

**Board of Directors' Meeting
Thursday, April 6, 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
Councilmember Stephanie Wright	Snohomish County

Board Members Absent

None

Others Present

Mary Albert	CT-Budget Manager
Jenny Anderson	Self
Ken Bailey	CT-Vehicle Maintenance Manager
Colleen Baumann	CT-Manager of Transportation Operations
Geri Beardsley	CT-Director of Administration
Matt Borselli	Rider
Sam Brodland	CT-Supervisor of Service Planning & Development
Don Burr	CT-Security Manager
Chuck Calendine	CT-Schedule Analyst
Melissa Cauley	CT-Grants Program Manager
Sean Christensen	CT-Public Information Officer
Tim Chrobuck	CT-Chief Technology Officer
Joe Corbey	CT-Procurement Specialist
Bob Crammer	Self
MJ Crammer	Self
Kunjan Dayal	CT-Procurement & Contracts Manager
Larry Daubenmire	CT-Capital Project Manager
June DeVoll	CT-Manager of Strategic Planning & Grants
Barbara Earl	BETS Consulting
Lori Fox	CT-Controller
Karen Gerrodette	CT-TDM & Outreach Specialist
Cristina Cruber	CT-Paratransit Specialist
Jennifer Hass	CT-Manager of Vanpool & TDM
Ellen Hawks	Self
Sara Hayden	CT-Transportation Planner Service
Emmett Heath	CT-Chief Executive Officer
Joe Hebert	CT-Contracted Service Coordinator

* Indicates late arrival

Kurt Hilt	City of Lake Stevens
Roger Kee	CT-Procurement & SBE/DBE Specialist
Wade Mahala	CT-Manager of Contracted Transportation
Jan McBride	CT-Executive Office Manager
Laurel McJannet	CT-Online Content Specialist
Gail McNutt	CT-Administrative Coordinator
Todd Morrow	CT-Chief of External Affairs
Joy Munkers	CT-Director of Planning & Development
Deb Osborne	CT-Executive Projects Manager
Dave Richards	CT-Director of Maintenance
Juanita Shuler	CT-Administrative Assistant, Executive
P. Kaye Smith	Everett School District, JHS Strive Program
Barb Taylor	Transit Police Unit, Snohomish Co. Sheriff's Office
Kate Tourtellot	CT-Senior Transportation Planner
David True	CT-Capital Development Program Manager
Jeri Welch	CT-Business Support Specialist
Mike Winters	First Transit
Nathan Woodbury	Rider
Fred Worthen	CT-Director of Transportation

Call to Order

Chair Stephanie Wright called to order the April 6, 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 Hearing for Proposed September 2017 and March 2018 Service Changes

Chair Wright opened the public hearing for the proposed September 2017 and March 2018 service changes. Joy Munkers, Director of Planning & Development, provided an overview of the various ways used to solicit public comment on the proposed changes. She noted Community Transit conducted its first live webinar in which 27 people participated. The recorded webinar was then posted on the agency web site where more than 2,000 people visited the site. The public was then invited to speak regarding the proposed service changes.

Ellen Hawks of Stanwood expressed concern with planned changes at the freeway flyer stop at I-5 and 116th St. in Marysville that would negatively impact Community Transit's ability to provide service at the location. She encouraged the agency to find a solution to the problem and suggested alternatives to serve that area.

Nathan Woodbury of Everett stated his objection to the proposed elimination of a portion of the Route 270/271. He expressed support for a stop on Hewitt Avenue.

Councilmember Terry Ryan arrived at 3:15 p.m.

Matt Borselli of Snohomish wanted the Route 277 to remain unchanged. The timing and routing in the afternoon were problematic.

P. Kaye Smith of Mill Creek stated she worked for the Everett School District working with special needs students at Jackson High School. She noted her students relied on Community Transit for community access. Elimination of a segment of Route 115 would make accessing public transit more difficult for those

with mobility and health impairments. She added that students involved in the Running Start program would also be negatively impacted.

Brief discussion followed. Ms. Munkers stated that approximately 140 written public comments had been received. All feedback would be considered and staff would report back to the Board on their analysis.

The public hearing was closed at 3:25 p.m.

