

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

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

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 11:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Matt Miller, City of Anacortes, Mayor (Chair)  
 Peter Browning, Skagit County Commissioner (Vice-Chair)  
 Julia Johnson, City of Sedro Woolley, Mayor  
 Lisa Janicki, Skagit County Commissioner  
 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 Tracy Cook*

**Members Present via Teleconference**

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

**Members Absent:**

Peter Donovan, City of Mount Vernon, Mayor  
 Andrew Vander Stope, City of Mount Vernon, Councilmember

**Providing Legal Counsel:**

None

**Staff Present**

Nicolas Bergman, Information Technologies  
 Chris Arkle, Finance/Accounting Manager  
 Jennifer Davidson, Director of HR and Risk Management  
 Crystle Stidham, Chief Executive Officer  
 Dan Heverling, Director of Finance  
 Greg Latham, Director of Maintenance, Operations, and Facilities

**Staff Present via Teleconference:**

Laura Klein, Clerk of the Board; Rogelio Conejo, Community Engagement Coordinator; Wanda Blunt, Payroll Coordinator; Kelly Miyow, HR Tech; Joe Macdonald, Manager of Safety and Training; Alan Brooks, Operations Supervisor; Mika Bergman, Maintenance

**Members of Public Present**

Stephen Orsini, Alysa Stamey, Shawna Harring-Jensen, Leslie Ostlund

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

Madaline H, Jesse Jones, Chris Chidley. "Ray", "GJJG", "Public", "Skagit Transit", "000000", "John", Paul Hooley, "Crchi", Brad Tinges, "E2", Cindy Kamp, Brad Windler, "WD"

**1 Public Comment:**

Public Comment was made.

**2 Consent / Action Items:**

- a) Approval of July Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve June Budget Update
- d) Approve Policy 25.05 – Budget (*Pulled into full discussion by Mr. Stavig*)
- e) Approve Policy 25.10 – Budget Amendment Requests (*Pulled into full discussion by Mr. Stavig*)
- f) Approve Policy 30.10 – Returned Checks
- g) Approve Policy 60.10 – Emergency Purchases
- h) Approve Policy 80.05 – Fare
- i) Approve Policy 80.30 – End of Day Skagit Station Procedures
- j) Approve Policy 80.40-A – Reduced Fare Procedures
- k) Approve Policy 80.45 – Refunds and Replacements
- l) Approve Policy 80.50 – Mail Order Purchase of Fare Cards
- m) Approve Rideshare Policy Regarding Labor Actions

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

**3 Full Discussion/Action Items:**

- a) Approve Policy 25.05 – Budget and 25.10 – Budget Amendment Requests (*Pulled from Consent Agenda*)

Mr. Stavig asked clarifying questions about these two policies.

**Mr. Donovan moved to approve policies 25.05 and 25.10. Ms. Johnson seconded the motion. The motion passed unanimously.**

- b) Approve Resolution 2024-07: Rescinding Resolution 2024-06

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

**Mr. Browning moved to approve Resolution 2024-07. Ms. Johnson seconded the motion. The motion passed unanimously.**

- c) Approve Resolution 2024-08: 2024-2029 TDP

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

**Mr. Browning moved to approve Resolution 2024-08. Mr. Aslett seconded the motion. The motion passed unanimously.**

- d) Approve Resolution 2024-09: New Signer to Bank Account

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

**Ms. Johnson moved to approve Resolution 2024-09. Ms. Janicki seconded the motion. The motion passed unanimously.**

- e) Approve Resolution 2024-10: 2024 Budget Amendment (Re-Org presentation was presented and approved first)

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

**Ms. Janicki moved to approve Resolution 2024-10. Mr. Wesen seconded the motion. The motion passed unanimously.**

- f) Approve Re-Organization

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

**Mr. Browning moved to approve the Re-Organization. Mr. Stavig seconded the motion. The motion passed unanimously.**

- g) Approve Microsoft 365 User License Renewal 2024

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

**Ms. Janicki moved to approve the Microsoft 365 User License Renewal. Mr. Stavig seconded the motion. The motion passed unanimously.**

- h) Approve Perkins Coie Agreement Extension

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

**Ms. Janicki moved to approve the Perkins Coie Agreement Extension. Ms. Johnson seconded the motion. The motion passed unanimously.**

#### 4 Information Items

- a) CEO Update
- b) Revision to Policy Review Period for Union
- c) September Grant Applications & Match Commitments
- d) July Ridership Report
- e) CAC August Report

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

Attest:

Signed by:  
  
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Matt Miller, Chair Skagit Transit Board of Directors

Signed by:

*Larissa Farrell*

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Larissa Farrell, Clerk of Skagit Transit Board