

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

**PUBLIC HEARING & MONTHLY BUSINESS MEETING MINUTES
October 26, 2018
9:30 AM**

Board Chairman Rick Hannold called the October 26, 2018 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM.

MEMBERS PRESENT: Board Members Rick Hannold, Bruce Allen, Beth Munns, and Lance Norton. Helen Price Johnson phoned in. Jackie Henderson was absent. A quorum was present.

STAFF PRESENT: Mike Nortier, Executive Director; Shawn Harris, Operations Manager; Robyn Goldring, Administrative & HR Manager; Paul Arand, Finance Manager; Ken Riley, Maintenance Manager; Meg Heppner, Assistant to the Executive Director. Matt Hendricks, Legal Counsel.

GUEST PRESENT: There were no guests.

PUBLIC HEARING: Mr. Hannold opened the public hearing at 9:33 AM. Mr. Arand presented a summary of the draft 2019 Budget to the Board and attending public. Discussion ensued. There was no public input on the draft budget. Mr. Hannold closed the public hearing at 9:42 AM, and reconvened the regular meeting to resume at 9:42 AM.

APPROVAL OF CONSENT AGENDA

Mr. Allen moved to approve the consent agenda. Ms. Price Johnson seconded the motion, which passed unanimously.

PUBLIC INPUT: Stacy Clauson, WSDOT Community Liaison, thanked Mr. Nortier for his excellent tenure as Island Transit's Executive Director.

BUSINESS ITEMS

Business Item No. 1: Discussion with possible action (Resolution No. 15-18) regarding the Island Transit 2019 Annual Budget

Mr. Allen moved to approve Resolution No. 15-18 adopting the 2019 Annual Budget for the Island County Public Transportation Benefit Area, which is attached as Exhibit A and incorporated into this Resolution by this reference. Ms. Munns seconded the motion, which passed unanimously.

Business Item No. 2: Discussion with possible action regarding Prothman's recommendations for final executive director position candidates

Ms. Munns moved to accept the Prothman Company recommendations for final executive director position candidates. Mr. Allen seconded the motion, which passed unanimously.

Business Item No. 3: Quarterly Service Performance Standards Review

Mr. Harris presented the quarterly service performance standards review. Discussion ensued.

Business Item No. 4: Discussion regarding possible January 2019 service changes

Mr. Harris presented possible January 2019 service changes for board discussion.

Business Item No. 5: Authorization to procure five (5) vanpool vans in accordance with the 2018 annual budget

Mr. Allen moved to authorize procuring five vanpool vans, in accordance with the 2018 annual budget. Ms. Munns seconded the motion, which passed unanimously.

Business item No. 6: Discussion with possible action (Resolution No. 16-18) revising the Island Transit Employee Recognition Program

Mr. Allen moved to approve Resolution No. 16-18 adopting a revised Employee Recognition Program, superseding Resolutions No. 9-89 and 6-12, and authorize the Executive Director to implement the program. The program shall be subject to budget authority, shall expend funds of de minimis value for the purpose of employee recognition, and shall not exceed the non-taxable limit as set by the Internal Revenue Service. Ms. Munns seconded the motion, which passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Nortier provided an update on current matters.

FINANCE MANAGER'S REPORT

Mr. Arand provided the monthly financial presentation.

OTHER BUSINESS

Ms. Munns moved to cancel the December 21, 2018 regular Board meeting. Mr. Allen seconded the motion, which passed unanimously.


ADJOURNMENT

At 10:55 AM, the meeting was adjourned.

ACTION ITEMS APPROVED BY THE BOARD

1. Board Chairman Rick Hannold called the October 26, 2018 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:30 AM.
2. Mr. Hannold opened the public hearing at 9:33 AM. Mr. Arand presented a summary of the draft 2019 Budget to the Board and attending public. Discussion ensued. There was no public input on the draft budget. Mr. Hannold closed the public hearing at 9:42 AM, and reconvened the regular meeting to resume at 9:42 AM.
3. Mr. Allen moved to approve the consent agenda. Ms. Price Johnson seconded the motion, which passed unanimously.
4. Mr. Allen moved to approve Resolution No. 15-18 adopting the 2019 Annual Budget for the Island County Public Transportation Benefit Area, which is attached as Exhibit A and incorporated into this Resolution by this reference. Ms. Munns seconded the motion, which passed unanimously.
5. Ms. Munns moved to accept the Prothman Company recommendations for final executive director position candidates. Mr. Allen seconded the motion, which passed unanimously.
6. Mr. Allen moved to authorize procuring five vanpool vans, in accordance with the 2018 annual budget. Ms. Munns seconded the motion, which passed unanimously.
7. Mr. Allen moved to approve Resolution No. 16-18 adopting a revised Employee Recognition Program, superseding Resolutions No. 9-89 and 6-12, and authorize the Executive Director to implement the program. The program shall be subject to budget authority, shall expend funds of de minimis value for the purpose of employee recognition, and shall not exceed the non-taxable limit as set by the Internal Revenue Service. Ms. Munns seconded the motion, which passed unanimously.
8. Ms. Munns moved to cancel the December 21, 2018 regular Board meeting. Mr. Allen seconded the motion, which passed unanimously.
9. At 10:55 AM, the meeting was adjourned.

Approved:


~~Bruce Allen, PTBA Board Secretary~~
JACKIE HENDERSON, VICE CHAIR