

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

Wednesday, April 16, 2025

The Skagit Transit Board of Directors met in a regular meeting in Burlington, WA. Commissioner Peter Browning, Board Chair, called the meeting to order at 11:02 a.m. followed by the Pledge of Allegiance and roll call.

Members Present

Peter Browning, Skagit County Commissioner (Chair)
Lisa Janicki, Skagit County Commissioner (Vice Chair)
Peter Donovan, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Mayor
Joe Burns, City of Sedro-Woolley, Councilmember
Tracy Cook, Labor Representative (non-voting member)

Members Present via Teleconference

Sandy Perkins, Auditor (attending as a representative for Ron Wesen, Skagit County Commissioner)
Matt Miller, City of Anacortes, Mayor
Carolyn Moulton, City of Anacortes, Councilmember
Judy Jones, Community Advisory Committee (Chair, non-voting member) (arrived at 11:05 a.m.)

Members Absent:

Providing Legal Counsel:

Staff Present

Larissa Farrell, Clerk of the Board
Crystle Stidham, Chief Executive Officer
Joe Stewart, Director of Finance
Jennifer Davidson, Director of HR and Risk Management
Nate Burns, Procurement and Contracts Coordinator

Staff Present via Teleconference:

Chris Arkle, Finance/Accounting Manager
Rebekah Tuno, Grants Manager
Abby Bissell, HR Generalist
Rogelio Conejo, Community Engagement Coordinator
Joe Macdonald, Director of Safety and Training
Maleah Kuzminsky, Planning and Outreach Manager
Kaitlin West, Vanpool Coordinator

Members of Public Present

Mike Kerr
Tammy Coppinger

Members of the Public Present via Teleconference:

Jason Kelley, Northwest Technology; 1-208-316-7008;
Skagit People; WS; Joe Kunzler

1 Public Comment

Public comment was made.

2 Consent / Action Items

- a) Approval of March Meeting Minutes
- b) Approval of April Special Meeting Minutes
- c) Approval of Claims and Payroll
February Payroll Direct Deposit and Checks
February Direct Federal withholding transfer
February Claims Checks and ACH #3387-3531
- d) Approve the February Budget Update
- e) Rescind Resolution 2023-07 and Approve 2025-05 (Staff Credit Card Limits)
- f) Approve Resolution 2025-06 Bank Account Access for Skagit Transit System

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

3 Full Discussion/Action Items:

- a) Approve Award of Contract 24-022 Vehicle Graphics
Ms. Stidham read the report as presented in the packet.

Ms. Johnson moved to approve the award of contract 24-022 to SigmaGrafix. Mr. Burns seconded the motion. The motion passed unanimously.

- b) Approve Paratransit Vehicle Donation
Ms. Stidham read the report as presented in the packet.

Mr. Burns moved to approve the paratransit vehicle donation. Mr. Donovan seconded the motion. The motion passed unanimously.

c) Approve Personnel Policy Manual (PPM) Section 707.4 Amendment

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

Mr. Aslett moved to approve Personnel Policy Manual (PPM) Section 707.4 Amendment. Ms. Johnson seconded the motion. The motion passed unanimously.

d) Approve Guemes Island Service Pilot

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

Mr. Burns moved to approve the Guemes Island Service Pilot. Ms. Janicki seconded the motion. The motion passed unanimously.

4 Information Items

- a) CEO Update
- b) Grants Update - April 2025
- c) April CAC Report

Peter Browning adjourned the meeting at 11:45 a.m.

Attest:

DocuSigned by:

Peter Browning

Peter Browning, Chair Skagit Transit Board of Directors

Signed by:

Larissa Farrell

Larissa Farrell, Clerk of Skagit Transit Board