagit Transit Board of Directors met in a regular meeting in Burlington, WA. Commissioner Peter Browning chaired the meeting and 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)
Joe Burns, Skagit County Commissioner (Vice Chair)
Ron Wesen, Skagit County Commissioner)
Peter Donovan, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor (joined at 11:04 a.m. and left at 11:25 a.m.)
Paul Cocke, City of Sedro Woolley, Councilmember
Hannah Oliver, City of Mount Vernon, Councilmember

Members Present via Teleconference

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

Members Absent:

Carolyn Moulton, City of Anacortes, Councilmember
Tracy Cook, Labor Representative (non-voting member)

Providing Legal Counsel:

Suzanne Michael, Fisher Phillips
Cedric Adams, WSTIP

Staff Present

Eric Espraza, Capital Projects Manager
Eric Gambill, Security Supervisor
Crystle Stidham, Chief Executive Officer
Greg Latham, Director of Maintenance and Facilities
Jason Shaffer, Operations Supervisor
Larry Shelly, Coach Operator
Larissa Farrell, Executive Assistant/Clerk of the Board
Les O'Neil, Operations Supervisor
Rocky Bliss, Coach Operator
Wade Reinemer, Coach Operator
Maleah Kuzminsky, Planning and Outreach Manager

Staff Present via Teleconference:

Abby Bissell, HR Generalist
Clerk of the Board
Kelly Borden, Accounting Clerk
Larissa Farrell, Executive Assistant/Clerk of the Board
Rebekah Tuno, Grants Manager
Sarah Pelle, Events Specialist/Travel Trainer
Seeley Mullins, Procurement and Contracts Coordinator
Skagit Transit Proctor
Taylor Patti, Financial Analyst

Members of Public Present

Andrea Reiter; Colleen Kennedy; Jason Kelly; Melinda; Shelby Zimmerman; Soren Jensen;

Members of the Public Present via Teleconference:

000000; Joe Kunzler; Joe Macdonald; No Kings; Read.AI Meeting Notes; Rosie Ventura;

1 Executive Session: RCW 42.30.110(1)(i) Discuss Agency Litigation with Legal Counsel

The board met in an executive session to discuss agency litigation with legal counsel. Mr. Browning stated that the Board would meet for 20 minutes from 11:00 a.m. to 11:20 a.m. The Board returned to the room and resumed the regular meeting at 11:20 a.m.

2 Public Comment

Public comment was made.

3 Consent / Action Items

- a) Approval of February Meeting Minutes
- b) Approval of Claims and Payroll
 - January Payroll Direct Deposit and Checks
 - January Direct Federal Withholding Transfer
 - January Claims Checks and ACH #5170-5320
- c) Approve January Budget Update
- d) Approve Fare-Free Fixed Route Service for the Spring 2026 Veteran Stand Down Event
- e) Approve Scan and Toss Policy and Procedure
- f) Approve Revised Bylaws for Skagit Transit Board of Directors

Mr. Wesen made a motion to move (f) Approve Revised Bylaws for Skagit Transit Board of Directors to the Full Discussion/Action Items part of the agenda. Ms. Johnson then made a motion to approve consent items A-E. Mr. Cocke seconded the motion. The motion passed unanimously.

4 Full Discussion/Action Items:

a) Approve Revised Bylaws for Skagit Transit Board of Directors

Mr. Wesen requested that language be added to the bylaws that authorizes the Skagit Transit Board of Directors to hire and fire the Chief Executive Officer of Skagit Transit. Mr. Wesen then moved to approve the bylaws as is, and we will revisit them next month to make the requested revisions. Mr. Burns seconded the motion. The motion passed unanimously.

b) Approve Contract 25-065 Skagit Transit MOA2 Commissioning

Ms. Stidham summarized the report as presented in the board packet.

Mr. Donovan moved to approve Contract 25-065 Skagit Transit MOA2 Commissioning. Mr. Wesen seconded the motion. The motion passed unanimously.

c) Approve Resolution 2026-02 Appointing Representatives to the Washington State Transit Insurance Pool

Ms. Stidham summarized the report as presented in the board packet.

Mr. Burns moved to approve resolution 2026-02, appointing representatives to the Washington State Transit Insurance Pool. Ms. Johnson seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update
- b) Employee Recognition
- c) March Grants Update
- d) January Productivity and Ridership Report
- e) CAC Update

Peter Browning adjourned the meeting at 12:07 p.m.

Attest:

Peter Browning, Chair Skagit Transit Board of Directors

Larissa Farrell, Clerk of Skagit Transit Board

13 March 2026

RE: Joe A. Kunzler Public Comment for 18 March 2026

Dear Skagit Transit Board;

First, I want to share here that it's been a somewhat depressing March. I happen to be transit-dependent in Sedro-Woolley, and so I've had to bow out of several events due to our span of service in Sedro-Woolley being 5:45 AM-8:45 PM weekdays plus 7:45 AM-6:15 PM weekends.

Additionally, I don't find terribly appealing having to leave Sedro-Woolley at 9:15 AM or so for an 11 AM meeting in downtown Burlington to give three (3) minutes of oral public comment, and then get home most likely around 2:00 PM. Five (5) *hours* for three (3) minutes is *very much* a deterrent to public input and participation. Some of us who actually ride Skagit Transit and have to deal with cancelled runs and fire extinguishers popping off have pressing issues with Skagit Transit that arguably require us to participate in Board discussions. If you don't want us voting on money issues, at the very least, use this new law I helped get and was spoken about on both the House & Senate floors to please let Skagit Transit riders amply inform the Board of our declining rider experience.

I will also make this pledge here in writing as I have orally in several places: If appointed, I will hold at least one town hall in a different Skagitonian community per month for Skagit residents. Non-Skagitonian folks can request one 30-minute virtual call a month, and I will offer the same to fellow Skagitonians as need be. We Skagitonians need to build community around Skagit Transit, and we Skagitonians need Skagit Transit to build a better community.

With that, I will address some issues from the agenda packet. First, I absolutely, positively, definitely reject Skagit Transit joining ORCA. I object without an affirmative vote of both the Community Advisory Committee (CAC) and the Board on the matter. Fare collection is a matter of concern to riders. Riders who need to at the least a nonvoting voice in Board discussions such as this need to be listened to.

I also object to Skagit Transit having fare collection governance be in a Seattle conference room by book-smart folks who mean well but do not record their deliberations. Our exurban voice and needs will be diluted if not disregarded by the urban transit agencies at the ORCA Joint Board.

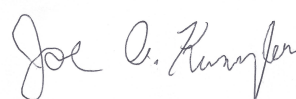
Additionally, UMO has fare capping for a \$3 in-county pass. ORCA Joint Board has a \$6 all-day fare for the buses and light rail (aka Link) inside the ORCA pod. How will ORCA and Skagit Transit adjust fares with our membership?

I also want to add that I have been posting most of Skagit Transit's route cancellations to Nextdoor, and received both appreciation plus concern from the public on that social media platform.

With that, a few thoughts on the Board of Directors By-Laws:

- 1) I do not see what value or need there is to have City Councilors on the Board of Directors. Having a rotating membership thwarts direct accountability at the ballot box for delivering Skagit Transit services.
- 2) The by-laws do not recognize the Skagit Transit Community Advisory Committee as a non-voting member.
- 3) I wish the Board was open please to having a community volunteer who rides Skagit Transit of the same jurisdiction as an elected member be an alternative representative at the pleasure of the elected member.

Respectfully submitted;



Joe A. Kunzler
growlernoise@gmail.com

**CEO Verbal Report Out
Board Meeting
March 18th, 2026**

MOA2

We finally received notification last week that our BUILD grant was approved. As I mentioned several months ago, we were required to take out all work related to EV charging infrastructure as a condition to get the grant approved. The DOT reduced the grant by \$2M, the amount that they valued the EV charging infrastructure would have cost. I was able to get \$5M from Move Ahead Washington for the project, so we still have a fully funded project.

Project

Construction started on the project on Monday, March 16th. The delay was primarily due to the FTA taking an extended period of time to reprogram the grant funds for this project. The project is expected to take 6-8 weeks to complete.

Finances

A full financial report is included in the packet, but I wanted to provide a few highlights. Sales tax revenues were up about 6.84% YoY from December 2024 to December 2025, 4.83% YTD.

We budgeted \$16.5M in sales tax revenues for 2025 and collected \$18,020,483 (\$1,520,483 over what we budgeted).

Recruitments

We currently have the following open positions:

- Director Of Operations

We have 8 Drivers in training right now and expect them to graduate in mid-April. We will be starting another class of 4 in mid-April.

Operations KPIs

January:

LTA - Average 5-6

OT

- January - \$60,897.62
 - Budgeted \$575,000

Driver absenteeism for January was 14.44%

Ridership

There is a full ridership report included, but here are the highlights:

FR - Up 2.47% from January 2025 to January 2026

Para - Up 10.71% from January 2025 to January 2026

Governance Committee Update

There was no Governance meeting in March due to scheduling conflicts.

Class and Comp Workshops

The Class and Comp study is done and the changes will be reflected on our March 20th, 2026 payroll for employees that were reclassified. We have one exempt employee that the consultant deemed should be classified as non-exempt. This means that the employee should be eligible for OT if she works more than 40 hours per week. It will not impact the employee's pay, but the GL accrual is different for exempt vs. non-exempt employees. We feel that we should reclassify the employee to non-exempt and keep her accruals as exempt so that she does not lose GL. We will be bringing that to the Board for approval next month.

Long-Range Transit Plan

We are in the implementation process for the new paratransit and microtransit software. We'd hoped to go live with the new software in April, but we don't think we will get everyone trained in time, so this will likely happen in May instead.

Community Events

Skagit Transit participated in the following community event in March:

- March 3 – Parent Academy Resource Fair at Mt. Vernon High School
- March 4 – 8th Grade Transition Night at Sedro Woolley High School

We will also be participating in the following community events in March:

- March 25 – Developmental Disabilities Resource Fair at the Common Library in Mt. Vernon
- April 3 – Veteran's Standdown at the Skagit Fairgrounds

National Transit Employee Appreciation Day

I want to acknowledge that today is National Transit Appreciation Day. Today we recognize the dedicated transit professionals who keep our communities moving every day. From operators and maintenance teams to dispatchers and support staff, their commitment to safety, reliability, and public service makes a meaningful difference in the lives of those they serve. Today, we say thank you to all of our employees for the hard work, resilience, and pride they bring to transit. Every single employee plays a key role in providing this critical service to our community and I want to extend my gratitude to all of them for coming to work every day ready to serve.



TO: Skagit Transit Board of Directors

FROM: Chris Arkle, Accounting & Finance Manager

SUBJECT: Monthly Budget Update Report for February 2026

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

Revenues:

Sales Tax Received:

February	2026	2025	2024
	1,658,940	1,552,668	1,516,794

Grant Revenue Received:

Federal Operating	321,859
Federal Capital	7,488
Local Operating	-
State Operating	448,538
State Capital	-

Fare Revenue Collected:

	2026	2025	2024	2023
February	48,300	56,657	41,160	52,706
Yrly-Budget	808,800	791,765	718,000	684,500
Mon-Budget	67,400	65,980	59,833	57,042

Expenses

Payroll

Operators' Salaries	February	YTD	Budgeted
Operators' Salaries	407,100	844,960	5,773,311
Operators' Overtime	76,343	137,241	575,000
Non-Operators' Salaries			
Non-Operators' Salaries	465,054	910,515	5,999,320
Non-Operators' Overtime	8,486	18,297	41,160
Capital			
Route Improvements	-		
Skagit Station	-		
Park & Ride	-		
Revenue Equipment	(6,676)		
Service Equipment	-		
Vanpool Equipment	-		
MOA 2	-		
Bldgs. - MOA	6,101		
Garage/Shop Equipment	-		
Office Furniture/Equip.	-		
Intangible Asset - SW	-		

Ending Cash:

February 2026	February 2025	February 2024
1,723,246	3,645,877	5,830,257

Reserves:

	February 2026	February 2025	February 2024
Operating	5,908,493	5,655,575	5,390,322
Facilities	10,400,000	10,400,000	10,400,000
Capital Replacement	6,554,125	5,828,384	5,067,248
Non-Designated	746,750	1,694,306	1,614,845
Total	23,609,368	23,578,265	22,472,415

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



TO: Skagit Transit Board of Directors

FROM: Crystle Stidham, Chief Executive Officer

SUBJECT: Approve Resolution 2026-03 Appointing the Internal Auditor and Treasurer of the PTBA

INFORMATION:

The previous Director of Finance, Joe Stewart, was the last board-appointed Auditor/Treasurer for Skagit Transit System. Mr. Stewart has been replaced by the new Director of Finance, Chris Arkle. Therefore, Mr. Arkle now needs to be appointed as the new Auditor/Treasurer.

RECOMMENDATION:

Staff recommends the Board Approve Resolution 2026-03, authorizing the appointment of the new Director of Finance, Chris Arkle, to be the permanent Auditor/Treasurer for Skagit Transit System, retroactively dated to March 16, 2026.

BUDGET IMPACT:

None.

RESOLUTION NO. 2026-03

**A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPOINTING AN
INTERNAL AUDITOR AND TREASURER OF THE PTBA FOR SKAGIT TRANSIT AUTHORITY**

WHEREAS, in May 2025, Joe Stewart, the Director of Finance, was appointed to serve as Auditor/Treasurer of Skagit Transit System; and

WHEREAS, Joe Stewart is no longer employed by Skagit Transit;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby appoints the new Director of Finance, Chris Arkle, to the capacity of Auditor/Treasurer for the authority, to perform all the duties and responsibilities of the position, retroactively dated to March 16, 2026.

PASSED in open public meeting this 15th day of April, 2026.

