



**BOARD OF DIRECTORS'
HYBRID MEETING AGENDA**
Snohomish County Public Transportation Benefit Area Corporation

Thursday
December 7,
2023
3:00 p.m.

Community Transit Board Room - 2312 W Casino Road, Everett, WA 98204

Board Meeting Virtual Participation

Zoom Webinar: <https://us02web.zoom.us/j/87858511746?pwd=UVZwc3doeW41L0pRSFBZbVBVVWlhQT09>
Webinar ID: 878 5851 1746 Passcode: 433505 Phone: 1-253-215-8782

Watch Live

Livestream: <https://bit.ly/CTPublicMtgsYouTube>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT***
 - Verbal Comment: Sign up to speak by completing this [Sign Up Form](#). Requested by 4 pm Dec. 6.
 - Written Comment: Email executiveoffice@commtrans.org. Requested by 4 pm Dec. 6.
4. **PRESENTATIONS**
 - a. Zero Emissions Program Update – Jay Heim
5. **CHIEF EXECUTIVE OFFICER'S REPORT**
6. **COMMITTEE REPORTS**
 - a. Executive Committee – Chair Schuette
 - b. Finance, Performance, & Oversight Committee – Mayor Roberts
 - c. Strategic Alignment & Capital Development Committee – Council Member Merrill
7. **CONSENT ITEMS****
 - a. Approve minutes of the October 26, 2023 Board Workshop.
 - b. Approve minutes of the November 2, 2023 Board Meeting.
 - c. Approve ITB #2023-102 Allison Transmission Parts and Filter.
 - d. Approve ITB #2023-103 Cummins Engine Parts and Fleetguard Filters.
 - e. Approve vouchers dated October 6, 2023 in the amount of \$3,870,521.47
 - f. Approve vouchers dated October 13, 2023 in the amount of \$6,509,761.83
 - g. Approve vouchers dated October 20, 2023 in the amount of \$3,496,929.90
 - h. Approve vouchers dated October 27, 2023 in the amount of \$3,597,119.27
 - i. Approve October 2023 Payroll:
 - i. Direct Deposits Issued, #444220 – 445895 in the amount of \$4,205,763.20
 - ii. Paychecks Issued, #111541 – 111614 in the amount of \$70,680.64.
 - iii. Employer Payroll Tax Deposits in the amount of \$467,731.66.
 - iv. Employer Deferred Compensation for IAM in the amount of \$11,162.40.

*Advance sign up for verbal public comments is not required but requested to support meeting administration.

**Indicates attachment

8. ACTION ITEMS**

- a. Approve Resolution No. 03-23, Adopting the Annual Budget – Mary Albert
- b. Approve Resolution No. 06-23, Adopting the Journey 2050 Long Range Plan – Sophie Luthin
- c. Award RFP #2023-060, Hydrogen Storage and Equipment Supply – Jay Heim
- d. Award RFQ #2017-079, Zero Emissions Fleet Facilities Design Study – Britton Kavanaugh
- e. Award RFP # 2017-075, Ticket Vending Machines Swift Station Retrofits – Christopher Silveira
- f. Award RFP #2021-082, Swift BRT Manufacturing & Parts Support Station Retrofits – Christopher Silveira

9. CHAIR'S REPORT

10. BOARD COMMUNICATION

11. EXECUTIVE SESSION

- a. Performance of a Public Employee (RCW 42.30.110(1)(g))

12. OTHER BUSINESS

13. ADJOURN

Board materials are available at www.communitytransit.org/board-of-directors. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the executive office at least 24 hours prior to the meeting at 425-348-7100 (TTY Relay 711) or executiveoffice@commtrans.org.

* Advance sign up for verbal public comments is not required but requested to support meeting administration.

**Indicates attachment

Consent Agenda

Board of Directors' Workshop
Thursday, October 26, 2023
Hybrid Meeting - 3 p.m.

Board Members Present

Council Member Kim Daughtry	City of Lake Stevens
Mayor Joe Marine	City of Mukilteo
Council Member Jared Mead*	Snohomish County
Council Member Tom Merrill	City of Snohomish
Mayor Jon Nehring	City of Marysville
Lance Norton*	Labor Representative, non-voting
Mayor Sid Roberts*	City of Stanwood
Council Member Jan Schuette	City of Arlington

Board Members Absent

Mayor Christine Frizzell	City of Lynnwood
Council Member Strom Peterson	Snohomish County

Others Present**

Mary Albert	CT-Manager, Budget
Roland Behee	CT-Chief Operating Officer
Melissa Cauley	CT-Chief Planning & Dev Officer
Mike Gallagher	City of Brier, Board Alternate
Eunjoo Greenhouse	CT-Chief Financial Officer
Al Hendricks	CT-Legal Counsel
Ric Ilgenfritz	CT-CEO
Molly Marsicek	CT-Chief Innovation & Customer Exp Officer
Deb Osborne	CT-Chief of Staff
Geoff Patrick	CT-Chief Communications Officer
Cesar Portillo	CT-Chief Human Resources Officer
Melody Smith	CT-Executive Support Specialist
Chas Stearns	CT-Chief Information Officer
Nashika Stanbro	CT-DEI Manager
Nathan Roberts	CT-Director of Finance
Rachel Woods	CT-Executive Programs Manager

Call to Order

Chair Schuette called the October 26, 2023 Board of Directors' Workshop to order at 3:00 p.m. The meeting was held in-person at 2312 W. Casino Road, Everett, WA 98204 and by Zoom. The meeting was recorded and livestreamed.

Roll Call of Members

The Executive Programs Manager called roll. Attendance was as noted above. **A quorum was present.** Council Member Mead arrived at 3:03 p.m.

*Attended meeting remotely

**Names of those who were confirmed as attendees are included, others who attended remotely without submitting their names are not included.

Public Comments

There were no public comments

Chief Executive Officer's Report

CEO Ilgenfritz introduced the meeting's agenda items.

Presentations

DEI Program

Nashika Stanbro, DEI Manager, reviewed the structure of the Diversity, Equity, and Inclusion (DEI) program and timeline of accomplishments. The agency shared responsibility for a sustainable DEI program and the goal was a mature and sustainable program. The core value was to align policies, practices, and resources so everyone had genuine opportunities to fully participate and thrive. The DEI core pillars, and DEI key objectives were reviewed. A DEI assessment was in progress. The Board asked questions.

Council Member Mead departed the meeting at 3:05 p.m.

2024 Proposed Budget

CEO Ilgenfritz introduced the 2024 proposed budget and reviewed agency 2023 highlights and accomplishments. Examples include safety & security improvements, 2024 and Beyond network and recruitment and retention initiatives. The \$432.5 million 2024 budget was focused to deliver the agency's new strategic priorities, to deliver excellent service and build the future.

