

**Board of Directors' Meeting
Thursday, February 2, 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 Leonard Kelley	City of Stanwood
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

None

Others Present

Jenny Anderson	Self
Ken Bailey	CT-Vehicle Maintenance Manager
Colleen Baumann	CT-Manager of Transportation Operations
Geri Beardsley	CT-Director of Administration
Joe Bennett	CT-Legal Counsel
Chris Boyer	City of Lynnwood, CT Board alternate
Sara Burnett	CT-Labor Relations Manager
Don Burr	CT-Security Manager
K. Carls	Self
Melissa Cauley	CT-Grants Program Manager
Sarita Chhabra	Best Medical Supplies, Inc.
Kelly Christensen	Citizen
Sean Christensen	CT-Public Information Specialist
Tim Chrobuck	CT-Chief Technology Officer
Matt Coomes	CT-Sales & Distribution Supervisor
Molly Deardorff	CT-Capital Development Project Assistant
June DeVoll	CT-Manager Strategic Planning & Grants
Tom Dietz	Senior Services Snohomish County
Barbara Earl	BETS Consulting
Lori Fox	CT-Controller
Carla Freeman	CT-Labor Specialist
Jeanine Gallacci	CT-Organizational Development Manager
Sgt. Don Hart	Snohomish County Sheriff's Office-Transit Police
Emmett Heath	CT-Chief Executive Officer
Mary Ann Heine	Mill Creek Community Association
Allen Hendricks	Legal Counsel
Rob Jensen	CT-Senior Program Manager
Rick Jurkovic	ATU #1576
Debbie Lemons	Self

Molly Marsicek	CT-Director of Customer Experience
Jan McBride	CT-Executive Office Manager
Laurel McJannet	CT-Online Content Specialist
Gail McNutt	CT-Administrative Coordinator
Todd Morrow	CT-Chief of External Affairs
Martin Munguia	CT-Corporate Communications Manager
Joy Munkers	CT-Director of Planning & Development
Deb Osborne	CT-Executive Projects Manager
Jill Otto	Self - Steelwave
Dave Richards	CT-Director of Maintenance
Faith Roland	Contract Land Staff
John W. Schmidt	Homeowner
Juanita Shuler	CT-Administrative Assistant, Executive
Steven Skoog	Crossings at North Creek
Liza Skoropski	Steelwave
Bob Throckmorton	CT-Director of Customer Experience
David True	CT-Capital Development Program Manager
Fred Worthen	CT-Director of Transportation
Jeri Welch	CT-Business Support Specialist
Mike Winters	First Transit

Call to Order

Chair Jon Nehring called to order the February 2, 2017, Board of Directors' meeting at 3:04 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.**

Chair Nehring introduced new Board alternate Councilmember Chris Boyer from the City of Lynnwood. Chief Executive Officer Emmett Heath introduced Yazmin Mehdi from United States Congresswoman Pramila Jayapal's office.

Public Comment

There were no public comments.

Presentations

Employee of the Quarter

Fred Worthen, Director of Transportation, acknowledged Rita Pollardo as employee of the 2016 fourth quarter. Rita joined Community Transit in 2000 and quickly established herself as a valued employee. She currently served as a Transportation Supervisor in the Radio Dispatch Center.

Public Hearings for Public Use and Necessity

Chair Jon Nehring announced that several public hearings would be held related to acquisition of real property for the *Swift II* Bus Rapid Transit (BRT) project. A series of resolutions would be considered that would (1) find that the acquisition of real property for constructing a BRT *Swift* station was necessary for public use; (2) state that Community Transit and the owner of the property had been unable to agree on value; and (3) authorize Community Transit's attorney to commence condemnation proceedings in Superior Court.

Resolution No. 05-17, Empire Holdings, Inc.

The hearing was opened to consider Resolution No. 05-17, property owned by Empire Holdings, Inc. There were no public comments.

Motion was made by Councilmember Mike Todd to approve Resolution No. 05-17, authorizing commencement of condemnation proceedings related to property owned by Empire Holdings, Inc. The motion was seconded by Mayor Dave Earling and passed unanimously.

Resolution No. 06-17, 128th Development LP

The hearing was opened to consider Resolution No. 06-17, property owned by 128th Development LP. There were no public comments.

Councilmember Mike Todd made a motion to approve Resolution No. 06-17, authorizing commencement of condemnation proceedings related to property owned by 128th Development LP. The motion was seconded by Mayor Dave Earling and passed unanimously.

Resolution No. 07-17, Trinaf Hotels USA

The hearing was opened to consider Resolution No. 07-17, property owned by Trinaf Hotels USA. There were no public comments.

Motion was made by Councilmember Mike Todd and seconded by Councilmember Tom Hamilton to approve Resolution No. 07-17, authorizing commencement of condemnation proceedings related to property owned by Trinaf Hotels USA. Vote was taken and the motion carried unanimously.

