



**ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA,**

**D/b/a Island Transit**

**REGULAR BUSINESS MEETING MINUTES**

May 1, 2026, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/83408963990>
- Dial 1.253.215.8782; enter Meeting ID: 834 0896 3990
- In person at Island Transit 19758 SR 20, Coupeville, WA 98239

**BOARD MEMBERS PRESENT**

Town of Coupeville Councilmember Jenny Bright  
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 Lela Perkins

**STAFF PRESENT:**

Executive Director Melinda Adams  
Executive Assistant & Clerk of the Board Jeanie Hines  
Executive Project Manager Meghan Heppner  
Facilities Manager Pete Schrum  
Finance Manager Vanya Brown  
Administration & Human Resources Director Terrance Ellison  
Human Resources Assistant Manager Stephanie Smith  
Information Systems Director Chris Chidley  
Maintenance Manager Will Vogelman  
Marketing & Communications Officer Selene Muldowney-Stratton  
Operations Assistant Manager Troy Fair  
Planning & Outreach Director Brad Windler  
Procurement Specialist Nate Burns  
Legal Counsel Matt Hendricks

**MEETING CALLED TO ORDER**

Councilmember Bright called the May 1, 2026, 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.

**AGENDA**

Councilmember Cyr moved to accept the agenda as amended. Councilmember Marrow seconded the motion. The motion passed unanimously.

**CONSENT AGENDA**

Councilmember Cyr moved to approve the consent agenda. Commissioner Johnson 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 Resolution No. 3-26 of the Board of Directors of the Island County Public Transportation Benefit Area d/b/a Island Transit appointing Investment Officers for 2026 and superseding Resolution No. 1-26**

Commissioner Johnson moved to authorize Resolution No. 3-26 appointing Island Transit Executive Director Melinda Adams and Island Transit Accountant Vanya Brown as Investment Officers for the Island County Public Transportation Benefit Area d/b/a Island Transit for 2026, effective May 1, 2026, and superseding Resolution No. 1-26.

Councilmember Marrow seconded the motion. It passed unanimously.

**Business Item No. 2 Authorize the addition of a second bathroom to the Terry's Corner Staff Support Facility and for Island Transit to proceed with a Change Order in the amount of \$250,000, adjusting the total project cost to NTE \$1,520,000**

Councilmember Cyr moved to authorize the addition of a second bathroom to the Terry's Corner Staff Support Facility and for Island Transit to proceed with a Change Order in the amount of \$250,000, adjusting the total project cost to NTE \$1,520,000. Councilmember Marrow seconded the motion. It passed unanimously.

**Business Item No. 3 Presentation on Purchasing Card (P-Cards) program**

Procurement Specialist Burns provided a presentation on the P-Card program.

**Business Item No. 4 Update on South Whidbey Transit Center / Clinton Park & Ride alternative analysis and NEPA re-evaluation**

Jeff Lehman, KPFF Project Engineer, provided an update on the status of the NEPA and alternative analysis for the South Whidbey Transit Center

**Business Item No. 5 Authorization for one additional FTE for the position of Facilities and Maintenance Director at Pay Grade E15 for salary of \$116K-146K funded by a mid-year budget adjustment**

Councilmember Marrow moved to authorize one additional FTE for the position of a Facilities and Maintenance Director at the Pay Grade E15 salary range of \$116K -146K to be

funded by a mid-year budget adjustment. Councilmember Cyr seconded the motion. It passed unanimously.

**Business Item No. 6 Discussion on holding an Island Transit Board of Directors board meeting on Camano Island during 2026, with the date and time to be determined.**

Discussion ensued.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Adams provided the monthly report.

**ADMINISTRATION & HUMAN RESOURCES DIRECTOR'S REPORT**

Administration & Human Resources Director Ellison provided the monthly report.

**PLANNING & OUTREACH DIRECTOR'S REPORT**

Planning & Outreach Director Windler provided the monthly report.

**OTHER BUSINESS**

There was no other business.

**BOARD MEMBER COMMENTS**

There were no board member comments.

**CLOSE**

At 11:25 AM, the board meeting was closed.

**ACTION ITEMS APPROVED BY THE BOARD**

- Councilmember Cyr moved to accept the agenda as amended. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to approve the consent agenda. Commissioner Johnson seconded the motion. The motion passed unanimously.
- Commissioner Johnson moved to authorize Resolution No. 3-26 appointing Island Transit Executive Director Melinda Adams and Island Transit Finance Manager Vanya Brown as Investment Officers for the Island County Public Transportation Benefit Area d/b/a Island Transit for 2026, effective May 1, 2026, and superseding Resolution No. 1-26. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to authorize the addition of a second bathroom to the Terry's Corner Staff Support Facility and for Island Transit to proceed with a Change



Order in the amount of \$250,000, adjusting the total project cost to NTE \$1,520,000. Councilmember Marrow seconded the motion. The motion passed unanimously.

- Councilmember Marrow moved to authorize one additional FTE for the position of a Facilities and Maintenance Director at the Pay Grade E15 salary range of \$116K - 146K to be funded by a mid-year budget adjustment. Councilmember Cyr seconded the motion. The motion passed unanimously.

Approved:

  
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 Clerk of the Board Jeanie Hines on behalf of the Island Transit Board of Directors