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

MONTHLY BUSINESS MEETING MINUTES
October 2, 2020
9:30 AM
Virtual Meeting
Join Zoom Meeting: https://zoom.us/j/93566986628
Call in number: 1-253-215-8782, Meeting ID: 935 6698 6628

BOARD MEMBERS:
Chair and Town of Coupeville Councilmember Jackie Henderson
Vice Chair and Island County Commissioner Janet St. Clair
Secretary and Island County Commissioner Helen Price Johnson
Amalgamated Transit Union Local 587, President Emeritus, Mr. Lance Norton
City of Langley Councilmember Craig Cyr
City of Oak Harbor Councilmember Beth Munns

STAFF:
Executive Director Todd Morrow
Administrative & Human Resources Manager Robyn Goldring
Finance Manager Paul Arand
Maintenance Manager Ken Riley
Operations Manager Shawn Harris
Assistant to the Executive Director Meghan Heppner
Legal Counsel Matt Hendricks

MEETING CALLED TO ORDER
Councilmember Henderson called the October 2, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:33 AM.

PUBLIC HEARING RE: 2021 ANNUAL BUDGET
Executive Morrow and Finance Manager Arand spoke about the budget assumptions used to create the draft 2021 budget. Councilmember Henderson opened the public hearing to receive input on the draft 2021 annual budget at 9:40 AM. Kristofer Nienhuis requested the agency maintain the same amount of service on Camano Island. There was no further public comment. Councilmember Henderson closed the public hearing at 9:40 AM.
APPROVAL OF CONSENT AGENDA
Councilmember Munns moved to approve the consent agenda. Councilmember Cyr seconded the motion, which passed unanimously.

PUBLIC INPUT
There was no public input.

BUSINESS ITEM NO. 1: Discussion regarding 2021 annual budget draft #1
No discussion ensued.

BUSINESS ITEM NO. 2: Discussion with possible action (Resolution No. 8-20) regarding the Records Management and Retention Policy
Business item was removed from the agenda at staff’s request.

BUSINESS ITEM NO. 3: Discussion with possible action (Resolution No. 9-20) regarding the Rules of Conduct
The rules were revised based on the Best Practices created by Washington State Transit Insurance Pool (WSTIP). Commissioner Price Johnson moved to approve Resolution No. 9-20 adopting the revised Island Transit Rules of Conduct, as set forth in Exhibit A as amended, attached hereto and incorporated herein by this reference, superseding Resolution No. 4-97, and authorizing future regulatory and administrative changes. Councilmember Munns seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 4: Discussion with possible action (Resolution No. 10-20) regarding transit park/park & ride rules and regulations
Councilmember Cyr moved to approve Resolution No. 10-20 adopting the Park & Ride/Transit Parks Policy and Regulations as set forth in Exhibit A, attached hereto and incorporated herein by this reference, and authorizing future regulatory and administrative changes. Councilmember Munns seconded the motion, which passed unanimously.

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

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

OTHER BUSINESS
There was no other business.

BOARD MEMBER COMMENTS
No additional comments were made by the Board.
ADJOURNMENT
At 10:45 AM, Councilmember Henderson adjourned the meeting.

ACTION ITEMS APPROVED BY THE BOARD

1. Councilmember Henderson called the October 2, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:33 AM.

2. Councilmember Henderson opened the public hearing to receive input on the draft 2021 annual budget at 9:40 AM. Kristofer Nienhuis requested the agency maintain the same amount of service on Camano Island. There was no further public comment. Councilmember Henderson closed the public hearing at 9:40 AM.

3. Councilmember Munns moved to approve the consent agenda. Councilmember Cyr seconded the motion, which passed unanimously.

4. Commissioner Price Johnson moved to approve Resolution No. 9-20 adopting the revised Island Transit Rules of Conduct, as set forth in Exhibit A as amended, attached hereto and incorporated herein by this reference, superseding Resolution No. 4-97, and authorizing future regulatory and administrative changes. Councilmember Munns seconded the motion, which passed unanimously.

5. Councilmember Cyr moved to approve Resolution No. 10-20 adopting the Park & Ride/Transit Parks Policy and Regulations as set forth in Exhibit A, attached hereto and incorporated herein by this reference, and authorizing future regulatory and administrative changes. Councilmember Munns seconded the motion, which passed unanimously.

6. At 10:45 AM, Councilmember Henderson adjourned the meeting.

Approved:

Meaghan Heppner, Clerk of the Board

on behalf of Helen Price Johnson

Helen Price Johnson, PTBA Secretary 11-6-20

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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.