Board of Directors' Meeting
Thursday, March 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
Mayor 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

**Board Members Absent**

Councilmember Stephanie Wright  Snohomish County

**Others Present**

Mary Albert  CT-Budget Manager
Jenny Anderson  Self
Ken Bailey  CT-Vehicle Maintenance Manager
Theresa Bauccio-Teschlog  CT-Procurement & SBE/DBE Specialist
Geri Beardsley  CT-Director of Administration
Roland Behee  CT-Strategic Planning Unit Manager
Chris Boyer  City of Lynnwood, CT Board alternate
Art Braeul  CT-Customer Care Manager
Sam Brodland  CT-Supervisor of Service Planning & Development
Bob Brown  Self
Cam Burdick  CT-Journey Parts Person
Sara Burnett  CT-Labor Relations Manager
Mike Burress  CT-Risk Manager
Melissa Cauley  CT-Grants Program Manager
Des Chandler  CT-Operations Analyst
Tim Chrobuck  CT-Chief Technology Officer
Matt Coomes  CT-Sales & Distribution Supervisor
Joe Corbey  CT-Procurement Specialist
Kunjan Dayal  CT-Procurement & Contracts Manager
June DeVoll  CT-Manager of Strategic Planning & Grants
Tom Dietz  Senior Services Snohomish County
Barbara Earl  BETS Consulting
Bonnie Ginsberg  CT-Marketing Manager
Steve Hanks  CT-Asst. Manager of Projects & Programs
Emmett Heath  CT-Chief Executive Officer
Allen Hendricks  Legal Counsel
Roland Howe  CT-Journey Parts Person
Stacy Hupp  CT-Procurement & SBE/DBE Specialist

* Indicates late arrival
Call to Order
Vice Chair Leonard Kelley called to order the March 2, 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.

Introductions
Chief Executive Officer (CEO) Emmett Heath introduced special guests from First Transit: Nick Promponas, Senior Vice President, Don Swain, Regional Vice President, and Ken Rutz, General Manager for Community Transit’s commuter service. Mr. Promponas acknowledged First Transit’s long-standing partnership with Community Transit and expressed hopes for a bright future together.

Public Comment
There were no public comments.
Presentations

Service Awards
Emmett Heath acknowledged Chuck Metcalf for his 20 years of service at Community Transit. Chuck started at Community Transit as a Vehicle Service Worker, then participated in Community Transit’s Apprentice Program. Chuck was now a Journey Mechanic.

Karren Hill was acknowledged for 35 years of service at Community Transit. Karren was the most senior employee in the Amalgamated Transit Union (ATU), and the third most senior employee at Community Transit. Karren had received many commendations from both customers and other employees. She was a strong employee advocate, serving on the Accident Review Committee and other forums. Karren shared some comments on the growth of the agency during her tenure.

Councilmember Terry Ryan arrived at 3:09 p.m.

Joy Munkers, Director of Planning & Development, honored Ken Rutz for his 20 years of service as the General Manager for Community Transit’s contracted commuter services. Ken was noted for his hard work, employee support, and dedication to providing outstanding service. His efforts had forged a strong partnership between Community Transit and its contractor, First Transit.

Procurement Award
Geri Beardsley, Director of Administration, presented the Procurement and Parts Division with the Outstanding Agency Accreditation Achievement Award (OA4) from the Institute for Public Procurement. The award recognized excellence in public procurement and demonstrated Community Transit’s commitment to following best procurement practices. This was the agency’s second consecutive OA4 award.

Open Data/General Transit Feed Specification (GTFS) Project Update
De Meyers, Transit Technology Manager, reviewed the Open Data/GTFS project which would make public transit data universally accessible. It would also provide consistent schedule and real-time data across all third party transit applications, and establish a foundation for subsequent projects. Testing was currently in progress with an expected project completion date in June 2017.

September 2017 and March 2018 Service Change Proposal
Bonnie Ginsberg, Marketing Manager, reviewed the public outreach in process for the March 2017 service changes. Carol Thompson, Service Development Manager, reviewed the service change proposals for September 2017 and March 2018. The major objectives of the proposal were to improve network connections, frequency, span of service and reliability. Approximately 21,300 new service hours would be added. Each affected route was reviewed. Title VI analysis was completed and showed that minority and low-income populations would benefit.

