

**Board of Directors' Meeting
Thursday, February 6, 2020
Community Transit Board Room
3:00 p.m.**

Board Members Present

Council Member Kim Daughtry
Mayor Leonard Kelley
Council Member Tom Merrill
Council Member Nate Nehring
Mayor Jon Nehring
Lance Norton
Council Member Jan Schuette
Mayor Nicola Smith
Council Member Mike Todd
Council Member Stephanie Wright

City of Lake Stevens
City of Stanwood
City of Snohomish
Snohomish County
City of Marysville
Labor Representative, non-voting
City of Arlington
City of Lynnwood
City of Mill Creek
Snohomish County

Others Present

Mary Albert
Sabina Araya
Geri Beardsley
Roland Behee
Lia Blanchard
Art Braeul
Melissa Cauley
Ryan Chase
Tim Chrobuck
June DeVoll
Jamyang Dorjee
Howard Evans
Christina Everson
Lori Fox
Bonnie Ginsberg
Steve Hanks
Colleen Hansen
Emmett Heath
Matt Hendricks
Stacy Hupp
Laura Johnson
Mike Lelestone
Mary Beth Lowell
Wade Mahala
Joe Marine
Molly Marsicek
Steve McGraw
Cherrill Mears
Martin Munguia
Deb Osborne
Cesar Portillo
Dave Richards
Amy Seller

CT-Budget Manager
CT-Manager of System Planning
CT-Director of Administration
CT-Director of Planning & Development
CT-Public Information Specialist
CT-Customer Care Manager
CT-Grants Program Manager
Procurement SBE/DBE Specialist
CT-Chief Technology Officer
CT-Manager of Regional Programs & Projects
CT-Public Affairs Specialist
CT-Lead Journey Mechanic
Self
CT-Controller
CT-Marketing Manager
CT-Vehicle Maintenance Manager
CT-Financial Analyst
CT-CEO
CT-Legal Counsel
CT-Procurement and SBE/DBE Supervisor
City of Edmonds, Board alternate
CT-Transit Police
CT-Director of Comms & Public Affairs
CT-Manager of Contracted Transportation
City of Mukilteo, Board alternate
CT-Director of Customer Experience
Homage Senior Services
CT-Business Analyst
CT-Communications Manager
CT-Chief of Staff
CT-HR Manager
CT-Director of Maintenance
Self

Suzi Scheidegger
Juanita Shuler
Mike Swehla
Barb Taylor
Kate Tourtellot
David Thompson
David True
Jim Williams
Steve Winecoff
Rachel Woods

CT-Accounting Supervisor AP
CT-Exec. Support/Records Mgmt. Specialist
CT-Vehicle Maintenance Assistant Manager
CT-Transit Police
CT-Senior Transportation Planner
ATU
CT-Capital Development Program Manager
CT-Manager of Transportation Operations
Homage Senior Services
CT-Executive Board Administrator

Call to Order

Mayor Jon Nehring, Acting Chair, called to order the February 6, 2020 Board of Directors' regular meeting at 3:00 p.m. at the Community Transit Board Room, Everett, Washington.

Roll Call of Members

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

Public Comments

Christina Everson, Stanwood resident, shared her DART paratransit service and operations concerns. Community Transit staff offered to meet with her after public comment to more thoroughly understand and respond to her concerns.

Presentations

Service Awards

Emmett Heath, CEO, welcomed the Board to the 2020-2021 term and acknowledged new members.

Emmett Heath recognized Howard Evans, Lead Journey Mechanic, for his 35 years of service to Community Transit. He was certified at the top of his trade and known for coaching and mentoring colleagues, including the award-winning Maintenance Roadeo Team.

Committee Reports

Executive Committee

Mayor Jon Nehring reported on the January 16, 2020 Executive Committee meeting. The Committee reviewed the American Public Transportation Association (APTA) conference schedule and determined Board members would be offered the opportunity to participate in both the Transit Board Members & Board Administrators Seminar in August and the TRANSform Conference/ Expo in October. The CEO reported on his activities and would provide an update later in the meeting. The next meeting was scheduled for February 20, 2020 at 1:00 p.m.

Finance, Performance & Oversight Committee

Council Member Kim Daughtry reported on the January 16, 2020 Finance, Performance & Oversight Committee meeting. The Committee reviewed and approved ITB 2019-114, Supply and Delivery of Original Equipment Manufacturer Allison Transmission Parts. Geri Beardsley would explain the changes that took place to this item when the item was presented on the action agenda. The Committee recommended approval of the December payroll and monthly expenditures on the consent agenda. The

Committee reviewed the December sales tax and diesel fuel reports. The next meeting was scheduled for February 20, 2020 at 2:00 p.m.

