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

MONTHLY BUSINESS MEETING MINUTES
June 5, 2020
9:30 AM
Telephonic Meeting
646-749-3122, Access Code 580-433-621

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 June 5, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:32 AM.

GUESTS PRESENT
There were no guests.

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

PUBLIC INPUT
Kristofer Niehouse of Camano Island thanked Island Transit for providing service during the health crisis.
BUSINESS ITEM NO. 1: Update on COVID-19 emergency action plan
Executive Director Morrow provided an update on the ongoing COVID-19 emergency action plan, the recovery planning milestones, and the communication and marketing plan and goals during the COVID-19 pandemic recovery. Discussion ensued.

BUSINESS ITEM NO. 2: Performance Standards Review and Ridership Report
Operations Manager Harris provided the current ridership numbers in relation to this time last year. He also presented the service modification plan that will start after Island County moves into Phase 3 of Governor Inslee’s Safe Start plan. Discussion ensued.

BUSINESS ITEM NO. 3: Discussion with possible action (Resolution No. 5-20) regarding Customer Complaint Policy update
Councilmember Munns moved to approve Resolution No. 5-20 adopting the revised Island Transit Customer Complaint Policy, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding Resolution No. 6-08, and authorizing the Executive Director to make future regulatory and administrative changes. Commissioner Price Johnson seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 4: Discussion with possible action regarding July 2020 Board meeting
Discussion ensued about the July 3, 2020 regularly scheduled board meeting. The meeting will remain as status quo.

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

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

OTHER BUSINESS
There was no other business.

BOARD MEMBER COMMENTS
The Board thanked the staff of Island Transit for their quick response to the COVID-19 pandemic.

ADJOURNMENT
At 11:15 AM, Councilmember Henderson adjourned the meeting.
1. Councilmember Henderson called the June 5, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:32 AM.

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

3. Councilmember Munns moved to approve Resolution No. 5-20 adopting the revised Island Transit Customer Complaint Policy, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding Resolution No. 6-08, and authorizing the Executive Director to make future regulatory and administrative changes. Commissioner Price Johnson seconded the motion, which passed unanimously.

4. At 11:15 AM, Councilmember Henderson adjourned the meeting.

Approved:

Helen Price Johnson, PTBA Secretary

See minutes of 7/8/20 board meeting.