**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 2026-04 Appointing the Agency Investment Officer

INFORMATION:

The duties of the Investment Officer include managing the cash and investments of the organization held by Skagit County. To carry out these duties, the Board must appoint an organizational representative as the Agency Investment Officer.

The previous Director of Finance, Joe Stewart, was the last board-appointed Investment Officer. Mr. Stewart has been replaced by the new Director of Finance, Chris Arkle. Therefore, Mr. Arkle now needs to be appointed as the new Agency Investment Officer, retroactively dated to March 16, 2026.

RECOMMENDATION:

Staff recommends the Board Approve Resolution 2026-04, authorizing the appointment of the new Director of Finance, Chris Arkle, to be the permanent Agency Investment Officer for Skagit Transit System, retroactively dated to March 16, 2026.

BUDGET IMPACT:

None.

RESOLUTION NO. 2026-04

A RESOLUTION OF SKAGIT TRANSIT BOARD OF DIRECTORS APPOINTING AN INVESTMENT OFFICER FOR SKAGIT TRANSIT AUTHORITY

WHEREAS, in May 2025, Joe Stewart, the Director of Finance, was appointed to serve as Investment Officer of Skagit Transit System; and

WHEREAS, Joe Stewart is no longer employed by Skagit Transit;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby appoints the new Director of Finance, Chris Arkle, to the capacity of Investment Officer for the authority, to perform all the duties and responsibilities of the position, retroactively dated to March 16, 2026.

PASSED in open public meeting this 15th day of April, 2026.

**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 the Skagit Transit Advertising and Sponsorship Policy

INFORMATION:

Skagit Transit is requesting Board consideration of an advertising policy that would allow paid advertising on agency vehicles, facilities and publications as a means of supporting long-term financial sustainability. The draft advertising was sent to the Board for a 30-day review on March 13, 2026. Paid advertisement is a widely used practice nationwide and is already implemented by most transit agencies, aligning this proposal with industry best practices. The proposed policy includes clear content standards and retains final approval authority with Skagit Transit to ensure community values and agency priorities are upheld. Revenue generated through advertising would provide a stable, non-grant-dependent funding source that could be directed toward items such as technological upgrades, customer information tools, marketing improvements, and potential service enhancements, supporting high-quality service for Skagit Transit riders.

RECOMMENDATION:

Staff recommends the Board move to approve the Skagit Transit advertising and sponsorship policy authorizing paid advertising on agency vehicles, facilities and publications, as presented, and direct staff to implement the policy in accordance with established content standards and agency oversight.

BUDGET IMPACT:

There is no immediate budget impact associated with approval of the proposed advertising policy. Any future revenue generated through implementation of the policy would be dependent on market conditions and would be addressed through the normal budget development process.

ADVERTISING AND SPONSORSHIP POLICY

I. Purpose

A. Skagit Transit. Skagit Transit (the “Agency”) provides sustainable, innovative, and equitable public transportation services within its service area to connect communities. With a fleet of 90+ vehicles and 19 fixed routes serving urban, suburban, and rural communities, the Agency strives to be a leader in shaping the future of public transit, making Skagit Transit more accessible and livable for everyone.

Advertising as Revenue Source. The Agency’s transit operations are funded by a combination of federal, state and local funds, including grants and taxes, as well as fare revenue. Advertising revenues are an important additional source of revenue that supports transit operations. The Agency’s fundamental purpose in accepting transit advertising is to generate revenue to augment the Agency’s operating budget. The primary purpose of the Agency’s transit system is to provide safe and efficient public transportation within its service area. To generate additional revenue while also accomplishing the primary objectives of transit operations, the Agency will accept advertising on its Transit Facilities, Transit Vehicles, and Transit Publications only if such advertising complies with this Advertising Policy (“Policy”).

B. Nonpublic Forum Status. The Agency’s acceptance of transit advertising does not provide or create a general public forum for expressive activities. In keeping with its proprietary function as a provider of public transportation, the Agency does not intend its acceptance of transit advertising to convert its Transit Vehicles, Transit Facilities, Transit Publications into public forums for public discourse and debate. Rather, as noted, the Agency’s sole purpose and intent is to accept advertising as an additional means of generating revenue to support its transit operations. In furtherance of that discreet and limited objective, the Agency retains strict control over the nature of the ads accepted for posting on or in its Transit Vehicles, Transit Facilities, Transit Publications and maintains its advertising space as a nonpublic forum.

In the Agency’s experience, certain types of advertisements interfere with the program's sole purpose of generating revenue to benefit the Agency. This Policy advances the advertising program's revenue-generating objective and preserves the forum’s primary transit purposes by prohibiting advertisements that interfere with and divert resources from transit operations, that detract from transit purposes by undermining rider safety, disrupting transit operations, or interfering with the orderly use of transit vehicles or facilities. Such advertisements create an environment that is not conducive to achieving increased revenue for the benefit of the Agency or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this Policy thus foster the maintenance of a professional advertising environment that maximizes advertising revenue and protects the interests of the captive audience that uses Skagit Transit’s services.

This Policy is intended to provide clear guidance as to the types of advertisements that will allow the Agency to generate revenue and enhance transit operations by fulfilling the following important goals and objectives:

- Maximizing advertising revenue;
- Maintaining a position of neutrality and preventing the appearance of favoritism or endorsement by the Agency;
- Preventing the risk of imposing objectionable, inappropriate or harmful views on a captive audience;
- Preserving the value of the advertising space;
- Maximizing ridership and maintaining a safe environment for transit customers and other members of the public;
- Avoiding claims of discrimination and maintaining a non-discriminatory environment for riders;
- Preventing any harm or abuse that may result from running objectionable, inappropriate or harmful advertisements;
- Reducing the diversion of resources from transit operations that is caused by objectionable, inappropriate or harmful advertisements.
- Preserving Skagit Transit's business reputation as a professional, effective and efficient provider of public transit services.

The Agency's Transit Facilities, Transit Vehicles, and Transit Publications are a nonpublic forum and, as such, the Agency will accept only that advertising that falls within the categories of acceptable advertising specified in this viewpoint neutral Policy and that satisfies all other access requirements and restrictions provided herein.

The Agency reserves the right to suspend, modify or revoke the application of any of the standards in this Policy as it deems necessary to comply with legal mandates, to accommodate its primary transportation function, or to fulfill the goals and objectives identified above. All of the provisions in this Policy shall be deemed severable.

Disclaimer of Endorsement. The Agency's acceptance of an advertisement does not constitute express or implied endorsement of the content or message of the advertisement, including any person, organization, products, services, information or viewpoints contained therein, or of the advertisement sponsor itself. This endorsement disclaimer extends to and includes content that may be found via internet addresses, quick response (QR) codes, and telephone numbers that may appear in posted ads, and that direct viewers to external sources of information.

II. Definitions

A. **Transit Facilities.** Transit Facilities include all facilities owned and/or operated by Skagit Transit including buildings, bus stops, bus shelters, and park-and-ride facilities.

B. Transit Vehicles. Transit Vehicles include all vehicles owned and/or operated by Skagit Transit for use by the general public.

C. Transit Publications. Transit Publications include all literature or information produced by Skagit Transit including but not limited to Rider Guides and brochures.

III. Policy

A. Permitted Advertising Content: Subject to limitations of Prohibited Advertising in Section III.B, only the following classes of advertising are authorized on or in Transit Facilities, Transit Vehicles, and Transit Publications:

1. Commercial Advertising. Advertising proposing, promoting, or soliciting a commercial transaction for the sale, rent, lease, license, distribution or availability of goods, property, services, or events that anticipates an exchange of monetary consideration, for the advertiser's commercial or proprietary interest, including advertising from tourism bureaus, chambers of commerce or similar organizations that promote the commercial interests of its members.
2. Government Advertising. Advertising by a federal, state or local governmental entity that advances specific governmental purposes.

B. Prohibited Advertising Content: Notwithstanding Section III.A, advertising is prohibited on or in Transit Facilities, Transit Vehicles, and Transit Publications if it falls within one or more of the following categories:

1. Political Speech. Advertising that promotes or opposes: (a) a political party; (b) any person or group of persons holding federal, state or local government elected office; (c) the election of any candidate or group of candidates for federal, state, or local government offices; or (d) initiatives, referendums or other ballot measures.
2. Public Issue Speech. Advertising that primarily expresses or advocates an opinion, position or viewpoint on a matter of public debate about economic, political, public safety, religious or social issues. The following nonexclusive factors will be considered when applying this section to commercial advertising submitted under Section III.A.1: (a) whether a commercial product or service is apparent from the face of the ad, (b) whether the commercial product or service is incidental to the public interest content of the ad, (c) whether the sale of commercial products or services is the primary source of the advertiser's total annual revenue, and (d) whether the advertiser is a for-profit entity. This exclusion does not apply to government advertising under Section III.A.2.
3. Religious. Advertising that promotes or opposes any identifiable or specific religion, religious viewpoint, message or practice.

4. Prohibited Products, Services or Activities. Any advertising that promotes or depicts the sale, rental, or use of, participation in, or images of the following products, services or activities; or that uses brand names, trademarks, slogans or other material that are identifiable with such products, services or activities:

(a) Tobacco. Tobacco products, including but not limited to cigarettes, cigars, and smokeless (e.g., chewing) tobacco;

(b) Vaping. Vaping products, including but not limited to e-cigarettes, vaping pens, and vaping oils;

(c) Alcohol. Beer, wine, distilled spirits or any alcoholic beverage licensed and regulated under Washington law, however, this prohibition shall not prohibit advertising that includes the name of a restaurant that is open to minors;

(d) Cannabis. Cannabis, cannabis products, cannabis businesses, or cannabis services;

(e) Firearms. Firearms, ammunition or other firearms-related products;

(f) Speculative or High-Risk Investments. Speculative investment schemes, day-trading platforms, multi-level marketing opportunities, cryptocurrencies, digital tokens, NFTs,

This restriction does not apply to regulated banks or credit unions advertising general banking services, provided advertising does not promote speculative investment products.

(g) Online Gambling. Online or app-based gambling platforms, sports betting applications, mobile wagering services, or other gambling services designed primarily for continuous or on-demand betting.

However, advertising for destination-based entertainment venues, such as but not limited to casinos, may be permitted when the primary message is the general venue amenities and not gambling activity, and when the advertisement does not promote inducements, odds, jackpots, payouts, or wagering promotions;

(h) Litigation Services. Promotion or solicitation of legal claims, litigation services, or claims-based settlement or recovery services including personal-injury, accident, class-action, or mass tort;

(i) Short-term Consumer Financial Services. Payday loans, wage-advance or cash-advance services, title loans, refund-anticipation loans, debt-settlement or credit repair services, rent-to-own programs;

(k) Adult/ Mature Rated Films, Television Video Games, or Theatrical Presentations. Adult films rated "X" or "NC-17", or video games rated "A", or theatrical presentations recommended by the sponsor for persons 18 years or older;

(l) Adult Entertainment Facilities. Adult bookstores, adult video stores, nude dance clubs and other adult entertainment establishments;

(m) Other Adult Services. Adult telephone services, adult internet sites, and escort services.

5. Sexual and/or Excretory Subject Matter. Any advertising that contains or involves any material that describes, depicts or represents sexual or excretory organs or activities in a manner that a reasonably prudent person, knowledgeable of the Agency's ridership and using prevailing community standards, would find inappropriate for the public transit environment, including persons under the age of 18.

6. False or Misleading. Any material that is or that the sponsor reasonably should have known is false, fraudulent, misleading, deceptive or would constitute a tort of defamation or invasion of privacy.

7. Copyright, Trademark or Otherwise Unlawful. Advertising that contains any material that is an infringement of copyright, trademark or service mark, or is otherwise unlawful or illegal.

8. Illegal Activity. Any advertising that promotes any activity or product that is illegal under federal, state or local law.

9. Profanity and Violence. Advertising that contains any profane language or employs the use of miscellaneous characters or symbols as a substitute for profane language, or portrays images or descriptions of graphic violence, including dead, mutilated or disfigured human beings or animals, the act of killing, mutilating or disfiguring human beings or animals, or intentional infliction of pain or violent action towards or upon a person or animal.

10. Threatening Harm. Advertising that contains any threat, implied or direct, to harm a particular individual or group of individuals.

11. Harmful or Disruptive to Transit System. Advertising that contains material that is so objectionable as to be reasonably foreseeable that it may result in harm to, disruption of, or interference with, the operation, or business reputation of the Agency. For purposes of determining whether an advertisement contains such material, the Agency will determine whether a reasonably prudent person, knowledgeable of the Agency's ridership and using prevailing community standards, would believe that the material is so objectionable that it is reasonably foreseeable that it may result in harm to, disruption of, or interference with, the operation, or business reputation of the Agency.

12. Adverse to Transit. Advertising that is directly adverse to the commercial or administrative interests of the Agency, that tends to criticize the quality of service provided by the Agency or that tends to criticize public transportation generally.

13. Lights, Noise and Special Effects. Flashing lights, sound makers, mirrors or other special effects that interfere with the safe operation of the bus or the safety of bus riders, drivers of other vehicles or the public at large.

14. Unsafe Transit Behavior. Any advertisement that encourages or depicts unsafe behavior with respect to transit-related activities, such as non-use of normal safety precautions in awaiting, boarding, riding upon or debarking from transit vehicles.

C. Additional Requirements:

1. Sponsor Attribution and Contact Information. Any advertising in which the identity of the sponsor is not readily and unambiguously identifiable must include the following phrase to identify the sponsor in clearly visible letters (no smaller than 72-point type for exteriors and 24-point type for interiors):

Paid for by _____

D. Agency Speech. The provisions of this Policy do not apply to the Agency's speech, which includes advertising sponsored solely by the Agency or by the Agency jointly with another entity to communicate any message deemed appropriate by Skagit Transit.

IV. Procedures

A. Submission and Internal Review

All proposed advertising for display on Skagit Transit vehicles, facilities, or publications should be submitted to Skagit Transit or its contractor for review prior to installation. No advertising may be installed or displayed until it has been approved for compliance with this Policy.