Mary Albert, Budget Manager, and Eunjoo Greenhouse, CFO, presented the 2024 proposed budget:

- Revenue sources and uses of funds were reviewed. Operating revenues were estimated at \$273.3 million. Other key revenues included grants & contributions and Sound Transit reimbursement. 2024 sales tax revenue was estimated to be 2.1%. 2025 sales tax revenue was estimated to be near 4%. Other key revenues were fares (\$9 million) and state grants (\$13.9 million).
- Ridership was projected to increase due to the growth of the Innovative Services programs. It was estimated that ridership would return to pre-pandemic levels in 2027.
- General fund expenditures (operating and non-operating) were budgeted at \$328.4 million.
- Operating expenses were forecasted to increase to \$213.9 million with the increase primarily due to hiring new coach operators to deliver future service.
- The proposed capital budget was \$202.8 million and was less than the previous year because capital projects were being completed. It included \$70.9 million for the Zero Emissions Program and \$48.6 million for the Swift Program. Forty percent of the capital program was funded by grants.
- Reserves would be funded at recommended levels to adequately support strategic priorities and long-term financial sustainability for a total of \$346 million by the end of 2024.

The schedule for the 2024 proposed budget included a public hearing at the November 2 Board meeting. Board members were asked to submit budget questions to staff by November 10. The Finance, Performance, and Oversight Committee would review public comments at their November meeting and the Board would consider action on the 2024 budget at the December 7 Board meeting. The Board asked questions.

Chair's Report

Chair Schuette thanked CEO Ilgenfritz and Melissa Cauley, Chief Planning and Development Officer, for meeting with the General Manager of the Arlington Amazon Distribution Center.

The next regular Board meeting was scheduled for November 2, 2023 at 3 p.m.

Board Communications

Council Member Daughtry thanked staff for their contributions.

Mayor Marine recently attended the APTA conference.

Council Member Merrill enjoyed attending the opening event for the new Training Facility.

Adjourn

The meeting adjourned at 4:17 p.m.



Rachel Woods
Executive Board Administrator

**Board of Directors' Meeting
Thursday, November 2, 2023
Hybrid Meeting - 3 p.m.**

Board Members Present

Council Member Kim Daughtry	City of Lake Stevens
Mayor Christine Frizzell*	City of Lynnwood
Mayor Joe Marine	City of Mukilteo
Council Member Tom Merrill	City of Snohomish
Mayor Jon Nehring	City of Marysville
Lance Norton*	Labor Representative, non-voting
Mayor Sid Roberts	City of Stanwood
Council Member Jan Schuette	City of Arlington

Board Members Absent

Council Member Jared Mead	Snohomish County
Council Member Strom Peterson	Snohomish County

Others Present**

Mary Albert	CT-Budget Manager
Roland Behee	CT-Chief Operating Officer
Lindsey Berglund	CT-Administrative Support Specialist
Don Burr	CT-Senior Dir Safety, Security & Sustainability
Melissa Cauley	CT-Chief Planning & Development Officer
Kunjan Dayal	CT-Procurements & Contracts Manager
Kelli Eddy	CT-Transportation Supervisor
Veralee Estes	CT-Strategic Partner Manager
Mike Gallagher	City of Brier, Board Alternate
Davor Gjurasic*	CT-State Lobbyist
Eunjoo Greenhouse	CT-Chief Financial Officer
Al Hendricks	CT-Legal Counsel
Ric Ilgenfritz	CT-CEO
Claude Jerde	CT-Facilities Manager
Molly Marsicek	CT-Chief Innovation & Customer Exp. Officer
Rich Link	CT- Transportation Supervisor
Samantha Menzimer	CT-External Communications
Martin Munguia	CT-Communications Manager
Sophie Luthin	CT-Manager of Strategic Planning
Deb Osborne	CT-Chief of Staff & Public Affairs Officer
Susan Paine	City of Edmonds, Board Alternate
Geoff Patrick	CT-Chief Communications Officer
Cesar Portillo	CT-Chief Human Resources Officer
Stacey Root	CT-Administrative Coordinator
Christopher Silveira	CT-Manager Bus Rapid Transit
Chas Stearns*	CT-Chief Information Officer
Melody Smith	CT-Executive Support Specialist
Mike Swehla	CT-Director of Maintenance
Kyoko Matsumoto Wright	City of Mountlake Terrace, Board Alternate

*Attended meeting remotely

**Names of those who were confirmed as attendees are included, others who attended remotely without submitting their names are not included.

Rachel Woods
Michael Winters

CT-Executive Board Administrator
TransDev

Call to Order

Chair Schuette called the November 2, 2023, Board of Directors' meeting to order at 3 p.m. The meeting was held in-person at 2312 W. Casino Road, Everett, WA 98204 and by Zoom. The meeting was recorded and livestreamed.

Roll Call of Members

The Executive Board Administrator called roll. Attendance was as noted above. **A quorum was present.**

Public Hearing: Journey 2050 – Long Range Plan

The public hearing opened at 3:02 p.m. There were no comments and the hearing closed at 3:02 p.m.

Public Hearing: 2024 Proposed Budget

The public hearing opened at 3:03 p.m. There were no comments and the hearing closed at 3:03 p.m.

Public Comment

There were no public comments.

Service Awards

Rich Link and Kelli Eddy, Transportation Supervisors, were each recognized for their 20 years of service with the agency.

Presentations

Swift Program Update

Christopher Silveira, Manager - Swift Bus Rapid Transit, provided an update on the Swift Program. A status update was provided on Swift Orange Line construction. The line was expected to open for service on March 30, 2024. The Swift Blue Line Expansion would extend to the new Shoreline North / 185th Link light rail station. Swift station retrofits included new wayfinding, audio messaging and some stations would receive security improvements. The station retrofits were expected to be completed by the end of 2024.

The Swift Green Line Extension station siting study phase was expected to be complete by the end of the year and would include study of an extension to the UW Bothell / Cascadia College campus. The Swift Gold Line, connecting Everett with Marysville and Arlington, was undergoing a scoping study that was expected to be complete in Q1 2024.

Chief Executive Officer's Report

CEO Ilgenfritz provided the CEO report. There were several regional partner and agency meetings including meetings with Sound Transit and King County Metro regarding ongoing concerns about the capacity of Link light rail. The Everett / Community Transit Joint Policy Committee met November 6. The Federal Transit Administration appointed Susan Fletcher as their Regional Administrator.

The agency's 2024 draft State Legislative agenda was available for the Board to review. Meetings with legislators to review this agenda would take place in early December.

The Swift Orange Line was scheduled to launch on March 30, 2024 with a community celebration.

The new Training Facility hosted an opening event on October 11. Renovations were nearly complete at the new transportation operations building.

