

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

Wednesday, February 21<sup>st</sup>, 2024

**[Skagit Transit Board of Directors Meeting 2-21-2024 - 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 10:59 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  
Julia Johnson, City of Sedro Woolley, Mayor  
Matt Miller, City of Anacortes, Mayor (Chair)  
Steve Sexton, City of Burlington, Mayor  
James Stavig, City of Burlington, Councilmember  
Colleen Kennedy, Labor Representative (non-voting member) *Represented by Soren Jensen*

**Members Present via Teleconference**

Peter Donovan, City of Mount Vernon, Mayor

**Members Absent:**

Andrew Vander Stope, City of Mount Vernon, Councilmember  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**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  
Chris Chidley, Director of IT  
Zach Wright, Security Supervisor

**Staff Present via Teleconference:**

Crystle Stidham, Chief Executive Officer; Mika Bergman, Maintenance; Aggie Juarez, Director of Facilities; Joe Macdonald; Director of Safety and Training; Abby Bissell, HR Generalist; Greg Latham, Director of Maintenance and Operations; Marcy Smith, Grants Manager

**Members of Public Present**

None

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

James Howard, "Independent Journalist", "public",  
Madeline H, Joe Kunzler, Jesse Jones, "Skagit", "Alitke"

**1 Public Comment:**

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

**2 Consent / Action Items:**

- a) Approval of January Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve December Budget Update
- d) Approve Fare Free Service for Spring Community Connect Event
- e) Approve Resolution 2024-02: Appoint Trustee to 401 & 457 Retirement Accounts
- f) Approve Resolution 2024-03: Appoint EEO and Title VI Officer
- g) Approve Amendment to ADA Policy
- h) Approve Naloxone Policy

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

**3 Full Discussion/Action Items:**

- a) Approve Federal FY 2023 FTA Bus and Bus Facilities WSDOT Pass Through Award  
Ms. Stidham read the report as presented in the packet.

**Mr. Sexton moved to approve the Federal FY 2023 FTA Bus and Bus Facilities WSDOT Pass Through Award. Mr. Wesen seconded the motion. The motion passed unanimously.**

b) Approve Vehicle Donation

Ms. Stidham requested that this item be removed from the agenda on behalf of the recipients of the vehicle not being ready to receive it.

c) Approve Contract #24-013 for Financial Reporting System with Community Brands

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

Ms. Janicki requested the approval be in two parts: the sole source approval and the contract approval.

**Mr. Browning moved to approve the sole source of the Financial Reporting System. Ms. Janicki seconded the motion. The motion passed unanimously.**

**Mr. Wesen moved to approve Contract #24-013 for Financial Reporting System with Community Brands, retroactive from 2015 until 2025 with a not to exceed amount of \$200,000. Mr. Sexton seconded the motion. The motion passed unanimously.**

d) Approve Non-Employee Travel Policy Amendment

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

**Mr. Sexton moved to approve the Non-Employee Travel Policy Amendment. Ms. Janicki seconded the motion. The motion passed unanimously.**

e) Approve CAC Bylaw Revision

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

**Mr. Wesen moved to approve the CAC Bylaw Revision. Mr. Sexton seconded the motion. The motion passed unanimously.**

f) Approve PASS to NOVUS Migration Project

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

**Mr. Wesen moved to approve the PASS to NOVUS Migration Project. Mr. Donovan seconded the motion. The motion passed unanimously.**

g) Approve June 2024 Meeting Date Change

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

**Mr. Miller tabled this discussion until an alternative date can be presented by staff.**

#### 4 Information Items

a) CEO Update

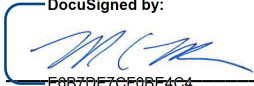
Ms. Stidham presented a verbal report including the following topics: Mayor Sexton's final Board meeting recognition, MOA2 update- phase 1 completion still on time and on budget. Architect design is moving forward, and the electrical supply demand issues. There has been a change in funding through grants and Skagit Transit will no longer be receiving the \$5 Million Move Ahead Washington Grant as expected. Staff asked the Board to modify their letters of support for the RAISE Grant to accommodate a larger monetary ask. Mediation with the original architect has been moved to September 9<sup>th</sup>. The Grants Manager position has been filled and the Manager of Operations position has been offered. Prothman will recruit for Director of Finance position. Brad Windler gave his 2 week notice, this position has been posted. Climate commitment act - WSTA polled WA residents and only 40% of voters are in support. Educational materials will be distributed around Skagit County.

- b) CAC February Report  
Ms. Jones was not in attendance and was unable to comment on the CAC report.
- c) January Ridership  
Ms. Stidham did not have further comment on the Ridership Report beyond what was presented in the packet.

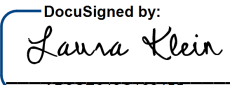
**5 Closed Session – Collective Bargaining Negotiations 42.30.410(4)(a)**

The Board met in closed session regarding Collective Bargaining Negotiations. Mr. Miller stated that the Board would meet for 10 minutes from 11:46 a.m. to 11:56 a.m. The Board resumed the regular meeting at 11:56 a.m.

**Mayor Miller adjourned the meeting at 11:56 a.m.**

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Matt Miller, Chair Skagit Transit Board of Directors

Attest:

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Laura Klein, Clerk of Skagit Transit Board