Skagit Transit may consult internal staff or legal counsel, as needed, during the review process.

B. Approval, Modification, or Rejection

Skagit Transit may approve, conditionally approve, require modification of, or reject proposed advertising based on compliance with this Policy. Decisions are made based on the content categories in the Policy and not on disagreement with a particular viewpoint. Conditional approval may require changes to content, format, placement, or duration.

Approval at any time does not guarantee continued display. Advertising remains subject to ongoing review for compliance.

C. Suspension or Removal of Advertising

Skagit Transit may suspend or remove advertising at any time if Skagit Transit determines that the advertising does not comply with this Policy, or if new or material information becomes available that continued display would adversely affect rider safety, system operations, or the orderly use of transit vehicles and facilities.

Skagit Transit may instruct an advertising contractor or advertiser to take corrective action or may remove the advertising directly.

D. No Appeal Rights or Procedural Entitlements

Nothing in this Policy creates a right or entitlement to have advertising accepted or displayed. Skagit Transit is not required to provide advanced notice or an appeals process prior to rejecting, modifying, suspending, or removing advertising.

E. Contractor responsibilities

Any advertising contractor engaged by Skagit Transit shall ensure compliance with this Policy and shall not display or authorize advertising unless it has been approved by Skagit Transit or its designee. Skagit Transit retains final authority over all advertising content, placement, and removal.

POLICY ON SPONSORSHIPS

Sponsorships by external entities may be accepted only for, upon, or regarding approved Skagit Transit's assets, programs, and services.

V. Policy

Criteria for Approval of Sponsorships

A sponsorship affiliation may affect the reputation of Skagit Transit. The reputation of local transit agencies among the people they serve is critical to their ability to operate effectively. Skagit Transit retains sole and final decision-making authority for determining the appropriateness of a sponsorship association and reserves the right to refuse any offer of sponsorship. Any proposal for sponsorship in which the involvement of an outside entity is likely to compromise the public's perception of Skagit Transit's neutrality or its ability to act in the public interest will be rejected.

In considering whether to accept a proposed sponsorship, Skagit Transit in its sole discretion shall consider the following non-exclusive criteria:

- The relationship and importance of the sponsorship to the mission of Skagit Transit.
- Whether and the extent to which the sponsorship furthers one or more of Skagit Transit's adopted focus areas.
- The type and level of support provided by the sponsor.
- Whether and the extent to which the sponsorship will create financial or administrative burdens on Skagit Transit or require additional personnel.
- The extent and prominence of communications to the public regarding the sponsorship.

- Whether the sponsorship will establish, or will be perceived as establishing, an inappropriate association.
- Whether the sponsorship is, or will be perceived to be, politically oriented.
- Whether the sponsorship is, or will be perceived to be, offensive to segments of the area's populace.
- The aesthetic characteristics of communications to the public regarding sponsorship.
- Whether the sponsor manufactures products, takes positions or otherwise engages in activity that is inconsistent with local, state, or federal law or with Skagit Transit's policies or mission.
- Any other factors that might undermine public confidence in Skagit Transit's impartiality or interfere with the efficient delivery of services or operations, including, but not limited to, current or potential conflicts of interest between the sponsor and Skagit Transit's employees, officials, or affiliates and the potential for the sponsorship to tarnish Skagit Transit's standing among the area's populace or otherwise impair the ability of Skagit Transit to serve the people (e.g., the prospective sponsor seeks to sponsor a program of a Skagit Transit division that awards or administers contracts for goods or services that the sponsor provides).

Consistent with the foregoing criteria, the following are categorically excluded as potential sponsors:

- Prohibited categories listed in Section III.B

All sponsorship-related advertising displayed in and/or on Skagit Transit assets shall be commercial or governmental in nature and purpose.

A sponsorship is defined as the contribution of monetary or in-kind support by an external entity (for-profit or not-for-profit) to Skagit Transit or for a Skagit Transit program or service, in exchange for which Skagit Transit:

- a) Acknowledges the sponsor and the sponsor's contribution; and
- b) Grants to the sponsor the right to associate the sponsor's name, products, or services with Skagit Transit or the sponsored Skagit Transit program or service.

VI. Acknowledgment and Recognition Messages

Skagit Transit shall exercise full editorial control over the placement, content, appearance, and wording of sponsorship acknowledgment and recognition messages on Skagit Transit assets or through Skagit Transit communications medium. Such messages are intended to be government speech.

Sponsorship recognition messages may identify the sponsor but shall not promote or endorse the organization or its products or services. Statements shall not advocate,

contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations.

Only the following content will be deemed appropriate:

- The legally recognized name and or logo of the sponsor
- The sponsor's organizational slogan if it identifies rather than promotes the organization or its products or services
- The sponsor's product or service line, described in brief, generic, objective terms - Only one product or service line may be identified per message
- Brief contact information for the sponsor's organization, such as phone number, address, or Internet website - contact information must be stated in a manner that avoids an implication of urging the reader to action

Skagit Transit will not make any statements that directly or indirectly advocate or endorse a sponsor's organization, products, or services.

VII. Sponsors' Rights to Publicize their Association with Skagit Transit

A sponsor shall not use Skagit Transit's name, marks, or logos in any materials or communications without the prior written approval of Skagit Transit and the named entity including, but not limited to, print, video, Internet, social media, broadcast, or display items that promote or communicate the sponsorship. Under no circumstances shall a sponsor issue materials or communications that state or imply that Skagit Transit has endorsed the sponsor or the sponsor's products or services.

VIII. Sponsorship Agreement

Every approved sponsorship relationship shall be documented in a properly authorized Sponsorship Agreement. Sponsorship Agreements shall include provisions that:

- Identify the benefits to be given by the sponsor to Skagit Transit;
- Identify the benefits to be given by Skagit Transit to the sponsor;
- State that the sponsorship is nonexclusive;
- Establish the term or duration of the sponsorship relationship, and grant Skagit Transit and the sponsor the right to terminate the sponsorship relationship at any time, with or without cause.

Notwithstanding the foregoing: (a) a sponsorship may be exclusive if the Chief Executive Officer determines that there are compelling reasons for exclusivity; and (b) the Skagit Transit right to terminate a sponsorship relationship without cause may be limited if the Chief Executive Officer determines that there are compelling reasons for such a limitation. However, any exclusive sponsorship agreement shall include conditions providing for Skagit Transit's right to terminate if circumstances arise which are antithetical to this Policy.

IX. Implementation Plan

The Skagit Transit Advertising Program Manager and Skagit Transit CEO are responsible for implementing this Skagit Transit Advertising and Sponsorship Policy.

DRAFT



TO: Skagit Transit Board of Directors
FROM: Crystle Stidham, Chief Executive Officer
SUBJECT: Approve Revised Bylaws for Skagit Transit Board of Directors

INFORMATION:

The purpose of this report is to request formal approval from the Skagit Transit Board of Directors for the revised Skagit Transit Bylaws. The revisions, sent to the board on April 1, 2026, reflect the updates requested at the March 18, 2026, board meeting regarding the Board's duties and its role as a body.

The updated language also includes:

- Board Members' use of official email accounts
- Compliance with public records requirements
- Out-of-state travel expense approval workflow for Skagit Transit Board Members


The resulting document represents a modernization of the bylaws while preserving the existing intent and structure of Skagit Transit's governance model.

RECOMMENDATION:


Staff recommends the board approve the revised Skagit Transit Bylaws as presented.

BUDGET IMPACT:

None.



BY-LAWS OF THE SKAGIT COUNTY PUBLIC TRANSIT BENEFIT AREA



SKAGIT TRANSIT

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ARTICLE I. POWERS, PURPOSE, AND RESPONSIBILITIES

Section 1.1 Name

The name of the municipal Agency duly established pursuant to the laws of the State of Washington is SKAGIT TRANSIT SYSTEM hereinafter referred to as the "Agency". The interim offices of the Agency are located at 600 County Shop Lane, Burlington, Washington 98233.

Section 1.2 Powers, Purpose, and Responsibilities

By and in the corporate name, the Agency shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted, and shall be subject to all duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal Agencies of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal Agencies of like character and degree. The Agency shall have all powers possible to have under the Constitution and laws of the State of Washington.

Section 1.3 Board Member Use of Official Email Accounts

1. Official Email Requirement

All Board members shall use only their respective City- or County-issued email accounts for sending or receiving any correspondence related to Skagit Transit business, including but not limited to: deliberations, communications regarding Board actions, meeting materials, public records, or any other agency-related matters.

2. Prohibition on Personal Email Use

Board members shall not use personal email accounts for any agency-related communication. No Skagit Transit correspondence, documents, or public records shall be created, transmitted, or stored on personal email accounts or devices except when explicitly required by law and only for the minimum duration necessary to transfer such records to the appropriate agency system.

Section 1.4 Compliance with Public Records Retention Requirements

1. Public Records Obligations

Board members acknowledge their responsibility to comply with Washington State public records and records-retention requirements, including the obligations outlined in **RCW 40.14.020**, which governs the preservation, management, and lawful disposition of public records.

2. Offboarding and Transfer of Records

Upon separation, removal, or expiration of service from the Skagit Transit Board of Directors, each Board member shall, prior to departure, deliver to Skagit Transit's Clerk of the Board all public records in their possession related to their official duties with Skagit Transit—regardless of format or storage location—including emails, documents, notes, electronic records, or other materials..

3. Prohibition on Removal or Destruction of Records

Board members shall not delete, destroy, or remove any public records related to their official

duties with Skagit Transit except in accordance with legally approved retention schedules. All records must be transferred to Skagit Transit to ensure proper retention, archiving, and disposition in compliance with state law.

ARTICLE II. THE GOVERNING BODY-BOARD COMPOSITION

Section 2.1 Board Composition

Subject to the provisions to RCW 36.57A.050, as it presently exists or as it may be in the future amended, the governing body of the Agency, hereinafter referred to as the "Board", shall consist of a board of nine (9) members, all of whom shall be elected officials selected by and serving at the pleasure of the governing bodies of the component cities within the boundaries of the Agency and County Commissioners of Skagit County ("County Commissioners") and one (1) non-voting member of the Public Transportation Benefit Area (PTBA) authority for a total of ten (10) members. The component cities are Mount Vernon, Burlington, Anacortes, and Sedro-Woolley. The non-voting member shall be recommended by the labor organization representing Skagit Transit employees and approved by the Board. If Skagit Transit employees are represented by more than one labor organization, all such labor organizations shall select the non-voting member by majority vote. The non-voting member shall comply with all governing by-laws and policies of the Board. The Chairperson or Co-Chairpersons of the Board shall exclude the non-voting member from attending all executive sessions held for the purpose of discussing negotiations with labor organizations. The Chairperson or Co-Chairpersons of the Board may, but is not required to, exclude the non-voting member from attending all other executive sessions. The membership of the Board shall consist of the following, or their appointees:

1. The Mayor of the City of Burlington
2. The Mayor of the City of Mount Vernon
3. The Mayor of the City of Anacortes
4. The Mayor of the City of Sedro-Woolley
5. One City Council Member from the City of Mount Vernon *and* one Council Member from the City of Sedro-Woolley on even years, beginning in 2026*.
6. One City Council Member from the City of Burlington *and* One City Council Member from the City of Anacortes on odd years, beginning in 2027*.
7. County Commissioner District 1
8. County Commissioner District 2
9. County Commissioner District 3
10. The labor organization representing Skagit Transit employees (non-voting member)

Section 2.2 Attendance of Board Members/Alternate Representatives

The component cities and the County Commissioners of Skagit County may appoint alternate members whose name(s) shall be forwarded to and kept on file with the Agency. An alternate member may serve on the Board in the event of the selected member's absence. Such alternate member shall also be an elected official selected by and serving at the pleasure of the respective Board member.

It is recognized that attendance by the Board's designated alternative members is of prime public concern. Any Board member not able to attend a regularly scheduled meeting shall notify their alternate to attend and notify the Clerk of the Board.

Section 2.3 Term of Office

Each member of the Board shall hold office until the completion of their term unless such person is legally ineligible to hold such position.

Section 2.4 Review of Board's Composition

Every four years, the Board shall meet to review the composition of the Board and change the composition of the Board if deemed appropriate. Any such conference and revisions to the Board shall conform to the requirements of Chapter 36.57A.055, Revised Code of Washington.

ARTICLE III. SELECTION AND DUTIES OF THE CHAIRPERSON AND VICE-CHAIRPERSONS

Section 3.1 Selection of Chairperson and Vice-Chairperson

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.

Section 3.2 Typical Duties of Chairpersons

The Chairperson shall preside over all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice-Chairperson shall assume the duties of presiding over the meetings of the Board; however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. In the event that the Vice-Chairperson is selected as the new Chairperson, then a new Vice-Chairperson shall be selected for the remainder of the vacated Vice Chairperson's term.

Section 3.3 Other Duties of Chairperson

The Chairperson shall act as spokesperson for the Agency and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representation shall otherwise be authorized by the Board; provided however, the Chairperson may delegate to any Board member the duty of being spokesperson or representative. Such spokesperson or representative shall make no pronouncements that will obligate or commit the Agency except pursuant to prior authorization of the Board.

ARTICLE IV. APPOINTED POSITIONS

Section 4.1 Clerk of the Board

The Board shall approve the Clerk of the Board, who need not be a member of the Board.

Section 4.2 Treasurer/Auditor

The Director of Finance, or such other person designated by the Board, shall serve as Treasurer/Auditor of the Agency and shall perform the functional duties prescribed in RCW 36.57A.130.

