Board of Directors' Meeting  
Thursday, March 1, 2018  
Community Transit Board Room  
3:00 p.m.

**Board Members Present**

Councilmember Kim Daughtry  
City of Lake Stevens  
Mayor Dave Earling  
City of Edmonds  
Mayor Leonard Kelley  
City of Stanwood  
Councilmember George Hurst  
City of Lynnwood  
Councilmember Joe Neigel  
City of Sultan  
Councilmember Nate Nehring  
Snohomish County  
Lance Norton  
Labor Representative, non-voting  
Councilmember Jan Schuette  
City of Arlington  
Councilmember Mike Todd  
City of Mill Creek

**Board Members Absent**

Mayor Jon Nehring  
City of Marysville  
Councilmember Terry Ryan  
Snohomish County  
Councilmember Stephanie Wright  
Snohomish County

**Others Present**

Mary Albert  
CT-Budget Manager  
Ken Bailey  
CT-Vehicle Maintenance Manager  
Roland Behee  
CT-Strategic Planning Unit Manager  
Lia Blanchard  
CT-Public Information Specialist  
Sara Burnett  
CT-Labor Relations Manager  
Don Burr  
CT-Security Manager  
Melissa Cauley  
CT-Grant Program Manager  
Tim Chrobuck  
CT-Chief Technology Officer  
Joe Corbey  
CT-Procurement Specialist  
Kunjan Dayal  
CT-Procurement and Contract Manager  
Tom Dietz  
Homage/DART  
Jamyang Dorjee  
CT-Public Affairs Specialist  
Carla Freeman  
CT-Labor Specialist  
Steve Hanks  
CT Assistant Manager of Projects & Programs  
Jennifer Hass  
CT-Community Programs Manager  
Emmett Heath  
CT-Chief Executive Officer  
Allen Hendricks  
CT-Legal Counsel  
Stacey Hupp  
CT-Procurement and SBE/DBE Specialist  
Robert Jensen  
CT-Senior Program Manager  
Rick Jurkovick  
ATU  
Margaret Keckler  
CT-Contracted Services Coordinator  
Roger Kee  
CT-Procurement and SBE/DBE Specialist  
Molly Marsiecek  
CT-Director of Customer Experience  
Wade Mahala  
CT-Manager of Contracted Transportation  
Sue Masel  
CT-Marketing and Communications  
Laurel McJannet  
CT-Digital Content Specialist  
Gail McNutt  
CT-Administrative Coordinator  
Todd Morrow  
CT-Chief of External Affairs
Call to Order
Mayor Leonard Kelley, Chair, called to order the March 1, 2018, Board of Directors’ meeting at 3:00 p.m. at the Community Transit Board Room, Everett, Washington.

Roll Call of Members
The Executive Board Administrator called roll. Attendance was as noted above. A quorum was present.

Public Comment
There were no public comments.

Presentations

Service Awards
Todd Morrow, Chief of External Affairs, thanked the Board for their partnership over his 17 year tenure at Community Transit.

2017 Ridership Report
Roland Behee, Strategic Planning Unit Manager, reported 2017 system performance and statistics. Ridership rose at a moderate rate and Puget Sound regional ridership continued to grow. Nearly half of communities served are within a quarter mile walk to a bus stop.

Fall 2018 & Spring 2019 Service Proposals & Title VI Analysis
Roland Behee reviewed the service change proposals for Fall 2018 and Spring 2019. The changes focused on expanded service and ridership growth. Proposed Fall 2018 changes included more frequent Swift Blue Line service and additional Lake Stevens stops. Seattle off-peak routes would be added to the Swamp Creek Park & Ride. The Spring 2019 proposal included plans to implement the Swift Green Line and open the Seaway Transit Center. The Title VI impacts were positive.

2018 Fair Change Proposal and Title VI Analysis
Roland Behee reported that the proposal included improving cost recovery, simplification of inter-county commuter fares and improved vanpool cost recovery. Title VI impacts were within allowable thresholds. Public comment was scheduled to open on March 2, 2018 and the Board was expected to take action at the May 3, 2018 Board Meeting.

Committee Reports
Executive Committee
Mayor Leonard Kelley reported on the February 20, 2018 Executive Committee meeting. The committee reviewed and recommended approval of Resolution No. 03-18, Guidelines for Public Comments placed on today’s action agenda. Emmett Heath, CEO, reported on his activities and would provide an update later in the meeting. An executive session was held for labor negotiations. The next meeting was scheduled for March 15, 2018 a 3 p.m.

Finance & Administration Committee
Councilmember Kim Daughtry reported on the February 15, 2018, Finance and Administration Committee meeting. The committee recommended approval of the January 2018 payroll and monthly expenditures placed on today’s consent agenda. The committee reviewed the January sales tax and diesel fuel reports. The next meeting was scheduled for March 15, 2018, at 4 p.m.

Planning & Capital Projects Committee
Councilmember Mike Todd reported on the February 21, 2018, Planning & Capital Projects Committee meeting. The committee reviewed and recommended the amendment of RFP #46-10 Paratransit Services Contract, a rate increase of 5%, effective March 1, 2018. The committee reviewed and recommended to authorize the CEO to Award RFP #2017-075 Ticket Vending Machine Order for Swift Green Line on today’s consent agenda. The next meeting was scheduled for March 21, 2018, at 4 p.m.

Marketing, Operations, & Maintenance Committee
Mayor Dave Earling reviewed the February 28, 2018, Marketing, Operations, and Maintenance Committee meeting. The committee reviewed and recommended the award of ITB #2018-037, Purchase of Vanpool Passenger Vans for Replacement and Expansion placed on today’s action agenda. The next meeting was scheduled for March 28, 2018, at 3 p.m.

