

**Board of Directors' Meeting
Thursday, July 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 Jan Schuette	City of Arlington
Councilmember Mike Todd	City of Mill Creek
Councilmember Stephanie Wright	Snohomish County

Board Members Absent

Councilmember Terry Ryan	Snohomish County
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Others Present

Mary Albert	CT-Budget Manager
Ken Bailey	CT-Vehicle Maintenance Manager
Colleen Baumann	CT-Manager of Transportation Operations
Geri Beardsley	CT-Director of Administration
Chris Beck	CT-HR Program Manager
Roland Behee	CT-Strategic Planning Unit Manager
Trent Botham	CT-Transportation Supervisor
Art Braeul	CT-Customer Care Manager
Larry Brown	Machinists Union
Melissa Cauley	CT-Grant Program Manager
Sean Christensen	CT-Public Information Officer
Tim Chrobuck	CT-Chief Technology Officer
Molly Deardorff	CT-Capital Development Project Assistant
Tom Dietz	DART
Barbara Earl	BETS Consulting
Carla Freeman	CT-Labor Specialist
Marianna Hanefeld	SNOTRAC
Steve Hanks	CT-Asst. Manager of Projects & Programs
Emmett Heath	CT-Chief Executive Officer
Allen Hendricks	CT-Legal Counsel
Chad Jorissen	CT-Procurement and SBE/DBE Specialist
Parker Kee	Boy Scout
Roger Kee	CT-Procurement and SBE/DBE Specialist
Wade Mahala	CT-Manager of Contracted Transportation
Molly Marsicek	CT-Director of Customer Experience
Jan McBride	CT-Executive Office Manager
Laurel McJannet	CT-Digital Content Specialist
Gail McNutt	CT-Administrative Coordinator
Todd Morrow	CT-Chief of External Affairs
Martin Munguia	CT-Communications Manager

Joy Munkers
Deb Osborne
Dave Richards
Seema Sharma
Juanita Shuler
Carol Thompson
Kate Tourtellot
David True
Jeri Welch
Fred Worthen

CT-Director of Planning & Development
CT-Executive Projects Manager
CT-Director of Maintenance
CT-Assistant Transportation Manager
CT-Administrative Assistant, Executive
CT-Service Development Manager
CT-Senior Transportation Planner
CT-Capital Development Program Manager
CT-Business Support Specialist
CT-Director of Transportation

Call to Order

Chair Stephanie Wright called to order the July 6, 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.**

Special Visitor

Chair Stephanie Wright introduced United States Congresswoman Pramila Jayapal and her outreach coordinator, Yazmin Mehdi. Congresswoman Jayapal outlined some of the projects under consideration at the federal level and expressed her support for public transportation and Community Transit.

Public Hearing for 2017-2022 Transit Development Plan

Chair Wright opened the public hearing for Community Transit's six-year Transit Development Plan at 3:05 p.m. and solicited public comment on the plan. There were no comments and the public hearing was closed at 3:06 p.m.

The regular Board of Directors' meeting immediately resumed.

Public Comment

Larry Brown from the International Association of Machinists (IAM) expressed concern over the location of the proposed *Swift* Green Line stop in front of the IAM union hall. The Union was concerned that the stop would block the view of the statue by the hall entrance and asked that Community Transit consider alternatives. Brief discussion followed.

Presentations

Service Awards

CEO Emmett Heath recognized Barb Christenson for her 30 years of service, 26 of those years as a Dispatcher. He also acknowledged Trent Botham for his 25 years of service, most recently serving as a Transportation Supervisor. Trent was known for his sense of humor and excellent customer service.

Snohomish County Transportation Coalition (SNOTRAC)

Joy Munkers, Director of Planning and Development, summarized the work of SNOTRAC and introduced new Mobility Manager, Mariana Hanefeld. Ms. Hanefeld summarized her work as a liaison and advocate to help connect Snohomish County citizens with transportation challenges to needed services.

Transit Police Introduction

Geri Beardsley, Director of Administration introduced Sgt. Marty Zelaya, a new police officer in the Transit unit. Lt. David Bowman, also a new transit police officer, was unable to attend today's meeting.

Committee Reports

Finance and Administration Committee

Mayor Tom Hamilton reported on the June 15, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the May 2017 payroll and monthly expenditures placed on today's Consent Agenda. Mayor Hamilton announced that Community Transit's bonds were rated "AAA" by Standard and Poors Global Ratings. The bond sale was held June 6 and proceeds were received June 20. The Committee also reviewed the monthly sales tax and diesel fuel reports. The next meeting was scheduled for July 20, 2017, at 2 p.m., immediately prior to the Board workshop.

