

**Board of Directors' Meeting
Thursday, June 1, 2017
Community Transit Board Room
3:00 p.m.**

Board Members Present

Mayor Dave Earling	City of Edmonds
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 Jan Schuette	City of Arlington
Councilmember Mike Todd	City of Mill Creek
Councilmember Stephanie Wright	Snohomish County

Board Members Absent

Mayor Jennifer Gregerson	City of Mukilteo
Councilmember Terry Ryan	Snohomish County

Others Present

Mary Albert	CT-Budget Manager
Ken Bailey	CT-Vehicle Maintenance Manager
Geri Beardsley	CT-Director of Administration
Roland Behee	CT-Strategic Planning Unit Manager
Art Braeul	CT-Customer Care Manager
Sara Burnett	CT-Labor Relations Manager
Don Burr	CT-Security Manager
Tim Chrobuck	CT-Chief Technology Officer
Kunjan Dayal	CT-Procurement & Contracts Manager
Tom Dietz	DART
Barbara Earl	BETS Consulting
Bonnie Ginsberg	CT-Marketing Manager
Davor Gjurasic	State Lobbyist
Steve Hanks	CT-Asst. Manager of Projects & Programs
Jennifer Hass	CT-Manager of Vanpool & TDM
Emmett Heath	CT-Chief Executive Officer
Allen Hendricks	CT-Legal Counsel
Rob Jensen	CT-Senior Program Manager
Chad Jorissen	CT-Procurement and SBE/DBE Specialist
Rick Jurkovic	ATU #1576
Wade Mahala	CT-Manager of Contracted Transportation
Jan McBride	CT-Executive Office Manager
Steve McGraw	Homage Senior Services
Laurel McJannet	CT-Online Content Specialist
Gail McNutt	CT-Administrative Coordinator
De Meyers	CT-Transit Technology Manager
Todd Morrow	CT-Chief of External Affairs
Martin Munguia	CT-Communications Manager
Joy Munkers	CT-Director of Planning & Development
Deb Osborne	CT-Executive Projects Manager

Dave Richards
Juanita Shuler
Doug Thorndike
Kate Tourtellot
David True
Caryn Walline
Jeri Welch
Steven Winecoff
Fred Worthen
Marty Zelaya

CT-Director of Maintenance
CT-Administrative Assistant, Executive
Snohomish
CT-Senior Transportation Planner
CT-Capital Development Program Manager
CT-TDM & Outreach Specialist
CT-Business Support Specialist
CT-Manager of Transportation Administration
CT-Director of Transportation
Snohomish County Sheriff's Office

Call to Order

Chair Stephanie Wright called to order the June 1, 2017, Board of Directors' meeting at 3:00 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

2016 Chair's Award

Former Board Chair Jon Nehring announced Jennifer Hass as the recipient of the 2016 Chairman's Award. Jennifer exemplified the highest quality of service and commitment to Community Transit, customers, and the community. Jennifer was valued by the Board of Directors for her efforts to build strong partnerships and provide leadership for programs that improved the quality of life in Snohomish County.

Homage Senior Services

Steve McGraw, Chief Executive Officer of Homage Senior Services, introduced the agency's new name and reviewed the organization's mission to improve the quality of life for seniors. Labor Representative Lance Norton suggested a letter to the editor of The Everett Herald explaining the reason for the name change.

Coach Operator Recruitment Ad Campaign

Bonnie Ginsberg, Marketing Manager, reviewed Community Transit's advertising campaign to recruit needed coach operators for the coming service expansion. She noted the agency would be branching out into Eastern Washington markets and utilizing television.

2017-2022 Transit Development Plan

Roland Behee, Strategic Planning Unit Manager, reviewed the agency's planning process and the draft Transit Development Plan. Highlights over the next six-year period included a 38 percent increase in bus service, expanded vanpool fleet, new Transportation Demand Management programs, more DART availability, build-out of the *Swift* Bus Rapid Transit network, implementation of intelligent transportation systems (ITS), and preparations for the Lynnwood Link Light Rail extension.