The bus cleaning contract approved by the Board earlier in the month was actively underway.

The Board was invited to attend the Fall Employee Appreciation Lunch scheduled for November 15. An update was provided on the Atlas employee health and wellness provider program. Reports show 65% of employees used these services. Employees recently completed the United Way campaign raising over \$15,000. An update was provided on coach operator and transit security officer staffing levels.

Committee Reports

Executive Committee

Chair Schuette reported on the October 19, 2023, meeting. The CEO report was provided, and the Committee was briefed on the upcoming Board Composition Review & Selection meeting scheduled for January 18, 2024. An executive session was held to review the performance of a public employee. The next meeting is scheduled for November 16, 2023, at 11:30 a.m.

Finance, Performance, and Oversight Committee

Mayor Roberts reported on the October 19, 2023, meeting. The committee reviewed the September 2023 monthly expenditures and payroll vouchers and recommended them for the consent agenda. The Committee reviewed and recommended one action item, RFP # 2023-01 Contracted Bus Service. The September 2023 sales tax and diesel fuel reports were provided. Mary Albert, Budget Manager, presented the 2024 proposed budget. The next meeting was scheduled for November 16, 2023, at 2 p.m.

Strategic Alignment & Capital Development Committee

Council Member Merrill reported on the October 18, 2023, meeting. The Committee received and forwarded the Swift Program Update to the Board as an informational presentation. Staff provided an update on the Zero Emission Program as well as the status of coordination with Sound Transit on the opening of the Lynnwood light rail station. The next meeting was scheduled November 15, 2023, at 2 p.m.

Consent Calendar

Council Member Daughtry moved to approve items A through G on the consent calendar.

- a. Approve minutes of the October 5, 2023 Board Meeting.
- b. Approve vouchers dated September 1, 2023 in the amount of \$3,318,390.12.
- c. Approve vouchers dated September 8, 2023 in the amount of \$3,434,555.91.
- d. Approve vouchers dated September 15, 2023 in the amount of \$2,149,059.33.
- e. Approve vouchers dated September 22, 2023 in the amount of \$3,140,553.64.
- f. Approve vouchers dated September 29, 2023 in the amount of \$6,219,776.68.
- g. Approve September 2023 Payroll:
 - i. Direct Deposits Issued, #442552 – 44219 in the amount of \$4,187,808.45.
 - ii. Paychecks Issued, #111485 – 111540 in the amount of \$75,653.50.

- iii. Employer Payroll Tax Deposits in the amount of \$469,982.66.
- iv. Employer Deferred Compensation for IAM in the amount of \$10,894.42.

The motion was seconded by Mayor Marine and passed unanimously.

Action Items

RFP #2023-021 Contracted Bus Services

Roland Behee, Chief Operating Officer, presented the Contracted Bus Services contract. The contract included both Community Transit commuter bus and Sound Transit ST Express service. The current contract expired December 31. The contract term was for three years with one option to extend the contract by another three years. This contract included four defined Service Levels, the specific implementation of which may vary depending on the timing and capacity of Sound Transit's Lynnwood Link Extension light rail startup in Lynnwood in 2024 and 2025. After comprehensive and thoughtful consideration of all proposals, First Transit's proposal was ranked highest and was the recommended vendor.

Mayor Marine moved that the Board of Directors authorize the Chief Executive Officer to finalize negotiations and award Contract #2023-021 for Contracted Bus Services to First Transit, Inc., in an amount not-to-exceed \$366 million over the initial three-year contract period and one three-year renewal option. The motion was seconded by Council Member Merrill and passed unanimously.

Chair Report

Chair Schuette reported it was time for the annual CEO and agency evaluation. The next regular Board meeting was scheduled for December 7, 2023.

Board Communication

Mayor Frizzell appreciated the service provided by coach operators and congratulated Kelly and Rich.

Mayor Marine thanked staff.

Council Member Merrill enjoyed attending the Training Facility opening event and was thankful to be associated with the agency.

Mayor Nehring appreciated staff collaboration.

Adjourn

The meeting adjourned at 4:10 p.m.



Rachel Woods
Executive Board Administrator

To: Board of Directors

From: Michael Simmons, Parts Inventory Manager
Ryan Chase, Senior Procurement & SBE/DBE Specialist

Date: December 7, 2023

Subject: Award: ITB #2023-102, Supply and Delivery of OEM Allison Transmission Parts

BACKGROUND

Community Transit's buses currently utilize Allison brand transmissions. The agency has standardized utilizing Allison parts for reasons of compatibility, safety, and to provide better coach and transmission life. Community Transit's current contract #2019-114 Allison Transmission Parts ended prematurely due to Allison changing their approved regional distributor. This created the need for Community Transit to establish a new contract.

STATUS

- ITB #2023-102 was issued on October 18, 2023 with a submission due date of October 31, 2023.
- One bid was received from The W.W. Williams Company.
- Several aftermarket Vendors sell Allison parts but only the Allison approved commercial regional distributor sells at discount. It remains best practice to issue a solicitation as opposed to a Sole Source contract.
- Outreach to all potential vendors was conducted prior to and during the solicitation.

Vendor	Transmission Parts % Off List	Filters % Off List	Comments
The W.W. Williams Company	15%	8%	W.W. Williams is the new approved regional distributor for Allison

Costs are determined to be fair and reasonable for Allison transmission parts and filters as they are comparable to Community Transit's former contract which had a percentage off list of 25% for transmission parts and 15% off list for filters.

Projected Five-Year Spend

Manufacturer	2024 Spend	2025 Spend	2026 Spend	2027 Spend	2028 Spend
Allison Transmissions Parts	\$470,000	\$630,000	\$560,000	\$620,000	\$680,000

Amount fluctuation is due to scheduled midlife bus series maintenance in those years.

At the November 16, 2023 meeting, the Finance, Performance & Oversight Committee reviewed and recommended this item be placed on the consent agenda at the December 7, 2023 Board of Directors' Meeting.

BUDGET IMPACT

Funds to pay for these transmission parts and filters are included in the annual budget for parts expense.

RECOMMENDATION

That the Board of Directors authorize the Chief Executive Officer to negotiate and award contract ITB #2023-102 to The W.W. Williams Company for a not to exceed amount of \$1,100,000 for the initial two-year contract period and three one-year renewal options.

To: Board of Directors

From: Michael Simmons, Parts Inventory Manager
Ryan Chase, Senior Procurement SBE/DBE Specialist

Date: December 7, 2023

Subject: AWARD: ITB #2023-103 Cummins Parts and Fleetguard Filters

BACKGROUND

Community Transit has a practice of using Original Equipment Manufacturer (OEM) engine replacement parts for compatibility, safety, and to provide better coach and engine life. Historically Community Transit has utilized City of Everett’s contract with Cummins, Inc. The City of Everett recently rebid their contract with a pricing structure and contracted parts that will not meet the needs of Community Transit. This created the need for Community Transit to establish its own contract.

