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

MONTHLY BUSINESS MEETING MINUTES
July 2, 2021
9:30 AM
Virtual Meeting
Join Zoom Meeting: https://zoom.us/j/98883304220
Call in number: 1-253-215-8782, Meeting ID: 988 8330 4220

BOARD MEMBERS:
Chair and City of Oak Harbor Councilmember Beth Munns
Vice Chair and City of Langley Councilmember Craig Cyr (absent)
Secretary and Island County Commissioner Janet St. Clair
Amalgamated Transit Union Local, President Emeritus Lance Norton
Island County Commissioner Melanie Bacon
Town of Coupeville Councilmember Jenny Bright (excused)

STAFF:
Executive Director Todd Morrow
Administrative & HR Manager Robyn Golding
Finance Manager Paul Arand
Operations Manager Shawn Harris
Clerk of the Board Meghan Heppner
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER
Councilmember Munns called the July 2, 2021 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM.

PRESENTATION AND GUESTS
Councilmember Munns announced the following Community Surplus Vehicle Program recipients: Big Brothers Big Sisters of Island County, Habitat for Humanity of Island County, Island County Sheriff’s Office, New Leaf Inc., Oak Harbor Youth Sailing, Readiness to Learn, Ryan’s House for Youth, WAIF, WCES, and Whidbey Homeless Coalition. Those recipients that were present briefly spoke and thanked the Board of Directors.

APPROVAL OF CONSENT AGENDA
Commissioner St. Clair moved to approve the consent agenda. Commissioner Bacon seconded the motion, which passed.

PUBLIC INPUT
There was no public input.

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Island Transit serves Whidbey and Camano Islands in Island County. The mission of Island Transit is to provide safe, accessible, convenient, and friendly public transportation services which enhance our island quality of life.
**Business Item No.1: Update on COVID-19 Emergency Action Plan**
Executive Director Morrow provided an update on the COVID-19 Emergency Action Plan.

**Business Item No. 2: Procurement Specialist FTE Position**
Executive Director Morrow explained the need for a new FTE Procurement Specialist. Discussion ensued. Commissioner Bacon moved to approve the addition of a Procurement Specialist FTE position funded within the existing budget for personnel. Commissioner St. Clair seconded the motion, which passed unanimously.

**EXECUTIVE DIRECTOR’S REPORT**
Executive Director Morrow delivered the monthly update.

**FINANCE MANAGER’S REPORT**
Finance Manager Arand provided the monthly financial presentation.

**EXECUTIVE SESSION**
At 10:36 AM, Councilmember Munns called a 5-minute executive session to consider current or potential litigation [RCW 42.30.110 (1) (i)]. No action was taken. At 10:41 AM, the executive session was completed and Councilmember Munns reconvened the business meeting.

**OTHER BUSINESS**
There was no other business.

**BOARD MEMBER COMMENTS**
No other comment.

**ADJOURNMENT**
At 10:45 AM, Councilmember Munns adjourned the meeting.

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**ACTION ITEMS APPROVED BY THE BOARD**

Councilmember Munns called the July 2, 2021 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM.

Commissioner Bacon moved to approve the addition of a Procurement Specialist FTE position funded within the existing budget for personnel. Commissioner St. Clair seconded the motion, which passed unanimously.

At 10:45 AM, Councilmember Munns adjourned the meeting.

**Approved:**

[Signature]

PTBA Secretary-Clerk of the Board

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