Marketing, Operations, & Maintenance Committee

Mayor Dave Earling reviewed the June 28, 2017, Marketing, Operations, & Maintenance (MOM) Committee meeting. The Committee recommended approval of one item on the Consent Agenda, award of RFP #37-15, Customer Comment Software Licensing and Implementation, to Astute Solutions. The next meeting was scheduled for July 26, 2017, at 3 p.m.

Planning and Capital Projects Committee

Mayor Leonard Kelley reviewed the June 26, 2017, Planning and Capital Projects Committee meeting. The Committee reviewed public comments received on the draft 2017-2022 Transit Development Plan and was briefed on the right-of-way acquisitions for the *Swift* Green line project. The next meeting was scheduled for July 26, 2017, at 2 p.m.

Consent Calendar

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

- A. Approval of minutes of the June 1, 2017, Board of Directors' Meeting.**
- B. Award of RFP #37-15, Customer Comment Software Licensing and Implementation, to Astute Solutions in the amount of \$195,000 for implementation and licensing of the Astute Solutions ePowerCenter, and authorizing the CEO to negotiate and award a contract.**
- C. Approval of vouchers dated May 8, 2017, in the amount of \$1,371,268.17.**
- D. Approval of vouchers dated May 12, 2017, in the amount of \$1,131,750.55.**
- E. Approval of vouchers dated May 16, 2017, in the amount of \$368,391.09.**
- F. Approval of vouchers dated May 22, 2017, in the amount of \$1,747,346.89.**
- G. Approval of vouchers dated May 25, 2017, in the amount of \$2,429,966.31.**
- H. Approval of vouchers dated May 31, 2017, in the amount of \$115,230.47.**
- I. Approval of May 2017 Payroll:**
 - 1. Direct Deposits Issued, #s 317245 – 318534, in the amount of \$2,460,036.50.**
 - 2. Paychecks Issued, #s 101199 – 101270, in the amount of \$109,097.50**
 - 3. Employer Payroll Tax Deposits, in the amount of \$288,312.56.**

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

Chair's Report

Councilmember Stephanie Wright commended staff on the groundbreaking ceremony for Seaway Transit Center held this morning. Senior representatives from many partners were in attendance, including United States Senator Patty Murray. Councilmember Wright also reminded Board members about the July 20 quarterly Board Workshop and regular August 3 Board meeting, both starting at 3 p.m.

Chief Executive Officer's Report

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- Work was progressing to secure the federal grant for the *Swift* Green Line.
- Community Transit was heavily involved with jurisdictional and transit partners to deliver High Capacity Transit (HCT) to the region. He would provide regular updates in the future regarding integration efforts in progress.
- King County Metro (KCM) invited Community Transit to participate in a joint leadership team meeting on June 8. The two agencies discussed shared issues of interest to the region and to customers. Community Transit will host KCM next week for an in-depth discussion of employee health and wellness.
- Bob Throckmorton, former Director of Customer Relations, was awarded the Reeves/Sievers Founders' Award for Volunteerism by United Way.

Operational Excellence

- Seven Board members attended the Seaway groundbreaking event. Staff and Board members were thanked for their work and support.
- The agency is looking strategically at ways to attract additional qualified coach operator applicants in support of coming service increases.

Financial Stewardship

- Community Transit received its 22nd consecutive clean audit from the State Auditor's Office. Staff was thanked for their work.

Employment Experience

- The IAM Supervisor's Contract was ratified unanimously by members on June 11.

Safety/Security/Environmental

- The annual health and safety fair was held on June 21. More than 17 vendors were on hand to help promote workplace safety and employee health and wellness.

Board Communication

Mayor Tom Hamilton announced several coming events in the City of Snohomish. He also briefly reviewed the state audit exit conference where many compliments were given and received.

Mayor Jon Nehring congratulated the agency on its 22nd consecutive clean audit, "AAA" bond rating, and Seaway Transit Center groundbreaking event.

Councilmember Jan Schuette announced the Fly-in at Arlington's airport this coming weekend.

Mayor Leonard Kelley announced Art by the Bay also held this coming weekend.

Councilmember Mike Todd asked if videos of the speeches from the Seaway Transit Center groundbreaking would be available. He also announced the Mill Creek Festival scheduled for the coming weekend.

Mayor Dave Earling congratulated Community Transit on the successful Seaway Transit Center groundbreaking.

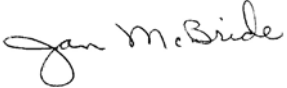
Lance Norton also congratulated the agency on the groundbreaking and expressed the desire to ratify a contract for the Amalgamated Transit Union (ATU).

CEO Emmett Heath and Board members summarized their reflections from the Seaway Transit Center groundbreaking event. Key themes included: (1) the importance of partnerships, (2) the growing high capacity transit network, and (3) growing awareness of the importance of public transit and regional partnerships.

The meeting was adjourned at 3:55 p.m.

Other Business

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

A handwritten signature in cursive script that reads "Jan McBride".

Jan McBride
Executive Office Manager