

**Board of Directors' Meeting
Thursday, January 5, 2017
Community Transit Board Room
3:00 p.m.**

Board Members Present

Mayor Dave Earling	City of Edmonds
Mayor Jennifer Gregerson	City of Mukilteo
Councilmember Tom Hamilton	City of Snohomish
Mayor Jon Nehring	City of Marysville
Lance Norton	Labor Representative, non-voting
Councilmember Terry Ryan	Snohomish County
Councilmember Jan Schuette	City of Arlington
Councilmember Mike Todd	City of Mill Creek
Councilmember Stephanie Wright	Snohomish County

Board Members Absent

Mayor Leonard Kelley	City of Stanwood
----------------------	------------------

Others Present

Chris Anderson	Service Master
Jenny Anderson	Self
Ross Ardrey	NW Management Consulting, Inc.
Ken Bailey	CT-Vehicle Maintenance Manager
Theresa Bauccio-Teschlog	CT-Procurement and SBE/DBE Specialist
Colleen Baumann	CT-Manager of Transportation Operations
Geri Beardsley	CT-Director of Administration
Roland Behee	CT-Strategic Planning Unit Manager
Art Braeul	CT-Customer Services Manager
Sara Burnett	CT-Labor Relations Manager
Don Burr	CT-Security Manager
Melissa Cauley	CT-Grants Program Manager
Sean Christensen	CT-Public Information Specialist
Tim Chrobuck	CT-Chief Technology Officer
Kit Na Davies	CT-Data Analyst
June DeVoll	CT-Manager Strategic Planning & Grants
Tom Dietz	Senior Services Snohomish County
Mr. Dray	Self
Barbara Earl	BETS Consulting
Carla Freeman	CT-Labor Specialist
Jeanine Gallacci	CT-Organizational Development Manager
Bonnie Ginsberg	CT-Marketing Manager
Steve Hanks	CT-Ass. Mgr. of Projects & Programs
Emmett Heath	CT-Chief Executive Officer
Allen Hendricks	Legal Counsel
Janice Hellmann	CT-Data Program Supervisor
George Hurst	City of Lynnwood, Board alternate
Rick Jurkovic	ATU #1576
Bill Kalinowski	CT-Data Specialist
Wade Mahala	CT-Manager of Contracted Transportation

Jan McBride
Claudia McConnell
Gail McNutt
Cherrill Mears
Todd Morrow
Martin Munguia
Joy Munkers
Deb Osborne
Dave Richards
Ken Rutz
Juanita Shuler
Barbara Taylor
Carol Thompson
Bob Throckmorton
Kate Tourtellot
David True
Fred Worthen
Jeri Welch

CT-Executive Office Manager
CT-Administrative Assistant II
CT-Administrative Coordinator
CT-Business Analyst
CT-Chief of Strategic Communications
CT-Corporate Communications Manager
CT-Director of Planning & Development
CT-Executive Projects Manager
CT-Director of Maintenance
First Transit
CT-Administrative Assistant, Executive
Snohomish County Sheriff's Office – Transit Police
CT-Service Development Manager
CT-Director of Customer Experience
CT-Senior Transportation Planner
CT-Capital Development Program Manager
CT-Director of Transportation
CT-Business Support Specialist

Call to Order

Chair Jon Nehring called to order the January 5, 2017, Board of Directors' meeting at 3:01 p.m. at the Community Transit Board Room, Everett, Washington.

Roll Call of Members

The Executive Office Manager called roll. Attendance was as noted above. **A quorum was present.**

Public Comment

There were no public comments.

Presentations

Service Awards

Emmett Heath acknowledged Bill Kalinowski, Data Specialist, for his 20 years of service at Community Transit. Emmett noted Bill was considered an expert in transit data systems by his peers in the region.

Committee Reports

Executive Committee

Chair Jon Nehring reviewed the December 15, 2016, Executive Committee meeting. CEO Emmett Heath provided a legislative update and noted federal transportation funding was extended through April 28, 2017. Emmett reported on his activities and would provide an update to the Board later in today's meeting. The Committee approved up to three Board members to attend the March 2017 APTA Legislative Conference. Board members interested in attending should contact Jan McBride if they had not done so already. An Executive Session was also held to discuss labor negotiations and the Board would receive a briefing later in today's meeting. The next meeting was scheduled for January 26, 2017, at 3 p.m.

Finance and Administration Committee

Councilmember Tom Hamilton reported on the December 15, 2016, Finance and Administration Committee meeting. He stated the Committee recommended approval of the November payroll and monthly expenditures placed on today's consent agenda. They also reviewed the monthly sales tax and diesel fuel reports. The next meeting was scheduled for January 19, 2017, at 2 p.m.

Marketing, Operations, & Maintenance Committee

Mayor Dave Earling reviewed the December 28, 2016, Marketing, Operations & Maintenance Committee meeting. He stated the Committee recommended Board approval of RFP #2016-094, Bus Stop and Park and Ride Facilities Cleaning, placed on today's consent agenda. The next meeting was scheduled for January 25, 2017, at 3 p.m.

