

**Board of Directors' Meeting  
Thursday, November 7, 2019  
Community Transit Board Room  
3:00 p.m.**

**Board Members Present**

Councilmember Kim Daughtry  
Mayor Dave Earling  
Mayor Leonard Kelley  
Mayor Jon Nehring  
Lance Norton  
Councilmember Terry Ryan  
Councilmember Jan Schuette  
Councilmember Mike Todd

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

**Board Members Absent**

Councilmember Joe Neigel  
Councilmember Stephanie Wright

City of Sultan  
Snohomish County

**Others Present**

Mary Albert  
Sabina Araya  
Ken Bailey  
Jessica Barr  
Roland Behee  
Howard Boyle  
Art Brauel  
Tim Chrobuck  
Molly Deardorff  
June DeVoll  
Glenn DeWitt  
Luke Distelhorst  
JT Dray  
Ashley Duber  
Veralee Estes  
Lori Fox  
Cristina Gruber  
Tina Guzinski  
Steve Hanks  
Emmett Heath  
Janice Helmann  
Alan Hendricks  
Chad Hudson  
George Hurst  
Cathy Jackson  
Todd Jacobs  
Rick Jurkovic  
Ginny Justiniano  
Steve Kim

CT-Budget Manager  
CT-Manager of System Planning  
CT-Vehicle Maintenance Manager  
Employment Security Department  
CT-Manager of Planning  
CT-Coach Operator  
CT-Customer Care Manager  
CT-Chief Technology Officer  
CT-Capital Development Project Assistant  
CT-Manager of Regional Programs & Projects  
Snohomish County Sheriff's Office  
CT-Public Information Specialist  
Everett Transit Stakeholders Group  
CT-Project Assistant  
CT-HR Program Manager  
CT-Controller  
CT-Budget and Data Analyst  
CT-HR Generalist  
Assistant Manager of Projects and Programs  
CT-CEO  
CT-Data Program Supervisor  
CT-Legal Counsel  
CT-GIS Program Coordinator  
City of Lynnwood, Board alternate  
CT-Administrative Assistant II  
CT-Capital Project Manager  
ATU  
CT-Procurement and SBE/DBE Specialist  
CT-Director of Transportation

James Lapsley  
Wade Mahala  
Claudia McConnell  
Steve McGraw  
Laurel McJannet  
Erin Monroe  
Martin Munguia  
Joy Munkers  
Tom Norcott  
Deb Osborne  
Michael Porter  
Cesar Portillo  
Dave Richards  
Jessica Schnell  
Juanita Shuler  
Greg Stamatiou  
Nashika Stanbro  
Kate Tourtellot  
David True  
Steve Winecoff  
Michael Winters  
Olivia Woods  
Rachel Woods

Veterans Employment Representative  
CT-Manager of Contracted Transportation  
CT-Administrative Assistant II  
Homage  
CT-Digital Content Specialist  
Workforce Snohomish  
CT-Communications Manager  
CT-Director of Planning & Development  
Self  
CT-Chief of Staff  
CT-Schedule Analyst  
CT-HR Manager  
CT-Director of Maintenance  
CT-Administrative Assistant  
CT-Exec. Support/Records Mgmt. Specialist  
CT-Assistant Manager of Capital Development  
CT-Public Information Specialist  
CT-Senior Transportation Planner  
CT-Capital Development Program Manager  
Homage Senior Services  
First Transit  
CT-Data Analyst  
CT-Executive Board Administrator

### **Public Hearing for 2019-2024 Transit Development Plan**

Mayor Dave Earling, Chair, opened the public hearing for Community Transit's 2019-2024 Transit Development Plan at 3:00 p.m. and solicited public comment on the plan. There were no comments and the public hearing was closed at 3:01 p.m.

### **Public Hearing 2020 Budget**

Chair Earling opened the public hearing for Community Transit's 2020 Proposed Budget at 3:01 pm and solicited public comments on the budget. There were no comments and the public hearing closed at 3:02 p.m.

### **Call to Order**

Chair Earling called to order the November 7, 2019 Board of Directors' regular meeting at 3:02 p.m. at the Community Transit Board Room, Everett, Washington.

