

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

Wednesday, December 18<sup>th</sup>, 2024

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA. Due to a technical error in the Zoom conference interface, the meeting failed to record. Commissioner Peter Browning, appointed representative for Board Chair Mayor Miller for the December 2024 meeting, called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance and roll call.

**Members Present**

Peter Browning, Skagit County Commissioner (Vice-Chair)  
Julia Johnson, City of Sedro Woolley, Mayor  
Bill Aslett, City of Burlington, Mayor  
James Stavig, City of Burlington, Councilmember  
Tracy Cook, Labor Representative (non-voting member)  
Peter Donovan, City of Mount Vernon, Mayor  
Ron Wesen, Skagit County Commissioner

**Members Present via Teleconference**

Lisa Janicki, Skagit County Commissioner  
Judy Jones, Community Advisory Committee (Chair, non-voting member)

**Members Absent:**

Matt Miller, City of Anacortes, Mayor (Chair)  
Andrew Vander Stope, City of Mount Vernon, Councilmember

**Providing Legal Counsel:**

Kenneth Tseng, Perkins Coie

**Staff Present**

Zac Wright, Security Supervisor  
Jason Kelley, Northwest Technology  
Jennifer Davidson, Director of HR and Risk Management  
Chris Arkle, Finance/Accounting Manager  
Crystle Stidham, Chief Executive Officer  
Larissa Farrell, Clerk of the Board

**Staff Present via Teleconference:**

Abby Bissell, HR Generalist  
Kelly Myiow, hR Generalist

**Members of Public Present**

Linnea and Ray McCord; Joan Burns; Kelly Moss; Brett Tacker; Mike Kerr; Colleen Kennedy; Judy Billings; Michael Barth; Alyssa Stamey; Suzanne Rohner; Xchua Mu

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

Joe Kunzler  
Chris Jones  
B Tinges  
Sammy  
Public  
1208308876

**1 Executive Session – Potential Litigation - RCW 42.30.110(1)**

The board met in an executive session to review potential litigation. Mr. Browning stated that the Board would meet for 10 minutes from 11:03 a.m. to 11:13 a.m. The Board resumed the regular meeting at 11:13 a.m.

**2 Public Comment**

Public comment was made.

**3 New Business: Vote for 2025 Vice-Chair of Skagit Transit Board of Directors**

- New Chairperson: Peter Browning, Skagit County Commissioner
- New Vice-Chair: Lisa Janicki, Skagit County Commissioner

**Mr. Wesen moved to approve Peter Browning as Chair and Lisa Janicki as Vice-Chair of Skagit Transit Board of Directors for 2025. Mr. Stavig seconded the motion. The motion passed unanimously.**

**4 Consent / Action Items:**

- a) Approval of November Meeting Minutes
- b) Approval of Claims and Payroll
  - October Payroll Direct Deposit and Checks #17206-17211
  - October Direct Federal withholding transfer
  - October Claims Checks and ACH #2765-2910
- c) Approve October Budget Update
- d) Approve Mediation Settlement from TCF Liability Insurance\*
- e) Approve Fare Free Service for Veterans Stand Down Event
- f) Approve Revised Personnel Policy Manual

**\*Mr. Aslett moved to take “d) Approve Mediation Settlement from TCF Liability Insurance” out of Consent/Action Items and move it into Full Discussion/Action Items.  
Mr. Stavig moved to approve all other Consent / Action items. Mr. Aslett seconded the motion.  
The motion passed unanimously.**

**5 Full Discussion/Action Items:**

- a) \*Approve Mediation Settlement from TCF Liability Insurance (moved out of consent and into action items)

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

**Mr. Stavig moved to approve the Mediation Settlement from TCF Liability Insurance. Mr. Donovan seconded the motion. The motion passed unanimously.**

- b) Approve Allied Security Services Contract #24-026

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

**Mr. Aslett moved to approve the Allied Security Services Contract #24-026. Ms. Johnson seconded the motion. The motion passed unanimously.**

- c) Approve Skagit Station Lease Agreement #23-033 between Skagit Transit and National Railroad Passenger Corporation (Amtrak)

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

**Mr. Stavig moved to approve the Skagit Station Lease Agreement #23-033 between Skagit Transit and National Railroad Passenger Corporation (Amtrak). Mr. Wesen seconded the motion. The motion passed unanimously.**

- d) Approve A/E Services Agreement #23-018-F for MOA2 Design Phase 2 and 3

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

**Ms. Janicki moved to approve the A/E Services Agreement #23-018-F for MOA2 Design Phase 2 and 3. Mr. Aslett seconded the motion. The motion passed unanimously.**

- e) Approve Agreement Extension with Perkins Coie LLP

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

**Mr. Wesen moved to approve Agreement Extension with Perkins Coie LLP. Mr. Stavig seconded the motion. The motion passed unanimously.**

- f) Approve HB Hansen Change Orders 12 and 13

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

**Ms. Janicki moved to approve HB Hansen Change Orders 12 and 13, conditional that we update the report to read “Contract Time for Substantial Completion extended 31 Calendar Days, to August 13th, 2024”, not 2025. Mr. Aslett seconded the motion. The motion passed unanimously.**

- g) Approve Resolution 2024-13 Fiscal Year 2024 Budget Amendment

Ms. Stidham read the report as presented in the packet and PowerPoint presentation.

**Mr. Aslett moved to approve Resolution 2024-13 Fiscal Year 2024 Budget Amendment. Mr. Stavig seconded the motion. The motion passed unanimously.**

- h) Approve Resolution 2024-14 Fiscal Year 2025 Budget

Ms. Stidham read the report as presented in the packet and PowerPoint presentation.

**Ms. Janicki moved to approve the operating budget as listed in Resolution 2024-14 Fiscal Year 2025 Budget, but strike the capital budget and present a revised capital budget to the board in the January 2025 meeting. Mr. Aslett seconded the motion. The motion passed unanimously.**

- i) Approve FY22 & FY23 FTA Buses & Bus Facilities Formula (5339(a)) Annual WSDOT Pass-Through

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

**Mr. Stavig moved to approve FY22 & FY23 FTA Buses & Bus Facilities Formula (5339(a)) Annual WSDOT Pass-Through. Mr. Donovan seconded the motion. The motion passed unanimously.**

- j) Approve Purchase of One (1) Staff Vehicle

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

**Mr. Stavig moved to approve the Purchase of One (1) Staff Vehicle. Mr. Aslett seconded the motion. The motion passed unanimously.**

- k) Approve 2025 Slate of Officers for CAC

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

**Mr. Aslett moved to approve the 2025 Slate of Officers for CAC. Mr. Donovan seconded the motion. The motion passed unanimously.**

- l) Approve Written Public Comment Only at ST BoD Meetings

Ms. Stidham offered to revise the report as presented in the packet and proposed including verbal public comments in person.

**After much discussion, the board rejected Written Public Comment Only at Skagit Transit BoD Meetings and suggested Skagit Transit draft a policy for board approval at future meetings.**

## 6 Information Items

- a) CEO Update
- b) October Ridership Report
- c) November Ridership Report
- d) December CAC Report

**Peter Browning adjourned the meeting at 12:43 p.m.**

Attest:

DocuSigned by:

*Peter Browning*

Peter Browning, Chair Skagit Transit Board of Directors

Signed by:

*Larissa Farrell*

Larissa Farrell, Clerk of Skagit Transit Board