Resolution No. 09-17, Village Partners III Thrashers LLC

The hearing was opened to consider Resolution No. 09-17, property owned by Village Partners III Thrashers LLC. There were no public comments.

Councilmember Mike Todd made a motion to approve Resolution No. 09-17, authorizing commencement of condemnation proceedings related to property owned by Village Partners III Thrashers LLC. The motion was seconded by Councilmember Tom Hamilton and passed unanimously.

Resolution No. 10-17, Mill Creek Community Association

The hearing was opened to consider Resolution No. 10-17, property owned by Mill Creek Community Association. Mary Ann Heine from Mill Creek Community Association stated she represented approximately 6,000 Mill Creek residents. She expressed opposition to the proposed site for the BRT station, citing lack of parking, difficulty reaching the proposed bus stop, and worsening traffic conditions.

Kelly Christensen of Mill Creek also expressed concerns about losing a free right turn at the proposed intersection and impeding traffic. He felt another location further south would be a better alternative. Brief discussion followed.

Motion was made by Mayor Dave Earling and seconded by Mayor Leonard Kelley to approve Resolution No. 10-17, authorizing commencement of condemnation proceedings related to property owned by Mill Creek Community Association. The motion passed by a vote of 8 to 1 with Councilmember Terry Ryan voting no.

Resolution No. 12-17, Essex Portfolio, L.P.

The hearing was opened to consider Resolution No. 12-17, property owned by Essex Portfolio, L.P. Kelly Christensen spoke in opposition to the resolution.

Councilmember Mike Todd made a motion to approve Resolution No. 12-17, authorizing commencement of condemnation proceedings related to property owned by Essex Portfolio, L.P. The motion was seconded by Councilmember Stephanie Wright and passed by a vote of 8 to 1, with Councilmember Terry Ryan voting no.

Resolution No. 13-17, Best Medical Supplies, Inc.

The hearing was opened to consider Resolution No. 13-17, property owned by Best Medical Supplies, Inc. Sarita Chhabra, property owner, expressed concerns that the bus station would interfere with her business, and block customers' ability to see business signs. She also expressed safety concerns since there was a propane tank where the easement was requested. Staff summarized the steps to be taken to mitigate the safety issues.

Motion was made by Mayor Leonard Kelley and seconded by Councilmember Jan Schuette to approve Resolution No. 13-17, authorizing commencement of condemnation proceedings related to property owned by Best Medical Supplies, Inc. The motion passed by a vote of 7 to 2, with Councilmembers Mike Todd and Terry Ryan voting no.

Resolution No. 14-17, MC Properties LLC

The hearing was opened to consider Resolution No. 14-17, property owned by MC Properties LLC. There were no public comments.

Councilmember Mike Todd made a motion to approve Resolution No. 14-17, authorizing commencement of condemnation proceedings related to property owned by MC Properties LLC. The motion was seconded by Councilmember Jan Schuette and passed by an 8 to 1 majority vote, with Councilmember Terry Ryan voting no.

Resolution No. 15-17, The Crossing at North Creek Condominium Association

The hearing was opened to consider Resolution No. 15-17, property owned by The Crossing at North Creek Condominium Association. John Schmidt, a resident of the condominiums, expressed concerns about increased noise, lack of available parking, lowered home values, and construction time. Debbie Lemons, also a resident of the condominiums, had concerns that the wetlands were being disturbed and the potential noise levels. Steven Skoog, president of the Board of Directors for The Crossing at North Creek, questioned the need for a stop at this location, noting concerns over noise levels and a lowered quality of life. Staff summarized plans to mitigate impacts to the wetlands.

Motion was made by Councilmember Jan Schuette and seconded by Mayor Dave Earling to approve Resolution No. 15-17, authorizing commencement of condemnation proceedings related to property owned by The Crossing at North Creek Condominium Association. The motion passed by an 8 to 1 majority vote, with Councilmember Terry Ryan voting no.

Resolution No. 16-17, North Creek Center, Inc.

The hearing was opened to consider Resolution No. 16-17, property owned by North Creek Center, Inc. There were no public comments.

Mayor Leonard Kelley made a motion to approve Resolution No. 16-17, authorizing commencement of condemnation proceedings related to property owned by North Creek Center, Inc. The motion was seconded by Mayor Dave Earling and passed unanimously.

Resolution No. 17-17, Steelwave Bothell Office Owner (WA) LLC

The hearing was opened to consider Resolution No. 17-17, property owned by Steelwave Bothell Office Owner (WA) LLC. There were no public comments.

Motion was made by Councilmember Stephanie Wright and seconded by Mayor Leonard Kelley to approve Resolution No. 17-17, authorizing commencement of condemnation proceedings related to property owned by Steelwave Bothell Office Owner (WA) LLC. The motion passed unanimously.

