

**Board of Directors' Meeting
Thursday, June 4, 2020
Remote Meeting*
3:00 p.m.**

Board Members Present

Council Member Kim Daughtry	City of Lake Stevens
Council Member Mike Gallagher	City of Brier, Board alternate
Mayor Leonard Kelley	City of Stanwood
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

Board Members Absent

Council Member Tom Merrill	City of Snohomish
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Others Present **

Mary Albert	CT-Budget Manager
Sabina Araya	CT-Manager of Service Planning
Geri Beardsley	CT-Director of Administration
Roland Behee	CT-Director of Planning & Development
Tim Chrobuck	CT-Chief Technology Officer
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

Public Hearing for 2021 Northgate Link Service Restructure Proposal

Mayor Jon Nehring, Chair, called to order the June 4, 2020 Public Hearing for the 2020 Northgate Link Service Restructure Proposal for 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.**

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

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

Public Comment

Joe Kunzler, Skagit Valley resident, provided comments on the proposed Northgate service change.

Close Hearing

Mayor Jon Nehring, Chair, closed the public hearing at 3:07 p.m.

Call to Order

Mayor Jon Nehring, Chair, called to order the June 4, 2020 Board of Directors Meeting at 3:07 p.m.

Public Comments

Joe Kunzler made comments regarding social equality.

Information

Covid-19 Response Update

Roland Behee, Director of Planning and Development, reported that overall ridership was down approximately 80%. Bus service was currently being offered at a 70% level. Service was expected to increase to 75% on July 5 and 85% on September 20 with a sustained 85% service level until at least March 2021.

Far collection began on Swift June 1 and the earliest fares would be restored to the rest of the system would be July 1. Face shields and barriers were being evaluated with driver input. PPE inventory had increased to a multi-year supply.

Consumer research was underway including a survey to learn about riders' needs and concerns. Community Transit had recently participated in a public service announcement with partner transit agencies. On May 20, a multi-agency outreach event provided connections to health screenings and health resources for non-destination riders.

Employee telework was scheduled to continue through at least July 6. Short-term HR policy changes were starting to be dialed back including the on call policy and premium pay. Given that the agency would not be returning to pre-COVID-19 service levels until at least March 2021, coach operator positions would be reduced to match staffing needs. The goal was to continue to provide essential services to the community, maintain financial stability, and position the agency for an early and strong recovery.

Covid-19 Financial Update

Geri Beardsley, Director of Administration, reviewed the agency's sustainable financial model illustrating how revenue flowed to the capital program, operations, reserves, and statutory obligations. The financial status provided to the Board at the May meeting was reviewed. As new information was collected, the financial scenarios would continue to be refined.

Roland Behee presented the gap between previously forecasted revenues and current revenues. The six-year forecast was reviewed. A balance of strategies would be used to mitigate revenue impact. Those strategies included deferring service expansion, service reduction, operating/capital savings, CARES Act funding and one-time reserve bridge funding. This would be adjusted as upward/downward future conditions were needed.

Monthly sales tax revenues were reviewed. The May sales tax revenue was approximately 24% lower than 2019 actuals. The impact to service levels was reviewed. An 85% service level was comparable to the service level prior to the March 2019 Swift Green line. The goal was to preserve as much service for customers as possible.

Cost management strategies included service reductions, a one-time reserves savings of \$85.5 million, capital projects/program, and additional strategies. Other examples of savings included a recently canceled vanpool vans purchase and a bus order was also considered for cancelation. Additional strategies included reduction in travel, postponement of projects, voluntary employee separations and a selective hiring freeze.

Presentations

Link Connections at Northgate Outreach Status

Sabina Araya, Manager of Service Planning, provided an update on public outreach for the Northgate Link. Initial public comment opened April 2 and was extended one month, to June 4, to allow the public additional time to respond. Phase 2 of the service proposal and updates were reviewed. Early feedback received in Phase 1 of public outreach shared that University of Washington-U District riders' needs would be met with a transfer to Northgate Link. A full summary of outreach efforts would be provided to the Board in the coming weeks; Board action was deferred to the fall.

Committee Reports

Executive Committee

Mayor Jon Nehring reported on the May 28, 2020 Executive Committee meeting. The CEO provided the CEO report, including an overview of the agency's COVID-19 updates. The next meeting was scheduled for June 18, 2020 at 11:30 a.m.