STATUS

- ITB #2023-103 was issued on October 18, 2023 with a submission due date of October 31, 2023.
- One bid was received from Cummins, Inc.
- Cummins is the OEM and distributor for this contract. Other aftermarket providers of Cummins parts cannot offer the same level discount in this commercial space. This is the reason for one bid.
- Outreach to all potential vendors was conducted prior to and during the solicitation.

Vendor	Cummins Engine Parts % Off List	Fleetguard Filters % Off List
Cummins, Inc.	31%	63%

Costs are determined to be fair and reasonable for Cummins engine parts and Fleetguard filters as they are comparable to our former contract which had a percentage off list of 32% for engine parts and 60% off list for Fleetguard filters.

Projected Five-Year Spend

Manufacturer	2024 Spend	2025 Spend	2026 Spend	2027 Spend	2028 Spend
Cummins, Inc.	\$1,525,000	\$2,750,000	\$1,800,000	\$2,000,000	\$2,250,000

Amount fluctuation is due to scheduled midlife bus series maintenance in those years.

At the November 16, 2023 meeting, the Finance, Performance & Oversight Committee reviewed and recommended this item be placed on the consent agenda at the December 7, 2023 Board of Directors’ Meeting.

BUDGET IMPACT

Funds to pay for these engine parts and filters are included in the annual budget for parts expense.

RECOMMENDATION

That the Board of Directors authorize the Chief Executive Officer to negotiate and award contract ITB #2023-103 to Cummins, Inc. for a not to exceed amount of \$4,275,000 for the initial two-year contract period and three one-year renewal options.

Action Items

To: Board of Directors
From: Mary Albert, Budget Manager
Date: December 7, 2023
Subject: Resolution No. 03-23, Adopting the 2024 Budget

BACKGROUND

The 2024 proposed budget was presented to the Finance, Performance and Oversight Committee at their regular meeting on October 19, 2023. The proposed budget was subsequently presented to the Board of Directors at the October 26, 2023, Board workshop. A public hearing on the proposed 2024 budget was held on November 2, 2023, as part of the regular meeting of the Board of Directors.

STATUS

The proposed 2024 budget is balanced. Budgeted operating revenues cover operating expenses and other obligations. Operating and other reserves are fully funded. The proposed budget funds the service additions planned for implementation during 2024, in March and September. The proposed budget fully funds capital facilities and current capital outlay requirements and maintains financial reserves at or above the minimum recommended level and supports reserves as outlined in the six-year Transit Development plan.

The 2024 proposed budget provides funds in the Salary Pool for wage increases specified by labor contracts and other salary and wage-related expenses. The salary ranges for exempt and non-exempt administrative employees, effective December 31, 2023, will increase effective January 1, 2024. This range change will not result in an impact to individual administrative employees' salaries, except for individuals whose salaries fall below range minimums.

Community Transit's capital budget includes two zero emissions technology coach acquisitions. It also includes four Swift BRT projects: the remaining components of the Orange Line BRT project, Gold Line design and engineering, and expansions of the Blue and Green Lines, plus related grant revenues. In addition, Facilities Master Plan phases 3a, 3b, and 6, which consist of remodels for the operating bases and the Ridestore, along with two new phases 7 and 8 for zero emissions technology design at the operating bases are contained 2024 budget. The Facilities Master Plan projects are multi-year expansion projects intended to update and expand Community Transit's existing facilities to accommodate service expansion well into the future.

This budget also provides for activities related to the opening of the Swift Orange Line in March 2024, planning for an improved future transit network, funding for Zip Microtransit as a regular service, and funding for three new innovative services pilots. The budget provides funding to identify additional service innovation pilots that will address the needs of riders in various areas within Snohomish County.

This upcoming year’s budget funds several reserves. These include additional funding for zero emissions program activities. The budget also continues the reserves for service quality, innovation and sustainability, the Facilities Master Plan, the bus stop program, the vehicle replacement reserve, and infrastructure preservation reserve with both facilities and IT components.

Resolution No. 03-23 reflects the proposed 2024 budget as summarized in the following table:

Description	2024 Proposed Budget	2023 Amended Budget as of 09/30/23	Change 2024 vs. 2023	
Service Level in Revenue Hours (all agency hours with Sound Transit -- 2023 are projected hours)*	656,957	581,714	75,243	12.9%
Total Capital Budget (including carryovers)	\$ 202,761,171 <i>includes carryovers/ personnel cost</i>	\$ 235,938,650	\$ (33,177,479)	-14.1%
Employment Level in Full-Time Equivalents (all funds)	955.5	905.5	50.0	5.5%
Operating Revenues	273,252,471	268,487,822	\$ 4,764,649	1.8%
Operating Budget, with Cost Pools and Insurance (includes service changes)	\$ 231,566,294	\$ 200,124,950	\$ 31,441,344	15.7%
Interfund Transfers from Operating Fund	\$ 96,790,996	\$ 137,800,372	\$ (41,009,376)	-29.8%

*2024 Service hours for regular Zip Microtransit are projected to be an additional 18,500 hours.

At the November 16, 2023 meeting, the Finance, Performance & Oversight Committee reviewed and recommended this item be placed on the action agenda at the December 7, 2023 Board of Directors’ Meeting.

BUDGET IMPACT

Resolution No. 03-23 adopts the proposed 2024 budget at the fund level and authorizes the Chief Executive Officer (CEO) to make budget transfers between fund object categories as needed, provided that such transfers do not change the fund total. The resolution continues the CEO’s authorization to hire staff positions deemed in Community Transit’s best interests so long as all resulting expenditures remain within the 2024 budget as adopted or amended by the Board of Directors. Additional information about Community Transit’s 2024 budget can be found at: https://www.communitytransit.org/docs/default-source/pdfs/2024-budget-book-proposed.pdf?sfvrsn=3381c43c_1

See attachment A: Resolution and attachment B: Exhibit A, B, C.

RECOMMENDATION

That Board of Directors approve Resolution No. 03-23 adopting the 2024 proposed budget and other budget-related items for fiscal year 2024.

RESOLUTION NO. 03-23

A RESOLUTION of the Board of Directors of the Snohomish County Public Transportation Benefit Area Corporation (SCPTBAC, hereafter referred to as Community Transit) adopting the budget and other budget-related items for the fiscal year 2024.

