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

MONTHLY BUSINESS MEETING MINUTES
February 7, 2020
9:30 AM

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 was not in attendance.

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

MEETING CALLED TO ORDER
Councilmember Henderson called the February 7, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:40 AM.

GUESTS PRESENT
There were no guests.

APPROVAL OF CONSENT AGENDA
Commissioner Price Johnson moved to approve the consent agenda as revised. Councilmember Cyr seconded the motion, which passed unanimously.

PUBLIC INPUT
There were no attending members of the public that spoke.
BUSINESS ITEM NO. 1: Election of 2020 PTBA Board of Directors Officers – Chair, Vice-Chair, Secretary

(This business item was moved to follow Business Item No. 6, allowing Commissioner St. Clair to join the meeting.) Commissioner Price Johnson nominated Councilmember Henderson to serve as Chair and Commissioner St. Clair to serve as Vice Chair. Both accepted. Commissioner St. Clair nominated Commissioner Price Johnson to serve as Secretary, and she accepted.

BUSINESS ITEM NO. 2: Appointment of PTBA Board of Directors’ 2020 representative to the Island Regional Transportation Planning Organization (IRTPO)

Commissioner Price Johnson moved to reappoint Councilmember Munns as Island Transit’s representative to the 2020 Island Regional Transportation Planning Organization (IRTPO) Policy Board. Councilmember Henderson seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 3: Selection of PTBA Board of Directors’ 2020 finance committee

Commissioner Price Johnson moved to select Councilmember Munns and Councilmember Cyr to the 2020 Island Transit PTBA Board of Directors Finance Committee. Councilmember Henderson seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 4: Discussion with possible action (Resolution No. 2-20) regarding adoption of the revised Island Transit Credit Card Policy

Commissioner Price Johnson moved to approve Resolution No. 2-20 of the Board of Directors of the Island County Public Transportation Benefit Area Corporation (Island Transit) adopting the revised Island Transit Credit Card Policy, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding Resolution No. 12-17, and authorizing the Executive Director to make future regulatory and administrative changes. Councilmember Cyr seconded the motion, which passed unanimously.

BUSINESS ITEM NO. 5: Discussion with possible action (Resolution No. 3-20) regarding adoption of the revised Island Transit sick leave policy for non-represented employees

Commissioner St. Clair moved to approve Resolution 3-20 of the Board of Directors of the Island County Public Transportation Benefit Area Corporation (Island Transit) adopting a revised Island Transit Sick Leave Policy, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding any other resolutions of Island Transit insomuch that they conflict with the revisions, and authorizing the Executive Director to make future regulatory and administrative changes. Commissioner Price Johnson seconded the motion, which passed unanimously.
BUSINESS ITEM NO. 6: Service performance standards review

Operations Manager Harris presented the fourth quarter 2019 review. Discussion ensued.

BUSINESS ITEM NO. 7: State of the Agency – A Year in Review 2019

Executive Director Morrow provided a State of the Agency 2019 review. Discussion ensued.

MONTHLY REPORTS

EXECUTIVE DIRECTOR’S REPORT

Executive Director Morrow provided the monthly update.

FINANCE MANAGER’S REPORT

Finance Manager Arand provided the monthly financial presentation.

CLOSED SESSION

At 11:30 AM, the Board went into a Closed Session regarding collective bargaining sessions. [RCW 42.30.140(4) (b)] Mr. Norton exited the meeting. At 11:45 AM, the Board reconvened in open session. There was no action.

OTHER BUSINESS

There was no other business.

BOARD MEMBER COMMENTS

Discussion ensued about possibly changing the date and time of the regularly scheduled board business meetings. There was no action.

ADJOURNMENT

At 11:52 AM, Councilmember Henderson adjourned the meeting.

ACTION ITEMS APPROVED BY THE BOARD

1. Councilmember Henderson called the February 7, 2020 monthly business meeting of the Island County Public Transportation Benefit Area (Island Transit) Board of Directors to order at 9:40 AM.
2. Commissioner Price Johnson moved to approve the consent agenda as revised. Councilmember Cyr seconded the motion, which passed unanimously.

3. Commissioner Price Johnson nominated Councilmember Henderson to serve as Chair and Commissioner St. Clair to serve as Vice Chair. Both accepted. Commissioner St. Clair nominated Commissioner Price Johnson to serve as Secretary, and she accepted.

4. Commissioner Price Johnson moved to reappoint Councilmember Munns as Island Transit’s representative to the 2020 Island Regional Transportation Planning Organization (IRTP) Policy Board. Councilmember Henderson seconded the motion, which passed unanimously.

5. Commissioner Price Johnson moved to select Councilmember Munns and Councilmember Cyr to the 2020 Island Transit PTBA Board of Directors Finance Committee. Councilmember Henderson seconded the motion, which passed unanimously.

6. Commissioner Price Johnson moved to approve Resolution No. 2-20 of the Board of Directors of the Island County Public Transportation Benefit Area Corporation (Island Transit) adopting the revised Island Transit Credit Card Policy, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding Resolution No. 12-17, and authorizing the Executive Director to make future regulatory and administrative changes. Councilmember Cyr seconded the motion, which passed unanimously.

7. Commissioner St. Clair moved to approve Resolution 3-20 of the Board of Directors of the Island County Public Transportation Benefit Area Corporation (Island Transit) adopting a revised Island Transit Sick Leave Policy, as set forth in Exhibit A attached hereto and incorporated herein by this reference, superseding any other resolutions of Island Transit insomuch that they conflict with the revisions, and authorizing the Executive Director to make future regulatory and administrative changes. Commissioner Price Johnson seconded the motion, which passed unanimously.

8. At 11:52 AM, Councilmember Henderson adjourned the meeting.

Approved:

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.