Public Comment

There were no further public comments.

Presentations

Service Awards

Emmett Heath acknowledged Cody Byde for his 20 years of service at Community Transit. Cody was recognized by his peers as an outstanding journey mechanic and was selected as the Maintenance Employee of the Quarter in 2015.

Committee Reports

Executive Committee

Councilmember Stephanie Wright reviewed the March 30, 2017, Executive Committee meeting. Todd Morrow provided a legislative update. The CEO reported on his activities and would provide an update later in this meeting. The Committee decided that the annual Board retreat would not be held and that any pressing issues could be discussed during the quarterly Board workshops. An Executive Session was held to discuss labor negotiations and to review the performance of a public employee. The next Committee meeting was scheduled for April 20 at 3 p.m.

Finance and Administration Committee

Councilmember Jan Schuette reported on the March 16, 2017, Finance and Administration Committee meeting. She stated the Committee recommended approval of the February 2017 payroll and monthly expenditures placed on today's consent agenda. They also reviewed the monthly sales tax and diesel fuel reports. The Committee discussed the issuance of limited tax general obligation bonds in 2017 with consideration by the full Board in May. Geri Beardsley, Director of Administration, summarized the fourth quarter 2016 unaudited financial report. The next meeting was scheduled for April 20, 2017, at 2 p.m.

Marketing, Operations, & Maintenance Committee

The March meeting of the Marketing, Operations, & Maintenance Committee was canceled.

Planning and Capital Projects Committee

Councilmember Mike Todd reviewed the March 22, 2017, Planning and Capital Projects Committee meeting. He noted the Committee recommended approval of three items on today's Action agenda: 1) *Swift* Green Line Station Kits Manufacturing Contract, 2) Seaway Transit Center Construction Contract, and 3) Seaway Transit Center Construction Management Contract. The Committee also recommended approval of two items on today's Consent Calendar: 1) Final Acceptance of the Merrill Creek and Kasch Park Lighting Upgrade Project, and 2) Final Acceptance of the Ash Way and Swamp Creek Park and Ride Renovations. The Committee was briefed on the right-of-way acquisitions for the *Swift* Green line project. The next meeting was scheduled for April 26, 2017, at 1:30 p.m.

Consent Calendar

Mayor Jon Nehring moved to approve items A through M on the Consent Calendar:

- A. Approval of minutes of the March 2, 2017, Board of Directors' Meeting.**
- B. Final acceptance of ITB 05-16, Merrill Creek and Kasch Park Lighting Upgrade Project, thereby releasing the retainage bond to Seahurst Electric and allowing Procurement to close the contract.**
- C. Final acceptance of ITB 72-14, Ash Way and Swamp Creek Park and Ride Renovation, thereby releasing the retainage bond to Colacurcio Brothers, Inc., and allowing Procurement to close the contract.**
- D. Approval of vouchers dated February 2, 2017, in the amount of \$298,477.48.**
- E. Approval of vouchers dated February 6, 2017, in the amount of \$1,734,779.43.**
- F. Approval of vouchers dated February 7, 2017, in the amount of \$115,235.43.**
- G. Approval of vouchers dated February 10, 2017, in the amount of \$502,732.76.**
- H. Approval of vouchers dated February 13, 2017, in the amount of \$349,470.57.**
- I. Approval of vouchers dated February 16, 2017, in the amount of \$1,840,277.75.**
- J. Approval of vouchers dated February 17, 2017, in the amount of \$131,776.70.**
- K. Approval of vouchers dated February 24, 2017, in the amount of \$744,146.80.**
- L. Approval of vouchers dated February 28, 2017, in the amount of \$1,665,253.29.**
- M. Approval of February 2017 Payroll:**
 - 1. Direct Deposits Issued, #s 312742 – 314027, in the amount of \$2,481,011.06.**
 - 2. Paychecks Issued, #s 100960 – 101031, in the amount of \$106,432.23.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$290,079.04.**

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

Action Items

CEO Emmett Heath reviewed the *Swift* Green Line project and the agency's efforts to secure federal, state, and local funds for the project. June DeVoll, Manager of Strategic Planning and Grants, reviewed each the three *Swift*-related projects on the agenda.