Resolution No. 18-17, SBS Airport, Inc.

The hearing was opened to consider Resolution No. 18-17, property owned by SBS Airport, Inc. There were no public comments.

Mayor Dave Earling made a motion to approve Resolution No. 18-17, authorizing commencement of condemnation proceedings related to property owned by SBS Airport, Inc. The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Resolution No. 19-17, Jaye Enterprises, Inc.

The hearing was opened to consider Resolution No. 19-17, property owned by Jaye Enterprises, Inc. There were no public comments.

Motion was made by Councilmember Stephanie Wright to approve Resolution No. 19-17, authorizing commencement of condemnation proceedings related to property owned by Jaye Enterprises, Inc. The motion was seconded by Councilmember Jan Schuette and passed unanimously.

Resolution No. 20-17, Standard Oil Company of California

The hearing was opened to consider Resolution No. 20-17, property owned by Standard Oil Company of California. There were no public comments.

Councilmember Stephanie Wright made a motion to approve Resolution No. 20-17, authorizing commencement of condemnation proceedings related to property owned by Standard Oil Company of California. The motion was seconded by Councilmember Tom Hamilton and passed unanimously.

Emmett Heath stated staff would keep the Board updated, through the Planning and Capital Projects Committee, on the status of condemnation proceedings.

The public hearings were closed at 4:11 p.m. and the meeting was recessed for 5 minutes. The regular meeting resumed at 4:16 p.m.

Committee Reports

Executive Committee

Chair Jon Nehring reviewed the January 26, 2017, Executive Committee meeting. Todd Morrow provided a legislative update and noted Community Transit's Job Order Contracting bill was progressing well. Snohomish County Advocacy Day, sponsored by Economic Alliance Snohomish County, was scheduled

for February 10 in Olympia. CEO Emmett Heath and Todd Morrow would meet with key state legislators that same week.

The Committee approved four Board members to attend the American Public Transportation Association (APTA) Legislative Conference in March: Mike Todd, Stephanie Wright, Dave Earling and Leonard Kelley. The CEO reported on his activities and would provide an update later in the meeting. An executive session was held to discuss the performance of a public employee. The next Executive Committee meeting was scheduled for February 16.

Finance and Administration Committee

Councilmember Tom Hamilton reported on the January 19, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the December 2016 payroll and monthly expenditures placed on today's consent agenda. They also reviewed the fourth quarter transit police report and the monthly sales tax and diesel fuel reports. The next meeting was scheduled for February 16, 2017, at 4 p.m.

Marketing, Operations, & Maintenance Committee

Mayor Dave Earling reviewed the January 25, 2017, Marketing, Operations & Maintenance Committee meeting. He stated the Committee recommended Board approval of two items placed on today's consent agenda: (1) Purchase of Wireless Communication On-Board Equipment, and (2) Purchase of Expansion and Replacement Vanpool Passenger Vans. The next meeting was scheduled for February 22, 2017, at 3 p.m.

Planning and Capital Projects Committee

Councilmember Stephanie Wright reviewed the January 19, 2017, Planning and Capital Projects Committee meeting. She noted the Committee recommended approval of two items on today's consent agenda: (1) Final Acceptance of Merrill Creek Base Bus Wash Improvements, and (2) Final Acceptance of Merrill Creek Base Administration, Fuel and Bus Wash Building Re-Roof Project. The next meeting was scheduled for February 15, 2017, at 4 p.m.

Consent Calendar

Councilmember Stephanie Wright moved to approve items A through R:

- A. Approval of minutes of the January 5, 2017, Board of Directors' Meeting.**
- B. Final acceptance of ITB 42-15, Merrill Creek Operating Base Bus Wash Improvements, thereby releasing the retainage to Duo Tec Inc. and authorizing close-out of the contract.**
- C. Final acceptance of ITB 09-16, Merrill Creek Operating Base Administration, Fuel and Bus Wash Building Re-Roof Project, thereby releasing the retainage bond to Wayne's Roofing Inc. and allowing Procurement to close the contract.**
- D. Approval of purchase of Wireless Communication on-board equipment, authorizing the Chief Executive Officer to award contracts to: 1) Tessco, Inc. in the amount of \$66,750 for the Antennae, and 2) CDW-G in the amount of \$252,850 for the Mobile Access Router including a 5-year License Subscription, with authority to issue change orders up to the Board-approved budget.**
- E. Approval of purchase of 54 replacement vans and 5 expansion vans using the Washington State Vehicle Contract Number 05916 (Procurement #2017-008) in the amount of \$962,052 with Bud Clary Dodge of Longview, and \$662,240 with Bud Clary Chevrolet of Longview. This purchase will include contingency, optional equipment, inspections, licenses and fees not to exceed \$1,650,192.**
- F. Approval of vouchers dated December 2, 2016, in the amount of \$315,825.35.**
- G. Approval of vouchers dated December 6, 2016, in the amount of \$565,110.57.**
- H. Approval of vouchers dated December 8, 2016, in the amount of \$310,014.70.**
- I. Approval of vouchers dated December 13, 2016, in the amount of \$2,449,449.42.**
- J. Approval of vouchers dated December 15, 2016, in the amount of \$280,353.07.**

