MONTHLY BUSINESS MEETING MINUTES
December 4, 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 December 4, 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 Munns moved to approve the consent agenda. Commissioner St. Clair seconded the motion, which passed unanimously.

PUBLIC INPUT
There was no public input.
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: Discussion with possible action (Resolution No. 12-20) regarding the Island Transit 2021 Annual Budget

Councilmember Munns moved to approve Resolution No. 12-20 adopting the Island Transit 2021 Annual Budget as set forth in Exhibit A, attached hereto and incorporated herein by this reference. Commissioner Price Johnson seconded the motion, which passed unanimously.

Councilmember Munns was excused from the remainder of the business meeting.

BUSINESS ITEM NO. 3: Discussion with possible action (Resolution No. 13-20) adopting a revised Employee Recognition Program

Commissioner St. Clair moved to adopt a revised Employee Recognition Program, as amended and as set forth in Exhibit A, attached hereto and incorporated herein by this reference, superseding Resolution 16-18, and authorize the Executive Director to implement the program. The program shall be subject to budget authority and shall expend funds for the purpose of employee recognition within the tax guidance issued by the Internal Revenue Service. Commissioner Price Johnson seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 4: Discussion with possible action regarding a one-time distribution in recognition of the extraordinary service Island Transit employees continue to provide during the COVID-19 pandemic

Commissioner Price Johnson moved to approve a one-time only distribution of $300 to each Island Transit employee, except for the Executive Director, who has been employed by the agency during the COVID-19 pandemic and continues to be employed through December 15, 2020 in recognition of the extraordinary service employees continue to provide Island County communities in keeping Island Transit’s essential service on the road consistent with Resolutions 4-20 and 13-20. Councilmember Cyr 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
The Island Transit Board of Directors and Staff thanked Commissioner Helen Price Johnson for her years of service on the Board.

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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.
BOARD MEMBER COMMENTS
No additional comments were made by the Board.

ADJOURNMENT
At 11:05 AM, Councilmember Henderson adjourned the meeting.

ACTION ITEMS APPROVED BY THE BOARD

1. Councilmember Henderson called the December 4, 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 Munns moved to approve the consent agenda. Commissioner St. Clair seconded the motion, which passed unanimously.

3. Councilmember Munns moved to approve Resolution No. 12-20 adopting the Island Transit 2021 Annual Budget as set forth in Exhibit A, attached hereto and incorporated herein by this reference. Commissioner Price Johnson seconded the motion, which passed unanimously.

4. Commissioner St. Clair moved to adopt a revised Employee Recognition Program, as amended and as set forth in Exhibit A, attached hereto and incorporated herein by this reference, superseding Resolution 16-18, and authorize the Executive Director to implement the program. The program shall be subject to budget authority and shall expend funds for the purpose of employee recognition within the tax guidance issued by the Internal Revenue Service. Commissioner Price Johnson seconded the motion, which passed unanimously.

5. Commissioner Price Johnson moved to approve a one-time only distribution of $300 to each Island Transit employee, except for the Executive Director, who has been employed by the agency during the COVID-19 pandemic and continues to be employed through December 15, 2020 in recognition of the extraordinary service employees continue to provide Island County communities in keeping Island Transit’s essential service on the road consistent with Resolutions 4-20 and 13-20. Councilmember Cyr seconded the motion, which passed unanimously.

6. At 11:05 AM, Councilmember Henderson adjourned the meeting.

Approved:

Helen Price Johnson, PTBA Secretary

Signed on behalf of the Board of Directors
by Meghan Heppner, Clerk of the Board

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