Committee Reports

Executive Committee

Councilmember Stephanie Wright reviewed the May 18, 2017, Executive Committee meeting. Todd Morrow provided a legislative update. The Committee approved up to three Board members to attend the

American Public Transportation Association's (APTA) Annual Meeting and EXPO scheduled for October 8-11 in Atlanta. Councilmember Jan Schuette and Mayors Leonard Kelley and Jennifer Gregerson would attend. The CEO reported on his activities and would provide an update later in this meeting. An Executive Session was held to discuss labor negotiations and the full Board would receive an update in today's Executive Session.

Finance and Administration Committee

Mayor Tom Hamilton reported on the May 18, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the April 2017 payroll and monthly expenditures placed on today's consent agenda. They also recommended approval of one Action Item: Resolution No. 23-17, amending the 2017 budget. The Committee reviewed the monthly sales tax and diesel fuel reports. The next meeting was scheduled for June 15, 2017, at 4 p.m.

Marketing, Operations, & Maintenance Committee

Mayor Dave Earling reviewed the May 24, 2017, Marketing, Operations, & Maintenance (MOM) Committee meeting. The Committee recommended approval of one item on the Consent Agenda, PeopleSoft Time & Labor task order, that would automate several financial, human resources, and payroll functions. They also recommended approval of two items on the regular agenda: 1) Award of RFP #2017-025 for Passenger Information Control Systems, and 2) Purchase of Bus Rapid Transit coaches. The Committee also heard updates on the coach operator recruitment campaign and the wireless communication project. Additional information was included in the Board packets. The next meeting was scheduled for June 28, 2017, at 3 p.m.

Planning and Capital Projects Committee

Mayor Leonard Kelley reviewed the May 17, 2017, Planning and Capital Projects Committee meeting. The Committee reviewed the draft 2017-2022 Transit Development Plan and was briefed on the right-of-way acquisitions for the *Swift* Green line project. The June committee meeting date was yet to be determined.

Consent Calendar

Mayor Tom Hamilton moved to approve items A through K on the Consent Calendar:

- A. Approval of minutes of the May 4, 2017, Board of Directors' Meeting.
- B. Authorizing the CEO to negotiate and award a time and materials contract to ERP Analysts not to exceed \$195,000 for implementation of the PeopleSoft Time and Labor module.
- C. Approval of vouchers dated April 4, 2017, in the amount of \$1,721,368.51.
- D. Approval of vouchers dated April 6, 2017, in the amount of \$530,478.74.
- E. Approval of vouchers dated April 10, 2017, in the amount of \$1,080,212.42.
- F. Approval of vouchers dated April 13, 2017, in the amount of \$150,783.14.
- G. Approval of vouchers dated April 17, 2017, in the amount of \$344,964.79.
- H. Approval of vouchers dated April 19, 2017, in the amount of \$1,386,966.55.
- I. Approval of vouchers dated April 26, 2017, in the amount of \$3,205,562.25.
- J. Approval of vouchers dated April 28, 2017, in the amount of \$403,440.27.
- K. Approval of April 2017 Payroll:
 1. Direct Deposits Issued, #s 315957 – 317244, in the amount of \$2,448,619.30.
 2. Paychecks Issued, #s 101129 – 101198, in the amount of \$107,089.58.
 3. Employer Payroll Tax Deposits, in the amount of \$287,057.96.

The motion was seconded by Mayor Jon Nehring and passed unanimously.

Action Items

Approval of Resolution No. 23-17, Amending the 2017 Budget

Mary Albert, Budget Manager, reviewed the proposed budget amendments. **Motion was made by Mayor Tom Hamilton to approve Resolution No. 23-17, amending the 2017 budget. The motion was seconded by Mayor Leonard Kelley and passed unanimously.**

Award of RFP #2017-025, Passenger Information Control Systems

De Meyers, Transit Technology Manager, summarized the workings and benefits of a passenger information control system. She noted the system would provide better accuracy and utilization of the agency's data.

Mayor Dave Earling made a motion to authorize the CEO to negotiate and award RFP #2017-025, Passenger Information Control System, to IBI Group for \$1,128,000. The motion was seconded by Mayor Jon Nehring and passed unanimously.

