

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

June 6, 2025, 9:30 AM, Hybrid meeting:

By Zoom: <https://us06web.zoom.us/j/86553248874>

Dial 1.253.215.8782, enter Meeting ID: 86553248874

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 3 Janet St. Clair
Island County Commissioner District 2 Jill Johnson
Island County Commissioner District 1 Melanie Bacon
City of Langley Councilmember Craig Cyr
Amalgamated Transit Union Local 1576 representative Dani Julien

STAFF PRESENT:

Executive Director Melinda Adams
Financial Controller Paul Arand
Human Resources Manager Terrance Ellison
Human Resources Assistant Manager Stephanie Smith
Information Systems Manager David Bryant
Maintenance Manager Will Vogelmann
Maintenance Supervisor Michael Cavender
Marketing & Communications Officer Selene Muldowney-Stratton
Planning & Outreach Manager & Interim Operations Manager Brad Windler
Clerk of the Board Meghan Heppner
Legal Counsel Matt Hendricks

GUESTS PRESENT

Joe Bennett, Bennett Law, PLLC
Jeff Lehman, KPFF

MEETING CALLED TO ORDER

Councilmember Bright called the June 6, 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. Commissioner St. Clair moved to accept the agenda. Councilmember Marrow 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.

PUBLIC INPUT & COMMENTS

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

BUSINESS ITEMS**Business Item No. 1: Memorandum of Understanding with Oak Harbor Police****Department**

Councilmember Marrow moved to enter into the Memorandum of Understanding with the Oak Harbor Police Department in support of continuing collaborative interests and efforts between the jurisdictions related to transportation and community and public safety in Island County, Washington. Councilmember Cyr seconded the motion. The motion passed with four yes votes (board members Marrow, Cyr, Bright, St. Clair), and two no votes (board members Johnson and Bacon).

Business Item No. 2: Authorization to issue a solicitation for an Automatic Passenger Count (APC) system for installation on Island Transit's fixed route system

Commissioner Bacon moved to authorize a solicitation for an Automatic Passenger Counter (APC) system for installation on Island Transit's fixed route system. Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 3: Island Transit Title VI Non-Discrimination Plan 2025-2028

Commissioner Johnson moved to adopt Resolution No. 10-25 accepting the Island Transit Title VI Non-Discrimination Plan 2025-2028, to be effective July 1, 2025 – June 30, 2028. Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 4: Timeline for 2025-2030 Six-Year Transit Development Plan (TDP) and FY2026 annual budget

Planning & Outreach Manager Windler the timeline integration between the Transit Development Plan (TDP) and the annual budget process. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Adams provided the monthly report.

HUMAN RESOURCES MANAGER'S MONTHLY REPORT

Human Resources Manager Ellison provided the monthly report.

FINANCE REPORT

Financial Controller Arand provided the monthly finance report.

CLOSED SESSION

At 11:35 AM Councilmember Bright closed the open public meeting and entered into a closed session regarding the collective bargaining agreement. Councilmember Bright ended the closed session and reconvened the open public meeting at 11:50 AM.

EXECUTIVE SESSION

At 11: 50 AM, Councilmember Bright closed the open public meeting and began a ten-minute executive session until 12:00 PM. The purpose of the executive session was to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. [RCW 42.30.110(1)(i)] At 12:00 PM, she extended the executive session for ten minutes, until 12:10 PM. At 12:10 PM, Councilmember Bright closed the executive session and reconvened the open public meeting.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

There were no board member comments.

CLOSE

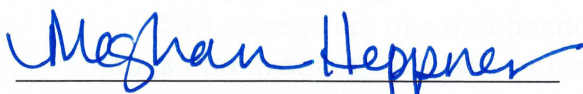
At 12:11 PM, the board meeting was closed.

ACTION ITEMS APPROVED BY THE BOARD

- Commissioner St. Clair moved to accept the agenda. Councilmember Marrow 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 Marrow moved to enter into the Memorandum of Understanding with the Oak Harbor Police Department in support of continuing collaborative interests and efforts between the jurisdictions related to transportation and community and public safety in Island County, Washington. Councilmember Cyr seconded the motion. The motion passed with four yes votes (board members Marrow, Cyr, Bright, St. Clair), and two no votes (board members Johnson and Bacon).

- Commissioner Bacon moved to authorize a solicitation for an Automatic Passenger Counter (APC) system for installation on Island Transit's fixed route system. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Commissioner Johnson moved to adopt Resolution No. 10-25 accepting the Island Transit Title VI Non-Discrimination Plan 2025-2028, to be effective July 1, 2025 – June 30, 2028. Councilmember Marrow seconded the motion. The motion passed unanimously.

Approved:



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