



ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA, D/b/a Island Transit REGULAR BUSINESS MEETING MINUTES

December 5, 2025, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/85005028856>
- Dial 1.253.215.8782; enter Meeting ID: 850 0502 8856
- In person at Island Transit 19758 SR 20, Coupeville, WA

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
Accountant Vanya Brown
Human Resources Manager Terrance Ellison
Human Resources Assistant Manager Stephanie Smith
Information Systems Manager Chris Chidley
Maintenance Manager Will Vogelman
Maintenance Supervisor Michael Cavender
Marketing & Communications Officer Selene Muldowney-Stratton
Operations Manager Liz Williams
Operations Assistant Manager Troy Fair
Planning & Outreach Manager Brad Windler
Procurement & Risk Manager Nate Burns
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER

Councilmember Bright called the December 5, 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. Commissioner Johnson was absent. A quorum was present. Commissioner St. Clair moved to accept the agenda. Councilmember Cyr seconded the motion. The motion passed unanimously.

CONSENT AGENDA



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

PUBLIC INPUT & COMMENTS

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

BUSINESS ITEMS

Business Item No. 1 not to exceed \$342,720 with Fehr & Peers for services to provide a Long-Range Transit Plan

Councilmember Cyr moved to authorize Island Transit to proceed with a contract with Fehr & Peers in the amount of \$342,720 to provide a Long-Range Transit Plan. Commissioner St. Clair seconded the Motion. The motion passed unanimously.

Business Item No. 2 Authorization to enter into a contract not to exceed \$1.2M with Konnerup Construction, Inc. for the Terry's Corner Staff Support Facility

Councilmember Marrow moved to authorize Island Transit to proceed with a contract with Konnerup Construction, Inc. with costs not to exceed \$1.2M for the Terry's Corner Staff Support Facility. Commissioner St. Clair seconded the motion. The motion passed unanimously.

Business Item No. 3 Resolution No. 15-25 authorizing certain persons to sign warrants on behalf of Island Transit, effective December 5, 2025, and superseding Resolution No. 6-25

Councilmember Marrow moved to accept Resolution No. 15-25 as amended authorizing certain persons to sign warrants on behalf of Island Transit, effective December 5, 2025, and superseding Resolution No. 6-25. Commissioner Bacon seconded the motion. The motion passed unanimously, as amended.

Business Item No. 4 Resolution No. 18-25 authorizing the Island County Treasurer to process all Island Transit's payroll-related expenses by electronic funds transfer (EFT) from the designated Payroll Bank Account, effective December 5, 2025, and superseding Resolution No. 8-25

Commissioner St. Clair moved to approve Resolution No. 18-25 authorizing the Island County Treasurer to process all Island Transit's payroll-related expenses by electronic funds transfer (EFT) from the designated Payroll Bank Account, effective December 5, 2025, and superseding Resolution No. 8-25. Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 5 Community Advisory Committee Update

The update on the Community Advisory Committee was postponed to the January 2026 meeting.



Business Item No. 6 Resolution No. 16-25 adopting the 2026 wage grid for Island Transit's Non-represented Employees

Councilmember Marrow moved to accept Resolution No. 16-25 adopting the 2026 wage grid for Island Transit's Non-represented Employees as presented. Councilmember Cyr seconded the motion. The motion passed unanimously.

Business Item No. 7 Resolution No. 17-25 adopting the 2026 annual budget for Island Transit

Commissioner St. Clair moved to accept Resolution No. 17-25 adopting the 2026 annual budget for Island Transit. Councilmember Marrow seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

Councilmember Bright closed the open public meeting at 10:18 AM and opened a fifteen-minute executive session until 10:33 AM. The purpose of the executive session was to discuss the performance of a public employee [RCW 42.30.110 (1) (g)]. At 10:33 AM Councilmember Bright extended the executive session by 10 minutes until 10:43 AM. At 10:43 AM Councilmember Bright extended the executive session by 10 minutes to 10:53 AM. At 10:53 AM Councilmember Bright closed the executive session and reconvened the open public meeting.

Business Item No. 8 Possible action on employment matter(s)

Councilmember Marrow moved to authorize the board chair to enter into an employment agreement amendment with Executive Director, Melinda Adams, effective January 1, 2026. Councilmember Cyr 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.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

There were no board member comments.



Island Transit

CLOSE

At 11:19 AM, the board meeting was closed.

ACTION ITEMS APPROVED BY THE BOARD

- Councilmember Bright called the December, 2025, regular business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM. Commissioner St. Clair moved to accept the agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Marrow moved to approve the consent agenda. Commissioner Bacon seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to authorize Island Transit to proceed with a contract with Fehr & Peers in the amount of \$342,720 to provide a Long-Range Transit Plan. Commissioner St. Clair seconded the Motion. The motion passed unanimously.
- Councilmember Marrow moved to authorize Island Transit to proceed with a contract with Konnerup Construction, Inc. with costs not to exceed \$1.2M for the Terry's Corner Staff Support Facility. Commissioner St. Clair seconded the motion. The motion passed unanimously.
- Councilmember Marrow moved to authorize Island Transit to authorize Resolution No. 15-25 authorizing certain persons to sign warrants on behalf of Island Transit, effective December 5, 2025, and superseding Resolution No. 6-25, as amended. Commissioner Bacon seconded the motion. The motion passed unanimously, as amended.
- Commissioner St. Clair moved to approve Resolution No. 18-25 authorizing the Island County Treasurer to process all Island Transit's payroll-related expenses by electronic funds transfer (EFT) from the designated Payroll Bank Account, effective December 5, 2025, and superseding Resolution No. 8-25. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Marrow moved to approve Resolution No. 16-25 adopting the 2026 wage grid for Island Transit's Non-represented Employees as presented. Councilmember Cyr seconded the motion. The motion passed unanimously.
- Commissioner St. Clair moved to accept Resolution No. 17-25 adopting the 2026 annual budget for Island Transit. Councilmember Marrow seconded the motion. The motion passed unanimously.



- Councilmember Marrow moved to authorize the board chair to enter into an employment agreement amendment with Executive Director, Melinda Adams, effective January 1, 2026. Councilmember Cyr seconded the motion. The motion passed unanimously.

Approved:

Meghan Heppner

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