WHEREAS, the Chief Executive Officer and Budget Manager presented the proposed 2024 budget to the Board of Directors on October 26, 2023; and

WHEREAS, the Board of Directors of Community Transit met in regular session on Thursday, November 2, 2023, at 3:00 p.m. in a hybrid meeting format via a Zoom online meeting combined with an in-person meeting in the Cascade Conference Center, for the purpose of hearing all matters and all persons in connection with the adoption of the 2024 Community Transit budget; and

WHEREAS, notice of such hearing was published as required by Resolution No. 22-98;

NOW, THEREFORE, BE IT RESOLVED,

1. That the 2024 budget attached hereto and incorporated herein in summary form as Exhibit A, Totals of Estimated Revenues, and Exhibit B, Expenditures for Each Separate Fund, is hereby adopted; and

2. That, except as otherwise provided, approval by the Board of Directors shall be required before funds can be transferred from one fund in Exhibit B to another; and

3. That staff positions shall be approved for hire by Community Transit's Chief Executive Officer, so long as all expenditures associated with all staff positions hired during the year fall within the 2024 budget as adopted or amended by the Board of Directors by resolution; and

4. That all salary bands that are in effect on December 31, 2023, for all exempt and nonexempt administrative employees will be increased by 2.5 percent effective January 1, 2024, as set forth in Exhibit C of this resolution; and

5. That unexpended capital project budgets that have been previously approved by the Board of Directors, including all projects budgeted in Replacement Reserve Fund 41, Infrastructure Preservation Fund 42, State Capital Projects Fund 44, FTA Capital Projects Fund 45, Local Capital Projects Fund 46, Bond Capital Projects Fund 47, and Facilities and Technology Fund 48, will be reappropriated as of January 1, 2024, with the budget balances remaining as of December 31, 2023, plus any new amounts included in the adopted 2024 budget unless the project has been completed and no additional funding is required.

APPROVED AND PASSED THIS ____ day of _____ 2024.

Council Member Jan Schuette, Board Chair

ATTEST

APPROVED AS TO FORM

Mayor Sid Roberts, Secretary

Allen J. Hendricks, Attorney

To: Board of Directors

From: Sophie Luthin, Manager – Strategic Planning

Date: December 7, 2023

Subject: Resolution No. 06-23, Adopting the Journey 2050 Long Range Plan

BACKGROUND

The Long Range Plan provides a long-term vision for transit service in Snohomish County. Community Transit's first Long Range Plan, adopted in 2011, has served as a guide to near-term planning efforts, allowed the agency to respond to initiatives such as Sound Transit's Link light rail extension to Snohomish County, and has been instrumental in coordinated multi-modal planning efforts among jurisdictions in Snohomish County.

The Journey 2050 Long Range Plan update extends the horizon of the Long Range Plan to 2050, provides an updated vision for transit service, and identifies capital and financial needs in order to support the 2050 transit service vision. Journey 2050 was developed in alignment with Puget Sound Regional Council's (PSRC) Vision 2050 plan which serves as a guide for growth in the region.

An overview of the draft Long Range Plan was given at the October 5, 2023 Board of Directors' Meeting. On October 6, a press release was issued, notifying the public the draft plan was available on Community Transit's website for review and providing information on how to make comments. An Environmental Determination of Non-Significance was issued on October 12, and submitted to the Washington State Department of Ecology. Partner agencies and jurisdictions received the draft plan with a request to review and provide comments. A public hearing was held before the Board at their regularly scheduled meeting on November 2, 2023, which concluded the public comment period.

STATUS

A total of 121 comments were received. No State Environmental Policy Act (SEPA) appeals or comments were received. The public comments are attached to this memo, and summarized below:

- Concern about safety and desire for increased focus on safety in the plan
- Concerns about the future transfer experience between Community Transit and Light Rail
- Support for more frequent Regular Bus and Swift BRT service
- Support for the Innovative Services program and Zip Shuttle
- Support for the Zero Emissions fleet transition goal
- Support for public transportation
- Concern about plan feasibility and cost
- Requests for specific changes to routes
- General support for the draft plan
- Suggested improvements to bus stop amenities
- Letter from Puget Sound Regional Council expressing support for the plan, and suggesting that the plan include additional detail on future plan updates, partnerships with transit agencies and human service providers, and equitable outreach conducted during plan development

- Letter from the City of Bothell expressing support for Community Transit’s long-range vision and fixed-route service plans in Bothell, requesting that Bothell be considered for future Innovative Services areas, and expressing a desire to collaborate on rider safety and micro-mobility storage solutions

The following updates were made in the final draft plan:

- Page 3, 48
 - Edited the ridership forecast chart to reflect a range in forecasted 2050 transit ridership that incorporates post-pandemic travel trends.
 - Revised text to reflect updated ridership forecast
- Page 14
 - Inserted additional content to reflect the initiatives included in the agency’s strategic priority framework
- Page 19
 - Inserted additional content to reflect partnerships with transit agencies and human service providers
- Page 21
 - Inserted additional content to acknowledge the role of jurisdictional comprehensive plan updates in determining future land use growth patterns
- Page 25
 - Inserted additional content to acknowledge the potential benefit of a Zero Emissions fleet transition on overburdened communities
- Page 26
 - Inserted additional content to describe on-going safety initiatives and the importance of passenger safety
- Page 40
 - Inserted additional content to describe the role of Transit Emphasis Corridors in the development of the System Plan
- Page 41
 - Added a footnote to the System Plan map indicating that the map shows a representative alignment for future Swift corridors and final alignments will be determined during project development
- Page 43
 - Inserted additional content to acknowledge potential transit corridors outside the PTBA
- Page 43
 - Inserted additional content to describe how Regular Bus service addresses post-pandemic travel patterns
- Page 45
 - Inserted additional content to describe how Innovative Services address post-pandemic travel patterns
- Page 48
 - Inserted additional content expressing support for regional, state, and federal efforts to promote equity in transit
- Page 75
 - Inserted additional content indicating that Community Transit expects to update its Long Range Plan every five years
- Page 73, 74
 - Re-ordered pages to improve document flow

The Strategic Alignment and Capital Development Committee reviewed this item at their regular meeting on November 15, 2023. The item was forwarded to the action agenda for the December 7, 2023 Board of Directors' Meeting

BUDGET IMPACT

None. The financial assumptions and forecasts for the Journey 2050 Long Range Plan are consistent with the 2024 Proposed Budget.

RECOMMENDATION

That the Board of Directors approve Resolution No. 06-23, adopting the Journey 2050 Long Range Plan.

