

**Board of Directors' Meeting
Thursday, May 7, 2020
Remote Meeting*
3:00 p.m.**

Board Members Present

Council Member Kim Daughtry	City of Lake Stevens
Mayor Leonard Kelley	City of Stanwood
Council Member Tom Merrill	City of Snohomish
Mayor Jon Nehring	City of Marysville
Council Member Nate Nehring	Snohomish County
Lance Norton	Labor Representative, non-voting
Council Member Jan Schuette	City of Arlington
Mayor Nicola Smith	City of Lynnwood
Council Member Mike Todd	City of Mill Creek
Council Member Stephanie Wright**	Snohomish County

Others Present ***

Geri Beardsley	CT-Director of Administration
Roland Behee	CT-Director of Planning & Development
Sara Burnett	CT-Labor Relations Specialist
Tim Chrobuck	CT-Chief Technology Officer
Mike Gallagher	City of Brier, Board alternate
Davor Gjurasic	CT-State Lobbyist
Emmett Heath	CT-CEO
Al Hendricks	CT-Legal Counsel
Laura Johnson	City of Edmonds, Board alternate
Steve Kim	CT-Director of Transportation
Mary Beth Lowell	CT-Director of Comms & Public Affairs
Molly Marsicek	CT-Director of Customer Experience
Deb Osborne	CT-Chief of Staff
Cesar Portillo	CT-Director of Employee Engagement
Dave Richards	CT-Director of Maintenance
Juanita Shuler	CT-Exec. Support/Records Mgmt. Specialist
Rachel Woods	CT-Executive Board Administrator

Call to Order

Mayor Jon Nehring, Chair, called to order the May 7, 2020 Board of Directors' regular meeting at 3:00 p.m. by phone and by web meeting.

Roll Call of Members

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

Public Comments

*In response to COVID-19 and per the Proclamation by the Governor 20-28 Open Public Meetings Act, the meeting was held remotely.

**Indicates late arrival.

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

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

Joe Kunzler, Skagit County resident, shared his support of remote Board meetings and his concern regarding the time and location of regular Board meetings. He supported public transit.

Information

Covid-19 Response Update

Emmett Heath, CEO, reported that overall ridership was down about 70%. Bus service was currently being offered at a 70% level. Bus fares would continue to be suspended until at least the end of May.

Staffing levels were reviewed. Staff were both working remotely and onsite. On hand PPE inventory was significantly growing and continued to be a procurement focus. Employee communications were regular and included a new video Q&A format.

COVID employee cases had been stable, with no new positive cases in the past five weeks.

The leadership team was focused on planning for the future including restoration of fares and service plans that would best serve customers and be effective through 2020.

Sound Transit's construction projects including Northgate Link station and Lynnwood Link station were on schedule. Inter-agency coordination to prepare for these openings was still active.

Covid-19 Financial Update

Geri Beardsley, Director of Administration, provided a financial update. Early steps were underway to assess revenue and expenses. Financial projections for rapid recovery and slow recovery scenarios were reviewed. Preliminary sales tax projections and fare revenue projections were reviewed. The March sales tax receipts would be seen in May. The April receipts would be available in June and reported to the Board at their June 4 meeting.

The federal CARES Act Relief funding was one-time emergency relief of \$39 million. These funds would be used to offset higher expense and unanticipated loss of revenue due to COVID-19. This funding would ensure a strong position for 2020 but would not cover all expenses and lost revenue or substantial need that was projected for subsequent years.

Council Member Stephanie Wright joined the meeting at 3:35 p.m.

Next steps included adjustments to expenditures, regular updates to the Board, coordination with other agencies. More specifics and options would be provided as sales tax report information became available.

Mayor Nehring asked about the status of diesel fuel expenses. The diesel fuel expenses were holding steady and within budget.

Presentations

Legislative Session Report

Davor Gjurasic, Lobbyist, provided a report on the 2020 Washington State Legislative session. Primary issues included ensuring project funding that was at risk following the passage of Initiative 976. This included funding for Regional Mobility Grants and Connecting Washington. Vanpool replacement and expansion were still awaiting funding.

One piece of legislation passed that had possible future impact to the agency, the block the box pilot. This pilot used automated traffic safety cameras to improve traffic flow.

House Bill 2929 provided that Non-Voting Union members on transit boards become full voting members. This legislation was introduced late in the session but not given a hearing.

Bills that dealt with current and future Washington State Department of Transportation (WSDOT) policy goals were reviewed. The Washington Traffic Safety Commission would conduct two pilot projects; automated enforcement technology for high occupancy vehicle lane compliance and block the box.