Bonnie Ginsberg reviewed the outreach plan for the service change proposal. A virtual public meeting would be held March 14, with a meeting at Everett Station on March 23. Public comments would be accepted through Friday, April 7.

Committee Reports

Executive Committee
Mayor Leonard Kelley reviewed the March 2, 2017, Executive Committee meeting. Todd Morrow provided a legislative update. The Committee reviewed the Procurement Policy resolution that would be considered by the Board later in today’s meeting and held an Executive Session regarding labor negotiations. The CEO reported on his activities and would provide an update later in this meeting. The next Committee meeting was scheduled for March 30 at 9 a.m.
Finance and Administration Committee
Mayor Tom Hamilton reported on the February 16, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the January 2017 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 March 16, 2017, at 4 p.m.

Marketing, Operations, & Maintenance Committee
Mayor Dave Earling reviewed the February 22, 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 the HASTUS Upgrade, and (2) Final Acceptance of ITB #08-16, Kasch Park Operating Base (KPOB) HVAC Replacement. The Procurement Policy resolution was also reviewed. The next meeting was scheduled for March 22, 2017, at 3 p.m.

Planning and Capital Projects Committee
Councilmember Mike Todd reviewed the February 22, 2017, Planning and Capital Projects Committee meeting. He noted the Committee recommended approval of the Swift Bus Rapid Transit Orange Line Feasibility Study on today’s Action agenda. The Committee was also briefed on the September 2017 and March 2018 service change proposal, and received an update on the Swift Green Line project. The next meeting was scheduled for March 22, 2017, at 3:30 p.m.

Consent Calendar
Mayor Jon Nehring moved to approve items A through N:

A. Approval of minutes of the January 19, 2017, Board of Directors’ Workshop.
B. Approval of minutes of the February 2, 2017, Board of Directors’ Meeting.
C. Authorizing the CEO to negotiate and award a sole source software upgrade contract to Giro, Inc. for a total cost of $236,664 plus applicable sales tax, with authority to issue any change orders up to the Board approved budgets.
D. Approval of final acceptance of ITB #08-16, Kasch Park Operating Base (KPOB) Building C HVAC Replacement, thereby releasing the retainage payment to Duo Tec and allowing Procurement to close the contract.
F. Approval of vouchers dated January 6, 2017, in the amount of $527,133.74.
G. Approval of vouchers dated January 10, 2017, in the amount of $4,118,427.76.
H. Approval of vouchers dated January 13, 2017, in the amount of $770,154.43.
I. Approval of vouchers dated January 17, 2017, in the amount of $748,661.65.
J. Approval of vouchers dated January 20, 2017, in the amount of $1,163,437.24.
K. Approval of vouchers dated January 24, 2017, in the amount of $1,386,191.57.
L. Approval of vouchers dated January 26, 2017, in the amount of $126,856.99.
M. Approval of vouchers dated January 30, 2017, in the amount of $120,070.02.
N. Approval of January 2017 Payroll:
   1. Direct Deposits Issued, #s 311463 – 312741, in the amount of $2,480,155.46.
   2. Paychecks Issued, #s 100827 – 100959, in the amount of $103,218.83.
   3. Employer Payroll Tax Deposits, in the amount of $293,380.87.

The motion was seconded by Mayor Tom Hamilton and passed unanimously.

Action Items
Approval of Resolution No. 01-17, Procurement Policy
Geri Beardsley, Director of Administration, stated the goal of the proposed Procurement Policy was to balance accountability with administrative efficiency. Major points included: (1) increasing the threshold for Board approval of contracts from $100,000 to $150,000; and (2) confirming delegated CEO authority to
approve change orders within Board-approved budgets. The Finance and Administration Committee was involved in development of the proposal and recommended its approval.

**Motion was made by Councilmember Terry Ryan to approve Resolution No. 01-17, Procurement Policy. The motion was seconded by Mayor Jon Nehring and passed unanimously.**

**Approval of Swift Bus Rapid Transit (BRT) Orange Line Feasibility Study**

June DeVoll, Manager of Strategic Planning & Grants, reviewed the proposed feasibility study for the Swift Orange Line. The study would look at jurisdictional buy-in, actual alignment of the system, ridership forecasts, and cost estimates.