ARTICLE V. DUTIES OF THE BOARD

Section 5.1 Duties of the Board

The Board of the Agency shall approve the policies and legislative direction for the Agency and its administrators, set strategies, ensure that the Agency is meeting its mission and serving the public interest, provide oversight to the Agency's operations and finances, and ensure that the Agency is in compliance with all state and federal laws. **The Board's role is one of governance and oversight and shall be exercised collectively through duly adopted policies, resolutions, and strategic direction. The Board shall not engage in the day-to-day operations, supervision of staff, or administration of Agency programs, which are the responsibility of the Chief Executive Officer (CEO) and Agency staff, consistent with applicable law and best practices in public agency governance.** The Board may create such standing committees and advisory boards as it finds necessary or advisable, in accordance with section 5.9.- ~~and may determine the powers and duties of each.~~

The Agency, upon Board approval, shall have the power to:

1. Subject to approval by the state agency so authorized in RCW 36.57A.070, review, adopt, and oversee a general comprehensive plan for public transportation service and future changes, thereto, which will best serve the residents of the PTBA boundaries and to amend said plan from time to time to meet changed conditions and requirement; and
2. Approve the Agency's acquisition by purchase, condemnation, gift or grant, and to lease, construct, add to, improve, replace, repair, maintain, operate, and regulate the use of transportation facilities and properties within or without the boundaries of the Agency or the State, including systems of surface, underground or overhead railways, tramways, buses, ferries or any other means of public transportation, and including escalators, moving sidewalks or other people-moving systems, passenger terminal and parking facilities and properties, and such other facilities and properties as may be necessary for passenger and vehicular access to and from such people-moving systems, terminals and parking facilities and properties, together with all lands, right of way, property equipment and accessories necessary for such systems and facilities. Public transportation facilities and properties, which are owned by any city or any other municipal Agency, may be acquired or used by the Agency only with the consent of the city council or legislative authority of the city or other municipal Agency owning such facilities.
 - a. The facilities and properties of the Agency's systems whose vehicles will operate primarily within the rights of way of public streets, roads, or highways, may be acquired, developed and operated without the corridor and design hearings which are required by RCW 35.58.273, as now or hereafter amended, for mass transit facilities operating on a separate right of way; and

3. Fix rates, tolls, fares, and charges for the use of such facilities and to establish various routes and classes of service; and
4. Employ legal counsel; and
5. Approve and adopt an annual budget; and
6. Audit the Agency's administrative affairs; and
7. Have all other powers which are necessary to carry out the purpose of the Agency as defined by law as it presently exists or as it may hereinafter amended, expressly including RCW 36.57A.080.

Section 5.2 Budget

The Board shall annually adopt a budget for the operation of the Agency. The budget shall be prepared in accordance with state laws and shall be made available to the public.

Section 5.3 Meetings and Meeting Notice

The Board shall hold regular meetings on the third Wednesday of every month at 11:00 am at the location approved by the Board. All meetings will also have a virtual option. Special meetings may be requested by the CEO, Chairperson, or by a majority of the Board. Notice of special meetings shall be provided to all Board members. All regular and special meetings and all Executive Sessions shall be conducted, and notices given thereof consistent with the Open Public Meetings Act (RCW 42.0).

Section 5.4 Quorum

At any regular or special meeting, any voting majority (5) of the Board present shall constitute a quorum for the transaction of business.

Section 5.5 Voting/Board Decisions

With the exception of the non-voting member, every member of the Board shall be entitled to one vote on all issues before the Board. All voting Board members present may vote or abstain; and abstention shall not be counted. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Board unless a greater number is required by law. The majority vote must have at least three affirmative votes in order to be a Board decision. Any member may require that the vote of each member on a particular matter be recorded in the minutes, in which case a roll call will be taken.

Section 5.6 Parliamentary Procedure

This section shall govern the procedures to be followed by the Board for the conduct of Board meetings and the maintenance of order.

- a) **Open Public Meetings Act.** As previously set forth in Section 3.3, the Board shall comply with the provisions of the Open Public Meetings Act, Chapter 42.30 RCW, in the conduct of all meetings to which said act is applicable.
- b) **Executive Sessions.** The Board may discuss the matters specified in RCW 42.30.110, as now codified or hereafter amended in an executive session. No member of the Board, employee of the Agency, or any other person present during the executive sessions of the board shall disclose to any person the content or substance of any discussion which took place during said executive session, unless a majority of the Board shall authorize such disclosure.

- c) **Work Sessions.** The Board may, as it deems necessary, conduct work sessions for the purpose of in-depth review and discussion of specified issues. Final disposition shall not be taken at designated work sessions.
- d) **Voting Procedure and the Chairperson of the Board.** The Chairperson of the Board shall be a voting member.
- e) **Questions of Parliamentary Procedure.** Questions of parliamentary procedure not covered by these Rules shall be governed by Robert's Rules of Order, Revised (12th Edition, 2020). To the extent these Bylaws are inconsistent with Robert's Rules of Order, these Bylaws shall govern.
- f) **Parliamentarian.** The Chairperson shall act as the parliamentarian of the Board.

Section 5.7 Board Acting as a Body

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

The Board of Directors shall have the exclusive authority to appoint, evaluate, compensate, and, when deemed necessary, remove the Chief Executive Officer ("CEO"). The CEO shall serve at the pleasure of the Board and may be dismissed, with or without cause, by a majority vote of the Board of Directors subject to the CEO's most current executed Employment Agreement with the Agency. The Board shall also have the authority to establish the duties, responsibilities, and performance expectations of the CEO, and to take all actions necessary to ensure appropriate leadership and management of the organization.

In the event that the CEO shall become unable to perform their duties for a period longer than 30 days, the Board shall appoint an acting CEO in accordance with the line of authority.

In accordance with the Agency's Procurement Policy, the Board may authorize the CEO to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Agency and such authorization may be general or may be confined to specific instances. All written contractual obligations of the Agency, including, but not limited to, contracts, leases and assignments, are to be maintained by the Contracts and Procurements Administrator.

Section 5.8 Records of the Board Meeting - Minutes

The proceedings of the Board meetings shall be recorded and maintained in the offices of the Agency. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 5.9 Committees and Advisory Boards

The Chairperson, with the approval of the Board, may form such standing or special committees or advisory boards -as shall be necessary or appropriate and shall determine the powers and duties of each.

- a) Standing Committees and Advisory Boards. The Board, acting as a whole, may form standing committees and advisory boards of the Board. Such standing committees/advisory boards shall be formed by resolution/action of the Board.

Such resolution shall contain provisions for the specific purpose of the committee/[advisory board](#) and its membership. However, in no event shall a standing committee/[advisory board](#) membership constitute a quorum of the Board for the transaction of business, and the general purpose of such standing committees/[advisory boards](#) shall be to adopt recommendations of actions to the Board as a whole. Standing committees/[advisory boards](#) of the Board may contain citizen electors residing within the boundaries of Skagit County.

- b) The Chief Executive Officer (CEO) shall be an ex-officio, non-voting member of any or all standing or special committees [or advisory boards](#).

Section 5.10 Ethics in Public Service

All Board members shall comply with all applicable provisions of Chapter 42.52 RCW, Ethics in Public Service.

ARTICLE VI. GENERAL PROVISIONS

Section 6.1 Checks and Electronic Payments

All disbursements of the Agency, including Electronic Payments, shall be executed by the appropriate administrative director as per Board resolution or as otherwise directed by law. All requests for disbursements, whether by check or electronic means, shall be signed as directed by Board resolution.

Section 6.2 Notes

ACH notes or other evidence of Agency indebtedness, including bills, issued or incurred in the name of the Agency shall be signed by such officer, member, agent or employee of the Agency, and in such a manner as shall from time to time be determined by Board resolution.

Section 6.3 Deposits

All funds of the Agency shall be deposited in the appropriate accounts established by resolution. The Director of Finance shall be custodian of the funds and is, subject to approval by Board resolution, authorized to invest such funds in the manner provided by law.

Section 6.4 Gifts

The Board may accept on behalf of the Agency any contribution, gift, or bequest (so long as conditions are consistent with State law), for any purpose of the Agency.

Section 6.5 Travel

Members of the Board, in order to conduct official business properly and fully, may travel and incur expenses. Agency members shall receive no reimbursement for travel or meals within Skagit County. Agency members will receive reimbursement for reasonable expenses incurred while engaged in official business out of the County in accordance with RCW 36.57A.050 and the adopted travel policy which applies to all Agency employees. Out-of-state travel by **Board** members will be authorized by the **Chairperson, and out-of-state travel by the Chairperson will be authorized by the CEO, all** subject to annual budget restraints. .

ARTICLE VII. SEVERABILITY

If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these by-laws, or the application of the provisions to other persons or circumstances is not affected.

ARTICLE VIII. ENACTMENTS SUPERSEDED

These By-laws shall supersede such Board enactments, provisions, and constitutive authority as may be affected by these Bylaws. In the event that such conflicts may arise in the exercise, intent, or interpretation between these Bylaws and prior Board enactments, provisions and constitutive authority then these Bylaws shall have preference and authority over such other enactments, provisions, and constitutive procedures.

ARTICLE IX. PROTECTION OF BOARD MEMBERS, OFFICERS, AND EMPLOYEES FROM LIABILITY

Section 9.1 Goal

The Board members, officers and employees of the Agency serve the people of Skagit County as public servants. It would frustrate the purpose of the Agency if its Board members, officers or employees were subject to individual legal liability for actions taken on behalf of the Agency.

Section 9.2 Scope or Protection

Except as otherwise provided by state law, no Board member, officer or employee of the Agency shall be individually liable for any action taken in such capacity as provided in paragraph 9.3. Accordingly, and consistent with Section 9.1 above, the Agency shall defend and hold harmless all Board members, officers and employees of the Agency against whom a claim or suit may be brought by a third party. In the event such a suit is brought, the Agency shall pay the reasonable and necessary expenses actually incurred and connected with the defense, settlement, or monetary judgement, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding within the standard of conduct referred to in paragraph 9.3 herein, and for which notice has been given pursuant to paragraph 9.4. The Board, excluding the member(s) involved in such claim or action, shall be the sole judge of the reasonable and necessary expenses to be borne by the Agency.

Section 9.3 Standard of Conduct

Protection shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct, an elected or appointed Agency Board member, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Agency.

Section 9.4 Notice

Any Board member, officer or employee against whom any action, claim, or other proceeding is threatened, pending, or instituted as provided in Section 9.3 above, shall provide written notice of such action, claim, or other proceeding to the Board Chairperson within ten days of

being served with the notice of such action, claim or other proceeding.

Section 9.5 Insurance

The Agency, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as currently codified or hereafter amended, may contract for insurance coverage in order to carry out the provisions of this article.

Section 9.6 Non-waiver Provision

Through this article, the Agency seeks only to establish a formal mechanism to protect its Board members, officers and employees as stated above. The Agency does not waive any defenses or immunities to which its Board members, officers or employees may be entitled under the laws of the United States and the State of Washington.

ARTICLE X. AMENDMENTS

These Bylaws, as adopted by the Board of Skagit Transit System may be revised or amended at any regular or special meeting of the Board, with the provision that members receive copies of the proposed change(s) at least two (2) weeks prior to the meeting.

DRAFT

SIGNATURES

The foregoing amended Bylaws of the Skagit Transit System have been adopted by the majority of the total Board on the ____ day of _____, 2026.

Bill Aslett
Mayor, City of Burlington

Mayor, City of Sedro-Woolley

Peter Donovan
Mayor, City of Mount Vernon

Ron Wesen
Skagit County Commissioner, District 1

Peter Browning
Skagit County Commissioner, District 2

Joe Burns
Skagit County Commissioner, District 3

Carolyn Moulton
Councilperson, City of Anacortes

Paul Cocke
Councilperson, City of Sedro-Wooley

Hannah Oliver
Councilperson, City of Mount Vernon

Larissa Farrell
Skagit Transit Clerk of the Board

Crystle Stidham
Skagit Transit CEO

Dannon Traxler
Legal Counsel to Skagit Transit

SERVICE REPORTING YEAR TOTALS - 2025



Fixed Route

Total Fixed Route Ridership - YTD	
YTD Unlinked Passenger Trips (UPT)	508,627
Compared to Previous Year Total	476,799
Net Increase/Decrease Year-over-Year	6.68% ▲

(MB) Local Route Service Supplied - YTD	
Passenger Miles Traveled (PMT)	1,302,463.58
Vehicle Revenue Miles (VRM)	1,047,548.43
Vehicle Revenue Hours (VRH)	71,280.69

(MB) Local Route Service Efficiency - YTD	
Operating Expense per VRM	\$11.71
Operating Expense per VRH	\$172.03
Unlinked Passenger Trips per VRM	0.38
Unlinked Passenger Trips per VRH	5.32
Operating Expenses per PMT	\$9.41
Operating Expenses per UPT	\$32.37

Fixed Route Vehicle Operator Statistics - YTD	
Operator Count - Monthly Average	61
Total Operator Hours	152,243.35
Operator Productive Hours	118,348.69
Operator Non-Productive Hours	20,233.64
Operator Productivity %	85.40%
Operator Sum of Paid Overtime	\$699,694.65
Operator Overtime Hours	13,661.02

Fixed Route Road Calls - YTD	
Road Calls	24
Previous Year	23
Road Failures	10
Previous Year	2

(CB) Commuter Route Service Supplied - YTD	
Passenger Miles Traveled (PMT)	2,816,529.29
Vehicle Revenue Miles (VRM)	606,053.08
Vehicle Revenue Hours (VRH)	19,961.50

