

**Board of Directors' Meeting  
Thursday, March 5, 2020  
Community Transit Board Room  
3:00 p.m.**

**Board Members Present**

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

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

**Board Members Absent**

Council Member Nate Nehring  
Council Member Stephanie Wright

Snohomish County  
Snohomish County

**Others Present**

Sabina Araya  
Geri Beardsley  
Roland Behee  
Valeriy Cherkassikh  
June DeVoll  
Mike Gallagher  
Steve Hanks  
Emmett Heath  
Alt Hendricks  
Stacy Hupp  
Laura Johnson  
Steve Kim  
Mary Beth Lowell  
Pete Majkut  
Molly Marsicek  
Laurel McJannet  
Deb Osborne  
Jacob Peltier  
Cesar Portillo  
Mark Proud  
Dave Richards  
Juanita Shuler  
Barb Taylor  
Steve Winecoff  
Rachel Woods  
Uriel Ybarra

CT-Manager of System Planning  
CT-Director of Administration  
CT-Director of Planning & Development  
CT-Coach Operator  
CT-Manager of Regional Programs & Projects  
City of Burien, Board alternate  
CT-Vehicle Maintenance Manager  
CT-CEO  
CT-Legal Counsel  
CT-Procurement and SBE/DBE Supervisor  
City of Edmonds, Board alternate  
CT-Director of Transportation  
CT-Director of Comms & Public Affairs  
CT-Coach Operator  
CT-Director of Customer Experience  
CT-Digital Content Specialist  
CT-Chief of Staff  
CT- Manager of Security & Emergency Mgmt.  
CT-Director of Employee Engagement  
CT-Coach Operator  
CT-Director of Maintenance  
CT-Exec. Support/Records Mgmt. Specialist  
CT-Transit Police  
Homage Senior Services  
CT-Executive Board Administrator  
CT-Government Relations Manager

### **Call to Order**

Mayor Jon Nehring, Chair, called to order the March 5, 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**

There were no public comments.

### **Presentations**

#### **Service Awards**

Emmett Heath, CEO, congratulated Cesar Portillo on his new role as Director of Employee Engagement.

Emmett recognized Valeriy Cherkasskikh, Coach Operator, for this 20 years of service to Community Transit. He was known for his friendly personality, dedication to customers, and work ethic.

Emmett recognized Mark Proud, Coach Operator, for this 20 years of service to Community Transit. He was a dependable employee known for his hard work and commitment to his job and customers.

#### **September 2020 & March 2021 Service Change Proposals**

Sabina Araya, Manager of System Planning, reviewed the service change proposals for Fall 2020 and Spring 2021. Many of the changes were part of a phased implementation in preparation for Link light rail arriving to Snohomish County in 2024. Service hours and trips would expand. The Title VI impacts were positive. Public outreach to review these changes and collect input would take place March 5 to April 2.

### **Committee Reports**

#### **Executive Committee**

Mayor Jon Nehring reported on the February 20, 2020 Executive Committee meeting. The Committee approved a new meeting time of 11:30 a.m. The Board Chair would confirm the appointment of the Community Transit's Puget Sound Regional Council (PSRC) Transportation Board member and Board alternate at the March Board Meeting. The CEO reported on his activities and would provide an update later in the meeting. The next meeting was scheduled for March 19, 2020 at 11:30 a.m.

#### **Finance, Performance & Oversight Committee**

Council Member Mike Todd reported on the February 20, 2020 Finance, Performance & Oversight Committee meeting. Staff provided an overview of the Committee's objectives and processes. The Committee recommended approval of the January payroll and monthly expenditures on the consent agenda. The Committee reviewed the January sales tax and diesel fuel reports. The next meeting was scheduled for March 19, 2020 at 2:00 p.m.

#### **Strategic Alignment & Capital Development Committee**

Mayor Leonard Kelley reported on the February 19, 2020 Strategic Alignment & Capital Development Committee. The Committee reviewed and recommended two items for the consent agenda; Approval of RFP #03-16, Option to Purchase Sixteen 60-foot Heavy Duty Buses and Approval of RFP #03-16, Option to Purchase Twenty-two 40-foot Heavy Duty Buses. The Committee was briefed on the following items: March 2020 Service Change; September 2020 and March 2021 Service Change proposals; Sound

Transit's Link light rail construction activity; and Link Connections Northgate. The Committee approved a new meeting time of 2:00 p.m. The next meeting was scheduled for March 18, 2020 at 2:00 p.m.

