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

MONTHLY BUSINESS MEETING MINUTES
November 6, 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
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 November 6, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:33 AM.

APPROVAL OF CONSENT AGENDA
Councilmember Cyr moved to approve the consent agenda. Councilmember Munns seconded the motion, which passed unanimously.

PUBLIC INPUT
There was no public input.
BUSINESS ITEM NO. 1: Discussion regarding draft budget of November 6th
Finance Manager Arand spoke about the budget summary revisions. Discussion ensued.

BUSINESS ITEM NO. 2: Update on COVID-19 Emergency Action Plan
Executive Director Morrow provided an update on the COVID-19 Emergency Action Plan.

BUSINESS ITEM NO. 3: Performance Standards Review
Operations Manager Harris presented the third quarter performance standards review. Discussion ensued.

BUSINESS ITEM NO. 4: Summary of Vehicle Procurements
Maintenance Manager Riley presented an update on the most recent vehicle procurements. Discussion ensued.

BUSINESS ITEM NO. 5: Discussion with possible action (Resolution No. 11-20) regarding the Records Management and Retention Policy.
Executive Morrow provided a summary of the revisions to the Island Transit Records Management and Retention Policy. Councilmember Munns moved adopt the revised Island Transit Records Management Policy and Retention Schedule as set forth in Exhibit A, attached hereto and incorporated herein by this reference, superseding Resolution No. 4-98, and authorizing future regulatory and administrative changes. Commissioner Price Johnson seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 6: Discussion with possible action to reschedule the January 1, 2021 virtual board meeting from January 1, 2021. Councilmember Cyr moved that the Island Transit Board of Directors be rescheduled from January 1, 2020 virtual board meeting to January 8, 2021, starting at 9:30 AM. The meeting will remain virtual. 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 November 6, 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 Cyr moved to approve the consent agenda. Councilmember Munns seconded the motion, which passed unanimously.

3. Councilmember Munns moved adopt the revised Island Transit Records Management Policy and Retention Schedule as set forth in Exhibit A, attached hereto and incorporated herein by this reference, superseding Resolution No. 4-98, and authorizing future regulatory and administrative changes. Commissioner Price Johnson seconded the motion, which passed unanimously.

4. Councilmember Cyr moved that the Island Transit Board of Directors be rescheduled from January 1, 2020 virtual board meeting to January 8, 2021, starting at 9:30 AM. The meeting will remain virtual. Councilmember Munns seconded the motion, which passed unanimously.

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

Approved:

[Signature]
Helen Price Johnson, PTBA Secretary

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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.