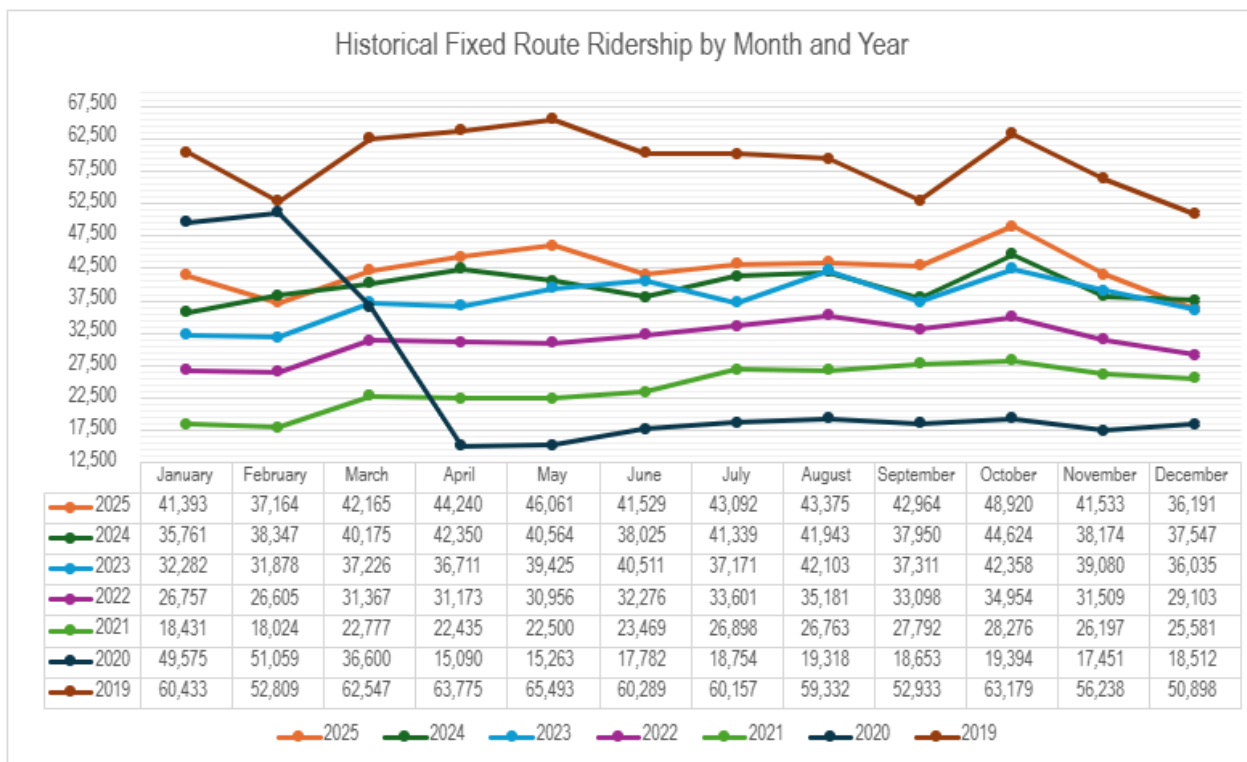
YTD Ridership Comparison (Jan-Dec 2025 vs. 2024)

Fixed Route

▲ 6.68%

(CB) Commuter Route Service Efficiency - YTD	
Operating Expense per VRM	\$6.56
Operating Expense per VRH	\$199.28
Unlinked Passenger Trips per VRM	0.176
Unlinked Passenger Trips per VRH	5.345
Operating Expenses per PMT	\$1.41
Operating Expenses per UPT	\$37.29

Route On-Time Departure Performance - YTD	
CB-Average	85.38%
MB-Average	77.33%
Combined Average	81.36%



SERVICE REPORTING YEAR TOTALS - 2025



Paratransit

YTD Ridership Comparison (Jan–Dec 2025 vs. 2024)	
Paratransit	↑ 12.68%

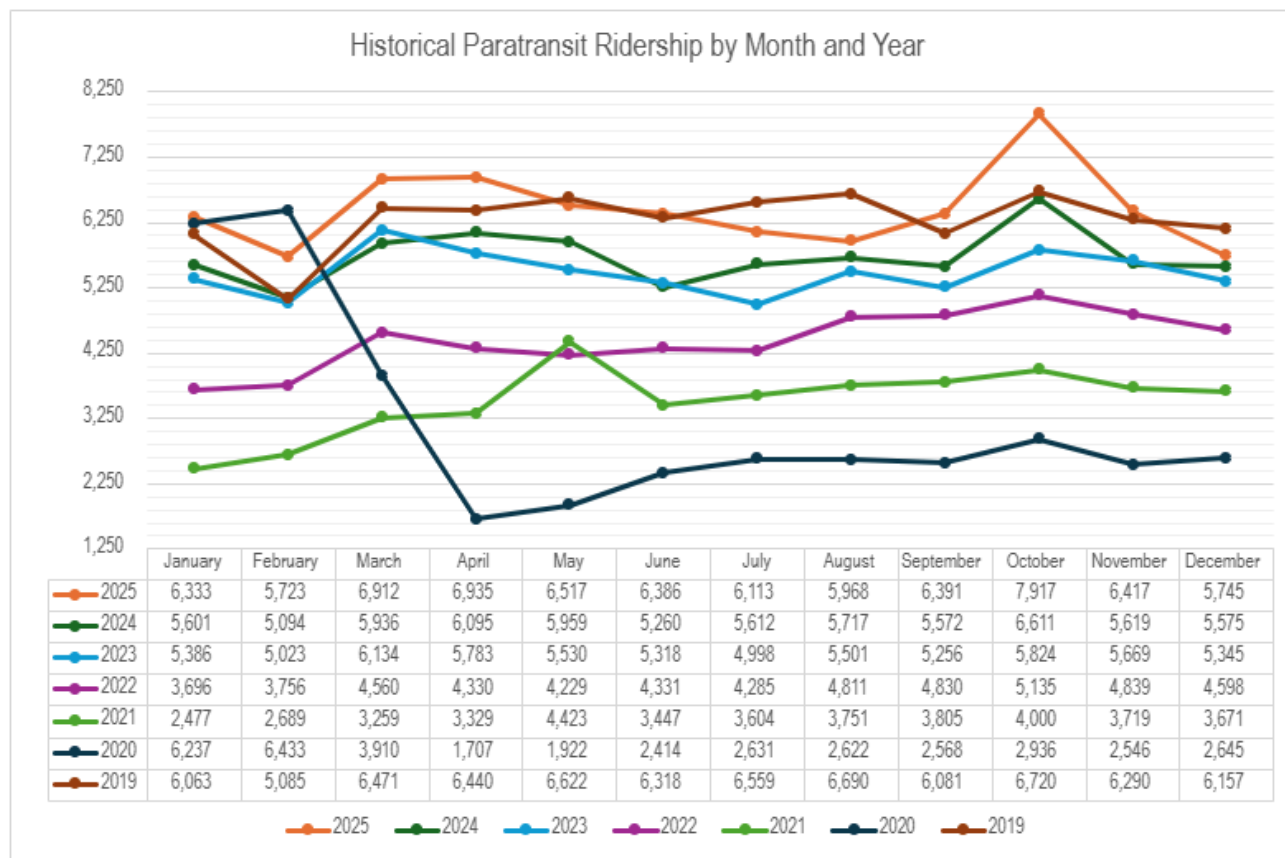
Para Service Operating Expenses - YTD	
Operating Expenses per VRM	\$11.78
Operating Expenses per VRH	\$150.42
Operating Expenses per UPT	\$ 81.81

Para Service Efficiency - YTD	
Unlinked Passenger Trips per VRM	6.95
Unlinked Passenger Trips per VRH	1.84

Paratransit Route Vehicle Driver Statistics - YTD	
Driver Count - Monthly Average	25
Total Driver Hours	44,644.41
Driver Productive Hours	34,369.72
Driver Non-Productive Hours	6,828.59
Operator Productivity %	83.43%
Operator Sum of Paid Overtime	\$200,155.81
Operator Overtime Hours	3,446.10

Paratransit Service Consumption - YTD	
Passenger Miles Traveled (PMT)	426,237
Unlinked Passenger Trips (UPT)	77,357
Compared to Previous Year	68,651
Net Increase/Decrease Year-over-Year	12.68% Δ

Paratransit Service Supplied - YTD	
Vehicle Revenue Miles (VRM)	537,344.40
Vehicle Revenue Hours (VRH)	42,072.70



SERVICE REPORTING

YEAR TOTALS - 2025



Expenses and Revenue

Operating Expenses By Class - YTD	
Labor	\$10,235,411.82
Salaries	\$6,059,584.82
Fringe & Paid Absences	\$4,175,827.00
Services	\$8,226.00
Materials & Supplies	\$1,293,143.52
Fuels & Lubricants	\$1,276,713.87
Tires & Tubes	\$0.00
Other Materials	\$16,429.65
Utilities	\$0.00
Casualty & Liability	\$405,569.28
Taxes	\$0.00
Purchased Transportation	\$0.00
Operating Lease Expenses	\$0.00
Miscellaneous Expenses	\$1,439.62
Security Services	\$1,593.93

Fare Revenue - YTD	
Fixed Route	\$336,859.63
Paratransit	\$125,308.03
Grand Total	\$462,167.66

Total Fixed Route Operating Expenses	
Operating Expenses per VRM	\$9.82
Operating Expenses per VRH	\$177.99
Operating Expenses per UPT	\$31.93

Fixed Route Statistics YTD							
Route	Ridership	VRM	Total Miles	VRH	Total Hours	Route Cost	Cost Per UPT
101	10287	48,598.68	50,512.76	3,917.38	3964.47	\$264,645.09	\$25.73
202	23581	61,466.81	65,232.17	5,017.51	5116.28	\$317,152.50	\$13.45
204	25746	69,376.69	73,429.42	4,971.17	5069.49	\$320,552.40	\$12.45
205	46173	50,129.60	53,655.00	4,959.33	5046.88	\$307,812.54	\$6.67
206	22204	47,308.05	50,965.34	4,514.39	4618.69	\$290,275.19	\$13.07
207	39998	96,451.82	102,836.64	6,968.14	7156.35	\$416,286.78	\$10.41
208	79236	87,988.75	89,405.60	8,467.34	8554.87	\$460,842.43	\$5.82
300	19129	64,831.23	70,501.80	4,531.40	4682.39	\$304,273.18	\$15.91
301	22148	61,444.48	63,375.55	4,844.71	4904.39	\$308,051.98	\$13.91
305	13091	76,033.21	80,192.85	3,847.30	3975.11	\$283,812.50	\$21.68
409	8224	43,272.96	43,759.84	3,152.61	3205.70	\$233,203.72	\$28.36
410	36349	81,303.85	89,144.51	4,246.54	4421.09	\$305,782.20	\$8.41
513	9828	95,737.53	95,982.73	4,021.88	4048.60	\$296,013.31	\$30.12
615	15838	90,918.35	96,878.52	4,213.80	4364.75	\$308,284.63	\$19.46
717	7043	72,686.42	86,681.49	3,607.19	3873.48	\$282,952.55	\$40.18
40X	24597	99,787.35	106,696.04	4,077.56	3976.44	\$297,189.68	\$12.08
70X	11942	120,796.33	125,658.69	4,415.17	4617.17	\$330,849.21	\$27.70
80X	26083	84,198.11	87,126.12	2,811.24	2885.36	\$244,764.08	\$9.38
90X	44066	301,271.29	305,717.65	8,657.53	9190.25	\$606,018.70	\$13.75
Unknown	23064						
Totals	508,627	1,653,601.51	1,737,752.72	91,242.19	93,671.76	6,178,762.65	

Social Media Statistics	
Twitter (X) Impressions - YTD	11,066
Twitter (X) Followers - Monthly Avg.	813
Instagram Followers - Monthly Avg.	313
Instagram Impressions - YTD	6,375
Facebook Impressions - YTD	79,889
Facebook Followers - Monthly Avg.	742

Average Cost Per UPT *
\$17.29

*This figure is for planning purposes only and does not include all agency overhead.

SERVICE REPORTING FEBRUARY 2026



Fixed Route

Total Fixed Route Ridership	
Unlinked Passenger Trips (UPT)	41,361
Compared to Previous Year	37,164
Net Increase/Decrease Year-over-Year	11.29% Δ

(MB) Local Route Service Supplied	
Passenger Miles Traveled (PMT)	105,393.41
Vehicle Revenue Miles (VRM)	82,539.97
Vehicle Revenue Hours (VRH)	5,571.22
Vehicles Operated in Maximum Service	20
Vehicles Available for Maximum Service	21
Spare Ratio	5%

(MB) Local Route Service Efficiency	
Operating Expense per VRM	\$11.73
Operating Expense per VRH	\$173.84
Unlinked Passenger Trips per VRM	0.39
Unlinked Passenger Trips per VRH	5.50
Operating Expenses per PMT	\$9.19
Operating Expenses per UPT	\$31.59

Fixed Route Vehicle Operator Statistics	
Operator Count	63
Total Operator Hours	10,209.03
Operator Productive Hours	7,507.33
Operator Non-Productive Hours	1,668.76
Operator Productivity %	81.81%
Operator Sum of Paid Overtime	\$55,356.26
Operator Overtime Hours	1,032.94