Consent Calendar
Councilmember Mike Todd, moved to approve items A through P:

A. Approval of minutes of the February 1, 2018, Board of Directors’ Meeting.
B. Amendment of RFP #46-10 Paratransit Services Contract.
C. Award of RFP #2017-075 Ticket Vending Machine Order for Swift Green Line.
D. Approval of vouchers dated January 4, 2018 in the amount of $817,765.21.
E. Approval of vouchers dated January 5, 2018 in the amount of $129,705.42.
F. Approval of vouchers dated January 10, 2018, in the amount of $1,139,940.47.
G. Approval of vouchers dated January 11, 2018, in the amount of $76,770.16.
H. Approval of vouchers dated January 12, 2018, in the amount of $415,759.34.
I. Approval of vouchers dated January 16, 2018, in the amount of $99,549.02.
J. Approval of vouchers dated January 17, 2018, in the amount of $1,081,549.31.
K. Approval of vouchers dated January 19, 2018, in the amount of $2,564,302.72.
L. Approval of vouchers dated January 23, 2018, in the amount of $678,567.32.
M. Approval of vouchers dated January 24, 2018, in the amount of $683,138.77.
N. Approval of vouchers dated January 29, 2018, in the amount of $651,937.52.
O. Approval of vouchers dated January 31, 2018, in the amount of $443,045.01.
P. Approval of January 2018 Payroll:
   1. Direct Deposits Issued, #s 328457 – 329791, in the amount of $2,635,419.54.
   3. Employer Payroll Tax Deposits, in the amount of $314,981.72.

The motion was seconded by Councilmember Joe Neigel and passed unanimously.
Action Items

Approval of Resolution No. 03-18, Guidelines for Public Comments.
Emmett Health stated the Public Comments Resolution was updated to reflect best practices.

Motion was made by Mayor Dave Earling to approve Resolution No. 03-18, Guidelines for Public Comments. The motion was seconded by Councilmember Mike Todd and passed unanimously.

Award of ITB #2018-037, Purchase of Vanpool Passenger Vans for Replacement & Expansion.
Jennifer Hass, Community Programs Manager, reported on the Vanpool Passenger program’s need to replace and expand the fleet and its implementation of customer driven changes.

Motion was made by Mayor Dave Earling to award ITB #2018-037, Purchase of Vanpool Passenger Vans for Replacement & Expansion, 54 replacement vans and 25 expansion vans using the Washington State Vehicle Contract Number 05916 in an amount of $2,197,152. The purchases included contingency, optional equipment, licenses and fees not to exceed $2,473,798. The motion was seconded by Councilmember Joe Neigel and passed unanimously.

Chair’s Report
New Board Member Orientation was scheduled for Tuesday, March 6. The next quarterly Board Workshop was scheduled for Thursday, April 19, 2018 at 3 p.m.

Legislative Report
Todd Morrow, Chief of External Affairs, reported that the Legislature was expected to complete its session on March 8, 2018. Community Transit was following two provisos 1). Senator Steve Hobbs’ pilot project to assist employers with an ORCA pass subsidy and 2). An appropriation for a consultant to study the capital needs of public transportation systems. Senate Bill 6165, modifying the offense of assault in the third degree, did not advance. On the federal level, Congressman Suzan DelBene visited the Canyon Park Transit Center on February 20, 2018. A continuing resolution funding the federal government for FY18 was expected. For FY19, the focus was to protect the FY19 Capital Investment Grant Program. The President’s Infrastructure Investment Package did not look likely to progress.

Chief Executive Officer’s Report
Emmett Heath reported the following items:

Partnerships & Advocacy
- U.S. Congressman Rick Larsen would visit the Seaway Transit Center on March 2, 2018. The discussion would focus on advocating for the continuation of Federal Capital Improvement Grant Program.
- Community Transit met with Mike Harbour, Deputy CEO of Sound Transit, and his team to discuss the vision for a shared customer service presence at the Lynnwood City Center Station.
- The Sound Transit II team had tentatively agreed to a Shoreline 185th Link Station design.
- One of the first Sound Transit III (STIII) projects would be a Bus Rapid Transit (BRT) Project. Community Transit is the partner of choice to host a design test for the new STIII BRT station.
- Emmett Health and Roland Behee provided a high-level network and fixed route update to the Lynnwood City Council and Mayor Smith on February 21, 2018.
- Community Transit attended the Mukilteo Chamber State of the City Address on February 15, 2018 and the Edmonds’ State of the City Address on February 22, 2018.
- Participation in the Snohomish County Aerospace Taskforce had begun and would continue.

Operations Excellence
- The Community Transit team was acknowledged for its emergency snow operations.
Planning for the Future

- The new version of the Bus Plus schedule books were available.
- On February 15, 2018, Community Transit represented transit at Snohomish County Tomorrow – Vision 2050 meeting. County growth strategy was discussed.

Board Communication

The Choice Connections Awards Luncheon was scheduled for March 29, 2018 at the Rosehill Community Center.

Representative Lance Norton acknowledged Roland Behee and team for their work on the proposed Service Changes.

The Board thanked Todd Morrow for his service. They appreciated the level of support and education he provided Board Members as well as his public service and dedication to the community.

Councilmember Kim Daughtry shared that the City of Lake Stevens developed videos to communicate the U.S. 2 Trestle challenges.

Councilmember Mike Todd encouraged Board Members to take the bus for first-hand experience.

The meeting was adjourned at 4:45 p.m.

Other Business

The next regular Board Meeting was scheduled for April 5, 2018, at 3 p.m. at Community Transit’s Board Room, 7100 Hardeson Road, Everett, WA.

Rachel Woods
Executive Board Administrator