



ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA,

D/b/a Island Transit

REGULAR BUSINESS MEETING MINUTES

July 11, 2025, 9:30 AM, Hybrid meeting:

By Zoom: <https://us06web.zoom.us/j/89113679077>

Dial 1.253.215.8782, enter Meeting ID: 89113679077

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 2 Jill Johnson

Island County Commissioner District 1 Melanie Bacon

City of Langley Councilmember Craig Cyr

Amalgamated Transit Union Local 1576 President Dani Julien

STAFF PRESENT:

Executive Director Melinda Adams

Facilities Manager Pete Schrum

Financial Controller Paul Arand

Human Resources Manager Terrance Ellison

Human Resources Assistant Manager Stephanie Smith

Maintenance Manager Will Vogelmann

Marketing & Communications Officer Selene Muldowney-Stratton

Planning & Outreach Manager & Interim Operations Manager Brad Windler

Clerk of the Board Meghan Heppner

Legal Counsel Matt Hendricks

GUEST PRESENT

Ryan Elting, Executive Director, Whidbey Camano Land Trust (WCLT)

MEETING CALLED TO ORDER

Councilmember Bright called the July 11, 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. Councilmember Cyr moved to accept the agenda. Commissioner Johnson seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Commissioner Johnson moved to approve the consent agenda. Councilmember Cyr 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: Conservation easement extinguishment on the adjacent tree farm (Parcel A)

Ryan Elting, Executive Director, Whidbey Camano Land Trust (WCLT) provided an informational presentation on the history of the Island Transit adjacent tree farm purchase, the MOU between Island Transit and the WCLT, and the conservation easement.

Business Item No. 2: Draft 2025-2030 Transit Development Plan (TDP)

Planning & Outreach Manager Windler provided an update on the draft 2024 annual report and 2025-2030 Transit Development Plan. He stated that a public hearing would be held at the August board meeting.

Business Item No. 3: Resolution No. 11-25 adopting updated Drug and Alcohol Policy

Human Resources Assistant Manager Smith provided an overview of the updated Drug & Alcohol Policy. Changes were administrative and were as a result of the WSDOT site visit. Commissioner Bacon moved to authorize Resolution No. 11-25, adopting the updated Island Transit Drug and Alcohol Policy, which is attached as Exhibit A and incorporated into this Resolution by this reference, and superseding Resolution No. 4-18. Commissioner Johnson seconded the motion. The motion passed unanimously.

Business Item No. 4: Non-Represented Performance Appraisal Presentation

Human Resources Manager Ellison shared the non-represented performance appraisal system which was implemented in December 2024.

Business Item No. 5: Request to change date of August 2025 board meeting

Executive Director Adams proposed that the August 1, 2025, regularly scheduled board meeting, move to August 8, 2025, to allow participation of all board members. Councilmember Cyr moved to change the date of August 1, 2025, regularly scheduled business meeting to August 8, 2025. The meeting start time will remain at 9:30 AM. Council member Marrow seconded the motion. The motion passed unanimously.

Business Item No. 6: Authorization to purchase six 35' hybrid electric replacement buses awarded through the FY25-27 Consolidated Grant Program. Application was approved by the Board at the September 6, 2024, board meeting, and is in accordance with the 2024-2029 Transit Development Plan.

Councilmember Marrow moved to authorize the purchase of six 35' hybrid electric replacement buses awarded through the FY25-27 Consolidated Grant Program. Councilmember Cyr seconded the motion. The motion passed unanimously.

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.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

There were no board member comments.

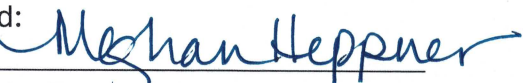
CLOSE

At 11:15 AM, the board meeting was closed.

ACTION ITEMS APPROVED BY THE BOARD

- Councilmember Cyr moved to accept the agenda. Commissioner Johnson seconded the motion. The motion passed unanimously.
- Commissioner Johnson moved to approve the consent agenda. Councilmember Cyr seconded the motion. The motion passed unanimously.
- Commissioner Bacon moved to authorize Resolution No. 11-25, adopting the updated Island Transit Drug and Alcohol Policy, which is attached as Exhibit A and incorporated into this Resolution by this reference, and superseding Resolution No. 4-18. Commissioner Johnson seconded the motion. The motion passed unanimously.
- Councilmember Cyr moved to change the date of August 1, 2025, regularly scheduled business meeting to August 8, 2025. The meeting start time will remain at 9:30 AM. Council member Marrow seconded the motion. The motion passed unanimously.
- Councilmember Marrow moved to authorize the purchase of six 35' hybrid electric replacement buses awarded through the FY25-27 Consolidated Grant Program. 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

July 11, 2025

Page 3 of 3

