



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

**REGULAR BUSINESS MEETING MINUTES**

April 3, 2026, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/85492376659>
- Dial 1.253.215.8782; enter Meeting ID: 854 9237 6659
- In person at Island Transit 19758 SR 20, Coupeville, WA 98239

**BOARD MEMBERS PRESENT**

Town of Coupeville Councilmember Jenny Bright  
Island County Commissioner District 1 Melanie Bacon  
Island County Commissioner District 2 Jill Johnson  
City of Langley Councilmember Craig Cyr  
Amalgamated Transit Union Local 1576 Vice President Lela Perkins

**STAFF PRESENT:**

Executive Director Melinda Adams  
Executive Project Manager & Clerk of the Board Meg Heppner  
Facilities Manager Pete Schrum  
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  
Planning & Outreach Manager Brad Windler  
Procurement & Risk Manager Nate Burns  
Accountant Vanya Brown  
Legal Counsel Matt Hendricks

**MEETING CALLED TO ORDER**

Councilmember Bright called the April 3, 2026, regular business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:35 AM. The board performed a roll call. A quorum was not present.

**PUBLIC INPUT & COMMENTS**

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

**BUSINESS ITEMS**

**Business Item No. 1 Presentation on draft Key Performance Indicators (KPI)**

Planning & Outreach Manager Windler presented a draft KPI dashboard and requested feedback from the Board. There was no action.

At 10:05 AM, Commissioner Johnson joined the meeting and a quorum was formed.

### **AGENDA**

Board Chair Bright asked for a motion to approve the agenda as amended. Commissioner Bacon moved to accept the agenda. Commissioner Johnson seconded the motion. The motion passed unanimously.

### **CONSENT AGENDA**

Commissioner Johnson moved to accept the consent agenda. Commissioner Bacon seconded the motion. The motion passed unanimously.

### **BUSINESS ITEMS**

#### **Business Item No. 2 Resolution No. 2-26 adopting the Island Transit Whistleblower Retaliation Prevention Program**

Legal Counsel Hendricks provided background on the current program. Commissioner Johnson moved to approve Resolution No. 2-26 adopting the Island Transit Whistleblower Retaliation Prevention Program, attached as Exhibit A and incorporated into this Resolution by this reference, thus superseding Resolution No. 1-93, effective as of April 3, 2026. Commissioner Bacon seconded the motion. The motion passed unanimously.

#### **Business Item No. 3 Authorization to enter into cooperative purchasing agreements for agency procurements**

Procurement & Risk Manager Burns presented the request for authorization. Commissioner Bacon moved to authorize the Executive Director to execute cooperative purchasing agreements with Sourcewell, OMNIA Partners, The Interlocal Purchasing System (TIPS), 791 Cooperative, and Washington School Information Processing Cooperative (WSIPC) to provide additional procurement options for Island Transit. Commissioner Johnson seconded the motion. The motion passed unanimously.

#### **Business Item No. 4 Authorization to purchase fourteen vans awarded through the FY25-27 WSDOT Public Transit Rideshare Grant Program in accordance with the 2025-2030 Transit Development Plan and as approved in the 2026 budget**

Procurement & Risk Manager Burns presented the request for authorization. Commissioner Bacon moved to authorize the Executive Director to execute any documents necessary for the purchase of fourteen vans awarded through the FY25-27 WSDOT Public Transit Rideshare Grant Program in accordance with the 2025-2030 Transit Development Plan and as approved in the 2026 budget. Councilmember Cyr seconded the motion. The motion passed unanimously.

#### **Business Item No. 5 Authorization to increase the PSE Transformer Construction Project budget to the NTE amount of \$1.25M**

Facilities Manager Schrum presented the request for authorization. Commissioner Bacon moved to authorize increasing the budget for the PSE Transformer Construction Project to NTE \$1.25M and

authorize the Executive Director to execute any contract documents for this project within the budget amount. 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.

### **OTHER BUSINESS**

There was no other business.

### **BOARD MEMBER COMMENTS**

There were no board member comments.

### **CLOSE**

At 10:40 AM, the board meeting was closed.

### **ACTION ITEMS APPROVED BY THE BOARD**

- At 10:05 AM, Commissioner Johnson joined the meeting and a quorum was formed. Board Chair Bright asked for a motion to approve the agenda as amended. Commissioner Bacon moved to accept the agenda. Commissioner Johnson seconded the motion. The motion passed unanimously.
- Commissioner Johnson moved to accept the consent agenda. Commissioner Bacon seconded the motion. The motion passed unanimously.
- Commissioner Johnson moved to approve Resolution No. 2-26 adopting the Island Transit Whistleblower Retaliation Prevention Program, attached as Exhibit A and incorporated into this Resolution by this reference, thus superseding Resolution No. 1-93, effective as of April 3, 2026. Commissioner Bacon seconded the motion. The motion passed unanimously.
- Commissioner Bacon moved to authorize the Executive Director to execute cooperative purchasing agreements with Sourcewell, OMNIA Partners, The Interlocal Purchasing System (TIPS), 791 Cooperative, and Washington School Information Processing Cooperative (WSIPC) to provide additional procurement options for Island Transit. Commissioner Johnson seconded the motion. The motion passed unanimously.
- Commissioner Bacon moved to authorize the Executive Director to execute any documents necessary for the purchase of fourteen vans awarded through the FY25-27 WSDOT Public Transit Rideshare Grant Program in accordance with the 2025-2030 Transit Development Plan and as approved in the 2026 budget. Councilmember Cyr seconded the motion. The motion

passed unanimously.

- Commissioner Bacon moved to authorize increasing the budget for the PSE Transformer Construction Project to NTE \$1.25M and authorize the Executive Director to execute any contract documents for this project within the budget amount. Councilmember Cyr seconded the motion. The motion passed unanimously.

Approved:



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