**Councilmember Mike Todd made a motion to award the Swift BRT Orange Line Feasibility Study to WSP/Parsons Brinckerhoff, in the amount of $169,748, authorizing the CEO to execute a contract along with authority to issue any necessary change orders up to the Board approved budget for this task order. The motion was seconded by Mayor Jennifer Gregerson and passed unanimously.**

**Chair’s Report**

Mayor Leonard Kelley congratulated Tom Hamilton on his new role as Mayor of Snohomish. Board members were invited to attend the annual Choice Connections Awards Luncheon scheduled for March 30 at 11:30 a.m. Mayor Kelley reminded Board members of the quarterly Board workshop scheduled for April 20 at 3 p.m., with the next regular Board meeting scheduled for April 6 at 3 p.m.

**Chief Executive Officer’s Report**

CEO Emmett Heath reported the following items:

**Partnership & Advocacy**
- Community Transit was one of five agencies that worked collaboratively to apply for the state transit integration grant. Work was now beginning on the project selected for that funding, a regional ORCA campaign designed to promote increased ORCA card usage. The program was briefly reviewed.
- Geri Beardsley and Emmett attended the American Public Transportation Association (APTA) CEO Conference in February. Major topics of discussion included autonomous vehicles, safety management systems, workforce development, and the uncertain political climate.
- National ridership numbers were down, but ridership statistics in the Puget Sound region were increasing. The Puget Sound region has the nation’s eighth largest ridership.

**Operational Excellence**
- In partnership with the Washington State Department of Transportation (WSDOT), future improvements to the shoulder lane of I-405 between SR 527 and I-5 would be completed by June 2017.
- A letter from the City of Lynnwood was distributed, thanking Community Transit for the operational excellence displayed during the January 25 Lynnwood fire. Internal processes in place for streamlining the delegation of authority for emergencies such as the Lynnwood fire were demonstrated in the agency’s efficient response.
- Community Transit conducted a survey asking customers how the agency did during the February 6 snow event. Responses were generally favorable with some helpful suggestions for improvement. Many respondents felt it was significant that we asked customers for their opinion on what was one of our most vulnerable days in public transportation – a snow day.

**Planning for the Future**
- The next Regional Fare Policy Forum was scheduled for March 3. Board members Mike Todd and Dave Earling would attend.
Employment Experience

- The CEO conducted hallway conversations on March 1 with employees. This was held in conjunction with the service proposal outreach to coach operators and other employees.
- Transportation Supervisor Tim Schnee was selected to compete March 7-8 in the television program American Ninja Warrior. This was his second time to compete in the program as the Transit Ninja.

Emmett thanked Mayor Jon Nehring and Councilmember Mike Todd for their years of leadership on the Board of Directors. Mayor Nehring was the immediate past Chair and served on the Board since 2010, most of those years in leadership positions. Councilmember Mike Todd served a total of 7 years in leadership positions and was actively involved on various committees, including the ORCA Regional Fare Forum.

Board Communication

Councilmember Mike Todd stated the ORCA Regional Fare Forum group would soon announce the decisions made regarding the next generation fare card system (ORCA). He noted this would involve significant changes for some agencies in the region. He also noted Community Transit staff would update the Mill Creek City Council on the Swift Green Line and other Community Transit activities at next week’s meeting.

Councilmember Jan Schuette announced the Oso Memorial Bike Run on March 19. Community Transit was one of the sponsors.

Mayor Jennifer Gregerson noted she was the first person to tweet about the service change proposal.

Mayor Jon Nehring congratulated Tom Hamilton on his appointment as Mayor of Snohomish.

Mayor Tom Hamilton summarized coming City of Snohomish events and thanked Community Transit for their involvement in the Snohomish Easter parade.

Legislative Update

Todd Morrow, Chief of External Affairs, noted the state legislature was half way through the legislative session. Community Transit’s Job Order Contracting bill had passed the House by a large majority. On the federal level, passage of a funding authorization bill and an Infrastructure Investment package were the top issues. He and Board members Wright, Earling, Todd, and Kelley would be in Washington, D.C. in mid-March for the American Public Transportation Association (APTA) Legislative Conference and to meet with federal legislators.

The meeting was adjourned at 4:35 p.m.

Other Business

The next regular Board meeting will be held April 6, 2017, at 3 p.m. at Community Transit’s Board Room, 7100 Hardeson Road, Everett, WA.

Jan McBride
Executive Office Manager