

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

REGULAR BUSINESS MEETING MINUTES

August 7, 2026, 9:30 AM, Hybrid meeting:

- Virtually by Zoom <https://us06web.zoom.us/j/85194931819>
- Dial 1.253.215.8782; enter Meeting ID: 851 9493 1819
- 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 1 Melanie Bacon
City of Langley Councilmember Craig Cyr
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 Scott Losey
Administration & Human Resources Director Terrance Ellison
Human Resources Assistant Manager Stephanie Smith
Maintenance Manager Will Vogelmann
Maintenance Supervisor Michael Cavender
Finance Manager Vanya Brown
Marketing & Communications Officer Selene Muldowney-Stratton
Operations Manager Liz Williams
Planning & Outreach Manager Brad Windler
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER

Councilmember Bright called the August 7, 2026, regular business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:32 AM. The board performed a roll call. A quorum was present. Councilmember Marrow moved to accept the agenda. Councilmember Cyr seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Commissioner Bacon 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 9:45 AM, Councilmember Bright opened the public hearing on the Six-Year 2026-2031 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 10:15 AM.

PUBLIC INPUT & COMMENTS

Councilmember Bright asked if there was any public input or comment. Three public comments were received.

BUSINESS ITEMS**Business Item No. 1: Island Transit 2026-2031 Transit Development Plan (TDP) & 2025 Annual Report**

Commissioner St. Clair moved to adopt Resolution No. 5-26 of the Island County Public Transportation Benefit Area Corporation Board of Directors accepting the Island Transit 2026-2031 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 2026-2031. Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 2:

Councilmember Marrow moved to accept Resolution No. 6-26 adopting the Purchase Card (P-Card) Policy, effective September 1, 2026, superseding Resolution No. 2-20, and authorizing the Executive Director to make future regulatory and administrative changes. Commissioner Bacon seconded the motion. The motion passed unanimously.

Business Item No. 3:

Councilmember Cyr moved to accept Resolution No. 7-26 adopting the Travel and Reimbursable Expense Policy, effective September 1, 2026, superseding the 2013 Employee Handbook, Section 2.13 for travel expenses, and authorizing the Executive Director to make future regulatory and administrative changes. Councilmember Marrow seconded the motion. The motion passed unanimously.

Business Item No. 4:

Discussion of the Island Transit AI (Artificial Intelligence) policy

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.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

There were no board member comments.

EXECUTIVE SESSION

Executive session to review the performance of a public employee
RCW 42.30.110 (1)(g)

CLOSE

At 11:22 AM, the board meeting was closed.

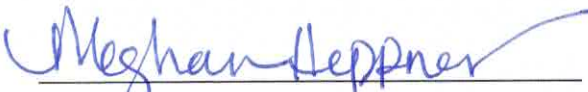
ACTION ITEMS APPROVED BY THE BOARD

- Councilmember Marrow moved to accept the agenda. Councilmember Cyr seconded the motion. The motion passed unanimously.
- Commissioner Bacon moved to approve the consent agenda. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Commissioner St. Clair moved to adopt Resolution No. 5-26 of the Island County Public Transportation Benefit Area Corporation Board of Directors accepting the Island Transit 2026-2031 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 2026-2031. Councilmember Marrow seconded the motion. The motion passed unanimously.
- Councilmember Marrow moved to accept Resolution No. 6-26 adopting the Purchase Card (P-Card) Policy, effective September 1, 2026, superseding Resolution No. 2-20, and authorizing the Executive Director to make future

regulatory and administrative changes. Commissioner Bacon seconded the motion. The motion passed unanimously.

- Councilmember Cyr moved to accept Resolution No. 7-26 adopting the Travel and Reimbursable Expense Policy, effective September 1, 2026, superseding the 2013 Employee Handbook, Section 2.13 for travel expenses, and authorizing the Executive Director to make future regulatory and administrative changes. Councilmember Marrow seconded the motion. The motion passed unanimously.

Approved:


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