

**Board of Directors' Meeting  
Thursday, April 2, 2020  
Remote Meeting by Phone\*  
3:00 p.m.**

**Board Members Present**

Council Member Kim Daughtry  
Mayor Leonard Kelley  
Council Member Tom Merrill  
Mayor Jon Nehring  
Council Member Nate 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  
City of Marysville  
Snohomish County  
Labor Representative, non-voting  
City of Arlington  
City of Lynnwood  
City of Mill Creek  
Snohomish County

**Others Present**

Geri Beardsley  
Roland Behee  
Tim Chrobuck  
Mike Gallagher  
Sara Hayden  
Emmett Heath  
Al Hendricks  
Matt Hendricks  
Laura Johnson  
Steve Kim  
Mary Beth Lowell  
Molly Marsicek  
James McNeal  
Deb Osborne  
Cesar Portillo  
Dave Richards  
Juanita Shuler  
Rachel Woods

CT-Director of Administration  
CT-Director of Planning & Development  
CT-Chief Technology Officer  
City of Brier, Board alternate  
CT-Transportation Service Planner  
CT-CEO  
CT-Legal Counsel  
CT-Legal Counsel  
City of Edmonds, Board alternate  
CT-Director of Transportation  
CT-Director of Comms & Public Affairs  
CT-Director of Customer Experience  
City of Bothell, Board alternate  
CT-Chief of Staff  
CT-Director of Employee Engagement  
CT-Director of Maintenance  
CT-Exec. Support/Records Mgmt. Specialist  
CT-Executive Board Administrator

**Call to Order**

Mayor Jon Nehring, Chair, called to order the April 2, 2020 Board of Directors' regular meeting at 3:00 p.m. by phone.

**Roll Call of Members**

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

\*In response to COVID-19 and per the Proclamation by the Governor 20-28 Open Public Meetings Act, the meeting was held without a physical location.

## **Public Comments**

Public comments were submitted in writing and were read by the Executive Board Administrator into the meeting record.

Syn Strobe, Coach Operator, shared his concern for driving coaches in these circumstances and potentially being exposed to this life-threatening illness.

Bradley Barr, Coach Operator, shared that he recently observed passengers at risk on his coach, ill passengers mixed with elderly passengers. He asked to suspend all bus service to save lives.

Victor Riley Dawson, Coach Operator, shared his concern that the bus network was a vessel to spread the virus. He suggested targeted transportation using DART buses. He stated that it was impossible to conduct proper social distance and maintain a virus free environment on our buses.

Joe Kunzler, Skagit County resident, shared his concerns regarding public comment guidelines. He expressed that the Community Transit Corporate Board Room was not a convenient meeting location for members of the public attending by transit. He requested that public hearings be scheduled at the Everett Station and offered his support of the agency.

Timothy Mandapat, Coach Operator, voiced his pandemic concerns and requested more be done to improve driver safety. He was concerned about free fares and riders that were not using the bus for essential trips. He asked that free fares stop, to increase trips to enhance social distancing, to provide hazard pay to coach operators, shut down operations for a deep cleaning, and to obtain more personal protective equipment (PPE.)

Shelley Whitkop, First Transit Coach Operator, shared her concern of people using buses for non-essential trips and endangering the health of essential riders. She requested that something be done to discourage non-essential passengers from riding at this time. <sup>1</sup>

Dave Thompson, ATU Financial Secretary/Treasurer, shared that he was not pleased with management's pandemic response—that they were acting too slowly. He was concerned about the availability of PPE and bus cleanliness. He believed the agency could have cut fares and enforced social distancing sooner. <sup>1</sup>

## **Presentations**

### **Link Connections Northgate 2021 Update**

Roland Behee, Director of Planning and Development, introduced Sara Hayden, Transportation Service Planner, to brief the Board on the Northgate Link Extension project. The 800-series routes and Sound Transit routes would connect to Link at Northgate and would see increased frequency and span. Sound Transit Route 510 and the 400-series would continue to directly serve downtown Seattle. The outreach plan was reviewed and a public hearing was planned for the May 7 Board of Directors' meeting. An extension of the public hearing period was under consideration.

Council Member Wright asked how current funding challenges were expected to impact the project. Roland Behee shared that the plan was budget neutral and that Sound Transit was still on schedule to open of the Northgate Station in 2021.

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<sup>1</sup> This public commenter intended this comment to be included in the meeting's public comments, but it was provided after the submission deadline.

## **Information**

### **Covid-19 Report**

Emmett Heath, CEO, asked for a moment of silence in remembrance of colleague, Scott Ryan, Coach Operator, who tragically passed away. Condolences were expressed to Scott's family at this difficult time. The entire agency was grieving this loss.

National and state organizations considered public transit an essential service and the agency's goal was to keep employees, their families, and the community safe. Many employees were on Community Transit's special supplemental leave and the majority of administrative staff was working from home. Mitigation issues including premium pay for essential, on-site employees was being explored.

Service was currently reduced by 25% and a second stage of reduction was in progress.

Communication and regional integration was reviewed. A regular conference call with the Mobility Partnership consisting of CEOs and general managers of local transit partners took place frequently. Employee communications were regular and a daily meeting was held with the ATU leadership.

A recession readiness report was in progress. Fares were temporarily suspended. It was unclear how these revenues would be impacted and for what duration.

Questions were taken from the Board.

Councilmember Wright asked about the status of DART services. Emmett shared that DART was operating at a highly reduced level of service. Homage drivers had equitable PPE supplies and cleaning standards.