### **Consent Calendar**

**Mayor Leonard Kelley moved to approve items A through J.**

- A. Approval of minutes of the February 6, 2020, Board of Directors' Meeting.
- B. Approval of RFP #03-16, Option to Purchase Sixteen 60-foot Heavy Duty Buses.
- C. Approval of RFP #03-16, Option to Purchase Twenty-two 40-foot Heavy Duty Buses.
- D. Approval of vouchers dated January 6, 2020, in the amount of \$892,246.79.
- E. Approval of vouchers dated January 10, 2020, in the amount of \$1,012,774.55.
- F. Approval of vouchers dated January 16, 2020, in the amount of \$1,918,898.59.
- G. Approval of vouchers dated January 22, 2020, in the amount of \$3,563,583.10.
- H. Approval of vouchers dated January 28, 2020, in the amount of \$3,640,644.57.
- I. Approval of vouchers dated January 30, 2020, in the amount of \$955,590.55.
- J. Approval of January 2020 Payroll:
  - 1. Direct Deposits Issued, #s 367660 – 370040 in the amount of \$5,149,243.82.
  - 2. Paychecks Issued, #s 104617 – 104831 in the amount of \$125,291.13.
  - 3. Employer Payroll Tax Deposits in the amount of \$588,910.56.
  - 4. Employer Deferred Compensation for IAM in the amount of \$14,354.44.

**The motion was seconded by Council Member Mike Todd and passed unanimously.**

### **Action Items**

Approval of Resolution No. 01-20, Providing the CEO Authority for Emergency Management During an Emergency or Disaster.

Emmett Heath presented the item. With the Chair's approval, this item was brought directly to the Board given the COVID-19 pandemic circumstance. It broadened the CEO's authority during an emergency or disaster to allow for greater decision making authority. The details of the authority granted were reviewed. It granted temporary authority to the CEO and allowed for the CEO to update the Board at each regularly scheduled Board meeting while Emergency Management functions are being exercised.

Emmett clarified the CEO's authority to declare an emergency.

A Board discussion was held.

Emmett provided an example; that of an employee leave policy change the CEO may take in these circumstances.

**Council Member Mike Todd moved to amend Resolution No. 01-20, and insert a new sentence at the end of section 2: "At the next meeting of the Board, the Board will explicitly affirm or rescind the declaration of a state of emergency."**

A Board discussion was held.

Emmett stated that this resolution provided temporary CEO authority so the agency could act immediately. The Board would have the ability to review each judgement. He clarified that the Board could confirm or rescind the state of emergency at their next Board meeting.

**Council Member Kim Daughtry seconded the motion on the floor.**

**Council Member Mike Todd repeated the amendment to the motion and recommended an additional amendment to Section No. 1 by adding the words “declaring a state of emergency under which the CEO may authorize; authorizing mutual aid agreements, etc.” A vote was taken on the amendments and failed with a vote of two in favor and five opposed.**

**Motion made by Mayor Leonard Kelley to approve Resolution No. 01-20, Providing the CEO Authority for Emergency Management During an Emergency or Disaster as written. The motion was seconded by Council Member Kim Daughtry and passed unanimously.**

### **Chair’s Report**

#### Puget Sound Regional Council Appointments

The Puget Sound Regional Council (PSRC) requested Community Transit appoint one Board member and one Board alternate to the Transportation Policy Board. Chair Nehring recommended Council Member Mike Todd to the position of Board member and Council Member Kim Daughtry to the position of Board alternate.

**Motion made by Mayor Nicola Smith to appoint Council Member Mike Todd to the position of Board member and Council Member Kim Daughtry to the position of Board alternate on the PSRC Transportation Policy Board. The motion was seconded by Mayor Leonard Kelley and passed unanimously.**

### **Chief Executive Officer’s Report**

Emmett Heath reported the following items:

#### Partnership and Advocacy

The State House and Senate budget proposals were released and Community Transit’s funding was kept whole.

#### Employee Engagement

Emmett shared a thank you card he received from an employee who was grateful to the agency for the bereavement leave benefit as it had greatly helped their family.

#### Miscellaneous

Emmett shared that all new Board members and alternates attended the New Board Orientation and thanked them for their participation.

#### COVID-19 Update

Emmett provided an update on the agency’s emergency operations planning work related to COVID-19. The Snohomish County Health District’s guidelines were being followed and the agency was working closely with regional transit partners and regional leaders. Coaches were disinfected daily and coach operators were outfitted with information and supplies. No trips were canceled this week due to staffing levels and ridership levels were decreased. Chair Nehring thanked staff for their efforts.

### **Board Communication**

Labor Representative Lance Norton thanked staff for their COVID-19 work. He was pleased to see the recent million mile coach operators recognized in the Everett Herald.

Council Member Tom Merrill thanked staff for the recent New Board Member Orientation training.

Council Member Mike Todd provided background on the PSRC Board. He explained how agency staff prepared the representative for each meeting. While riding the bus, he met a coach operator celebrating her last day with the agency before retiring.

Mayor Leonard Kelley congratulated Mayor Nehring on the arrival of his new grandchild.

Mayor Nicola Smith thanked staff for the Board Orientation and for the planned Lynnwood bus route expansion. The Mayor would be absent for next month's Board meeting and Laura Johnson, Board alternate, would fill the seat for large cities.

Council Member Jan Schuette shared that she was elected to the PSRC Transportation Policy Board representing the cities & towns in Snohomish County.

### **Executive Session**

There was no executive session.

### **Adjourn**

The meeting adjourned at 4:07 p.m.



Rachel Woods,  
Executive Board Administrator