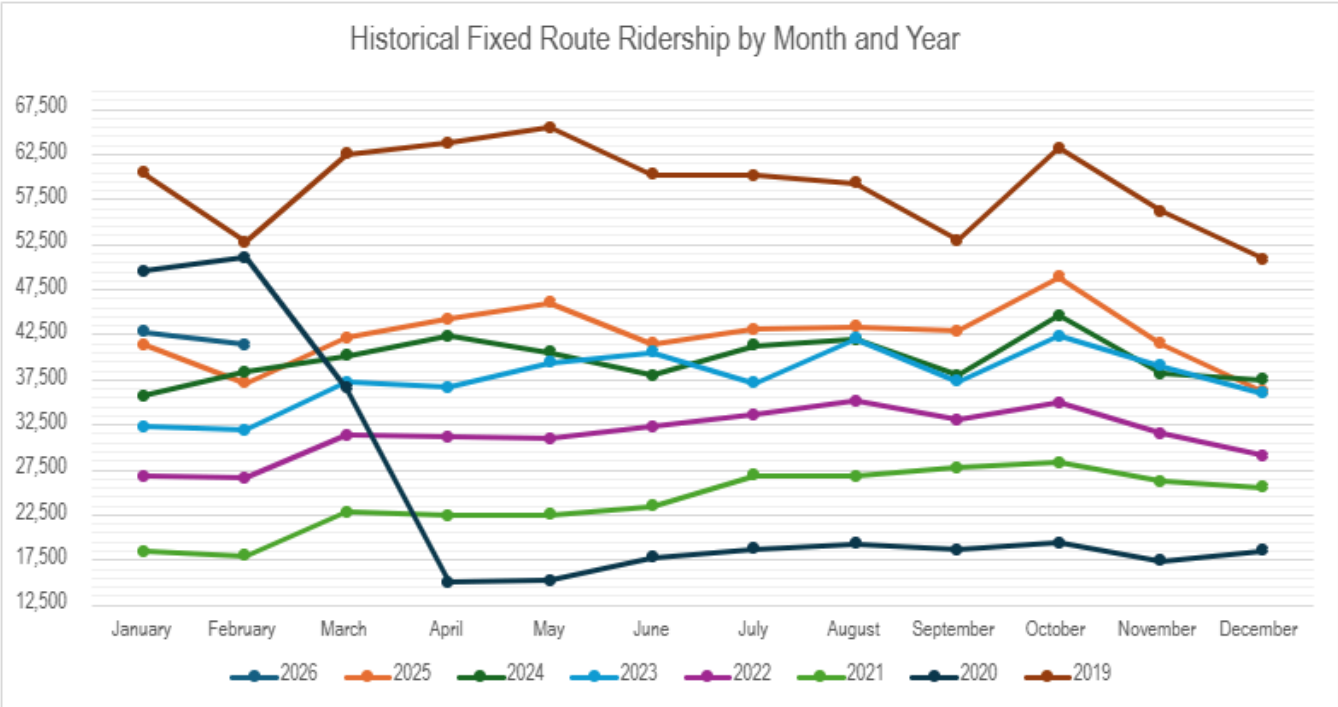
(CB) Commuter Route Service Efficiency	
Operating Expense per VRM	\$5.72
Operating Expense per VRH	\$173.50
Unlinked Passenger Trips per VRM	0.168
Unlinked Passenger Trips per VRH	5.087
Operating Expenses per PMT	\$1.29
Operating Expenses per UPT	\$34.11

Fixed Route Road Calls	
Road Calls	1
Previous Year	1
Road Failures	2
Previous Year	2

(CB) Commuter Route Service Supplied	
Passenger Miles Traveled (PMT)	211,619.85
Vehicle Revenue Miles (VRM)	47,813.62
Vehicle Revenue Hours (VRH)	1,575.88
Vehicles Operated in Maximum Service	6
Vehicles Available for Maximum Service	8
Spare Ratio	25%

YTD Ridership Comparison (Jan–Dec 2026 vs. 2025)	
Fixed Route	↑ 11.29%

Route On-Time Departure Performance	
CB-Average	89.88%
MB-Average	84.85%
Combined Average	87.36%



SERVICE REPORTING FEBRUARY 2026



Paratransit

YTD Ridership Comparison (Jan–Dec 2026 vs. 2025)
Paratransit ↑ 27.26%

Para Service Operating Expenses	
Operating Expenses per VRM	\$9.32
Operating Expenses per VRH	\$70.38
Operating Expenses per UPT	\$59.74

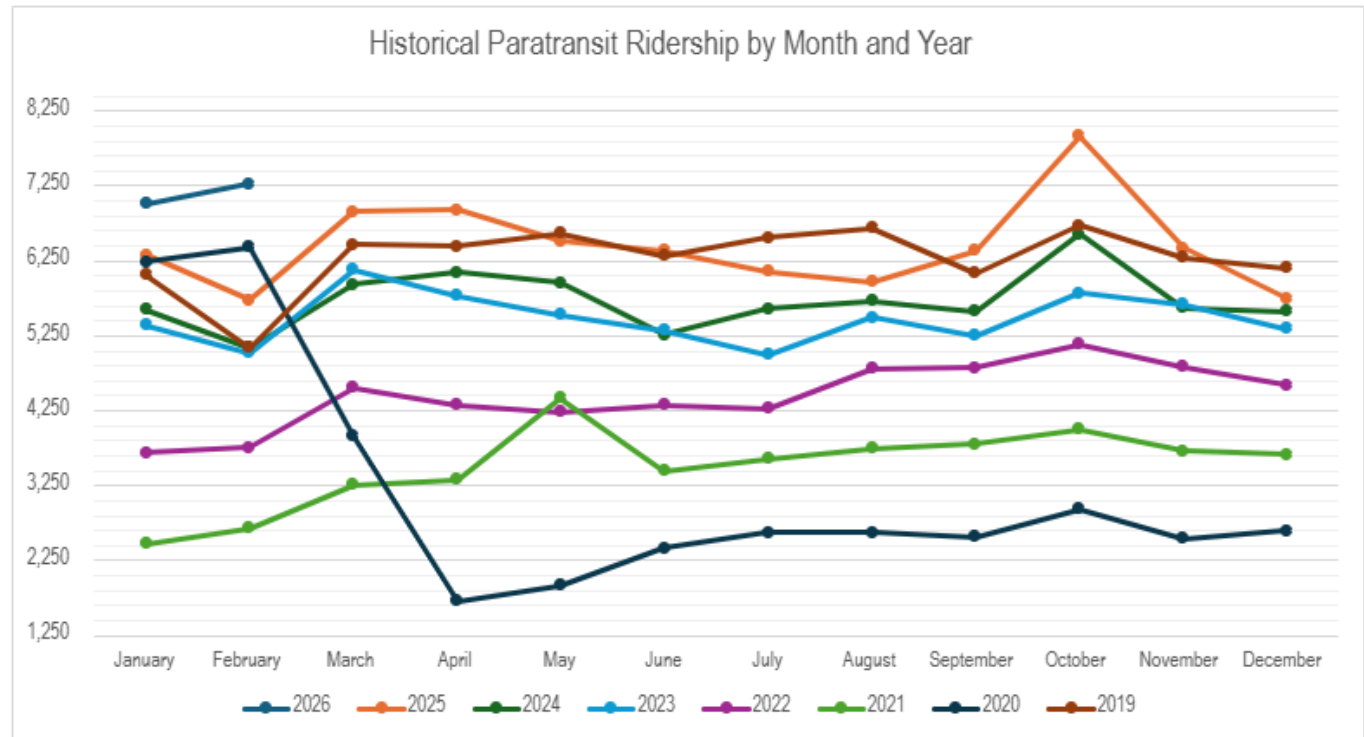
Para Service Efficiency	
Unlinked Passenger Trips per VRM	6.41
Unlinked Passenger Trips per VRH	1.97

Paratransit Route Vehicle Driver Statistics	
Driver Count	22
Total Driver Hours	3,555.00
Driver Productive Hours	2,554.94
Driver Non-Productive Hours	629.12
Operator Productivity %	80.24%
Operator Sum of Paid Overtime	\$20,986.77
Operator Overtime Hours	370.94

Paratransit Service Consumption	
Passenger Miles Traveled (PMT)	40,999.00
Unlinked Passenger Trips (UPT)	7,283
Compared to Previous Year	5,723
Net Increase/Decrease Year-over-Year	27.26% Δ

Paratransit Service Supplied	
Vehicle Revenue Miles (VRM)	46,670.00
Vehicle Revenue Hours (VRH)	3,690.20
Vehicles Operated in Maximum Service	26
Vehicles Available for Maximum Service	26
Spare Ratio	0%

Operating Expenses By Class	
Labor	\$800,309.26
Salaries	\$483,442.96
Fringe & Paid Absences	\$316,866.30
Services	\$700.00
Materials & Supplies	\$90,277.75
Fuels & Lubricants	\$90,277.75
Tires & Tubes	
Other Materials	
Utilities	
Casualty & Liability	\$36,646.42
Taxes	
Purchased Transportation	
Operating Lease Expenses	
Miscellaneous Expenses	\$54.00
Security Services	\$145.55



SERVICE REPORTING

FEBRUARY 2026

Expenses and Revenue



Fixed Route Statistics by Month							
Route	Ridership	VRM	Total Miles	VRH	Total Hours	Route Cost	Cost Per UPT
101	810	3,797.76	3,848.15	301.47	306.77	\$20,029.72	\$24.73
202	1807	4,886.67	5,178.22	395.74	405.52	\$24,256.54	\$13.42
204	2256	5,383.58	5,707.93	382	391.9	\$24,082.91	\$10.68
205	3972	3,942.25	4,253.80	377.56	387.98	\$23,110.76	\$5.82
206	1750	3,713.79	4,021.84	353.37	364.01	\$22,136.94	\$12.65
207	3248	7,417.15	7,938.56	539.5	560.34	\$31,270.82	\$9.63
208	6626	6,965.26	7,088.94	669.94	680.91	\$35,011.76	\$5.28
300	1932	5,156.15	5,655.76	362.1	380.95	\$23,668.93	\$12.25
301	1712	4,837.09	5,013.56	374.09	380.64	\$23,289.44	\$13.60
305	955	6,157.97	6,489.31	314.16	327.17	\$22,261.22	\$23.31
409	544	3,426.63	3,465.02	249.08	253.16	\$17,929.60	\$32.96
410	2520	6,436.00	6,996.21	328.81	345.53	\$23,196.10	\$9.20
513	739	7,333.87	7,353.77	310.17	312.17	\$22,231.34	\$30.08
615	1274	7,181.59	7,641.51	328.72	344.36	\$23,525.47	\$18.47
717	513	5,904.21	7,066.01	284.51	313.29	\$22,105.44	\$43.09
40X	1579	7,887.48	8,412.79	324.83	341.96	\$23,749.40	\$15.04
70X	882	9,670.88	10,055.81	354.83	370.58	\$25,669.97	\$29.10
80X	1768	6,612.40	6,838.66	220.12	225.34	\$18,780.95	\$10.62
90X	3787	23,642.86	24,052.09	676.1	714.82	\$45,553.07	\$12.03
Unknown	2687						
Totals	41,361	130,353.59	137,077.94	7,147.10	7,407.40	\$471,860.38	

NTD Monthly Ridership Forms - CB				
	Ridership	VRM	VRH	VOMS
Feb	8,016	47,813.62	1,575.88	6

NTD Monthly Ridership Forms - MB				
	Ridership	VRM	VRH	VOMS
Feb	30,658	82,539.97	5,571.22	20

NTD Monthly Ridership Forms - DR				
	Ridership	VRM	VRH	VOMS
Feb	7,283	46670	3690.2	26

NTD Monthly Ridership Forms - VP				
	Ridership	VRM	VRH	VOMS
Feb	4,176	46240	1260	27

Social Media Statistics	
Twitter (X) Impressions	236
Twitter (X) Followers	814
Instagram Followers	142
Instagram Impressions	241
Facebook Impressions	3955
Facebook Followers	1618

Fare Revenue	
Fixed Route	\$21,460.10
Paratransit	\$10,127.80
Grand Total	\$31,587.90

Average Cost Per UPT
\$17.47

Average Cost Per UPT *
\$17.47

*This figure is for planning purposes only and does not include all agency overhead.

Charlie Bush

From: Charlie Bush
Sent: Wednesday, April 29, 2026 5:38 PM
To: Crystle Stidham
Cc: JoEllen Kesti; Larissa Farrell
Subject: RE: Letter in Response to Memorandum

Good Evening Crystle,

This is a time sensitive issue and we are committed to having it on our agenda for action on May 6th, to get it resolved. It is not common for the City to place outside agencies on our City Council agenda at their request and since this will be a direct and clear City of Sedro-Woolley City Council policy decision. Therefore, we cannot accommodate your request.

It is important to note that Mayor Kesti is making appointments according to our City Code and RCW, as have previous Mayors. After hearing your feedback and concerns, she is choosing to deviate from past practice to take this extra step with the Skagit Transit appointment, to seek formal confirmation from the City Council. While unnecessary, it is a good faith gesture on her part in the spirit of regional collaboration and one that we would expect Skagit Transit to honor and respect.

Thanks,

Charlie Bush

*MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA
360-855-9921 direct
360-391-4906 mobile*



Pronouns: he; him; his

From: Crystle Stidham <cstidham@skagittransit.org>
Sent: Monday, April 27, 2026 9:15 PM
To: Charlie Bush <cbush@sedro-woolley.gov>
Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>
Subject: RE: Letter in Response to Memorandum

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Good evening, Charlie,

My apologies—I didn't communicate that well. I understand that City Council meetings are required to be open to the public. I was referring specifically to the May 6 City Council Study Session, and I am requesting to be placed on

the agenda for that meeting. If that is not an option, I am happy to attend the May 13 Board meeting and provide public comment instead.

I do not believe a written comment would have the same impact. This issue involves more than a difference of opinion; it raises important questions about governance, process, and the reasonableness of positions being taken. At this point, the Council and the public are not aware that concerns have arisen regarding this appointment or that a decision was made behind the scenes without substantive discussion. The Council and the public deserve to hear this perspective directly, in an open forum, to understand that a decision has been made without meaningful dialogue or any flexibility. Given the importance of collaboration and effective partnerships in public service, I believe it is important for the public to hear these issues firsthand, as public perception matters.

The Board is also reviewing and, if necessary, prepared to amend the bylaws.

I look forward to continuing the conversation and working toward a constructive outcome.

Respectfully,

Crystle

From: Charlie Bush <cbush@sedro-woolley.gov>
Sent: Monday, April 27, 2026 5:26 PM
To: Crystle Stidham <cstidham@skagittransit.org>
Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>
Subject: RE: Letter in Response to Memorandum

Hi Crystle,

Our meetings are open to the public so you are welcome to attend. If you want to comment, there is a public comment section, but it is at the end of the agenda for our study sessions. You would likely be better served to send the City Council your comments in writing.