### **Agenda**

The Executive Session was canceled from the meeting agenda.

### **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, recognized Howard Boyle, Coach Operator, for his 25 years of service. Howard was appreciated by his coworkers for his work ethic and excellent customer service. Mr. Boyle commented that it was an honor to serve the public and agency.

### **Hire-a-Vet Award**

Erin Monroe of Workforce Snohomish, Jessica Barr of the Employment Security Department, and James Lapsley, Local Veterans Employment Representative, summarized why Community Transit was selected to receive the 2019 Hire-a-Vet award. They commented that Community Transit demonstrated an excellence in recruiting, hiring and retaining veterans. Emmett Heath, CEO, received the award on behalf of the agency and invited veterans in attendance to join for a photo and recognition. Chair Earling recognized Erin Monroe on behalf of the Board for her impact at Workforce Snohomish.

## **Committee Reports**

### **Executive Committee**

Chair Earling reported on the October 17, 2019 Executive Committee meeting. The CEO reported on his activities and would provide an update later in the meeting. An Executive Session was held for current litigation and the Board was updated on the topic during Executive Session at the October 24, 2019 Quarterly Board Workshop. The next meeting was scheduled for November 21, 2019 at 1:00 p.m.

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

Councilmember Kim Daughtry reported on the October 17, 2019 Finance, Performance & Oversight Committee meeting. The Committee recommended approval of the September payroll and monthly expenditures on the consent agenda. The Committee reviewed and forwarded to the consent agenda, for Board approval, the Award of RFP 2019-79 for Apparel Uniforms, Accessories, Products and Services. The Committee was briefed on the third-quarter transit police report. The 2020 proposed budget was presented and reviewed by the Board at the October 24, 2019 Quarterly Board Workshop. The Committee reviewed the September sales tax and diesel fuel reports. The next meeting was scheduled for November 21, 2019 at 2:00 p.m.

### **Strategic Alignment and Capital Development Committee**

Chair Earling reported on the October 16, 2019 Strategic Alignment and Capital Development Committee meeting. The Committee reviewed and forwarded as an action item for Board approval, Resolution No. 07-19, adopting the 2019-2024 Transit Development Plan. The Committee heard updates on the 2021 Northgate Link Extension and briefed the Board at the October 24, 2019 Quarterly Board Workshop. The Committee was updated on all three lines of *Swift* Bus Rapid Transit. The next meeting was scheduled for November 20, 2019 at 3:00 p.m.

## **Consent Calendar**

**Councilmember Kim Daughtry moved to approve items A through K.**

- A. Approval of minutes of the October 3, 2019, Board of Directors' Meeting.**
- B. Approval of minutes of the October 24, 2019 Board of Directors' Quarterly Workshop.**
- C. Authorize the CEO to Award RFP 2019-079 for Apparel, Uniforms, Accessories, Products and Services.**
- D. Approval of vouchers dated September 05, 2019, in the amount of \$1,097,497.81.**
- E. Approval of vouchers dated September 10, 2019, in the amount of \$2,171,167.33.**
- F. Approval of vouchers dated September 13, 2019, in the amount of \$1,012,401.48.**
- G. Approval of vouchers dated September 17, 2019, in the amount of \$1,497,961.79.**
- H. Approval of vouchers dated September 19, 2019, in the amount of \$629,167.72.**
- I. Approval of vouchers dated September 25, 2019, in the amount of \$3,853,931.37.**

- J. Approval of vouchers dated September 27, 2019, in the amount of \$353,417.**
- K. Approval of September 2019 Payroll:**
  - 1. **Direct Deposits Issued, #s 361213 – 362786 in the amount of \$3,267,840.90.**
  - 2. **Paychecks Issued, #s 104320 – 104394 in the amount of \$94,256.28.**
  - 3. **Employer Payroll Tax Deposits in the amount of \$368,113.90.**
  - 4. **Employer Deferred Compensation for IAM in the amount of \$8,975.27.**

**The motion was seconded by Mayor Jon Nehring and passed unanimously.**

### **Action Items**

#### Approval of Resolution No. 07-19, Adopting the 2019-2024 Transit Development Plan

Kate Tourtellot, Senior Transportation Planner, presented an overview of the Transit Development Plan, which included plans for expanded service. Capital projects included the *Swift* Orange Line and *Swift* Blue Line extension. Councilmember Mike Todd asked about a public comment regarding service to UW Bothell.

