

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

Wednesday, December 20th, 2023

[Skagit Transit Board of Directors Meeting 12-20-2023 - YouTube](#)

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 11:00 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
Julia Johnson, City of Sedro Woolley, Mayor
Bill Aslett, City of Burlington, Councilmember
Colleen Kennedy, Labor Representative (non-voting member)

Members Present via Teleconference

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

Members Absent:

Mark Hulst, City of Mount Vernon, Councilmember

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
Brad Windler, Planning Supervisor
Zach Wright, Security Supervisor

Staff Present via Teleconference:

Joe Macdonald, Director of Safety and Training; Jill Issacson; Aggie Juarez, Director of Facilities; Jim Young, Ops Supervisor; Abby Bissell, HR Generalist, Andrew Litke, Security Supervisor; Jo-Ann Wynne, Procurement; Justin Self, IT Technician

Members of Public Present

Joe Downes, Soren Jensen, Karen Stroschein, Chris Squires, Rocky Bliss, Eric Stroschein, Peter Donovan

Members of the Public Present via Teleconference:

Brad Tinges, "Ray", "00000", "Independent Journalist 2", "JW", Scott McFarlane, "Citizen", James Howard, "Sam E2"

1 Board Member Recognition

Staff recognized that this would be Board Chair Mayor Boudreau's last meeting as she is retiring from office. Staff presented her with a commemorative plaque.

2 Public Comment:

Public Comment was made. It can be viewed at the video linked above.

3 Consent / Action Items:

- a) Approval of November Meeting Minutes
- b) Approval of December Special Meeting Minutes
- c) Approval of October Claims and Payroll
- d) Approval of November Claims and Payroll
- e) Approve 2024 FTA Low and No Emissions Grant Funding Opportunity
- f) Approve 2024 RAISE Grant Funding Opportunity
- g) Approve Fare Free Service for Point in Time Count
- h) Approve Fare Free Service for Severe Winter Weather Shelters

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

4 Full Discussion/Action Items:

- a) Approve Monthly Budget Report for October
Mr. Arkle read the report as presented in the packet.

Mr. Wesen moved to approve the Monthly Budget Report for October. Mr. Miller seconded the motion. The motion passed unanimously.

- b) Approve Monthly Budget Report for November
Mr. Arkle read the report as presented in the packet.

Ms. Janicki moved to approve the Monthly Budget Report for November. Ms. Johnson seconded the motion. The motion passed unanimously.

c) Approve Resolution No 2023-10: 2023 Budget Amendment

Mr. Arkle read the report as presented in the packet. A question was raised regarding a number in the report, and it was agreed that the number will be changed and sent to the Board after the meeting. The numbers in the resolution were correct.

Ms. Janicki moved to approve Resolution 2023-10 given that the corrected numbers are sent to the Board. Mr. Miller seconded the motion. The motion passed with Mr. Aslett opposed.

Mayor Boudreau left at 11:51am. Mayor Miller took over as Chair for the remainder of the meeting.

d) Approve Resolution 2023-11: 2024 Budget

Ms. Stidham presented the presentation that was included in the packet.

Ms. Janicki moved to approve Resolution 2023-011 with correction to the title. Mr. Sexton seconded the motion. The motion passed unanimously.

e) Approve Work Plan – Personnel Policy Manual Extension

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

Ms. Janicki moved to approve the extension for approving the Personnel Policy Manual until June 30th, 2024. Mr. Sexton seconded the motion. The motion passed unanimously.

f) Approve A/E Services Agreement #23-018-F for MOA Design Phase 2 and 3

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

Ms. Janicki moved to approve agreement #23-018-F. Mr. Aslett seconded the motion. The motion passed unanimously.

g) Approve Purchase of Seven Replacement and Four Expansion Vans

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

Mr. Browning moved to approve the purchase of 7 replacement and 4 expansion vans. Mr. Sexton seconded the motion. The motion passed unanimously.

h) Approve 2024 FTA 5307 FLEX Funds Grant Award

Mr. Windler read the report as presented in the packet.

Mr. Browning moved to approve the 2024 FTA 5307 FLEX Funds Grant Award. Ms. Janicki seconded the motion. The motion passed unanimously.

i) Approve New CAC Member

Mr. Windler read the report as presented in the packet.

Mr. Sexton moved to approve the New CAC Member. Mr. Wesen seconded the motion. The motion passed unanimously.

5 Information Items

a) CAC November Report

Ms. Jones highlighted the points of the report, including that Ms. Jones will be returning as CAC Board Chair for 2024.


b) CAC December Report

Ms. Jones stated that there were no new items for December and action cannot be taken until the new By-Laws are approved.

Ms. Janicki asked that in the January meeting, a red-lined copy of the new By-Laws be presented.

- c) October Ridership
Mr. Windler summarized the October and November Ridership reports by indicating increased ridership on Fixed Route and Paratransit.
- d) November Ridership

Mayor Miller adjourned the meeting at 12:35 p.m. The Board then went into closed session for 5 minutes.

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Matt Miller, Chair Skagit Transit Board of Directors

Attest: DocuSigned by:

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Laura Klein, Clerk of Skagit Transit Board