Labor Representative Norton read a statement from ATU Local 1576. They were concerned about a lack of PPE supplies and other safety precautions were not being addressed. The Union organized efforts to create safety kits for the drivers. They did not feel that Community Transit acted soon enough and that they did not partner with the Union to address the concerns of their workers. They appreciated their daily meeting with the agency. They requested passenger counts be limited, protection barriers be installed, and that employees at the base be put on call if they were not essential.

## **Committee Reports**

### **Executive Committee**

Mayor Jon Nehring reported on the March 19, 2020 Executive Committee meeting. The CEO provided an overview of the agency's response and plans for COVID-19 and the CEO report. The Committee confirmed the April 16 Quarterly Board Workshop would be canceled. The next meeting was scheduled for April 16, 2020 at 11:30 a.m.

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

Council Member Mike Todd reported on the March 19, 2020 Finance, Performance & Oversight Committee meeting. The Committee reviewed and recommended Board approval of RFP #2020-001 Vehicle Cleaning Services on the consent agenda. The Committee reviewed and recommended one item for the action agenda; Resolution No. 02-20, Mid-year Budget Amendment. The Committee recommended approval of the February payroll and monthly expenditures on the consent agenda. The Committee reviewed the Fourth Quarter Unaudited Financial Report, February sales tax and diesel fuel reports. The next meeting was scheduled for April 16, 2020 at 2:00 p.m.

### Strategic Alignment & Capital Development Committee

Mayor Leonard Kelley reported on the March 18, 2020 Strategic Alignment & Capital Development Committee. The Committee reviewed and recommended one item for the consent agenda; RFQ #2017-079 Task Order for Facilities Master Plan Phase 3A Design. The Committee was briefed on the following items: The facilities master plan base project; regional transit and light rail integration at Northgate 2021; and Sound Transit's light rail construction in light of the coronavirus outbreak. Staff also reported on the deferment of the September 2020 Service Change, moving out the public outreach process and hearing, due to the COVID-19 situation. The next meeting was scheduled for April 15, 2020 at 2:00 p.m.

### Consent Calendar

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

- A. Approval of minutes of the March 5, 2020, Board of Directors' Meeting.
- B. Award of RFP 2020-001, Vehicle Cleaning Services.
- C. Award of RFQ 2017-079, Task Order for Merrill Creek Maintenance & Operations Building – Facilities Master Plan Phase 3A Design.
- D. Approval of vouchers dated February 7, 2020, in the amount of \$1,491,767.65.
- E. Approval of vouchers dated February 12, 2020, in the amount of \$680,829.06.
- F. Approval of vouchers dated February 19, 2020, in the amount of \$2,144,509.99.
- G. Approval of vouchers dated February 24, 2020, in the amount of \$1,750,281.35.
- H. Approval of vouchers dated February 27, 2020, in the amount of \$2,776,464.14.
- I. Approval of February 2020 Payroll:
  1. Direct Deposits Issued, #s 370041 – 371640 in the amount of \$3,421,587.83.
  2. Paychecks Issued, #s 104832 – 104902 in the amount of \$88,911.96.
  3. Employer Payroll Tax Deposits in the amount of \$394,475.43.
  4. Employer Deferred Compensation for IAM in the amount of \$9,694.20.

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

### Action Items

#### Approval of Resolution No. 02-20, Mid-year Budget Amendment

Cesar Portillo, Director of Employee Engagement, presented the Mid-Year Budget Amendment. Salaries were approved as part of the 2020 Budget approval process in December 2019. With the recent agency reorganization at the leadership level, compensation contractor Gallagher Benefit Solutions recommended adjusting salary bands for these leadership positions.

**Motion made by Council Member Mike Todd to approve Resolution No. 02-20, Mid-year Budget Amendment amending the 2020 Administrative Pay Plan salary range table, including ranges D73 and E9 and adjustment to salary range of E8. The motion was seconded by Council Member Kim Daughtry and was approved by a vote of eight in favor, one against.**

### Chair's Report

Chair Nehring acknowledged the comments and concerns shared with the Board. Hearts were with our coach operators, mechanics and their families. He thanked Emmett for his work and requested everyone work in partnership to continually adapt to the changing conditions. The needs of employees and customers was the continued priority.

### **Chief Executive Officer's Report**

Emmett Heath thanked the ATU for their comments on the emerging and changing environment. At the March meeting, the Board approved Resolution No. 01-20, providing the CEO authority during an emergency or disaster. Since then, a work-from-home an on-call pay policy were implemented. A supplemental paid leave and employee benefit program was put into action. Other items that currently fell under the expanded delegation included the suspension of fares.

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) included \$25 billion for public transit. Funds would be appropriated through the Puget Sound Regional Council (PSRC) for distribution. At the state level, a special session was expected.

### **Board Communications**

Council Member Jan Schuette asked about the agency's supply of personal protective equipment (PPE). Emmett shared that even with the supply chain issues, the agency had met the minimal level of supplies. Staff was working to increase the stock of supplies to make them available in increased quantities.

Mayor Nicola Smith, reinforced Chair Nehring's sentiments and asked for continued collaboration and communication in this difficult time.

Council Member Mike Todd reported that the PSRC regular meeting and transit caucus was canceled for the following week. Coach operators were concerned about too many passengers and some non-essential riders. He asked Emmett if other agencies were experiencing this and if it was a topic of the Mobility Partnership. Emmett shared that this was a regular topic and shared how partner agencies were approaching this concern. Community Transit was looking at ways to mitigate non-destination passengers.

### **Executive Session**

There was no executive session.

### **Adjourn**

The meeting adjourned at 4:48 p.m.



Rachel Woods,  
Executive Board Administrator