

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

REGULAR BUSINESS MEETING MINUTES

August 8, 2025, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/88671736668>
- Dial 1.253.215.8782; enter Meeting ID: 886 7173 6668
- 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 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
Information Systems Manager David Bryant
Maintenance Manager Will Vogelmann
Maintenance Supervisor Michael Cavender
Marketing & Communications Officer Selene Muldowney-Stratton
Operations Manager Liz Williams
Planning & Outreach Manager Brad Windler
Procurement & Risk Manager Nate Burns
Clerk of the Board Meghan Heppner
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER

Councilmember Bright called the August 8, 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 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 Marrow seconded the motion. The motion passed unanimously.

PUBLIC HEARING – SIX-YEAR 2025-2030 TRANSIT DEVELOPMENT PLAN

At 9:40 AM, Councilmember Bright opened the public hearing on the Six-Year 2025-2030 Transit Development Plan. She asked if there was any public input or comment on the Plan. Written comments were provided to the Board during the public hearing; additional public comment was included in the final draft TDP. No other public comments were provided during the public hearing. Councilmember Bright closed the public hearing at 9:41 AM.

PUBLIC INPUT & COMMENTS

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

BUSINESS ITEMS**Business Item No. 1: Island Transit 2025-2030 Transit Development Plan (TDP) & 2024 Annual Report**

Commissioner St. Clair moved to adopt Resolution No. 12-25 of the Island County Public Transportation Benefit Area Corporation Board of Directors accepting the Island Transit 2025-2030 Transit Development Plan as amended and as set forth in Exhibit A, attached hereto and incorporated herein by this reference, and authorizing the Executive Director to apply and execute all applicable federal, state, and local grants consistent with projects approved in the Island Transit Six-Year Transit Development Plan 2025-2030.

Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 2: Delegation of authority to the Island Transit Executive Director to execute any required documents needed to extinguish the Conservation Easement on Island Transit's adjoining parcel R13235-025-4870

Councilmember Cyr moved to delegate authority to the Island Transit Executive Director to execute any required documents needed to extinguish the Conservation Easement on Island Transit's adjoining parcel R13235-025-4870, provided the documents are consistent with the Memorandum of Understanding dated December 13, 2023, and NTE \$350,000, the appraised value established April 1, 2025. Councilmember Marrow seconded the motion. The motion passed with Commissioner St. Clair abstaining from the vote.

Business Item No. 3: Discussion regarding HB1418 - adding two voting members that are transit users to the governing body of public transportation benefit areas

Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Adams provided the monthly report.

HUMAN RESOURCES MANAGER'S REPORT

Human Resources Manager Ellison provided the monthly report.

FINANCE REPORT

Financial Controller Arand provided the monthly finance report.

EXECUTIVE SESSION

At 10:50 AM, Councilmember Bright closed the open public meeting and began a ten-minute executive session until 11:00 AM. The purpose of the executive session was to discuss with legal counsel representing the agency litigation or potential litigation [RCW 42.30.110(1)(iii)]. At 11:00 AM, 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

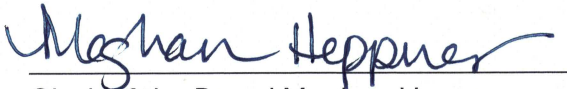
At 11:00 AM, the board meeting was closed.

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 Marrow seconded the motion. The motion passed unanimously.
- Commissioner St. Clair moved to adopt Resolution No. 12-25 of the Island County Public Transportation Benefit Area Corporation Board of Directors accepting the Island Transit 2025-2030 Transit Development Plan as amended and as set forth in Exhibit A, attached hereto and incorporated herein by this reference, and authorizing the Executive Director to apply and execute all applicable federal, state, and local grants consistent with projects approved in the Island Transit Six-Year Transit Development Plan 2025-2030. Councilmember Marrow seconded the motion. The motion passed unanimously.

- Councilmember Cyr moved to delegate authority to the Island Transit Executive Director to execute any required documents needed to extinguish the Conservation Easement on Island Transit's adjoining parcel R13235-025-4870, provided the documents are consistent with the Memorandum of Understanding dated December 13, 2023, and NTE \$350,000, the appraised value established April 1, 2025. Councilmember Marrow seconded the motion. The motion passed with Commissioner St. Clair abstaining from the vote.

Approved:



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