

**ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA,
D/b/a Island Transit**

REGULAR BUSINESS MEETING MINUTES

November 7, 2025, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/84095358153>
- Dial 1.253.215.8782; enter Meeting ID: 840 9535 8153
- 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
Island County Commissioner District 2 Jill Johnson
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
Accountant Vanya Brown
Human Resources Manager Terrance Ellison
Human Resources Assistant Manager Stephanie Smith
Information Systems Manager Chris Chidley
Maintenance Manager Will Vogelmann
Maintenance Supervisor Michael Cavender
Marketing & Communications Officer Selene Muldowney-Stratton
Operations Manager Liz Williams
Operations Assistant Manager Troy Fair
Operations Assistant Manager Tom Hopper
Planning & Outreach Manager Brad Windler
Procurement & Risk Manager Nate Burns
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER

Councilmember Bright called the November 7, 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. Councilmember Cyr moved to accept the agenda. Commissioner St. Clair 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.

CLOSED SESSION

At 9:35 AM, Chair Bright closed the open public meeting and entered into closed session to discuss the collective bargaining agreement. RCW 42.30.140(4)(a). Commissioner Johnson joined the closed session at 9:52 AM. At 9:55 AM, Chair Bright ended the closed session and reopened the open public meeting.

Business Item No. 1 Approval of the labor agreement between Island Transit and the Amalgamated Transit Union, Local 1576, effective October 10, 2025 – October 9, 2028

Councilmember Cyr moved to ratify the labor agreement between Island Transit and the Amalgamated Transit Union, Local 1576, effective October 10, 2025 – October 9, 2028, which is attached as Exhibit A and incorporated into this Resolution No. 14-25 by this reference, superseding Resolution No. 7-22, and authorizing future regulatory and administrative changes. Councilmember Marrow seconded the motion. The motion passed with five ayes (Cyr, Marrow, Bright, St. Clair, Bacon) and one nay (Johnson).

PRESENTATION

The Washington State Auditor Office (SAO) provided the 2024 annual audit exit conference. The SAO team members in attendance were Audit Manager Deena Garza, Audit Supervisor Scott Hylton, and Audit Lead Coleman Brummel.

PUBLIC INPUT & COMMENTS

Councilmember Bright asked if there was any public input or comment. There was none.

BUSINESS ITEMS

Business Item No. 2 Main Base Facilities HVAC Upgrade change order

Councilmember Cyr moved to authorize Island Transit to proceed with a Change Order in the amount of \$23,658.40, adjusting the total project cost to NTE \$749,958.40. Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 3 Authorization to enter into a firm fixed price contract not to exceed \$1.1M with Dahl Electric and PSE for the Transformer Upgrade Construction Project

Councilmember Cyr moved to authorize Island Transit to enter into a contract not to exceed \$1,100,000 with Dahl Electric, Inc. and Puget Sound Energy to upgrade the Coupeville Main Base electrical transformer. Commissioner St. Clair seconded the motion. The motion passed unanimously.

Business Item No. 4 Authorization to amend Rideshare Policy

Councilmember Cyr moved to pass Resolution No. 13-25 amending Chapter 5, Special Conditions at Worksites, of the Public Rideshare Program and User's Guide, retroactive as of October 1, 2025, as attached, and incorporated by this reference as Exhibit A, effective November 7, 2025. Commissioner Johnson seconded the motion. The motion passed unanimously.

Business Item No. 5 Oak Harbor Police Department safety training project update

Operations Assistant Manager Hopper provided an update on the Island Transit/Oak Harbor Police Department safety training project.

Business Item No. 6 Draft #2 of 2026 annual budget

Draft #2 of the 2026 annual budget was distributed to the Board of Directors for review.

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.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

There were no board member comments.

CLOSE

At 12:05 PM, the board meeting was closed.

ACTION ITEMS APPROVED BY THE BOARD

- Councilmember Bright called the November 7, 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. Councilmember Cyr moved to accept the agenda. Commissioner St. Clair seconded the motion. The motion passed unanimously.



- Councilmember Cyr moved to approve the consent agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to ratify the labor agreement between Island Transit and the Amalgamated Transit Union, Local 1576, effective October 10, 2025 – October 9, 2028, which is attached as Exhibit A and incorporated into this Resolution No. 14-25 by this reference, superseding Resolution No. 7-22, and authorizing future regulatory and administrative changes. Councilmember Marrow seconded the motion. The motion passed with five ayes (Cyr, Marrow, Bright, St. Clair, Bacon) and 1 nay (Johnson).
- Councilmember Cyr moved to authorize Island Transit to proceed with a Change Order in the amount of \$23,658.40, adjusting the total project cost to NTE \$749,958.40. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to authorize Island Transit to enter into a contract not to exceed \$1,100,000 with Dahl Electric, Inc. and Puget Sound Energy to upgrade the Coupeville Main Base electrical transformer. Commissioner St. Clair seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to pass Resolution No. 13-25 amending Chapter 5, Special Conditions at Worksites, of the Public Rideshare Program and User's Guide, retroactive as of October 1, 2025, as attached, and incorporated by this reference as Exhibit A, effective November 7, 2025. Commissioner Johnson seconded the motion. The motion passed unanimously.

Approved:

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