- K. Approval of vouchers dated December 16, 2016, in the amount of \$670,426.80.**
- L. Approval of vouchers dated December 19, 2016, in the amount of \$514,102.93.**
- M. Approval of vouchers dated December 20, 2016, in the amount of \$57,302.48.**
- N. Approval of vouchers dated December 21, 2016, in the amount of \$157,026.10.**
- O. Approval of vouchers dated December 22, 2016, in the amount of \$322,916.40.**
- P. Approval of vouchers dated December 27, 2016, in the amount of \$340,672.24.**
- Q. Approval of vouchers dated December 29, 2016, in the amount of \$229,765.63.**
- R. Approval of December 2016 Payroll:**
 - 1. Direct Deposits Issued, #s 310173 – 311462, in the amount of \$2,579,888.57.**
 - 2. Paychecks Issued, #s 100766 – 100826, in the amount of \$97,452.24.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$280,387.28.**

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

Action Items

There were no additional action items.

Chair's Report

There was no Chair's report.

Chief Executive Officer's Report

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- CEO and staff have participated in several community events and will be scheduling more jurisdictional meetings in the coming months.
- Executive level negotiations with Snohomish County Public Utility District are ongoing to resolve issues surrounding purchase of the Seaway Transit Center property.

Operational Excellence

- Community Transit and our partner, Parsons Brinkerhoff, received the American Council of Engineering Companies bronze award for engineering excellence on the *Swift* Green line.

Planning for the Future

- The Executive Team recently conducted their annual business planning meeting to review accomplishments in 2016, re-affirm 2017 business plans, and strategically plan for 2018 significant issues.

Safety/Security/Environmental

- The agency's award-winning Curb the Congestion program saw amazing results in 2016. At least 1,020 average total daily peak-hour trips (one-way) were reduced per commute day on the six corridors.
- The agency began a series of voluntary "active shooter" trainings for employees conducted by Snohomish County Sheriff's Office. The classes are conducted by the Transit Police Unit and focus on an office setting. Specialized training for Coach Operators is being developed, given their unique work environment.

Board Communication

Councilmember Tom Hamilton announced Jason Sanders was selected as a new Snohomish City Councilmember. He also reviewed coming activities in the City of Snohomish.

Councilmember Jan Schuette referenced flyers at each seat regarding the March 19 Oso Memorial Bike Run.

Councilmember Mike Todd noted Emmett Heath and Todd Morrow would provide a Community Transit and *Swift* project update at a coming Mill Creek City Council meeting.

Mayor Dave Earling congratulated Mayor Jon Nehring on the appointment of his son, Nate Nehring, to the Snohomish County Council.

Emmett Heath introduced Molly Marsicek, new Director of Customer Experience. Emmett noted this would be Bob Throckmorton's last Board meeting before his retirement. Bob was thanked for his years of service at Community Transit and given a standing ovation.

Executive Session

An Executive Session was called at 4:35 p.m. for 5 minutes to review the performance of a public employee. The regular meeting resumed at 4:40 p.m.

Motion was made by Mayor Leonard Kelley to approve Resolution No. 03-17, approving an amendment to the Employment Agreement for the Chief Executive Officer. The motion was seconded by Councilmember Stephanie Wright and passed unanimously.

Election of Board Officers

Councilmember Terry Ryan nominated Councilmember Stephanie Wright as Board Chair for a one-year term. The nomination was seconded by Councilmember Mike Todd. **Councilmember Stephanie Wright was elected Board Chair by unanimous vote.**

Mayor Leonard Kelley nominated Mayor Jennifer Gregerson as Board Secretary. The nomination was seconded by Councilmember Stephanie Wright. **Mayor Jennifer Gregerson was elected Board Secretary by unanimous vote.**

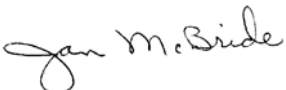
Councilmember Mike Todd nominated Mayor Leonard Kelley as Board Vice-Chair. The nomination was seconded by Councilmember Stephanie Wright. **Mayor Leonard Kelley was elected Board Vice-Chair by unanimous vote.**

Board members and staff expressed appreciation to outgoing Board Chair Jon Nehring for his service to the agency. Chair Stephanie Wright would soon make Board committee changes as needed.

The meeting was adjourned at 4:46 p.m.

Other Business

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



Jan McBride
Executive Office Manager