Thanks,

Charlie Bush

*MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA
360-855-9921 direct
360-391-4906 mobile*



Pronouns: he; him; his

From: Crystle Stidham <cstidham@skagittransit.org>
Sent: Saturday, April 25, 2026 10:12 AM
To: Charlie Bush <cbush@sedro-woolley.gov>

Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>

Subject: Re: Letter in Response to Memorandum

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Hi Charlie,

It was good to connect with you yesterday as well—I appreciate the constructive dialogue.

Our attorney did respond to yours yesterday and was planning to provide a more formal response early next week. I can certainly have her pause for now if that is your preference.

I also wanted to ask whether the May 6 City Council meeting will be open to the public? If you think it would be helpful, I'd be willing to attend and speak directly with the Council regarding my rationale for maintaining Councilmember Cocke's appointment to the Skagit Transit Board.

Please let me know your thoughts. I appreciate you keeping me informed regarding the May 6 discussion.

Hope you're having a great weekend and enjoying the sun!

Best regards,
Crystle

From: Charlie Bush <cbush@sedro-woolley.gov>

Sent: Friday, April 24, 2026 1:06 PM

To: Crystle Stidham <cstidham@skagittransit.org>

Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>

Subject: RE: Letter in Response to Memorandum

Hi Crystle,

Thank you again for the conversation today. I had a chance to speak with our team regarding our call. Mayor Kesti is not in favor of leaving Council member Cocke in position on the SKAT Board. We plan to check in with our City Council at their May 6th meeting regarding this topic and will provide an update afterwards. We do not need a letter at this point. We can consider a call or something else after May 6th, if needed.

Thanks,

Charlie Bush

*MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA*

360-855-9921 direct
360-391-4906 mobile



Pronouns: he; him; his

From: Crystle Stidham <cstidham@skagittransit.org>
Sent: Friday, April 24, 2026 8:52 AM
To: Charlie Bush <cbush@sedro-woolley.gov>
Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>
Subject: RE: Letter in Response to Memorandum

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Sounds great. I'm looking forward to chatting with you. I'll give you a call at 10:00 am.

From: Charlie Bush <cbush@sedro-woolley.gov>
Sent: Friday, April 24, 2026 8:24 AM
To: Crystle Stidham <cstidham@skagittransit.org>
Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>
Subject: RE: Letter in Response to Memorandum

You don't often get email from cbush@sedro-woolley.gov. [Learn why this is important](#)

I would still like to meet this morning, if possible.

Thanks,

Charlie Bush

MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA
360-855-9921 direct
360-391-4906 mobile



Pronouns: he; him; his

From: Crystle Stidham <cstidham@skagittransit.org>
Sent: Thursday, April 23, 2026 7:45 PM
To: Charlie Bush <cbush@sedro-woolley.gov>
Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>; Larissa Farrell <LFarrell@skagittransit.org>
Subject: RE: Letter in Response to Memorandum

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good evening, Charlie,

Thank you for your email and for ensuring that I received the response from the City of Sedro-Woolley's counsel regarding Board appointments in advance of our meeting tomorrow.

I was able to connect briefly with Skagit Transit's general counsel today, and respectfully, we disagree with the City's position. We will be providing a formal written response early next week.

In the meantime, I am still willing to meet tomorrow if you feel a conversation would be helpful. I also understand if it makes sense to wait until after our formal response is shared. Please let me know how you would like to proceed.

Best regards,

Crystle

From: Charlie Bush <cbush@sedro-woolley.gov>
Sent: Thursday, April 23, 2026 4:05 PM
To: Crystle Stidham <cstidham@skagittransit.org>
Cc: JoEllen Kesti <jkesti@Sedro-Woolley.gov>
Subject: FW: Letter in Response to Memorandum

You don't often get email from cbush@sedro-woolley.gov. [Learn why this is important](#)

Hi Crystle,

I wanted to make sure that you received our letter prior to our discussion in the morning, which may not be necessary at this point, but I am happy to talk otherwise. Mayor Kesti has appointed Karl de Jong to serve in the City Council member spot that was held by Paul Cocke. I have notified Council member Cocke of this change, as well as the City Council. Council member de Jong can be reached at:

kdejong@Sedro-Woolley.gov

Thanks,

Charlie Bush

*MPA, ICMA-CM
City Administrator
City of Sedro-Woolley, WA
360-855-9921 direct
360-391-4906 mobile*



Pronouns: he; him; his

From: Dan Curtis <DanC@trustedguidancelaw.com>
Sent: Thursday, April 23, 2026 2:41 PM
To: info@langabeertraxler.com
Cc: Charlie Bush <cbush@sedro-woolley.gov>; JoEllen Kesti <jkesti@sedro-woolley.gov>
Subject: Letter in Response to Memorandum

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Ms. Traxler,

Please see the attached letter in response to your memorandum regarding the board selection process for city council appointees. Please reach out to me via email or the phone number below if you have any questions.

Thank you,

Dan Curtis
Associate
Thompson, Guildner & Associates, Inc., P.S.
110 Cedar Ave, Ste 102
Snohomish, WA 98290
360.568.3119
DanC@trustedguidancelaw.com

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Charlie Bush

From: Dan Curtis <DanC@trustedguidancelaw.com>
Sent: Monday, April 27, 2026 4:12 PM
To: Charlie Bush; JoEllen Kesti
Subject: FW: Skagit Transit Board Appointments

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FYI:

Dan Curtis
Associate
Thompson, Guildner & Associates, Inc., P.S.
110 Cedar Ave, Ste 102
Snohomish, WA 98290
360.568.3119
DanC@trustedguidancelaw.com

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From: Dannon Traxler <dtraxler@langabeertraxler.com>
Sent: Monday, April 27, 2026 3:49 PM
To: Dan Curtis <DanC@trustedguidancelaw.com>
Cc: Cristy Sears <csears@langabeertraxler.com>
Subject: RE: Skagit Transit Board Appointments

Dan,

Again, with all due respect, it appears that the SMC provisions you're citing to only refer to *City* boards and commissions and not to an outside board with multiple participating agencies.

To answer your question, the goal is to retain the City Council member who was **already appointed to serve the one-year term** in accordance with the Board's Bylaws, in order to maintain continuity. More broadly, this is not about a single appointment, but about establishing a consistent and appropriate practice moving forward and avoiding unnecessary disruption. By your logic, the Mayor could appoint someone, that person could be on the Board for a month or two, and then if the Mayor doesn't like what that person is doing, she could remove them and appoint someone else, and then again and again—there would be no limit to the Mayor's authority under those circumstances. That's not good practice for any board, it's certainly not the intent of the Bylaws or statute, and it's not a process that the CEO wishes

to support. In reviewing the RCW, we determined that the prior appointment process was not aligned with statute; however, that is not actually the central concern. Our focus is on ensuring that *future* appointments are made correctly and in compliance with the law that will provide some consistency for at least a one-year term without political upheaval. We understand that the current Board member was up for the Sedro-Woolley mayoral appointment at the same time as Mayor Kesti and that there is apparently some political tension occurring—that has no place on the Skagit Transit Board.

Under the statute, the Board has flexibility in the Board selection process. If your client is going to insist on this practice, I will recommend to the Board that they swiftly adopt updated Bylaws providing additional flexibility for appointments and the ability to approve/deny appointees based on a city's compliance (or lack thereof) with Bylaw requirements.

I understand that Crystle Stidham will be speaking with Charlie Bush sometime this week and may speak during open session at Sedro-Woolley's next Council meeting. We will hold off on a more formal response until after that time with the hope that Mayor Kesti will change course without additional action.

Thank you,
Dannon Traxler
Attorney for Skagit Transit

Dannon C. Traxler

Attorney at Law

LANGABEER & TRAXLER, P.S.

2701 Meridian Street

Bellingham, WA 98225

T (360) 671-6460 Ext. 1

F (360) 647-7874

dtraxler@langabeertraxler.com

Paralegal: Cristy Sears

T (360) 671-6460 Ext. 2

csears@langabeertraxler.com

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From: Dan Curtis <DanC@trustedguidancelaw.com>

Sent: Friday, April 24, 2026 2:00 PM

To: Dannon Traxler <dtraxler@langabeertraxler.com>

Subject: Re: Skagit Transit Board Appointments

Hi Dannon,

Thank you. Appointments require council confirmation *only if* that requirement is codified by ordinance. So, the absence of a specific code reference in addition to the context provided by similar code sections

is all further evidence that confirmation is not required. The burden is not on the city to show its executive has executive authority. Rather, the burden is on the Board to show that an interlocal board now has influence over the order of business and administration of a member city.

Before we continue sending letters to each other can you help me understand what exactly you want to accomplish? Why is it suddenly a problem for the Mayor of Sedro-Woolley to appoint a council member? If the new member had council confirmation, would that change your client's perspective? How is requiring a council member to remain for one year consistent with the PTBA statute you cited in your letter that says "at the pleasure of" the city?

Could you please provide some context to help me understand your client's position so we can work toward resolving the issue? I would be happy to schedule a Teams call next week to discuss a resolution.

Thanks,

Dan Curtis
Associate
Thompson, Guildner & Associates, Inc., P.S.
110 Cedar Ave, Ste 102
Snohomish, WA 98290
360.568.3119
danc@trustedguidancelaw.com
www.trustedguidancelaw.com

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From: Dannon Traxler <dtraxler@langabeertraxler.com>
Sent: Friday, April 24, 2026 1:21:46 PM
To: Dan Curtis <DanC@trustedguidancelaw.com>
Cc: Cristy Sears <csears@langabeertraxler.com>
Subject: Skagit Transit Board Appointments

Hello Mr. Curtis,

Thank you for your letter yesterday. I appreciate your position and wish to provide a meaningful response early next week. I've taken a look at Sedro Woolley's municipal code, and it looks like while SMC 2.02.020.A. and 2.02.030 grant the Mayor unilateral authority to appoint members of **City** boards and commissions, it does not provide that same power for boards outside the City's governing structure. The lack of express authority implies to me that appointments to the Skagit Transit Board would at the very least require Council confirmation. It did sound from your letter that perhaps the Council has provided separate authority to the Mayor for this purpose, although it is unclear whether that is documented. Is there a resolution or some other authorizing action that expressly gives the Mayor authority to act on her own under the circumstances? If so, would you mind providing that to me so I can consider it as part of my response?

Thank so much. I hope you have a nice weekend.

Dannon

Dannon C. Traxler

Attorney at Law

LANGABEER & TRAXLER, P.S.

2701 Meridian Street

Bellingham, WA 98225

T (360) 671-6460 Ext. 1

F (360) 647-7874

dtraxler@langabeertraxler.com

Paralegal: Cristy Sears

T (360) 671-6460 Ext. 2

csears@langabeertraxler.com

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From: Dan Curtis <DanC@trustedguidancelaw.com>

Sent: Thursday, April 23, 2026 2:41 PM

To: Cristy Sears <csears@langabeertraxler.com>

Cc: Charlie Bush <cbush@sedro-woolley.gov>; JoEllen Kesti <jkesti@sedro-woolley.gov>

Subject: Letter in Response to Memorandum

Good afternoon, Ms. Traxler,

Please see the attached letter in response to your memorandum regarding the board selection process for city council appointees. Please reach out to me via email or the phone number below if you have any questions.

Thank you,

Dan Curtis

Associate

Thompson, Guildner & Associates, Inc., P.S.

110 Cedar Ave, Ste 102

Snohomish, WA 98290

360.568.3119

DanC@trustedguidancelaw.com

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**THOMPSON + GUILDNER
& ASSOCIATES INC. P.S.**

110 Cedar Ave, Ste 102
Snohomish, WA 98290
360.568.3119

www.trustedguidancelaw.com

April 23, 2026

Sent via email to: info@langabeertraxler.com

Dear Ms. Traxler,

Our firm represents the City of Sedro-Woolley, and I received your memorandum regarding board selection process for city council appointees. The City values its relationship with the Board, and I appreciate your communication of your perspective as to how appointment, removal, and term length of city-appointed board members should be governed. However, the City is unable to accommodate your perspective as it does not align with the consensus understanding of the structure of mayor-council governance of code cities or the longstanding customs of Sedro-Woolley's governing body.

It is evident from your memo that Sedro-Woolley is not alone in its understanding that its executive is empowered to appoint and remove its council representative. Every city in the Skagit PTBA has appointed council representatives to the Board by mayoral appointment in the same manner as Sedro-Woolley, not due to oversight, but for good reason.

First, mayors of code cities with mayor-council forms of government are the chief executives empowered by state law to supervise the administration of city government and all its interests. Secondly, the council in any code city shall determine its own rules and order of business and there is no limitation on this power to suggest such determination is to be limited by the bylaws of any interlocal board. Finally, it is doctrinal that appointments by the mayor as chief executive are subject to council confirmation only when such requirement is codified by legislative action by the council as the legislative body. Even in such cases, only appointment, and not removal, is subject to council confirmation.

None of the above is inconsistent with RCW 36.57A.050 because the RCW does not require any particular mode of selection by any particular part or by the entirety of the governing body. The RCW does not purport to preempt mayoral executive authority or a council's power to make its own customs. Nor does it permit an interlocal board to set bylaws which prevent a city-appointed board member from being removed at the pleasure of the governing body as you suggest. Rather, the RCW permits Sedro-Woolley to do exactly as it has done, which is for the council to establish a custom whereby the mayor, in consultation with council members, chooses a volunteer from among the council to appoint to the board. It also requires the Board in this case to honor the decision by the City's governing body to remove and replace said board member at its pleasure according to its customs.

