

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

Wednesday, November 8th, 2023

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Chair Mayor Boudreau called the meeting to order at 9:00 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

**Members Present**

Jill Boudreau, City of Mount Vernon, Mayor (Chair)  
Lisa Janicki, Skagit County Commissioner  
Peter Browning, Skagit County Commissioner  
Ron Wesen, Skagit County Commissioner  
Matt Miller, City of Anacortes, Mayor (Vice-Chair)  
Steve Sexton, City of Burlington, Mayor  
Colleen Kennedy, Labor Representative (non-voting member) (*Represented by Jose Reeves*)

**Members Present via Teleconference**

Judy Jones, Community Advisory Committee (Chair, non-voting member)  
Mark Hulst, City of Mount Vernon, Councilmember

**Members Absent:**

Julia Johnson, City of Sedro Woolley, Mayor  
Bill Aslett, City of Burlington, Councilmember

**Providing Legal Counsel:**

Evan Chinn, Summit Law

**Staff Present**

Laura Klein, Clerk of the Board  
Nicolas Bergman, Information Technologies  
Crystle Stidham, Chief Executive Officer  
Chris Arkle, Finance/Accounting Manager  
Brad Windler, Planning Supervisor  
Zach Wright, Security Supervisor

**Staff Present via Teleconference:**

Joe Macdonald, Director of Safety and Training; Chris Chidley, Director of IT; Jill Issacson; Aggie Juarez, Director of Facilities; Jim Young, Ops Supervisor; Les O'Neill, Ops Supervisor; Abby Bissell, HR Generalist

**Members of Public Present**

None

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

Brad Tinges, "Public", "000000000", "Madeline H." "000", "BIBTAP", "JW", AFSCME Council 2 Michael Rainey, "Sam E2", Eddie Allan Deputy Director Council 2, "Public Meeting", "Skagit", "Ray", "Marcia", Anne Diamond

**1 Public Comment:**

No Public Comment was made.

**2 Executive Session - Potential Litigation (RCW 42.30.110 (1)(a)(i))**

The Board met in Executive Session to discuss Potential Litigation per RCW 42.30.110. The Executive Session began at 9:06 a.m. meeting for 10 minutes. The Board returned to regular session at 9:16 a.m.

**3 Consent / Action Items:**

- a) Approval of October Meeting Minutes
- b) Approval of September Claims and Payroll

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

**4 Full Discussion/Action Items:**

- a) Approve Monthly Budget Report for July

Ms. Stidham stated that the financials for this report were done by Clark Nuber. The Board did not seek further clarification on this agenda item.

**Mr. Wesen moved to approve the Monthly Budget Report for July. Mr. Sexton seconded the motion. The motion passed unanimously.**

- b) Approve Monthly Budget Report for August

The Board did not seek further clarification on this agenda item.

**Mr. Wesen moved to approve the Monthly Budget Report for August. Mr. Browning seconded the motion. The motion passed unanimously.**

- c) Monthly Budget Report for September

Mr. Arkle read the report as stated in the packet.

**Ms. Janicki moved to approve the Monthly Budget Report for September. Mr. Miller seconded the motion. The motion passed unanimously.**

d) Approve Resolution 2023-09: Revoking Bank Account Access

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

**Mr. Browning moved to approve resolution 2023-09 Revoking Bank Account Access. Mr. Miller seconded the motion. The motion passed unanimously.**

e) Approve SKIP Participant Agreement

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

Ms. Janicki commented on how the funds are pooled and how investments are managed. Mr. Wesen commented on the timeline of investments.

**Mr. Miller moved to approve SKIP Participant Agreement. Mr. Wesen seconded the motion. The motion passed unanimously.**

f) Approve Perkins Coie Agreement

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

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

## 5 Information Items

a) CEO Update

Ms. Stidham requested this item be skipped to get to the Budget Presentation.

b) Budget Presentation

*Ms. Boudreau requested the Board meet in a special meeting the first week of December to go over the budget presentation in detail.*

Ms. Stidham and Mr. Arkle presented their initial proposal for the 2024 Skagit Transit Budget. Items of note include an expected \$2,549,171 surplus for the end of 2023, \$2 Million in sales tax revenue for 2023, \$2.1 Million in operating grants, and an initial 2024 estimated Operating Revenue of \$24,675,275.

c) Remix

Mr. Windler presented his summary of the changes that the Remix software will bring to route efficiencies and driver scheduling.

Ms. Boudreau clarified that staff's previous process included manual tracking and that this software will greatly improve efficiency and cost savings.

Mr. Sexton highlighted the advantages to drivers in terms of scheduling.

Ms. Janicki asked for Mr. Reeves' opinion and asked how far in advance the driver's know their schedule.

Mr. Reeves (filling in for Ms. Kennedy) said that drivers who are not cross trained will not be able to bid on all routes under this new system. Cross training started about 5 years ago.

Mr. Windler assured that management is working with the drivers and taking their feedback to heart while also striving for efficiency. Mr. Macdonald stated that drivers who wish to be cross trained would be able to do so within 2 months or less.

Ms. Boudreau requested a 1 page summary of the presentation for the December meeting.

**Mayor Boudreau adjourned the meeting at 10:17 a.m.**

  
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Jill Boudreau, Chair Skagit Transit Board of Directors

Attest:

  
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Laura Klein, Clerk of Skagit Transit Board