



ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA,

D/b/a Island Transit

REGULAR BUSINESS MEETING MINUTES

October 3, 2025, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/86819913637>
- Dial 1.253.215.8782; enter Meeting ID: 868 1991 3637
- In person at Island Transit 19758 SR 20, Coupeville, WA 98239

BOARD MEMBERS PRESENT

Town of Coupeville Councilmember Jenny Bright

Island County Commissioner District 3 Janet St. Clair

City of Oak Harbor Councilmember James P. Marrow

Island County Commissioner District 1 Melanie Bacon

City of Langley Councilmember Craig Cyr

Amalgamated Transit Union Local 1576 President Dani Julien

STAFF PRESENT:

Executive Director Melinda Adams

Executive Project Manager & Clerk of the Board Meg Heppner

Facilities Manager Pete Schrum

Financial Controller Paul Arand

Human Resources Manager Terrance Ellison

Human Resources Assistant Manager Stephanie Smith

Maintenance Manager Will Vogelmann

Maintenance Supervisor Michael Cavender

Marketing & Communications Officer Selene Muldowney-Stratton

Network Administrator Nic Bergman

Operations Manager Liz Williams

Operations Assistant Manager Troy Fair

Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER

Councilmember Bright called the October 3, 2025, regular business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM. The board performed a roll call. A quorum was present. Commissioner Johnson was excused. Councilmember Cyr moved to accept the agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Councilmember Cyr moved to approve the consent agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.

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PUBLIC INPUT & COMMENTS

Councilmember Bright asked if there was any public input or comment. Two members of the public spoke.

BUSINESS ITEMS

Business Item No. 1: Draft #1 of 2026 annual budget

The first draft of the 2026 annual budget was presented to the board for review and discussion.

Business Item No. 2: Authorization to purchase 12 35' hybrid diesel-electric buses originally awarded through the federal 5339(b) FY24 Bus & Bus Facilities grant program for twelve 35' hydrogen buses, for NTE \$14,959.971

Commissioner Bacon moved to authorize the purchase 12 35' hybrid diesel-electric buses originally awarded through the federal 5339(b) FY24 Bus & Bus Facilities grant program for twelve 35' hydrogen buses, for NTE \$14,959.971. Commissioner St. Clair seconded the motion. The motion passed unanimously.

Business Item No. 3: Update on Community Advisory Committee

Executive Project Manager provided an update on the Community Advisory Committee.

Business Item No. 4: Change date of regularly scheduled business meeting from January 2, 2026, to January 9, 2026. Start time and location remain the same

Councilmember Cyr moved to change the date of the regularly scheduled business meeting from January 2, 2026 to January 9, 2026. Start time and location remain the same. Councilmember Marrow seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Adams provided the monthly report.

HUMAN RESOURCES MANAGER'S REPORT

Human Resources Manager Ellison provided the monthly report.

FINANCE REPORT

Financial Controller Arand provided the monthly finance report.

CLOSED SESSION

At 11:57 AM, Councilmember Bright closed the open public meeting and opened a closed session to discuss the collective bargaining agreement. [RCW 42.30.140(4)(a)] At 11:59 AM, Councilmember Bright closed the closed session and reconvened the open public meeting.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

There were no board member comments.

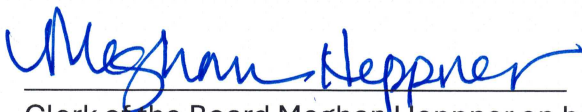
CLOSE

At 12:00 PM, the board meeting was closed.

ACTION ITEMS APPROVED BY THE BOARD

- Councilmember Bright called the October 3, 2025, regular business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM. The board performed a roll call. A quorum was present. Commissioner Johnson was excused. Councilmember Cyr moved to accept the agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to approve the consent agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Commissioner Bacon moved to authorize the purchase 12 35' hybrid diesel-electric buses originally awarded through the federal 5339(b) FY24 Bus & Bus Facilities grant program for twelve 35' hydrogen buses, for NTE \$14,959.971. Commissioner St. Clair seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to change the date of the regularly scheduled business meeting from January 2, 2026 to January 9, 2026. Start time and location remain the same. Councilmember Marrow seconded the motion. The motion passed unanimously.

Approved:



Clerk of the Board Meghan Heppner on behalf of the Island Transit Board of Directors