

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

Wednesday, March 20th, 2024

[Skagit Transit Board of Directors Meeting 3-20-2024 - YouTube](#)

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Chair Mayor Miller called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Peter Browning, Skagit County Commissioner (Vice-Chair)
 Lisa Janicki, Skagit County Commissioner
 Ron Wesen, Skagit County Commissioner
 Peter Donovan, City of Mount Vernon, Mayor
 Julia Johnson, City of Sedro Woolley, Mayor
 Matt Miller, City of Anacortes, Mayor (Chair)
 Bill Aslett, City of Burlington, Mayor
 James Stavig, City of Burlington, Councilmember
 Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

Andrew Vander Stope, City of Mount Vernon, Councilmember (*arrived after the meeting started*)
 Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

None

Providing Legal Counsel:

None

Staff Present

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

Staff Present via Teleconference:

Aggie Juarez, Director of Facilities; Joe Macdonald; Director of Safety and Training; Abby Bissell, HR Generalist; Greg Latham, Director of Maintenance and Operations; Jim Young, Ops Supervisor; Les O'Neill, Ops Supervisor

Members of Public Present

Tammy Coppinger

Members of the Public Present via Teleconference:

"Independent Journalist", "public", Madeline H, Joe Kunzler, Marcia, Brad Tinges, "000000000"

1 Public Comment:

Public Comment was made. It can be viewed through the meeting recording at the top of the page.

2 Executive Session – Review of Performance of Public Employee [RCW 42.30.110\(1\)\(d\)](#)

The Board met in executive session regarding the review of performance of a public employee. Mr. Miller stated that the Board would meet for 20 minutes from 11:03 a.m. to 11:23 a.m. The Board resumed the regular meeting at 11:23 a.m.

3 Consent / Action Items:

- a) Approval of February Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve January Budget Update
- d) Approve Resolution 2024-04: Public Records Act Policy
- e) Approve Revision to General Leave Policy
- f) Approve 2025 Congressional Community Project Funding Opportunity

Mr. Browning moved to approve all Consent / Action items, aside from item c, which was pulled into Full Discussion/Action Items. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Full Discussion/Action Items:

- a) [Approve January Budget Update \(moved from Consent Agenda\)](#)

Mr. Stavig asked clarifying questions about the report. Mr. Arkle and Ms. Stidham clarified these questions and noted that going forward, monthly budgeted fare amounts will be presented instead of annual figures.

Mr. Browning moved to approve the January Budget Update. Mr. Aslett seconded the motion. The motion passed unanimously.

b) Approve June 2024 Meeting Date Change

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

Ms. Janicki moved to approve changing the June 2024 Board Meeting date to Thursday, June 20th from 12:00pm-1:00pm. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Approve Chief Executive Officer Compensation Increase

Mr. Miller gave a brief overview of the review process for the CEO and the results of that review, recommending a one-step increase in pay.

Mr. Browning moved to approve a one-step compensation increase for the CEO. Mr. Stavig seconded the motion. The motion passed unanimously.

5 Information Items

a) CEO Update

Ms. Stidham presented a verbal report including the following topics: MOA2 work is progressing with some unexpected expenses which are being worked through with the architect and contractors. Recruitments – Finance Director position received 11 applications, 3 of which were selected by Prothman to move forward to final interviews being held on April 5th. Capital Project Manager has been offered and will start April 16th. Candidate travelling for final interview for Planning and Outreach Supervisor position. New bus driver class starts April 16th. All Employee Meeting was March 9th. The new vision and mission statements were shared to employees. Employee Satisfaction survey is attached to the packet. Over 60 responses were received and overall, employees are satisfied with their workplace. There were requests for more transparency on what is happening in the organization. Going to continue to work on valuing employee feedback. National Transit Driver Appreciation Day – the Executive Team organized a pancake breakfast for all staff to appreciate our drivers. Lots of good feedback from this event. Planning to have similar events each quarter to celebrate the staff members who start their shifts later in the day. Community Events – Long Range Transit Plan outreach meetings to come to get community feedback. Details are on the Skagit Transit Website. Information table at Concrete Fair on April 8th and Anacortes Street Fair on April 20th. Triennial- took staff 2 months to gather information. Audit will take 4 months to complete their review and an on-site visit will occur June 25th and 26th. FTA 5503 funding required 4 metrics to obtain funding. Skagit Transit did not meet all of them due to service cuts in 2022. Working with AFSCME to address issues leading to absenteeism.

b) Satisfaction Survey Results

Ms. Stidham included a summary of the survey results in her CEO Update above.

c) CAC March Report

Ms. Jones requested the board add an item to remove a CAC member due to no contact. Mr. Miller approved adding an additional item.

Ms. Johnson moved to remove Anthony Whiteside from the CAC Membership. Mr. Browning seconded the motion. The motion passed unanimously.

d) February Ridership

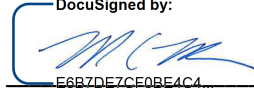
Ms. Stidham commented that fixed route ridership is still down 40% from our pre-pandemic numbers. Our Paratransit is only down 4%.

6 Executive Session – Litigation or Potential Litigation [RCW 42.30.110\(1\)\(i\)](#)

The Board met in executive session regarding litigation or potential litigation. Mr. Miller stated that the Board would meet for 10 minutes from 11:55 a.m. to 12:05 p.m. The Board resumed the regular meeting at 12:06 p.m.

Mayor Miller adjourned the meeting at 12:06 p.m.

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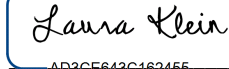


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Matt Miller, Chair Skagit Transit Board of Directors

Attest:

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Laura Klein, Clerk of Skagit Transit Board