ATTACHMENTS (Provided Separately)

1. Journey 2050 Long Range Plan
2. Long Range Plan Appendices
3. Public Comments

RESOLUTION NO. 06-23

A RESOLUTION of the Board of Directors of the Snohomish County Public Transportation Benefit Area Corporation (hereafter referred to as Community Transit) adopting the Long Range Plan, Journey 2050

WHEREAS, the Board of Directors of Community Transit finds that it is in the best interest of Community Transit to plan for long term system development; and

WHEREAS, such long term planning offers opportunities for coordination between Community Transit and local, regional, state and federal partners; and

WHEREAS, the Long Range Plan puts forth a multi-modal transportation vision that integrates with the regional transportation plan, county-wide planning policy and other local and regional plans; and

WHEREAS, the Long Range Transit Plan will provide policy direction to future Six Year Transit Development Plan updates; and

WHEREAS, the public was provided opportunity to comment on the draft plan between October 5, 2023 and November 2, 2023; and

WHEREAS, the Board of Directors of Community Transit held a public hearing on November 2, 2023; and

WHEREAS, an environmental determination of non-significance was issued on October 12, 2023 for this non-project action with no comments or appeals received; and

WHEREAS, the final Journey 2050 Long Range Plan is included in the board packet for the December 7, 2023 meeting of the Board of Directors of Community Transit and is incorporated into this Resolution by this reference; and

WHEREAS, the Board of Directors of Community Transit considered all comments during deliberations;

NOW THEREFORE, BE IT RESOLVED That the Board of Directors of Community Transit adopts the Long Range Plan, Journey 2050 as Community Transit's Long Range Plan.

APPROVED and PASSED this 7th day of December, 2023.

Council Member Jan Schuette, Chair

ATTEST

APPROVED AS TO FORM:

Mayor Sid Roberts, Secretary

Allen J. Hendricks, Attorney

To: Board of Directors

From: Jay Heim, Manager - Zero Emissions Program
Mike Swehla, Deputy Director of Maintenance
Ryan Chase, Senior Procurement SBE/DBE Specialist

Date: December 7, 2023

Subject: AWARD: RFP #2023-060 Hydrogen Storage and Equipment Supply

BACKGROUND

In December of 2022 the Board of Directors approved the purchase of one 40' Battery Electric Bus (BEB) and one 40' Fuel Cell Electric Bus (FCEB) in order to conduct a side-by-side in-service pilot of both zero-emission bus technologies. In August 2023 the Board approved purchase of electric charging station equipment for the Battery Electric Bus. This Award is for a hydrogen fueling solution to power the Fuel Cell Electric Bus which will arrive from New Flyer in December 2023.

The Zero Emissions (ZE) team has conducted extensive research to determine a feasible type of hydrogen fueling solution that can support the fueling needs of our pilot FCEB; the most time-efficient method is delivered in gaseous form with mobile refueling tanks.

There are no known industrial-grade hydrogen supply sources currently in the state of Washington. The closest known source of hydrogen production is from California. Supplying hydrogen to Community Transit will require transport by diesel truck from California to Everett multiple times a month.

The scarcity of hydrogen supply in the market and the long-distance nature of the current supply chain result in significant expense for supplying fuel to this phase of the FCEB pilot. There is compensating value to the project in early learning, workforce development, and calibration of our FCEB performance modeling. However, given the costs, staff are actively developing hydrogen supply alternatives that would allow the agency to pivot away from long-haul trucking of fuel as early as possible in the Zero Emission (ZE) program.

This RFP is for the hydrogen storage equipment, dispensing equipment and supply only. Any required permitting and installation costs will be the responsibility of Community Transit and handled in a separate procurement. The awarded vendor will perform a site survey and advise on additional needs after award.

STATUS

- The solicitation was issued on July 18, 2023 with a submission due date of September 8, 2023.
- Twelve potential vendors downloaded the solicitation.
- Three proposals were received from Bayotech, Global Hydrogen Energy, and Linde.
 - Outreach to all potential vendors was conducted prior to and during the solicitation. Vendors that did not submit an offer noted Community Transit's geographic isolation to known current producers, making cost-effective distribution in the Northwest challenging.
 - The evaluation committee confirmed Linde's gaseous hydrogen trailer and dispenser with supply from California best met agency requirements.

- The price reasonableness evaluation showed the offered price is within the agency estimate, and similar to solutions employed by many transit agencies in California.
- Linde offered a one-year total cost of \$639,473, to include hydrogen storage equipment and supply. The independent government cost estimate for this solution is \$615,000. Costs are determined to be fair and reasonable for the hydrogen and other comparable mobile hydrogen fueling solutions from transit agency partners around the country.
- The approximate cost breakdown is 43% equipment leasing, 45% transportation, and 12% hydrogen fuel. This is important context for the long-term program as equipment and transportation costs will be substantially mitigated when the agency develops alternate, more localized, sources for hydrogen fuel.
- Community Transit is negotiating final terms and conditions with Linde.

The Strategic Alignment and Capital Development Committee reviewed this item at their regular meeting on November 15, 2023. The item was forwarded to the action agenda for the December 7, 2023 Board of Directors' Meeting

BUDGET IMPACT

The 2023 budget includes expenditure authority in Fund 48, the Facilities and Technology Fund, for the Zero Emissions purchase proposed in this memo, as approved by Resolution No. 18-22 of the Board of Directors.

RECOMMENDATION

That the Board of Directors authorize the Chief Executive Officer to negotiate and award Contract #2023-060 Lease of Hydrogen Storage Equipment and Supply to Linde Services Inc., for a not-to-exceed amount of \$639,473 per year, over the initial one-year contract period and four one-year renewal options.

To: Board of Directors

**From: Greg Stamatou, PMP, CCM, Director of Capital Development & Delivery
Britton Kavanaugh, Capital Project Manager
Rhonda Wahlgren, CPPB, Sr. Procurement & SBE/DBE Specialist**

Date: December 7, 2023

Subject: AWARD: RFQ #2017-079 Task Order for Zero Emissions Fleet Facilities Design Study

BACKGROUND

Community Transit's Zero Emissions (ZE) Program requires a design study to evaluate existing fleet facilities infrastructure and the modifications necessary for converting to Battery Electric Buses (BEB) and Fuel Cell Hydrogen Buses (FCHEB). The desired outcome of this study is a Capital Improvement Plan (CIP) and cost estimates for each phase of the Merrill Creek and Kasch Park facility modifications. The list of projects in the CIP will be incorporated into our Facilities Master Plan (FMP).

This Task Order will provide project management activities to maintain schedule and budget, research and analysis, code reviews, site visits, stakeholder engagement, and utility coordination. End deliverables include conceptual costs, schedules, conceptual designs, and a recommended design report.

STATUS

In accordance with Contract #2017-079, Qualified Vendor List (QVL) for Architectural and Engineering (A&E) Services, staff selected four firms to interview. Kimley-Horn & Associates, Inc. was determined the firm most qualified to perform this locally funded project.

The Independent Governmental Cost Estimate is \$263,813. After negotiations with Kimley-Horn, their final offer of \$152,785.74 is determined to be fair and reasonable. The vendor is not an SBE or DBE and is self-performing 100% the work therefore this project will not contribute any program goals.