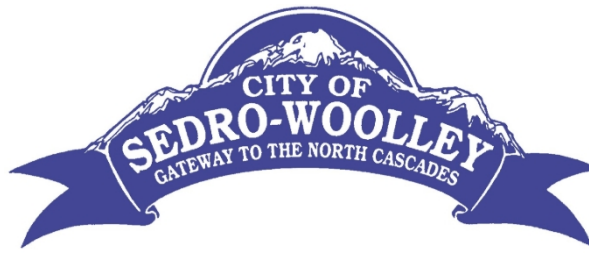
As you know, the structure of local government is carefully crafted to empower each city's constituents and to limit the exertion of outside power over the same. The City's governing body is not permitted to be bound by bylaws of any interlocal board which limit its authority as derived from state law. As such, the City will continue to appoint and remove its

representative council member according to its long-standing custom which, until now, was also the established and undisputed custom of the Board.

Respectfully,

A handwritten signature in blue ink that reads "Dan Curtis". The signature is written in a cursive style with a blue underline.

Dan Curtis
Thompson, Guildner & Associates, Inc., P.S.
Danc@trustedguidancelaw.com



City Council Agenda Item

Agenda Item No.: f.2.

Date: May 6, 2026

From: Dan McIlraith, Police Chief

Subject: Flock License Plate Reader

RECOMMENDED ACTION:

Information regarding Flock LPR

BACKGROUND/SUMMARY INFORMATION:

This Flock LPR program and contract was approved by council in November 2024 for seven (7) LPR cameras. Overall, the plan was to use it as an additional tool that would overall benefit and enhance overall public safety by increasing the solvability of reported crimes. The License Plate Reader (LPR) identifies license plates and checks for alerts. Those alerts would include stolen vehicles, wanted persons, and missing person alerts such as Amber Alerts or Silver Alerts that are associated. Law Enforcement can enter vehicle information related to a crime or license plate in an attempt to locate the vehicle for reported crimes.

All equipment was installed and set up by Flock and was activated on March 25, 2025. On 6/17/25, the cameras were turned off with pending litigation regarding public records requests and retention. Washington Senate Bill 6002 is a new statewide law that governs how Automatic License Plate Reader (ALPR) data may be collected, accessed, shared, and retained in Washington. This included making ALPR data not subject to public disclosure under Washington's Public Records Act.

Flock Safety and the use of LPR cameras are being used in several jurisdictions in Washington State. The data retrieved will be stored according to the Washington State Law Enforcement Records Retention Schedule and according to this legislation.

I am in the process of developing a policy that adheres to SB6002. I have completed updated audit training, met with Flock to review our existing camera location to ensure they are not in compliant locations, and I am working on implementing the transparency portal, so this can be on our city website and settings for retention limited to 21 days. Updated training for all officers will occur on the use of the Flock system and the new policy before implementation. I intend to turn the cameras back on with the support of the council. This funding was already included in the 2026 budget.

FISCAL IMPACT, IF APPROPRIATE:

The two-year contract was worth \$44,550 plus tax. This amount is included in the preliminary 2026 budget. Since the cameras have been turned off since June 2025, I was able to get Flock to adjust the

cost for 2026, lowering the invoice from \$22,806 with a credit of \$15,706, leaving a balance due of \$7100. This was negotiated to prorate the time that the Flock camera system was suspended.

ATTACHMENTS:

1. Flock Safety #INV-90411 \$7,100.00
2. Flock's guidance to Washington agencies

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-90411
 Invoice Date: 3/27/2026
 Due Date: 4/26/2026
 Payment Terms: Net 30
 PO#:
 W-9 Form [\[Download\]](#)
 Certificates of Insurance [\[Download\]](#)



Bill To: WA - Sedro-Woolley PD
 325 Metcalf St
 Sedro Woolley, Washington, 98284

Ship To: WA - Sedro-Woolley PD
 325 Metcalf St
 Sedro Woolley, Washington 98284

Billing Company Name: WA - Sedro-Woolley PD
 Billing Contact Name: Daniel McIlraith
 Billing Email Address: dmclraith@sedro-woolley.gov

Payment Terms: Net 30
 Contracted Billing Structure: 100% at First Camera Validation

Notes: WA - Sedro- Woolley PD: Year 2 of 24 Month Term, 2026 - 2027

Please note a minor change to our invoices starting February 1, 2025 updating product/SKU names listed in each line item. This change is only to naming conventions and will not affect the products, functionality, or services you receive from Flock Safety. Please update your payment system to reflect these new product/SKU names as needed.

ITEMS	QTY	UNIT PRICE	SALES TAX	TOTAL
Flock Safety LPR, fka Falcon	7	\$3,000.00	\$1,806.00	\$22,806.00

Unless otherwise noted on the Order Form, the Term shall commence upon first installation and validation of Flock Hardware.
 Link to Location of Services: <https://planner.flocksafety.com/public/97cffc36-9758-4846-ab17-9ec614a4aaa7>



Subtotal: \$21,000.00
Sales Tax: \$1,806.00
Credit: \$15,706.00
Payments: \$0.00
Balance Due: \$7,100.00

If you have questions about your invoice, are providing an exemption certificate or need to update your billing contact information, please email billing@flocksafety.com or call 866-901-1781, option 3.



INVOICE

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-90411
Invoice Date: 3/27/2026
Due Date: 4/26/2026
Payment Terms: Net 30
PO#:

Payment Remittance Information

Pay by Check:

Payable to: Flock Group Inc
Memo: INV-90411
Mail to: PO Box 121923
Dallas, TX 75312-1923

If paying by check, please include the remittance slip below.

Pay by ACH:

Account Legal Name: Flock Group Inc.
Account Number: 3302113966
Account Type: Checking
Routing / SWIFT Code: 121140399 / SVBKUS6S

If paying by ACH, please include your invoice number in the memo section of the ACH transfer request.

Please be aware that failure to pay the invoice by the due date may result in an interest penalty or disconnection of service, as specified in your contract.

.....
Detach and Return with Payment

Make Checks Payable to: Flock Group Inc

If sending via Flock Group Inc
USPS: PO Box 121923
Dallas, TX 75312-1923

Or

If sending via Flock Group Inc
UPS, FedEx or 891923
USPS: 885 East Collins Boulevard,
Suite 110
Richardson, TX 75081

Account: WA - Sedro-Woolley PD

Invoice # INV-90411

Amount Due: **\$7,100.00**

Amount Enclosed: \$ _____

Flock's guidance to Washington agencies

From: <https://www.flocksafety.com/blog/what-does-washington-senate-bill-6002-mean-for-alpr-use-in-washington>

What Does Washington Senate Bill 6002 Mean for ALPR Use in Washington?

Washington Senate Bill 6002 establishes a new statewide framework regulating Automatic License Plate Reader (ALPR) use in Washington. Here's what the Washington ALPR law requires and how agencies can comply.

Key Points

- SB 6002 establishes one of the strictest statewide ALPR frameworks in the country.
- Washington agencies may continue using ALPR for most criminal investigations.
- ALPR data retention is limited to 21 days, with limited exceptions.
- Flock Safety is implementing platform safeguards to support compliance statewide.

What Is SB 6002 in Washington?

Washington Senate Bill 6002 is a new statewide law that governs how Automatic License Plate Reader (ALPR) data may be collected, accessed, shared, and retained in Washington.

On March 30, 2026, Governor Bob Ferguson signed SB 6002, also known as the Driver Privacy Act. It is the state's first comprehensive ALPR law.

Through collaboration among elected officials, law enforcement leaders, technology vendors, and public safety advocates, the final bill preserves the core crime-solving capabilities of ALPRs while establishing strict safeguards.

The final framework allows agencies to continue using ALPR for critical investigations under defined guardrails.

What Does SB 6002 Mean for Washington Law Enforcement?

Under SB 6002, Washington law enforcement agencies may continue using ALPR technology for lawful investigations, subject to specific guardrails.

Under the new Washington ALPR law, agencies:

- **Can** use ALPRs to investigate felonies, gross misdemeanors, and stolen vehicles; locate missing persons; and for parking or traffic-related purposes.

- **Are prohibited from** using ALPR for immigration enforcement purposes, monitoring constitutionally-protected activities, or in relation to reproductive or gender-affirming healthcare.
- **Can share** access with other WA law enforcement agencies for the permitted purposes.
- **Must** limit data retention to 21 days, unless an exception applies.
- **Must** adopt a formal ALPR policy and submit annual usage reports by December 1, 2027.

The final bill preserves core crime-solving capabilities that were initially at risk in earlier drafts.

What Restrictions Does SB 6002 Place on Washington ALPR Data?

SB 6002 introduces specific privacy protections governing how ALPR data is stored, accessed, and monitored in Washington.

The Washington ALPR law:

- **Limits** data retention to 21 days, unless retained as evidence; pursuant to a warrant, subpoena or court order; for a parking enforcement case; for traffic studies; or for enforcing commercial vehicle systems.
- **Prohibits** agencies from collecting ALPR data at or immediately surrounding certain sensitive locations, including healthcare facilities, facilities conducting immigration matters, elementary and secondary schools, places of worship, and foodbanks.
- **Prohibits** use for immigration enforcement, to monitor activity protected by the Washington State Constitution and the First Amendment; or related to reproductive or gender-affirming healthcare.
- **Provides** that the agency owns the ALPR data.
- **Requires** agencies to adopt a formal ALPR use policy.
- **Mandates** annual public reporting beginning December 1, 2027.
- **Establishes** annual audit requirements.
- **Limits** database alerts to approved databases.
- **Prevents** vendors from selling or allowing unauthorized access to the data.

- ALPR data is **not subject to public disclosure under Washington’s Public Records Act.**

Approved Alert Databases

Alerts may be generated by matches with data from the following sources:

- Washington Department of Licensing
- Washington criminal justice information systems
- National Center for Missing & Exploited Children (NCMEC)
- FBI databases
- Washington kidnapped and missing persons lists
- License plates and vehicle characteristics entered by the agency

How Does SB 6002 Impact Data Sharing in Washington?

SB 6002 establishes clear standards for how ALPR data may be shared within and outside Washington.

In-State Sharing

- State and local agencies may share access, but only for the law’s permitted purposes.

Private Sector Data

- Agencies may obtain data from privately owned ALPR cameras with a warrant or court order.
- The law does not restrict private entities from deciding whom to share LPR data with. It is possible that the law does not – and cannot – disallow a private entity from voluntarily giving information to police.

How Is Flock Safety Supporting Compliance with SB 6002?

Flock Safety is implementing platform safeguards to help agencies across Seattle, Spokane, Tacoma, and throughout Washington continue to use ALPR.

21-Day Data Retention

Flock has applied a 21-day retention schedule to apply to agency customers statewide.

Reproductive and Immigration Filters (Already Live)

Washington already has automatic search filters that:

- Remove all Washington networks from searches tied to immigration enforcement
- Remove all Washington networks from reproductive healthcare-related searches

These safeguards are already active statewide.

Database Adjustments

- NCIC alert access has been removed.
- State-level alerting alternatives are under development.

Sensitive Location Controls

- Agencies will be supported in relocating cameras from prohibited locations.
- Cameras in restricted areas will be separated and deactivated during the transition.

Reporting & Audit Support

Flock will provide:

- Guidance on required reporting metrics
- Tools to pull usage reports

Sharing Options Adjusted

- Agencies will have reduced sharing options

Transparency Portals

- Flock offers agencies a transparency portal, which is a website where agencies can post their ALPR use policy and other information about their use of ALPR

Does SB 6002 Impact Flock ALPR Data Retention in Washington?

Yes. The Washington ALPR law limits ALPR data retention to 21 days, which is less than Flock's default retention period of 30 days. Flock will apply a 21-day retention schedule statewide.

- **Default retention:** 21 days statewide
- **Stricter than prior Washington practice:** Yes, previously most agencies used Flock's default of 30 days.

When Does SB 6002 Take Effect?

SB 6002 took effect immediately upon the Governor's signature on March 30, 2026.

Transition Timeline

- Retention changes have been applied statewide.
- Sharing and alert adjustments have been made.
- Agencies must relocate cameras on or near sensitive locations.
- Within 180 days of the law's effective date, agencies must register their use of ALPR with the Attorney General on forms provided by the office, certifying that its system meets the law's requirements and that the agency has the proper policies and training processes in place.
- Agencies must adopt formal policies and begin submitting an annual report by December 1, 2027.

What Are the Current ALPR Laws in Washington?

Washington now has a defined statewide framework governing ALPR use under SB 6002, which was signed into law on March 30, 2026.

The Washington ALPR law:

- Establishes clear permitted uses
- Imposes strict retention limits
- Restricts sharing and database alerts
- Requires policy adoption and annual reporting

This provides clarity for Washington law enforcement agencies, including the Washington State Patrol and local departments.

Frequently Asked Questions About ALPR Laws in Washington

Is ALPR legal in Washington?

Yes. ALPR is legal in Washington under SB 6002, subject to specific guardrails.

How long can ALPR data be stored in Washington?

ALPR data may be retained for 21 days, unless needed as evidence or under other limited exceptions.

Does SB 6002 require a warrant to use ALPR?

No general warrant requirement applies for standard law enforcement use of ALPR data that is up to 21 days old. A warrant is required for law enforcement to obtain privately held ALPR data.

Does SB 6002 ban ALPR technology?

No. The law regulates how ALPR may be used, but does not ban the technology.

Why Does This Legislation Matter for Public Safety and Privacy?

SB 6002 reflects an effort to balance privacy protections with modern investigative tools.

- Preserves core crime-solving capabilities
- Establishes significant restrictions
- Promotes transparency through reporting
- Builds community trust through defined limits

Clear rules help agencies operate confidently while respecting community expectations.

Looking Ahead

Flock Safety remains committed to responsible ALPR regulation and continued collaboration with policymakers and law enforcement agencies across Washington.

Flock's priority is to help agencies continue to protect their communities while following the law.

