MONTHLY BUSINESS MEETING MINUTES
March 5, 2021
9:30 AM
Virtual Meeting
Join Zoom Meeting: https://zoom.us/j/98883304220
Call in number: 1-253-215-8782, Meeting ID: 988 8330 4220

BOARD MEMBERS:
Vice Chair and City of Langley Councilmember Craig Cyr
Secretary and Island County Commissioner Janet St. Clair
Amalgamated Transit Union, President Emeritus Lance Norton
Island County Commissioner Melanie Bacon
Town of Coupeville Councilmember Jenny Bright
Chair and City of Oak Harbor Councilmember Beth Munns was excused.

STAFF:
Executive Director Todd Morrow
Administrative & HR Manager Robyn Goldring
Finance Manager Paul Arand
Maintenance Manager Ken Riley
Operations Manager Shawn Harris
Assistant to the Executive Director Meghan Heppner
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER
Councilmember Cyr called the March 5, 2021 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM.

APPROVAL OF CONSENT AGENDA
Commissioner Bacon moved to approve the consent agenda. Commissioner St. Clair seconded the motion. Legal counsel recommended that Business Items 3 and 4 be reversed. Commissioner St. Clair moved to approve the agenda as amended. Commissioner Bacon seconded the motion. The motions passed unanimously.

PUBLIC INPUT
There was no public input.
**Business Item No. 1: Update on COVID-19 Emergency Action Plan**

**Business Item No. 2: Discussion with possible action (Resolution No. 2-21) adopting a revised Employee Recognition Program**
Executive Director Morrow and Operations Manager Harris provided details on the new Million Mile Safety Award. Commissioner St. Clair moved to approve Resolution No. 2-21 adopting the “Million Mile Safe Driver” award, which is incorporated herein by this reference, to the existing Employee Recognition Program, and authorize the Executive Director to implement the program. The program shall be subject to budget authority and shall expend funds for the purpose of employee recognition within the tax guidance issued by the Internal Revenue Service. Commissioner Bacon seconded the motion, which passed unanimously.

**Business Item No. 3: Discussion with possible action (Resolution No. 4-21) regarding surplus vehicles**
Maintenance Manager Riley provided an update on the surplus vehicles. Commissioner St. Clair moved to approve Resolution No. 4-21 declaring the Island Transit property described and incorporated by this reference as Exhibit A, as surplus, and authorize the Executive Director or designee to dispose of the property as required by law. Commissioner Bacon seconded the motion, which passed unanimously.

**Business Item No. 4: Discussion with possible action (Resolution No. 3-21) revising the Community Surplus Vehicle program**
Executive Director Morrow provided an update on the revisions to the program. Commissioner Bacon moved to approve Resolution No. 3-21 adopting the revised Community Surplus Vehicle program described and incorporated by this reference as Exhibit A, and authorize the Executive Director or designee to dispose of the property as required by law. Commissioner St. Clair seconded the motion, which passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT**
Executive Director Morrow provided the monthly update.

**FINANCE MANAGER’S REPORT**
Finance Manager Arand provided the monthly financial presentation.

**OTHER BUSINESS**
There was no other business.

**BOARD MEMBER COMMENTS**
There were no comments.

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*Island Transit serves Whidbey and Camano Islands in Island County. The mission of Island Transit is to provide safe, accessible, convenient, and friendly public transportation services which enhance our island quality of life.*
ADJOURNMENT
At 10:42 AM, Councilmember Cyr adjourned the meeting.

ACTION ITEMS APPROVED BY THE BOARD

- Councilmember Cyr called the March 5, 2021 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM.

- Commissioner Bacon moved to approve the consent agenda. Commissioner St. Clair seconded the motion. Legal counsel recommended that Business Items 3 and 4 be reversed. Commissioner St. Clair moved to approve the agenda as amended. Commissioner Bacon seconded the motion. The motions passed unanimously.

- Commissioner St. Clair moved to approve Resolution No. 2-21 adopting the “Million Mile Safe Driver” award, which is incorporated herein by this reference, to the existing Employee Recognition Program, and authorize the Executive Director to implement the program. The program shall be subject to budget authority and shall expend funds for the purpose of employee recognition within the tax guidance issued by the Internal Revenue Service. Commissioner Bacon seconded the motion, which passed unanimously.

- Commissioner St. Clair moved to approve Resolution No. 4-21 declaring the Island Transit property described and incorporated by this reference as Exhibit A, as surplus, and authorize the Executive Director or designee to dispose of the property as required by law. Commissioner Bacon seconded the motion, which passed unanimously.

- Commissioner Bacon moved to approve Resolution No. 3-21 adopting the revised Community Surplus Vehicle program described and incorporated by this reference as Exhibit A, and authorize the Executive Director or designee to dispose of the property as required by law. Commissioner St. Clair seconded the motion, which passed unanimously.

- At 10:42 AM, Councilmember Cyr adjourned the meeting.

Approved:

Signed on behalf of the Board
by Meghan Reppner, Clerk of the Board

PTBA Secretary