The Strategic Alignment and Capital Development Committee reviewed this item at their regular meeting on November 15, 2023. The item was forwarded to the action agenda for the December 7, 2023 Board of Directors' Meeting

BUDGET IMPACT

The 2023 Budget includes adequate funds for this Task Order under Project #2318.

RECOMMENDATION

That Board of Directors authorize the Chief Executive Officer to negotiate and award a Task Order under RFQ #2017-079 to Kimley-Horn & Associates, Inc. for a not-to-exceed amount of \$152,785.74 for the Zero Emissions Fleet Facilities Design Study.

To: Board of Directors

From: Christopher Silveira, BRT Program Manager
Rob Jensen, Regional Technology Manager, Information Technology
Rhonda Wahlgren, CPPB, Sr. Procurement & SBE/DBE Specialist

Date: December 7, 2023

Subject: AWARD: RFP #2017-075, Ticket Vending Machines for Swift Bus Rapid Transit (BRT) – BRT Station Retrofit Equipment Order

BACKGROUND

Community Transit is preparing to purchase new Ticket Vending Machines (TVMs) for the Swift BRT Green Line to replace existing TVMs nearing end useful life and for install on retrofitted Station Shelters.

Each station platform requires two TVMs. There are 71 TVMs (including spares) in total needing to be ordered to support Swift Green Line Station Retrofits. Additionally, Community Transit will order spare TVMs and components that can be swapped out with units in the field, thus limiting downtime for customers.

The project timeline requires Community Transit to purchase these TVMs now so they will be available ahead of planned installation in Summer 2024.

STATUS

TVMs will be ordered from Master Contract #2017-075, Ticket Vending for Swift Bus Rapid Transit, with Parkeon, Inc. dba. Flowbird for a total price of \$1,101,210 (\$15,510 per unit) excluding tax. Additionally, an initial supply of spare parts will be ordered for a price of \$52,022 excluding tax.

The Independent Governmental Cost Estimate (IGCE) is \$1,153,232. The price is fair and reasonable and based on established contract pricing. This purchase is funded by the IT Preservation Fund as part of our State of Good Repair practice.

Flowbird is not an SBE and is self-performing all work therefore this purchase will not contribute to our Small Business Program goals.

The Strategic Alignment and Capital Development Committee reviewed this item at their regular meeting on November 15, 2023. The item was forwarded to the action agenda for the December 7, 2023 Board of Directors' Meeting

BUDGET IMPACT

The 2023-2024 Budget has adequate funds for this purchase under Project #2313, Swift TVM Replacement.

RECOMMENDATION

That the Board of Directors authorize the Chief Executive Officer to negotiate and award a Purchase Order under Master Contract #2017-075, Ticket Vending for Swift Bus Rapid Transit, to Parkeon, Inc. dba. Flowbird for the Swift BRT Station Retrofit Project, in the not to exceed amount of \$1,153,232 before tax.

To: Board of Directors

**From: Christopher Silveira, BRT Program Manager
Todd Jacobs, Capital Development Program Supervisor
Rhonda Wahlgren, CPPB, Sr. Procurement & SBE/DBE Specialist**

Date: December 7, 2023

**Subject: AWARD: RFP 2021-082, Swift BRT Shelter Manufacturing & Parts Support
Swift Bus Rapid Transit (BRT) – BRT Station Retrofit Equipment Order**

BACKGROUND

Community Transit's Swift Station Retrofit Project consists of 33 Blue Line stations and 34 Green Line stations and will update digital and static signage at each station to ensure a consistent and more accessible wayfinding experience for customers. This project will also add security upgrades at select locations along both Swift BRT lines with new windscreens, benches, leaning rails, station barriers, security cameras, and WiMax communications equipment mirroring the improvements that Community Transit field-tested at Airport Road and Highway 99, and in line with designs from the Swift Orange Line.

The project timeline requires Community Transit to purchase these station shelter parts now so they will be available ahead of planned installation in Summer 2024. Additional parts for the project will be negotiated and ordered in the coming months.

STATUS

Station Shelter parts will be ordered from Master Contract #2021-082, Swift BRT Shelter Manufacturing & Parts Support, with Dimensional Innovations, Inc. for a total of \$1,134,076 excluding tax.

The Independent Governmental Cost Estimate (IGCE) is \$1,138,416. The price is fair and reasonable and based on established contract pricing. This purchase is partially funded by a WA State grant and local funds.

Dimensional Innovations Inc. is not an SBE and is self-performing all work therefore this purchase will not contribute to our Small Business Program goals.

The Strategic Alignment and Capital Development Committee reviewed this item at their regular meeting on November 15, 2023. The item was forwarded to the action agenda for the December 7, 2023 Board of Directors' Meeting

BUDGET IMPACT

The 2023 – 2024 Budget has adequate funds for this purchase under Project #2261, Swift Blue Line Construction and Project #2316, Swift Program Projects.

RECOMMENDATION

That the Board of Directors authorize the Chief Executive Officer to negotiate and award a Purchase Order under Master Contract #2021-082, Swift BRT Shelter Manufacturing & Parts Support, to Dimensional Innovations, Inc., for the Swift BRT Station Retrofit Project, in the not to exceed amount of \$1,134,076 before tax.

Miscellaneous

Board of Directors' Calendar of Events

December 2023 – February 2024

Thursday, December 7

Wednesday, December 20

Thursday, December 21

Thursday, December 21

Board Meeting – 3 p.m.

Strategic Alignment & Capital Development Committee – 2 p.m.

Executive Committee – 11:30 a.m.

Finance, Performance & Oversight Committee – 2 p.m.

Thursday, January 4

Wednesday, January 17

Thursday, January 18

Thursday, January 18

Thursday, January 18

Thursday, January 18

Board Meeting – 3 p.m.

Strategic Alignment & Capital Development Committee – 2 p.m.

Finance, Performance & Oversight Committee – 2 p.m.

Executive Committee – 11:30 a.m.

Board Composition Review & Selection Meeting – 3 p.m. (in-person only)

Quarterly Board Workshop (cancelled)

Thursday, February 1

Wednesday, February 14

Thursday, February 15

Thursday, February 15

Board Meeting – 3 p.m.

Strategic Alignment & Capital Development Committee – 2 p.m.

Executive Committee – 11:30 a.m.

Finance, Performance & Oversight Committee – 2 p.m.

[Online Meetings Calendar](#)



Transit Police Report Third Quarter, 2023

Unit News

Calls for Service and Self-Initiated Calls are down from the 2nd quarter. We may attribute that to the staffing shortages we are experiencing in the TPU and the Sheriff's Office overall. You will see these numbers continue to climb into the next quarter as we expect staffing to improve.

