



## 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 Vogelman

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.



## **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