

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

Wednesday, May 21, 2025

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

Members Present

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)
Matt Miller, City of Anacortes, Mayor

Members Present via Teleconference

Lisa Janicki, Skagit County Commissioner (Vice Chair) (left at 11:51 a.m.)
Ron Wesen, Skagit County Commissioner
Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Peter Browning, Skagit County Commissioner (Chair)
Carolyn Moulton, City of Anacortes, Councilmember

Providing Legal Counsel:

Staff Present

Larissa Farrell, Clerk of the Board
Crystle Stidham, Chief Executive Officer
Joe Stewart, Director of Finance
Chris Arkle, Manager of Finance and Accounting
Jennifer Davidson, Director of HR and Risk Management
Nate Burns, Procurement and Contracts Coordinator
Maleah Kuzminsky, Planning and Outreach Manager
Eric Esparza, Capital Projects Manager
Eric Gambill, Operations Supervisor

Staff Present via Teleconference:

Abby Bissell, HR Generalist
Joe Macdonald, Director of Safety and Training
Kaitlin West, Vanpool Coordinator
Wayne Simmons, Facilities Supervisor
Belle Tromp, Operations Supervisor

Members of Public Present

Caleb Sprou, Skagit Valley Herald
Rosie Ventura, Council 2

Members of the Public Present via Teleconference:

Joe Kunzler; 1-208-316-7008; 1-208-308-8876; Matt Potter, Potter Consulting; Suzanne K;

1 Public Comment

Public comment was made.

2 Consent / Action Items

- a) Approval of April Meeting Minutes
- b) Approval of Claims and Payroll
 - March Payroll Direct Deposit and Checks
 - March Direct Federal withholding transfer
 - March Claims Checks and ACH #3532-3717
- c) Approve March Budget Update
- d) Approve Policy 050.25a SKAT Charge Card
- e) Disadvantaged Business Enterprise Program
- f) Disadvantaged Business Enterprise Goals

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

3 Full Discussion/Action Items:

- a) Approve Procurement Policy

Ms. Stidham read the report as presented in the packet and clarified that this was for approval of the procurement policy as a whole.

Mr. Miller moved to approve the Procurement Policy. Mr. Burns seconded the motion. The motion passed unanimously.

- b) Approve Interlocal Agreement with the 791 Purchasing Cooperative

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

Mr. Donovan moved to approve the interlocal agreement with the 791 Purchasing Cooperative. Ms. Johnson seconded the motion. The motion passed unanimously.

- c) Approve Interlocal agreement with The Interlocal Purchasing System (TIPS)

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

Ms. Johnson moved to approve the interlocal agreement with The Interlocal Purchasing System (TIPS). Mr. Burns seconded the motion. The motion passed unanimously.

- d) Approve Amendment to Extend Contract #19-006 for an additional 6 months

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

Mr. Donovan moved to approve the amendment to extend contract #19-006 for an additional 6 months. Ms. Johnson seconded the motion. The motion passed unanimously.

- e) Approve Resolution 2025-07 Appointing an Auditor/Treasurer

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

Ms. Johnson moved to approve resolution 2025-07 appointing an Auditor/Treasurer. Mr. Miller seconded the motion. The motion passed unanimously.

- f) Approve CAC Member Withdrawal

Ms. Jones summarized the report as presented in the packet.

Mr. Burns moved to approve the CAC Member Withdrawal. Ms. Johnson seconded the motion. The motion passed unanimously.

4 Information Items

- a) Hydrogen Feasibility Study Presentation, Matt Potter
- b) 2024 Budget Update
- c) CEO Update
- d) March Ridership
- e) April Ridership
- f) May CAC Report

Bill Aslett adjourned the meeting at 12:08 p.m.

Attest:

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Peter Browning

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Peter Browning, Chair Skagit Transit Board of Directors

Signed by:

Larissa Farrell

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Larissa Farrell, Clerk of Skagit Transit Board