Deputy Moses was added to the TPU roster as of Nov 1st. He is a lateral hire from the city of Oak Harbor and had previously filled in for TPU over the summer. Deputy Bryan Martin has returned to the unit. He is filling in for Deputy Cline's position on a TDA for 90 days. We have sent out an announcement for letters of interest for the remaining four vacant TPU slots.

Vehicle thefts were on the rise this quarter with Ash Way Park N Ride being hit the hardest. We have asked TPU deputies to be more vigilant in that area.

Quarterly Data

Activity*	1Q	2Q	3Q	4Q	YTD 2023	YTD 2022**
Calls for Service	525	671	611		1807	2935
Self-Initiated Calls	4386	3779	2415		10580	14400
Motor Vehicle Thefts	1	4	5		10	22
Fare Evasion - Warnings	0	0	0		0	92
Fare Evasion - Citations	0	0	0		0	1
Unlawful Transit Conduct	8	3	5		16	17
Exclusions	172	110	106		388	308
Criminal Trespass	94	43	49		186	238
Arrests	107	95	46		248	441
Substance Abuse	77	142	66		285	Not Available

*Definitions below

**Previous year for same reporting period

Definitions

Calls for Service: A call received by the Transit Police Unit and initiated by someone in the Community Transit service area that resulted in a deputy responding to the call and rendering assistance.

Self-Initiated Call: Through the process of patrolling and/or observation, a Transit Police deputy witnessed something that caused them to take action.

Motor Vehicle Theft: The theft of any motor vehicle, to include automobiles, trucks, buses, motorcycles and motor scooters from our transit centers and park & ride lots.

Fare Evasion – Warning: A warning given to someone who has knowingly failed to pay their fare or failed to show proof of payment. Warnings are documented and further violations could lead to a citation.

Fare Evasion – Citation: A citation given to someone who has failed to pay their fare or show proof of payment. This is a civil infraction under RCW 36.57A.230. Fines are currently set at \$124 under Board Resolution No. 7-09.

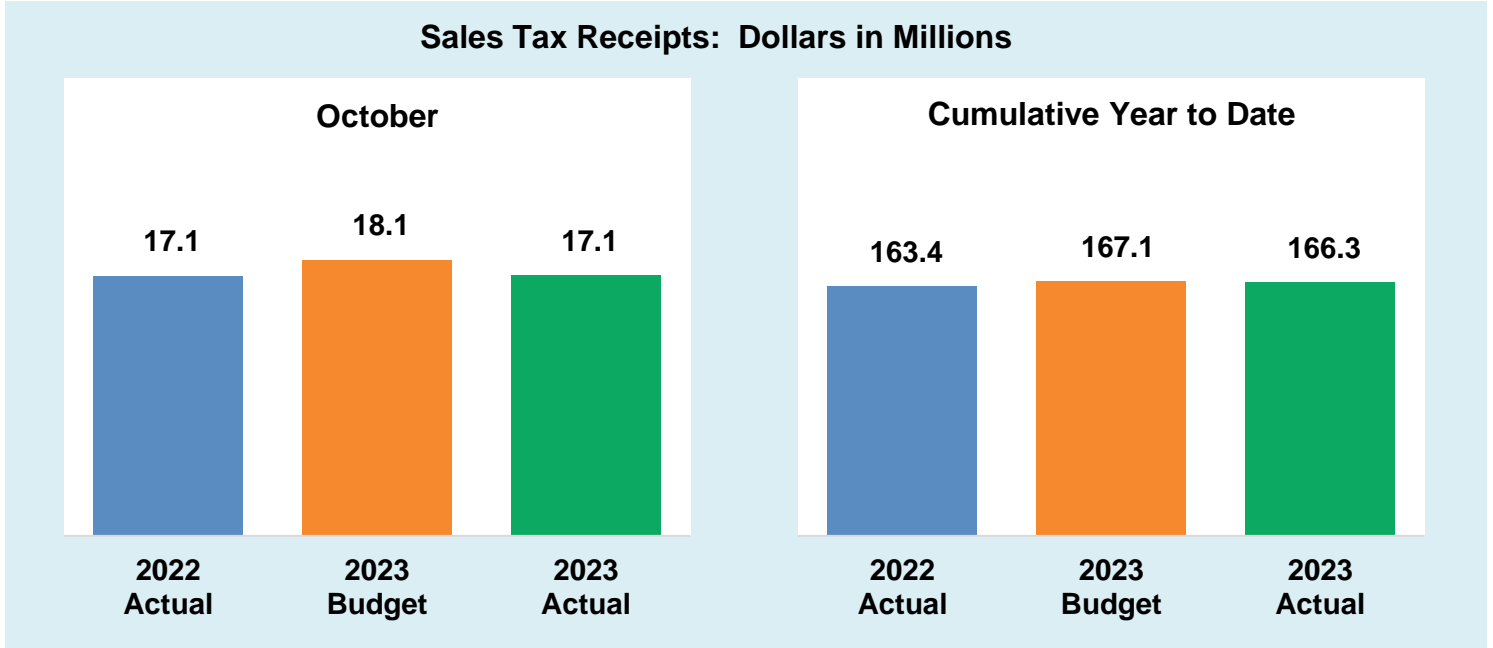
Unlawful Transit Conduct (UTC): Any violation of RCW 9.91.025 Unlawful Transit Conduct is a misdemeanor crime. Examples of Unlawful Transit Conduct include smoking, littering, loud obnoxious behavior, spitting, open alcohol containers, obstructing transit vehicles, skating or skateboarding, etc.

Exclusion: A civil process where Transit Police prohibit someone from being on Community Transit property or using its services. Anyone violating a notification of exclusion commits the crime of criminal trespass.

Criminal Trespass: Anyone who violates a notification of exclusion and knowingly enters or remains unlawfully in or upon Community Transit premises. This results in a charge of criminal trespass in the second degree and is a misdemeanor crime.

Arrests: The arrest of an individual for a crime instigated in the Community Transit service area. This could include someone that is arrested for an outstanding warrant.

Community Transit Sales Tax Report for October 2023



October 2023 Results

October 2022 Actuals	\$ 17,053,760
October 2023 Budget	\$ 18,090,769
October 2023 Actuals	\$ 17,060,973

Cumulative Results

2022 Actuals	\$ 163,353,139
2023 Original Budget	\$ 167,135,952
2023 Year to Date	\$ 166,344,805

Comments:

- * Sales tax receipts reported for the month of October 2023 reflect purchases made in August 2023.
- * The growth rate for October 2023 as compared to October 2022 is 0.04%.
- * The growth rate for year to date vs. prior year to date is 1.83%.

Sales Tax: Actual, Budget, and Future Year Projections

