

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

Thursday, June 20th, 2024

[Skagit Transit Board of Directors Meeting 6-20-2024 - YouTube](#)

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Vice-Chair Commissioner Browning called the meeting to order at 11:59 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Peter Browning, Skagit County Commissioner (Vice-Chair)

Ron Wesen, Skagit County Commissioner

Bill Aslett, 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

Lisa Janicki, Skagit County Commissioner *left at 12:58 PM*

Peter Donovan, City of Mount Vernon, Mayor

Julia Johnson, City of Sedro Woolley, Mayor

Matt Miller, City of Anacortes, Mayor (Chair) *Arrived at 12:19 PM*

Judy Jones, Community Advisory Committee (Chair, non-voting member)

Members Absent:

Andrew Vander Stope, City of Mount Vernon, Councilmember

Providing Legal Counsel:

None

1 Public Comment:

No Public Comment was made.

2 Consent / Action Items:

- a) Approval of May Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve April Budget Update
- d) Approve Policy 005.25 – Paying Non-PO Invoices
- e) Approve Policy 005.30 – Paying PO Invoices
- f) Approve Policy 085.20 – Fixed Asset Capitalization

Mr. Wesen moved to approve all Consent / Action items except for items d and e at the request of Mr. Stavig. Mr. Stavig seconded the motion. The motion passed unanimously.

3 Full Discussion/Action Items:

- a) Approve Policy 005.25 – Paying Non-PO Invoices (moved from consent agenda)

Mr. Stavig asked clarifying questions about this policy.

Mr. Stavig moved to approve policy 005.25. Mr. Aslett seconded the motion. The motion passed unanimously.

- b) Approve Policy 005.30 – Paying PO Invoices (moved from consent agenda)

Mr. Stavig asked clarifying questions about this policy.

Mr. Stavig moved to approve policy 005.30. Mr. Aslett seconded the motion. The motion passed unanimously.

- c) Approve Personnel Policies Manual

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

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

Eric Esparza, Capital Projects Manager

Andy Litke, Security Supervisor

Stevie Matthews, Planning and Outreach Supervisor

Staff Present via Teleconference:

Greg Latham, Director of Maintenance and Operations; Joe Macdonald, Director of Safety and Training; Abby Bissell, HR Generalist; Les O'Neill, Operations Supervisor; Wanda Blunt, Payroll Coordinator; Chris Chidley, Director of IT; Belle Tromp, Operations Manager

Members of Public Present

Rosie, Staff Representative for Council 2

Members of the Public Present via Teleconference:

Madaline Handzlik, "Independent Journalist", "Skagit",
Brad Tinges, Eddie Allan

Mr. Stavig moved to approve the Personnel Policies Manual contingent on the removal of language regarding searches of vehicles in section 402.3.3. Ms. Janicki seconded the motion. The motion passed unanimously.

d) Approve 2024 Bylaws

Ms. Stidham read the report as presented in the packet. Discussion with the Board resulted in changes being made to the composition of the Board. 2025 will feature representatives from the Sedro-Woolley and Anacortes city councils, 2026 and all even years afterward will feature representatives from Mount Vernon and Sedro Woolley city councils, and 2027 and all odd years afterward will feature representatives from Burlington and Anacortes city councils.

Mr. Stavig moved to approve the 2024 Bylaws as discussed in the meeting. Mr. Aslett seconded the motion. The motion passed unanimously.

e) Approve Contract 23-015: Allied Universal Security Services Extension

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

Mr. Aslett moved to approve Contract 23-015 extension. Mr. Wesen seconded the motion. The motion passed unanimously.

f) Approve Contract 18-009: Don's Group Attire Extension

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

Mr. Wesen moved to approve Contract 18-009 extension. Ms. Janicki seconded the motion. The motion passed unanimously.

g) Approve Contract 18-001-P: Guardian Alarm Systems Extension

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

Mr. Aslett moved to approve Contract 18-001-P extension. Ms. Johnson seconded the motion. The motion passed unanimously.

h) Approve Change to Grant Approval Process

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

Mr. Stavig moved to approve the change to the grant approval process. Ms. Janicki seconded the motion. The motion passed unanimously.

i) Approve New Signers to Bank Account

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

Mr. Aslett moved to approve the new signers on the bank accounts. Mr. Donovan seconded the motion. The motion passed unanimously.

j) Approve New CAC Member

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

Ms. Johnson moved to approve the new CAC member. Ms. Janicki seconded the motion. The motion passed unanimously.

4 Information Items

a) CEO Update

Ms. Stidham presented a verbal report including the following topics:

MOA2

Recruitments

Triennial

Governance Committee

Meeting with Community Transit

Ridership Reports

Finances

Community Events

A full report of the CEO update can be found at time marker [52:01](#) on the meeting recording.

- b) April Ridership Report
- c) May Ridership Report

April and May's Ridership Report were captured in the CEO Update.

- d) CAC May Report
- e) CAC June Report

Ms. Jones expressed appreciation to the Board for approving the new member. She invited the Board to read through the reports as presented in the packet.

Commissioner Browning adjourned the meeting at 1:06 p.m.

Attest:

Signed by:

Matt Miller

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Matt Miller, Chair Skagit Transit Board of Directors

DocuSigned by:

Laura Klein

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Laura Klein, Clerk of Skagit Transit Board