Consent Calendar

Councilmember Tom Hamilton moved to approve items A through N:

- A. Approval of minutes of the December 1, 2016, Board of Directors' Meeting.**
- B. Award of RFP #2016-094, Bus Stop Shelters/Park and Ride Facilities Cleaning Services, to Town and Country Office Cleaning for one year with four one-year options, in the amount of \$469,138 for the first year with price adjustments allowed for prevailing wage adjustments in each option year (years 2-5), and authorizing the CEO to negotiate and award the contract and to issue change orders up to the Board approved budget.**
- C. Approval of vouchers dated November 1, 2016, in the amount of \$118,709.92.**
- D. Approval of vouchers dated November 2, 2016, in the amount of \$374,033.26.**
- E. Approval of vouchers dated November 4, 2016, in the amount of \$359,080.87.**
- F. Approval of vouchers dated November 8, 2016, in the amount of \$536,377.57.**
- G. Approval of vouchers dated November 10, 2016, in the amount of \$50,576.18.**
- H. Approval of vouchers dated November 14, 2016, in the amount of \$400,018.47.**
- I. Approval of vouchers dated November 15, 2016, in the amount of \$667,689.13.**
- J. Approval of vouchers dated November 16, 2016, in the amount of \$75,476.98.**
- K. Approval of vouchers dated November 17, 2016, in the amount of \$727,807.76.**
- L. Approval of vouchers dated November 21, 2016, in the amount of \$256,142.16.**
- M. Approval of vouchers dated November 29, 2016, in the amount of \$3,000,811.43.**
- N. Approval of November 2016 Payroll:**
 - 1. Direct Deposits Issued, #s 308262 – 308897 and 309536 – 310172, in the amount of \$2,383,496.41.**
 - 2. Paychecks Issued, #s 100643 – 100681 and 100723 – 100765, in the amount of \$114,590.52.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$268,658.89.**

The motion was seconded by Councilmember Stephanie Wright and passed unanimously.

Action Items

There were no additional action items.

Chair's Report

Mayor Jon Nehring stated it was time for the annual CEO performance review. Evaluation forms were distributed to all Board members and should be returned to him no later than January 20. The quarterly Board workshop was scheduled for January 19 at 3 p.m. The next regular Board meeting was scheduled for February 2 at 3 p.m. and the annual election of Board officers would be held at that meeting.

Chief Executive Officer's Report

Todd Morrow, Chief of Strategic Communications, provided a legislative report. He noted the state legislature was in session from January 9 to April 23. A legislative lunch in Olympia sponsored by Economic Alliance Snohomish County (EASC) was scheduled for February 10. On the Federal level, the 115th Congress had convened.

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- Emmett, Todd Morrow, and Joy Munkers met with Everett Mayor Ray Stephanson to discuss partnership opportunities and the new *Swift* Green Line.
- The Farm House Gang met December 16 to discuss opportunities to connect North Puget Sound with other areas of the region. The committee was formed in 1996 and had grown to include transit staff, elected officials and citizens from the northwest part of the state.
- United Way's new CEO would attend the January 19 Board workshop to meet the Board members.

Financial Stewardship

- Washington State Transit Insurance Pool (WSTIP) recently conducted a market pricing survey and used Community Transit as one of the test agencies. Results showed Community Transit is saving 27-41% through WSTIP as compared to private insurance providers.

Employment Experience

- Bob Throckmorton, Director of Customer Experience, was set to retire the first quarter of 2017. Molly Marsicek was hired as the new director and would start January 17, 2017.
- Recent visits with employees around the agency were very enjoyable. Employees were thanked for their service.

Board Communication

Lynnwood Councilmember and Board alternate George Hurst stated this would be his last meeting as he had a new assignment. He thanked Board members and staff for their efforts that made Community Transit such a great organization. Chair Jon Nehring expressed appreciation to Councilmember Hurst for his active participation and extended best wishes for the future.

Councilmember Tom Hamilton invited everyone to attend the City of Snohomish's GroundFrog Day on January 30.

Councilmember Jan Schuette announced Arlington's Eagle Fest on February 4. She also stated the Oso Memorial Bike Run between Arlington and Darrington was scheduled for March 19.

Mayor Dave Earling stated that three Regional Fare Forums were completed and a report would be issued soon. Additional meetings would be scheduled.

Emmett Heath showed a holiday video clip sent to Community Transit from two retired employees.

Executive Session

An Executive Session was called at 3:32 p.m. for 10 minutes to discuss labor negotiations. The regular meeting resumed at 3:42 p.m.

Motion was made by Mayor Dave Earling to approve Resolution No. 02-17, authorizing the CEO to execute and implement a labor contract between Community Transit and the International Association of Machinists, District Lodge No. 160, representing Service Quality Monitor employees. The motion was seconded by Councilmember Stephanie Wright and passed unanimously.

Another Executive Session was called at 3:45 p.m. for 20 minutes to review the performance of a public employee. The session was extended for 5 minutes and the regular meeting resumed at 4:10 p.m.

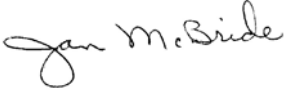
Councilmember Tom Hamilton made a motion to direct the Corporate Attorney to draft an amendment to the employment contract of Emmett Heath, CEO of Community Transit, which shall include the following terms and conditions: (1) Base salary of \$209,309, effective on January 1,

2017; and (2) Other benefits consisting of deferred compensation of \$21,914. The motion was seconded by Councilmember Mike Todd and passed unanimously.

The meeting was adjourned at 4:11 p.m.

Other Business

The next regular Board meeting will be held February 2, 2017, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.

A handwritten signature in cursive script that reads "Jan McBride".

Jan McBride
Executive Office Manager