Approval to Purchase Bus Rapid Transit (BRT) Coaches

Dave Richards, Director of Maintenance, briefly reviewed the need to purchase BRT coaches for the *Swift* Green and Blue Lines.

Mayor Dave Earling made a motion to authorize issuance of an order for purchase of 15 BRT 60-foot diesel expansion buses from New Flyer of America under the terms established by contract RFP #03-16, Heavy Duty Transit Buses. The purchase would include inspections, contingency, taxes and license fees in an amount not to exceed \$13,863,197. The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Chair's Report

Councilmember Stephanie Wright reminded Board members of the next quarterly Board workshop scheduled for Thursday, July 20, at 3 p.m. The next regular Board meeting was scheduled for July 6 at 3 p.m.

Chief Executive Officer's Report

Todd Morrow, Chief of External Affairs, briefly reviewed the federal transportation budget completed for 2017 which included a small starts grant for Community Transit's *Swift* Green Line. Work was proceeding to secure those grant funds.

Davor Gjurasic, the agency's State Lobbyist, reviewed the accomplishments of the 2017 state legislative session. He noted that Community Transit was able to successfully achieve all its legislative priorities this session. This included:

1. \$7 million in new funding for bus purchases through the Regional Mobility Grant program for the *Swift* Green Line.
2. Protecting and moving forward future funding of \$10 million for *Swift II* that was approved in the 2015 Connecting Washington transportation package.
3. Protecting the \$2.8 million Seaway Regional Mobility Grant that would carry forward.
4. Expansion of Commute Trip Reduction (CTR) to include all day trips and lay the foundation for increasing CTR funding. \$250,000 was secured for a voluntary pilot program.
5. Legislation that allows transit agencies to use Job Order Contracting for construction projects. This will save the agency time and money on small construction projects.

Other legislation affecting Snohomish County transportation was briefly reviewed.

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- He was able to visit the Gillig bus manufacturing facility May 24-25 in Livermore, California. He was impressed with the work environment and product quality.

- He attended the State of the City of Lynnwood event with Mayor Nicola Smith. Community Transit had an excellent working relationship with city staff and leaders.
- Community Transit would grant two 16-passenger vehicles and eight 7-passenger vans as part of the VanGO program. Deadline for applications was July 31, 2017, and vans would be awarded at the September 7 Board meeting.

Operational Excellence

- Excavation work had begun at the Seaway Transit Center with a planned Groundbreaking event on July 6, 2017, at 10 a.m. Senator Patty Murray would attend.
- Next week, Community Transit would recognize eight drivers who achieved million mile status – driving one million miles without a preventable accident.

Financial Stewardship

- As part of its preparations for issuing bonds, Community Transit received a AAA rating from Standard and Poors – the highest rating assigned. Bonds would be sold on June 6.

Board members and staff were thanked for the work they do to support Community Transit.

Board Communication

Mayor Tom Hamilton announced the June 10 Sunset Wine Walk in the City of Snohomish, and the Farmer's Market held every Thursday.

Mayor Jon Nehring noted the Association of Washington Cities meeting on June 20. He thanked staff for their great work.

Mayor Leonard Kelley mentioned the Stanwood Farmer's Market.

Councilmember Mike Todd asked about advertising for the VanGo program, and referenced a new distracted driving law. He also expressed appreciation for the work done by staff.

Executive Session

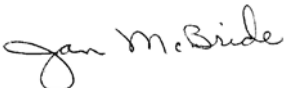
An Executive Session was called at 4:40 p.m. for 10 minutes to discuss labor negotiations. The regular meeting resumed at 4:50 p.m.

Motion was made by Mayor Leonard Kelley to approve Resolution No. 25-17, authorizing the Chief Executive Officer to execute and implement a labor contract between Community Transit and the International Association of Machinists District Lodge No. 160 representing Transportation Supervisors and Operations Instructor employees. The approval of this resolution is contingent on the agreement being ratified by the union's membership. The motion was seconded by Mayor Tom Hamilton and carried unanimously.

The meeting was adjourned at 4:51 p.m.

Other Business

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



Jan McBride
Executive Office Manager