

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

Wednesday, October 18th, 2023

Video Recording of Meeting: [https://www.youtube.com/watch?v=4p8t\\_Aody20](https://www.youtube.com/watch?v=4p8t_Aody20)

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

**Members Present**

Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Lisa Janicki, Skagit County Commissioner  
Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor  
Colleen Kennedy, Labor Representative (non-voting member)

**Members Present via Teleconference**

Judy Jones, Community Advisory Committee (Chair, non-voting member)  
Mark Hulst, City of Mount Vernon, Councilmember

**Members Absent:**

Julia Johnson, City of Sedro Woolley, Mayor  
Bill Aslett, City of Burlington, Councilmember

**Providing Legal Counsel:**

Evan Chinn, Summit Law

**Staff Present**

Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Crystle Stidham, Chief Executive Officer  
Jennifer Davidson, Director of Human Resources  
Chris Stamey, Chief Financial Officer  
Brad Windler, Planning Supervisor  
Aggie Juarez, Director of Facilities

**Staff Present via Teleconference:**

"Human Resources", "Skagit Transit", Jo-Ann Wynne, Procurement, Greg Latham, Director of Operations and Maintenance, Joe Macdonald, Director of Safety and Training, Mika Bergman, Maintenance

**Members of Public Present**

Soren Jensen, Coach Operator

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

Brad Tinges, "noone", "Government Accountability Journalist", "Public", "00000", "Skagit", "Soren", "Big Guy", "2083088876", "Madeline H." "000000000", James Howard, "BIBTAP", "JW"

**1 Public Comment:**

Public comments were made. A full transcription of public comments can be found by watching the recording of the meeting linked at the top of this page. Comments are from timestamp 1:45 to 4:45.

**2 Executive Session – Potential Litigation (RCW 42.30.110 (1)(a)(i))**

The Board met in Executive Session to discuss Potential Litigation per RCW 42.30.110. The Executive Session began at 11:05 am with the intention of ending at 11:25 am. The Board extended the Executive Session by 10 minutes, ending at 11:35 am. The Board returned to regular session at 11:37 am.

**3 Consent / Action Items:**

- a) Approval of September Meeting Minutes
- b) Approval of July Claims and Payroll
- c) Approval of August Claims and Payroll

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

**4 Full Discussion/Action Items:**

- a) Approve Monthly Budget Report for July

Mr. Stamey read the report as stated in the packet after deviating to explain the report process. Ms. Boudreau commented that the Board only needs to hear the report as written. Ms. Janicki commented on accounting procedures. Concerns were raised about how the report was not submitted in time for review and the Board was not comfortable with taking action at this meeting.

**Mr. Wesen moved to table this agenda item for the next meeting. Mr. Hulst seconded the motion. The motion passed unanimously.**

- b) Approve Monthly Budget Report for August

Mr. Stamey read the report as stated in the packet.

- d) WWU Ridership Agreement (Written Report)
- e) Fall Planning Studies Update (Written Report)
- f) CAC Report (Written Report)
- g) Ridership Report (Written Report)

Items 6a-6g are written reports included in the agenda packet. For the sake of time, no further comments were read at the meeting, except for Judy Jones stating that there were more applications for CAC membership, so more information will come soon. She also mentioned the "Week without Driving" event coming up October 2<sup>nd</sup>-8<sup>th</sup> and elected officials are encouraged to use alternative transportation to support this event. The point of the event is to help officials see the challenges that come with not having access to a personal vehicle and to help the officials make more informed decisions based on the experience.

Mayor Miller adjourned the meeting at 12:35 p.m.

Attest:

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

  
\_\_\_\_\_  
Jill Boudreau, Chair Skagit Transit Board of Directors



## PAYROLL APPROVAL

**I, the undersigned, do hereby certify under penalty of perjury that the claims are just, due and unpaid obligations against Skagit Transit and that I am authorized to certify said claims.**

*Chris Stamey*

\_\_\_\_\_  
**Chris Stamey, Chief Financial Officer**

**We, the undersigned Board Members of Skagit Transit do hereby certify that payroll check numbers 17106 through 17113 and electronic paychecks in the amount of \$1,150,776 and Direct Federal Withholding transfer in the amount of \$249,622 for a total of \$1,400,398 are approved for payment this 18<sup>th</sup> day of October 2023.**

*Jill Boudreau*

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**Jill Boudreau, Chair, Skagit Transit Board of Directors**



## CLAIMS VOUCHER APPROVAL

**I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Skagit Transit, and that I am authorized to authenticate and certify to said claim.**

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**Chris Stamey, Chief Financial Officer**

**We, the undersigned Board Members of Skagit Transit do hereby certify that check numbers 44945 through 45120 and electronic payments in the amount of \$1,163,989.25 are approved for payment this 18<sup>th</sup> day of October 2023.**

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**Jill Boudreau, Chair, Skagit Transit Board of Directors**



## PAYROLL APPROVAL

**I, the undersigned, do hereby certify under penalty of perjury that the claims are just, due and unpaid obligations against Skagit Transit and that I am authorized to certify said claims.**

*Chris Stamey*

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**Chris Stamey, Chief Financial Officer**

**We, the undersigned Board Members of Skagit Transit do hereby certify that payroll check numbers 17098 through 17105 and electronic paychecks in the amount of \$1,096,343 and Direct Federal Withholding transfer in the amount of \$231,197 for a total of \$1,327,540 are approved for payment this 18<sup>th</sup> day of October 2023.**

*Jill*

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**Jill Boudreau, Chair, Skagit Transit Board of Directors**



## CLAIMS VOUCHER APPROVAL

**I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Skagit Transit, and that I am authorized to authenticate and certify to said claim.**

A handwritten signature in black ink that reads "Chris Stamey". The signature is written in a cursive style and is positioned above a horizontal line.

**Chris Stamey, Chief Financial Officer**

**We, the undersigned Board Members of Skagit Transit do hereby certify that check numbers 44778 through 44944 and electronic payments in the amount of \$698,879.16 are approved for payment this 18<sup>th</sup> day of October 2023.**

A handwritten signature in blue ink that reads "Jill". The signature is written in a cursive style and is positioned above a horizontal line.

**Jill Boudreau, Chair, Skagit Transit Board of Directors**