

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

Wednesday, July 17th, 2024

[Skagit Transit Board of Directors Meeting July 17th, 2024 - YouTube](#)

The Skagit Transit Board of Directors met in a regular Meeting in Burlington, WA and via teleconference. Board Vice-Chair Commissioner Browning called the meeting to order at 10:59 a.m. followed by the Pledge of Allegiance, roll call, and introductions.

Members Present

Peter Browning, Skagit County Commissioner (Vice-Chair)
Lisa Janicki, Skagit County Commissioner
Ron Wesen, Skagit County Commissioner
Bill Aslett, City of Burlington, Mayor
James Stavig, 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:

Peter Donovan, City of Mount Vernon, Mayor
Julia Johnson, City of Sedro Woolley, Mayor
Matt Miller, City of Anacortes, Mayor (Chair)
Andrew Vander Stope, City of Mount Vernon, Councilmember

Providing Legal Counsel:

None

Staff Present

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

Staff Present via Teleconference:

Eric Esparza, Capital Projects Manager
Abby Bissell, HR Generalist; Les O'Neill, Operations Supervisor; Belle Tromp, Operations Manager; Aggie Juarez, Director of Facilities; Cheryl Willis, Marketing and Public Outreach, Jim Young, Operations Supervisor; Rogelio Conejo, Community Engagement Coordinator

Members of Public Present

Rosie, Staff Representative for Council 2

Members of the Public Present via Teleconference:

Madaline H, Eddie Allan, Ben Trepp, Joe Kunzler, Jesse Jones

1 Public Comment:

No Public Comment was made.

2 Consent / Action Items:

- a) Approval of June Meeting Minutes
- b) Approval of Claims and Payroll
- c) Approve May Budget Update
- d) Approve EEOC Policy
- e) Approve Title VI Policy
- f) Approve Disadvantaged Business Enterprise Policy
- g) Approve Updated Public Records Act Policy (Moved to full discussion)

Ms. Janicki moved to approve all Consent / Action items. Mr. Aslett seconded the motion. The motion passed unanimously. Later in the meeting, item g was moved to full discussion.

3 Full Discussion/Action Items:

- a) Approve HB Hansen Change Order No. 10/11
Ms. Stidham read the report as presented in the packet.

Ms. Janicki moved to approve HB Hansen Change Order No. 10/11. Mr. Stavig seconded the motion. The motion passed unanimously.

- b) Approve Contract 19-005 Mortenson's Signs Extension
Ms. Stidham read the report as presented in the packet.

Mr. Wesen moved to approve Contract 19-005's extension. Mr. Aslett seconded the motion. The motion passed unanimously.

- c) Approve Resolution 2024-06: Appoint Clerk of the Board
Ms. Stidham read the report as presented in the packet.

Mr. Alsett moved to approve Resolution 2024-06: Appoint Clerk of the Board. Mr. Stavig seconded the motion. The motion passed unanimously.

- d) Approve Contract 19-003-F Les Schwab Extension
Ms. Stidham read the report as presented in the packet.

Mr. Wesen moved to approve the contract extension for 19-003-F. Ms. Janicki seconded the motion. The motion passed unanimously.

- e) Approve Updated Public Records Act Policy (Pulled from Consent Agenda)
Ms. Stidham read the report as presented in the packet.

Ms. Janicki moved to approve the updated PRA Policy. Mr. Wesen seconded the motion. The motion passed unanimously.

4 Information Items

- a) CEO Update

Ms. Stidham presented a verbal report including the following topics:

MOA2

Recruitments

Operations KPIs

Triennial

Governance Committee

Meeting with Community Transit

Ridership Report

Finances

TDP

Community Events

A full report of the CEO update can be found at time marker [24:23](#) on the meeting recording.

- b) June Ridership Report

June's Ridership Report were captured in the CEO Update.

- c) CAC July Report

Ms. Jones told the Board that there is now a full slate of CAC members. Ms. Jones expressed gratitude to those who helped fix the glitch in the web map. She also questioned which routes would serve the new Lynnwood Light Rail.

Commissioner Browning adjourned the meeting at 12:00 p.m.

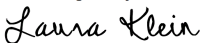
Attest:

Signed by:



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Matt Miller, Chair Skagit Transit Board of Directors

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Laura Klein, Clerk of Skagit Transit Board