Consent Calendar

Mayor Leonard Kelley moved to approve items A through I:

- A. Approval of minutes of the December 19, 2019, Board of Directors' Special Meeting.
- B. Approval of minutes of the January 2, 2020, Board of Directors' Meeting.
- C. Approval of vouchers dated December 3, 2019, in the amount of \$1,728,933.69.
- D. Approval of vouchers dated December 9, 2019, in the amount of \$831,946.96.
- E. Approval of vouchers dated December 13, 2019, in the amount of \$3,660,347.22.
- F. Approval of vouchers dated December 17, 2019, in the amount of \$999,034.03.
- G. Approval of vouchers dated December 20, 2019, in the amount of \$2,056,150.62.
- H. Approval of vouchers dated December 27, 2019, in the amount of \$3,926,260.73.
- I. Approval of December 2019 Payroll:
 1. Direct Deposits Issued, #s 365977 – 367659 in the amount of \$3,467,083.90.
 2. Paychecks Issued, #s 104521 – 104616 in the amount of \$97,836.68.
 3. Employer Payroll Tax Deposits in the amount of \$378,785.35.
 4. Employer Deferred Compensation for IAM in the amount of \$9,241.89.

The motion was seconded by Council Member Stephanie Wright and passed unanimously.

Action Items

Award of ITB 2019-114, Supply & Delivery of Original Equipment Manufacturer Allison Transmission Parts

Geri Beardsley, Director of Administration, explained changes that took place since the Finance, Performance and Oversight Committee last met. Western Peterbilt was originally selected as the vendor but withdrew from the process. The Finance, Performance & Oversight Committee Chair supported selecting the next highest ranked vendor, Pacific Power Group. The cost of the contract stayed the same.

Motion made by Council Member Kim Daughtry to authorize the Chief Executive Officer to negotiate and award contract #2019-114 for the Supply and Delivery of OEM Allison Transmission Parts to Pacific Power Group in an amount not to exceed \$300,000 during the initial two-year term, with three additional option years.

The motion was seconded by Stephanie Wright and passed unanimously.

Chair's Report

Chair Nehring welcomed the new Board members. The new Board member Orientation was in process of being scheduled for February.

Chief Executive Officer's Report

Emmett Heath reported the following items:

Partnership and Advocacy

Emmett attended the Regional Apprenticeship Pathways Program ribbon cutting event and recognized Council Member Nate Nehring and Mayor Leonard Kelley's involvement. Community Transit was interested in including an apprenticeship for heavy duty diesel mechanics in the future. The agency attended State of the City events including the cities of Stanwood, Everett, and Marysville.

The House planned to release its Surface Transportation Reauthorization Act Legislation, the successor to the Fixing America's Surface Transportation (FAST) Act. The House released a \$760 billion plan for a five-year legislative package.

Emmett reported that he spent the two prior days in Olympia at the Washington State Transit Authority (WSTA) quarterly meeting. The focus was to lessen the impacts of I-976. Emmett attended several meetings with members including Debbi Driver, Senior Policy Advisor, Governor Inslee's Policy Office.

Operational Excellence

Bus Rapid Transit news included an update on the expansion of the *Swift* Blue line. The *Swift* Green line was recently awarded the gold award for engineering excellence from the American Council of Engineering Companies of Washington and the AdWheel APTA Award for its electronic media campaign. June DeVoll, Manager of Regional Programs & Projects, briefed the Board on the award.

Financial Stewardship

The agency received the Government Finance Officers Association (GFOA) award meeting the highest quality of budget presentation. Staff were recognized for their achievement.

Miscellaneous

The Community Transit Board held a seat on the Transportation Policy Board, Puget Sound Regional Council. At the March Board meeting, the member and alternate would be confirmed.

Board Communication

Lance Norton asked which staff members participated in the Washington State Transportation Association Olympia meeting and legislature visits.

Council Member Mike Todd inquired why the DART Technology Feasibility project was on hold in the wireless programs report. It was shared that this would be addressed in the executive session later in the meeting.

Mayor Nicola Smith was looking forward to serving on this Board and the Sound Transit Board.

Mayor Leonard Kelley shared that Stanwood Park & Ride was experiencing extreme flooding and was under water. Community Transit had been on site to provide customer communication.

Council Member Jan Schuette reported massive flooding in the Arlington area.

Election of Officers

Board officers were elected every February for a one-year term.

Mayor Leonard Kelley nominated Mayor Jon Nehring for Board Chair. **A vote was taken and a unanimous ballot was passed electing Mayor Jon Nehring as Board Chair for a one-year term.**

Council Member Stephanie Wright nominated Mayor Leonard Kelley for Vice-Chair. Council Member Jan Schuette nominated Council Member Mike Todd for Vice-Chair. **A vote was taken and Mayor Leonard Kelley was elected as the Vice-Chair for a one-year term and received a majority of votes with seven in favor. Council Member Mike Todd received two votes in favor.**

Council Member Jan Schuette nominated Council Member Kim Daughtry for Secretary. **A vote was taken and a unanimous ballot was passed electing Council Member Kim Daughtry as Secretary for a one-year term.**

The Chair selected Council Member Stephanie Wright to fill the position of Past-Chair on the Executive Committee.

Executive Session

An executive session was called at 3:38 p.m. for 15 min. to discuss with legal counsel, a legal risk/potential litigation (RCW 42.30.110(1)(i)).

Adjourn

The executive session concluded at 3:53 p.m. and returned to the regular meeting. The meeting was immediately adjourned.



Rachel Woods,
Executive Board Administrator