

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

Wednesday, January 17th, 2024

**[Skagit Transit Board of Directors Meeting 1-17-2024 - 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 11:06 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Lisa Janicki, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Chair)  
Peter Donovan, City of Mount Vernon, Mayor  
Steve Sexton, City of Burlington, Mayor  
James Stavig, City of Burlington, Councilmember  
Colleen Kennedy, Labor Representative (non-voting member)

**Members Present via Teleconference**

Peter Browning, Skagit County Commissioner (Vice-Chair) *Represented by Sandy Perkins*  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Andrew Vander Stope, City of Mount Vernon, Councilmember  
Julia Johnson, City of Sedro Woolley, Mayor

**Providing Legal Counsel:**

None

**Staff Present**

Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Crystle Stidham, Chief Executive Officer  
Chris Arkle, Finance/Accounting Manager  
Jennifer Davidson, Director of HR  
Zach Wright, Security Supervisor

**Staff Present via Teleconference:**

Brad Windler, Planning Supervisor; Aggie Juarez, Director of Facilities; Abby Bissell, HR Generalist; Jo-Ann Wynne, Procurement

**Members of Public Present**

**Members of the Public Present via Teleconference:**  
"000", "Blank", Jesse Jones, "Marcia", "Soren"

**1 Public Comment:**

No Public Comment was made.

**2 2024 Vice Chair Vote**

Commissioner Browning was nominated to serve as Vice Chair for Skagit Transit's Board of Directors for 2024.

**Mr. Sexton moved to approve the nomination of Commissioner Browning as Vice Chair for 2024. Ms. Janicki seconded the motion. The motion passed unanimously.**

**3 Consent / Action Items:**

a) Approval of December Meeting Minutes

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

**4 Full Discussion/Action Items:**

a) Approve Resolution 2024-01: Appointing Auditor/Treasurer  
Ms. Stidham read the report as presented in the packet.

**Mr. Sexton moved to approve Resolution 2024-01. Ms. Janicki seconded the motion. The motion passed unanimously.**

b) Approve Travel Reimbursement for Non-Employees Policy  
Ms. Stidham read the report as presented in the packet.

**Ms. Janicki moved to approve the Travel Reimbursement for Non-Employees Policy. Mr. Donovan seconded the motion. The motion passed unanimously.**

- c) Approve Closure and Transfer of Bank Account  
Ms. Stidham read the report as presented in the packet.

**Mr. Wesen moved to approve the closure and transfer of Skagit Transit's Bank Account. Mr. Sexton seconded the motion. The motion passed unanimously.**

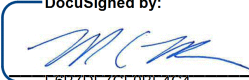
## 5 Information Items

- a) CEO Update  
Ms. Stidham presented a verbal report including the following topics: new practice of presenting financials 2 months after month close to ensure the information presented to the Board is accurate, an update on the Personnel Policies Manual, MOA2 update, staffing position updates, and State Audit conclusion.
- b) Naloxone Policy  
Ms. Stidham stated that this policy was sent to the Board for their 30 day review before being presented as an action item in the February meeting.
- c) CAC December Report  
Ms. Jones summarized the CAC report that was presented in the agenda packet.
- d) December Ridership  
Ms. Stidham summarized the Ridership report that was presented in the agenda packet. Mr. Windler also commented on repeat ridership.
- e) Response to December 20<sup>th</sup>, 2023 public comments  
Ms. Stidham presented a written response to public comments in the agenda packet.

## 6 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 5 minutes from 11:43 a.m. to 11:48 a.m. The Board resumed the regular meeting at 11:50 a.m.

**Mayor Miller adjourned the meeting at 11:51 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