Finance, Performance & Oversight Committee

Council Member Mike Todd reported on the May 21, 2020 Finance, Performance & Oversight Committee meeting. The Committee recommended approval of the Resolution No. 03-20, amending the 2020 Budget on the action agenda. The Committee was provided a COVID-19 financial update and reviewed the April sales tax and diesel fuel reports. The next meeting was scheduled for June 18, 2020 at 2:00 p.m.

Strategic Alignment & Capital Development Committee

Mayor Leonard Kelley reported on the May 20, 2020 Strategic Alignment & Capital Development Committee meeting. The Committee reviewed Job Order #2018-092-07, Kasch Park Operating Base Painting. This project was later postponed. The Committee was briefed on outreach efforts for proposed Regional Bus and Light Rail Integration in Northgate in fall of 2021. The Committee was also briefed on the Swift Blue Line extension and advised of agenda topics for the June 2020 meeting. The next meeting was scheduled for June 17, 2020 at 2:00 p.m.

Consent Calendar

Mayor Leonard Kelley moved to approve items A through G.

- A. Approval of minutes of the May 7, 2020, Board of Directors' Meeting.
- B. Approval of vouchers dated April 01, 2020, in the amount of \$905,805.78.
- C. Approval of vouchers dated April 08, 2020, in the amount of \$646,354.55.
- D. Approval of vouchers dated April 14, 2020, in the amount of \$1,121,186.66.

- E. Approval of vouchers dated April 20, 2020, in the amount of \$3,452,431.45.
- F. Approval of vouchers dated April 27, 2020, in the amount of \$6,145,796.51.
- G. Approval of April 2020 Payroll:
 - 1. Direct Deposits Issued, #s 372444 – 374849 in the amount of \$3,759,666.92.
 - 2. Paychecks Issued, #s 104976 – 105600 in the amount of \$664,328.15.
 - 3. Employer Payroll Tax Deposits in the amount of \$501,718.90.
 - 4. Employer Deferred Compensation for IAM in the amount of \$10,233.25.

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

Action Items

Approval of Resolution No. 03-20, Amending the 2020 Budget

Mary Albert, Budget Manager, presented an overview of the 2020 Budget amendment. The budget amendment updated the 2020 budget for projects and other costs that were not known at the time the budget was adopted.

Council Member Daughtry asked if the LED light conversion project would yield a cost savings. Roland Behee shared that it would take several years to see the cost savings and that it was a project that could easily be deferred.

Council Member Todd asked about changes to agency projects, such as the recent postponement of the Kasch Park Operating Base painting project. Roland Behee responded that the capital program was being reviewed for further adjustments.

Council Member Daughtry asked if a budget amendment was necessary at this time. Mary Albert responded that the approval to transfer funds from budgets, such as the approval to transfer funds from reserves should not be delayed.

Council Member Todd shared that it was good to keep projects in motion as reasonable bids could be received at this time and project costs were likely to increase in the future.

Council Member Mike Todd made a motion to approve Resolution No. 03-20 to amend the 2020 budget. The motion was seconded by Council Member Kim Daughtry and passed unanimously.

Chair's Report

Chair Nehring shared that the July 2 Board Meeting fell on the Thursday before a three day holiday weekend and encouraged Board members to notify staff if they could not participate in the meeting.

Chief Executive Officer's Report

Deb Osborne, Chief of Staff, reported that Emmett Heath, CEO, was invited to an interview with Dr. Splitters and Executive Somers on the COVID-19 response on May 29. On June 8, Emmett would speak with the Shoreline City Council about service plans in their community including the Swift Blue Line expansion.

The Swift Blue Line expansion project was recommended to receive \$3.2 million in Regional CMAQ funding by PSRC. Agency priorities for a possible *Washington State Legislature* special session were prepared.

Board Communications

Council Member Mike Todd shared that the Puget Sound Regional Council (PSRC) Transportation Policy Board canceled its June meeting and was expected to meet in July. The PSRC TPB Transit Caucus had a meeting scheduled for the following week and staff were thanked for their meeting support.

Executive Session

There was no executive session.

Adjourn

The meeting adjourned at 4:11 p.m.



Rachel Woods,
Executive Board Administrator