

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

Wednesday, November 20th, 2024

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA. Due to a fiber cable being down in the surrounding area and the internet being completely down at city hall, we were unable to teleconference. Board Chair Mayor Miller called the meeting to order at 11:02 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Matt Miller, City of Anacortes, Mayor (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

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
Rosie Ventura, AFSCME Council 2, Staff Representative

Members Present via Teleconference

Members Absent:

Peter Browning, Skagit County Commissioner (Vice-Chair)
Andrew Vander Stope, City of Mount Vernon,
Councilmember
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Judy Jones, Community Advisory Committee (Chair, non-
voting member)

Staff Present via Teleconference:

Members of Public Present

Caleb Sprous (Press), Skagit Publishing

Members of the Public Present via Teleconference:

Providing Legal Counsel:

Andrew Greene and Kenneth Tseng, Perkins Coie

1 Public Comment:

No public comment was made.

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

The board met in an executive session to review potential litigation. Mr. Miller stated that the Board would meet for 10 minutes from 11:04 a.m. to 11:14 a.m. At 11:14 a.m. Mr. Miller returned to announce they would extend the executive session an additional 5 minutes to 11:19 a.m. The Board resumed the regular meeting at 11:19 a.m.

3 Consent / Action Items:

- a) Approval of October Meeting Minutes
- b) Approval of October Special Meeting Minutes
- c) Approval of Claims and Payroll
- d) Approve September Budget Update
- e) Approve 098.10 Grant Cash Advance Policy
- f) Approve 085.10 Fixed Asset Disposal Policy
- g) Approve 135.20 Electronic Federal Tax Payment System
- h) Approve Monitoring, Tracking, and Submitting FTA Reports
- i) Approve FTA Notification of Potential Litigation Policy
- j) Approve Fare-Free Service for 2025 Point-In-Time Count Event

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

4 Full Discussion/Action Items:

- a) Approve Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number: 24-020
Ms. Stidham read the report as stated in the packet.

Mr. Stavig moved to approve the Skagit Transit Independent Contractor Agreement for Uniforms and Related Services Contract Number: 24-020. Ms. Johnson seconded the motion. The motion passed unanimously.

- b) Approve FY 2024 5307 Formula, 5307 STIC, 5304 Growing States, & 5339(a) Apportionments
Ms. Stidham read the report as presented in the packet.

Mr. Aslett moved to approve the FY 2024 5307 Formula, 5307 STIC, 5304 Growing States, & 5339(a) Apportionments. Mr. Donovan seconded the motion. The motion passed unanimously.

- c) Approve Puget Sound Regional Council Annual Apportionment
Ms. Stidham read the report as presented in the packet.

Mr. Donovan moved to approve the Puget Sound Regional Council Annual Apportionment. Ms. Johnson seconded the motion. The motion passed unanimously.

- d) Approve Resolution 2024-12: Revoking Bank Account Access
Ms. Stidham read the report as presented in the packet.

Mr. Stavig moved to approve Resolution 2024-12: Revoking Bank Account Access. Mr. Aslett seconded the motion. The motion passed unanimously.

- e) Approve Contract 19-006 Delerrock Extension
Ms. Stidham read the report as presented in the packet.

Mr. Aslett moved to approve Contract 19-006 Delerrock Extension. Ms. Johnson seconded the motion. The motion passed unanimously.

5 Information Items

- a) CEO Update
- b) CAC November Report

Mayor Miller adjourned the meeting at 11:47 a.m.

Attest:

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Peter Browning

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Peter Browning, Chair Skagit Transit Board of Directors

Signed by:

Larissa Farrell

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Larissa Farrell, Clerk of Skagit Transit Board