



ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA,

D/b/a Island Transit

REGULAR BUSINESS MEETING MINUTES

July 10, 2026, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/85032088230>
- Dial 1.253.215.8782; enter Meeting ID: 850 3208 8230
- In person at Island Transit 19758 SR 20, Coupeville, WA 98239

BOARD MEMBERS PRESENT

Town of Coupeville Councilmember Jenny Bright

Island County Commissioner District 3 Janet St. Clair

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

Administration & Human Resources Director Terrance Ellison

Human Resources Assistant Manager Stephanie Smith

Information Systems Director Chris Chidley

Maintenance Manager Will Vogelmann

Planning & Outreach Director Brad Windler

Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER

Councilmember Cyr called the July 10, 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

Commissioner Johnson moved to accept the agenda as amended. Commissioner St. Clair seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Commissioner Johnson moved to approve the consent agenda. Councilmember Bright seconded the motion. The motion passed unanimously.

PUBLIC INPUT & COMMENTS

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

July 10, 2026

Page 1 of 4

BUSINESS ITEMS

Business Item No. 1 Authorize staff to conduct the September 2026 Service Change as presented, including the increased frequency of service on Routes 1 and 60 in addition to other minor adjustments.

Commissioner St. Clair moved to authorize staff to conduct the September 2026 service changes as presented including the frequency of service Routes 1 and 60 in addition to other minor adjustments and reevaluate in March to see if we are meeting ridership goals and assessing financial impact. Commissioner Bright seconded the motion. There were 3 yes votes and 1 no vote. The motion passed.

Business Item No. 2 Resolution No. 4-26 to authorize a budget amendment increase of \$252,340 from the reserve funds to the Operating budget.

Commissioner Johnson moved to authorize Resolution No. 4-26 to authorize a budget amendment increase of \$252,340 from the reserve funds to the Operating budget for services provided by Pacific Security in the amount of \$80,000; the additional FTE position of Facilities and Maintenance Director in the amount of \$92,340; and 2026 procurement projects to be executed by contractor Civic Initiatives in the amount of \$80,000. Councilmember Bright seconded the motion. The motion passed unanimously.

Business Item No. 3 Authorization to enter into a firm fixed price contract not to exceed \$750,000 upon award to the successful vendor proposal submitted for On Call Architectural and Engineering Service from RFQ 2026-11.

Commissioner Johnson moved to authorize Island Transit to enter into a firm fixed price contract not to exceed \$750,000 upon award to the successful vendor proposal submitted for On Call Architectural and Engineering Service from RFQ 2026-11. Commissioner St. Clair seconded the motion. The motion passed unanimously.

Business Item No. 4 Preliminary presentation of Draft 1 of the Island Transit 2026-2031 Transit Development Plan (TDP) and 2025 Annual Report.

Planning and Outreach Director Brad Windler provided a Preliminary presentation of Draft 1 of the Island Transit 2026-2031 Transit Development Plan (TDP) and 2025 Annual Report.

Business Item No. 5 Presentation of the WSTIP Safety Star Award.

Matthew Branson, Executive Director, WSTIP (Washington State Transit Insurance Pool) presented the WSTIP Safety Star Award.

Business Item No. 6 Presentation of the WSTIP Safety Star Award.

Matthew Branson, Executive Director, WSTIP (Washington State Transit Insurance Pool) provided a presentation of WSTIP AI (Artificial Intelligence) Best Practices.

Business Item No. 7 Discussion of the Island Transit AI (Artificial Intelligence) policy.

Information Technology Director Chidley lead a discussion of the Island Transit AI (Artificial Intelligence) policy.

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 12:09 PM, the board meeting was closed.

ACTION ITEMS APPROVED BY THE BOARD

Commissioner Johnson moved to accept the agenda as amended. Commissioner St. Clair seconded the motion. The motion passed unanimously.

Commissioner Johnson moved to approve the consent agenda. Councilmember Bright seconded the motion. The motion passed unanimously.

Commissioner St. Clair moved to authorize staff to conduct the September 2026 service changes as presented including the frequency of service Routes 1 and 60 in addition to other minor adjustments and reevaluate in March to see if we are meeting ridership goals and assessing financial impact. Commissioner Bright seconded the motion. There were 3 yes votes and 1 no vote. The motion passed.



Commissioner Johnson moved to authorize Resolution No. 4-26 to authorize a budget amendment increase of \$252,340 from the reserve funds to the Operating budget for services provided by Pacific Security in the amount of \$80,000; the additional FTE position of Facilities and Maintenance Director in the amount of \$92,340; and 2026 procurement projects to be executed by contractor Civic Initiatives in the amount of \$80,000. Councilmember Bright seconded the motion. The motion passed unanimously.

Commissioner Johnson moved to authorize Island Transit to enter into a firm fixed price contract not to exceed \$750,000 upon award to the successful vendor proposal submitted for On Call Architectural and Engineering Service from RFQ 2026-11. Commissioner St. Clair seconded the motion. The motion passed unanimously.

Planning and Outreach Director Brad Windler provided a Preliminary presentation of Draft 1 of the Island Transit 2026-2031 Transit Development Plan (TDP) and 2025 Annual Report.

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Information Technology Director Chidley lead a discussion of the Island Transit AI (Artificial Intelligence) policy.

Approved:

A handwritten signature in blue ink, reading "Jeanie Hines", is written over a horizontal line.

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