Award of *Swift* Green Line Station Kits Manufacturing Contract

Motion was made by Councilmember Mike Todd to award the manufacturing contract for *Swift* Green Line Station Kits to Future Systems, Inc. in the amount of \$5,371,664, and authorize the CEO to execute a contract order. The motion was seconded by Councilmember Jan Schuette and passed unanimously.

Award of ITB 2017-002, Seaway Transit Center Construction Contract

Councilmember Mike Todd made a motion to award ITB 2017-002, Seaway Transit Center, to Interwest Construction in the amount of \$8,260,600, and authorize the CEO to execute a contract to construct the Seaway Transit Center. The motion was seconded by Councilmember Jan Schuette and passed unanimously.

Award of Seaway Transit Center Construction Management Contract

Councilmember Mike Todd made a motion to award Construction Management for the Seaway Transit Center to Perteet Inc., in the amount of \$857,434, and authorize the CEO to execute a contract with Perteet. The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Chair's Report

Councilmember Stephanie Wright announced the American Public Transportation Association's (APTA) annual Board member conference was scheduled for July 22-25 in Chicago. Those wishing to attend should contact Jan McBride by April 20. The April 20 quarterly Board workshop was canceled; however, Executive and Finance committees would meet on that day. The next regular Board meeting was scheduled for May 4 at 3 p.m.

Chief Executive Officer's Report

Todd Morrow, Chief of External Affairs, provided a legislative update. Board members Wright, Kelley, Todd, and Earling were thanked for their support and participation in recent meetings with Federal legislators. Advocacy efforts for passage of a federal appropriations bill were reviewed. On the state level, the Job Order Contracting bill was progressing well and expected to pass both legislative bodies. Elements of the State Transportation budget were also reviewed.

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- Meetings with Mill Creek, Bothell, and Edmonds city councils were briefly reviewed.
- Community Transit participated in the March 19 Oso Ride to Remember and the April 4 Trade UP event at Arlington Airport.
- The 20th annual Choice Connections luncheon was held March 30. People and businesses who have demonstrated alternative transportation options to drive-alone trips were honored. Councilmembers Ryan, Schuette, and Todd were thanked for their attendance.

Operational Excellence

- Boeing notified Community Transit they would be changing shift times starting April 10. Four Community Transit trips were affected and were able to be moved to earlier times to accommodate the Boeing changes.

Employment Experience

- National Driver Appreciation Day was March 21. The agency's Unity Team led activities to acknowledge the great work done by Community Transit's Coach Operators.

Board Communication

Councilmember Terry Ryan commended staff on the Choice Connections Luncheon and awards ceremony.

Mayor Tom Hamilton announced coming events for the City of Snohomish, including Easter celebrations, and a special Town Hall featuring Congresswoman Suzan DelBene on April 11.

Mayor Jennifer Gregerson referenced her participation in a fund raiser for Edmonds Center for the Arts.

Councilmember Jan Schuette thanked Community Transit for its participation in the Oso memorial bike ride. She noted Darrington and Arlington were still in consideration for the America's Best Communities award.

Mayor Leonard Kelley summarized the recent Trade UP event, and announced the April 26 Worker's Memorial, honoring public employees killed on the job in the last year.

Councilmember Mike Todd thanked staff for their support in responding to questions and concerns from Mill Creek officials and residents regarding the *Swift* Green Line and other issues. He referenced Ms. Hawks' earlier comments about the 116th St. flyer stop, and noted the challenges involved when dealing with multi-agency projects.

Executive Session

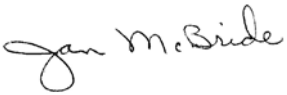
An Executive Session was called at 4:10 p.m. for five minutes to review the performance of a public employee. The Executive Session was extended for five minutes and the regular meeting resumed at 4:20 p.m.

Motion was made by Mayor Jon Nehring to approve Resolution No. 21-17, amending the Employment Agreement for the Chief Executive Officer. The motion was seconded by Mayor Tom Hamilton and passed unanimously.

The meeting was adjourned at 4:21 p.m.

Other Business

The next regular Board meeting will be held May 4, 2017, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.



Jan McBride
Executive Office Manager