Committee Reports

Executive Committee

Mayor Jon Nehring reported on the April 16, 2020 Executive Committee meeting. The CEO provided an overview of the agency's response and plans for COVID-19 and the CEO report. The next meeting was scheduled for May 21, 2020 at 11:30 a.m.

Finance, Performance & Oversight Committee

Council Member Mike Todd reported on the April 16, 2020 Finance, Performance & Oversight Committee meeting. The Committee recommended approval of the March payroll and monthly expenditures on the consent agenda. The Committee was provided a COVID-19 financial update and reviewed the March sales tax and diesel fuel reports. The next meeting was scheduled for May 21, 2020 at 2:00 p.m.

Strategic Alignment & Capital Development Committee

Mayor Leonard Kelley reported on the April 15, 2020 Strategic Alignment & Capital Development Committee. The Committee reviewed and recommended one item for the consent agenda; RFQ #2017-079 Task Order for Merrill Creek Administration Building – Facilities Master Plan Phase 2 Design to Otak, Inc. The Committee was briefed on modifications to service practices and reduction in trips in response to the COVID-19 pandemic and on the Link Connections Northgate public outreach status. The next meeting was scheduled for May 20, 2020 at 2:00 p.m.

Consent Calendar

Council Member Kim Daughtry moved to approve items A through J.

- A. Approval of minutes of the April 2, 2020, Board of Directors' Meeting.
- B. AWARD of RFQ #2017-079 Task Order for Merrill Creek Administration Building – Facilities Master Plan Phase 2 Design.
- C. Approval of vouchers dated March 4, 2020, in the amount of \$1,480,709.78.
- D. Approval of vouchers dated March 9, 2020, in the amount of \$653,574.73.
- E. Approval of vouchers dated March 11, 2020, in the amount of \$421,951.35.
- F. Approval of vouchers dated March 17, 2020, in the amount of \$926,128.89.
- G. Approval of vouchers dated March 20, 2020, in the amount of \$5,370,354.96.
- H. Approval of vouchers dated March 24, 2020, in the amount of \$4,798,542.35.
- I. Approval of vouchers dated March 30, 2020, in the amount of \$1,987,718.17.

J. Approval of March 2020 Payroll:

1. Direct Deposits Issued, #s 371641 – 373243 in the amount of \$3,345,252.11.
2. Paychecks Issued, #s 104903 – 104975 in the amount of \$120,997.56.
3. Employer Payroll Tax Deposits in the amount of \$389,273.57.
4. Employer Deferred Compensation for IAM in the amount of \$9,123.42.

The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Action Items

Authorizing the CEO to Execute a Memorandum of Understanding for a One-Year Labor Contract Extension between Community Transit and the International Association of Machinists Lodge No. 160

Sara Burnett, Labor Relations Specialist, reported that the current contract between Community Transit and the International Association of Machinists (IAM) Lodge No. 160 representing Transportation Supervisors and Instructors employees expired April 30, 2021. Both Community Transit and the International Association of Machinists (IAM) Lodge No. 160 were supportive of this one-year extension, which included a 3% wage increase and extension of all other contract provisions and MOUs.

Motion made by Mayor Leonard Kelley to authorize the CEO to execute a Memorandum of Understanding for a one-year labor contract extension between Community Transit and the International Association of Machinist District Lodge No. 160 representing Transportation Supervisors and Instructors employees. The motion was seconded by Council Member Mike Todd and passed unanimously.

Chair's Report

Chair Nehring thanked staff for arranging to hold the Board meeting on the Zoom platform. He asked that the platform also be made available for Committee meetings.

Chief Executive Officer's Report

Emmett Heath shared that the agency was well connected with federal partners and recently sent letters to its federal delegation. Snohomish County Council Member Jared Mead was recently selected by the Council to serve as an alternate on the Community Transit Board. The City of Everett was exploring transit service alternatives and would be conducting analysis and community outreach.

Board Communications

Council Member Kim Daughtry reported that the Lake Stevens summer Aquafest event was canceled but that the Memorial Day dedication at the war memorial was expected to take place.

Labor Representative Lance Norton thanked staff for their hard work during this difficult time.

Council Member Schuette stated that staff's excellent work was noticed.

Mayor Nicola Smith shared her appreciation of staff and the work being done under Emmett's leadership.

Council Member Mike Todd was proud of Community Transit during these times. The Puget Sound Regional Council (PSRC) Transportation Policy Board had canceled its April and May meetings but was continuing to work on grant requests. He provided a report on the PSRC April Executive Committee.

Executive Session

There was no executive session.

Adjourn

The meeting adjourned at 4:11 p.m.



Rachel Woods,
Executive Board Administrator