**Motion was made by Mayor Jon Nehring to approve Resolution No. 07-19, adopting the 2019-2024 Transit Development Plan. The motion was seconded by Mike Todd and passed unanimously.**

### **Chair's Report**

Chair Earling thanked Board members for participating in the 2019 CEO & Agency evaluations. The item would be brought to the full Board for discussion at the December 5, 2019 Board meeting.

#### Approval of Resolution No. 11-19, Joy Munkers Recognition

Chair Earling recognized Joy Munkers, Director of Planning and Development for her 32 years of service at Community Transit. Emmett read into the record Resolution No. 11-19, honoring Joy Munkers and celebrating her achievements. The Board offered their congratulations. Chair Earling recognized Joy for her agency influence and her skill at planning for the future. Joy commented that she was proud of the agency's accomplishments and thanked her team, predecessors and the Board of Directors.

**Motion was made by Councilmember Mike Todd to Approve Resolution No. 11-19, recognizing Joy Munkers, Director of Planning and Development, on the occasion of her retirement after 32 years of service to the agency. The motion was seconded by Councilmember Kim Daughtry and passed unanimously.**

Mayor Jon Nehring departed at 3:47 p.m.

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

Emmett Heath, CEO, reported the following items:

#### Partnership and Advocacy

Emmett attended the North Sound Transportation Alliance meeting on October 18, 2019. He attended a welcome event for Dr. Darias Willis, the new President of Everett Community College. Dr. Willis was invited to present at an upcoming Board meeting.

Emmett, along with staff and Board members, attended the American Public Transportation Association (APTA) annual conference in October. Councilmember Jan Schuette commented that the conference reinforced Community Transit's innovative work. Councilmember Mike Todd shared his takeaways including first and last mile efforts, a panel on Transportation Network Companies and scooter/bike share programs. The Transit Cooperative Research Program was a good resource for transit information and reports. Mayor Leonard Kelley commented about electric scooter efforts. At the event, the Federal Transit Administration Acting Administrator referenced her August visit to Community Transit and recognized the agency for its innovation.

Roland Behee, Manager of Planning, and Emmett Heath presented to the Everett City Council on November 6, 2019. An article from Everett News summarized the presentation and was provided to the Board. An article in the Herald was expected for the next day. Board members were invited to contact Emmett with questions.

The sixty-day legislative session would begin in January. If I-976 passed, it was likely most of the legislative session would address expected revenue impacts. Future constraints on grant funding were expected, but details were still unknown.

The federal appropriations bills were moving through Congress. Appropriation levels were expected to meet or exceed anticipated levels.

#### Operational Excellence

*Swift* bus rapid transit was celebrating 10-years of service to the community—a handout was provided to Board members.

The annual United Way Campaign of Snohomish County was complete. Staff were thanked for generously contributing more than \$33,000.

The annual Employee Thanksgiving Lunch was scheduled for November 20, 2019 and Board members were invited to attend.

The Community Transit Board Composition and Selection meeting was scheduled for January 16, 2020 at 4:00 p.m. At the February Board meeting, the acting chair would lead the election of officers for the year 2020.

#### Board Communication

Labor Representative Lance Norton congratulated Board members on their election results.

Councilmember Kim Daughtry shared news about the success of the Lake Stevens Halloween Harvest Festival. The Downtown Lake Stevens Tree Lighting event was scheduled for December 3, 2019.

Councilmember Mike Todd commented on the positive recognition Community Transit received at the APTA annual conference.

Councilmember Terry Ryan shared that the Snohomish County budget included funding to support a study that would be used to request federal funds to expand 164th Street in Mill Creek.

Mayor Dave Earling shared the success of the Edmonds Halloween Trick-or-Treat event.

#### Adjourn

The meeting adjourned at 4:09 p.m.



Rachel Woods,  
Executive Board Administrator