

**Board of Directors' Meeting
Thursday, August 3, 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 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

Mayor Jennifer Gregerson	City of Mukilteo
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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
Roland Behee	CT-Strategic Planning Unit Manager
Chris Boyer	City of Lynnwood, Board alternate
Cameron Burdick	CT-Journey Parts Person
Mike Burress	CT-Risk Manager
Tim Chrobuck	CT-Chief Technology Officer
Mitch Coe	CT-Accounting Supervisor
Matt Coomes	CT-Sales and Distribution Supervisor
Joe Corbey	CT-Procurement Specialist
Larry Daubenmire	CT-Capital Project Manager
Kunjan Dayal	CT-Procurement & Contract Manager
Tom Dietz	DART
Barbara Earl	BETS Consulting
Lori Fox	CT-Controller
Bonnie Ginsberg	CT-Marketing Manager
Steve Hanks	CT-Asst. Manager of Projects & Programs
Colleen Hansen	CT-Financial Analyst
Jennifer Hass	CT-Community Programs Manager
Emmett Heath	CT-Chief Executive Officer
Allen Hendricks	CT-Legal Counsel
Diane Holyoke	CT-Accounting Payroll Specialist
Stacy Hupp	CT-Procurement & SBE/DBE Specialist
Chad Jorissen	CT-Procurement and SBE/DBE Specialist
Britton Kavanaugh	CT-Accounting Specialist
Roger Kee	CT-Procurement and SBE/DBE Specialist
Steve Lage	CT-Journey Parts Person
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
Cherrill Mears	CT-Business Analyst
Todd Morrow	CT-Chief of External Affairs
Colleen Murphy	CT-Risk Analyst
Joy Munkers	CT-Director of Planning & Development
Deb Osborne	CT-Executive Projects Manager
Dave Richards	CT-Director of Maintenance
Lorren Shadko	CT-Procurement Project Coordinator
Juanita Shuler	CT-Administrative Assistant, Executive
Cindy Stover	CT-Payroll Supervisor
Barbara Taylor	Transit Police Unit
Carol Thompson	CT-Service Development Manager
Kate Tourtellot	CT-Senior Transportation Planner
David True	CT-Capital Development Program Manager
Jeri Welch	CT-Business Support Specialist
Jeff Welk	CT-Parts Inventory Supervisor
Steve Winecuff	CT-Manager of Transportation Administration

Call to Order

Chair Stephanie Wright called to order the August 3, 2017, Board of Directors' meeting at 3:03 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 comments.

Presentations

Office of the State Auditor

State Auditor Pat McCarthy presented an award to Community Transit for outstanding financial stewardship. The award recognized Community Transit's 22nd consecutive clean audit, and its dedication and commitment to make government work better and facilitate the overall audit process. Ms. McCarthy noted Community Transit was the first transit system to receive the State Auditor's Stewardship Award.

New Employee

Wade Mahala, Manager of Contracted Transportation, introduced Margaret Keckler, the new Contracted Services Coordinator.

Committee Reports

Executive Committee

Councilmember Stephanie Wright reviewed the July 27, 2017, Executive Committee meeting. Todd Morrow provided a legislative update and would report to the full Board later in this meeting. Joy Munkers provided background information on the status of the Small Starts grant for construction of the *Swift Green Line* and would provide an update later in the meeting. The Committee also received an update on labor negotiations during an Executive Session. The next meeting was scheduled for August 17, 2017, at 3 p.m.

Finance and Administration Committee

Mayor Tom Hamilton reported on the July 20, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the June 2017 payroll and monthly expenditures placed on today's Consent Agenda. The Committee also reviewed the second quarter 2017 transit police report, first quarter 2017 unaudited financial report, and monthly sales tax and diesel fuel reports. The next meeting was scheduled for August 17, 2017, at 4 p.m.

Planning and Capital Projects Committee

Mayor Leonard Kelley reviewed the July 26, 2017, Planning and Capital Projects Committee meeting. The Committee reviewed and recommended approval of four items on the Action Agenda. Three of the items were related to the *Swift* Green Line Corridor Stations Construction, and the fourth was adoption of the 2017-2022 Transit Development Plan. The Committee also recommended approval of the Industrial Wastewater Pre-Treatment Systems placed on the Consent Agenda.

The Committee asked Roland Behee, Strategic Planning Unit Manager, to brief the Board on the next generation ORCA fare simplification policy. Mr. Behee noted there was regional consensus to eliminate fare zones, resulting in each bus route having one fare. The impacts of this decision on Community Transit's fare policy were outlined and would affect approximately 2 percent of Community Transit bus riders. The public comment period for the fare policy changes was August 4-September 11, with a public hearing scheduled for September 7. A Board decision was hoped for by October 5 with implementation on July 1, 2018.

Consent Calendar

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

- A. Approval of minutes of the July 6, 2017, Board of Directors' Meeting.**
- B. Award of ITB #2017-034, Industrial Wastewater Pre-Treatment Systems, to Duo Tec in the amount of \$224,330.00, and authorizing the CEO to execute a contract to construct the Industrial Wastewater Pre-Treatment Systems.**
- C. Approval of vouchers dated June 2, 2017, in the amount of \$1,306,934.12.**
- D. Approval of vouchers dated June 6, 2017, in the amount of \$292,748.43.**
- E. Approval of vouchers dated June 7, 2017, in the amount of \$75,030.26.**
- F. Approval of vouchers dated June 13, 2017, in the amount of \$498,048.83.**
- G. Approval of vouchers dated June 14, 2017, in the amount of \$1,699,977.75.**
- H. Approval of vouchers dated June 19, 2017, in the amount of \$2,234,711.69.**
- I. Approval of vouchers dated June 21, 2017, in the amount of \$932,098.27.**
- J. Approval of vouchers dated June 23, 2017, in the amount of \$2,195,700.12.**
- K. Approval of vouchers dated June 26, 2017, in the amount of \$217,487.49.**
- L. Approval of vouchers dated June 27, 2017, in the amount of \$274,466.08.**
- M. Approval of vouchers dated June 28, 2017, in the amount of \$981,814.17.**
- N. Approval of vouchers dated June 30, 2017, in the amount of \$8,000.00.**
- O. Approval of June 2017 Payroll:**
 - 1. Direct Deposits Issued, #s 318535 – 319853, in the amount of \$2,605,385.90.**
 - 2. Paychecks Issued, #s 101271 – 101343, in the amount of \$94,705.32.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$304,006.12.**

The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Action Items

Roger Kee, Procurement Specialist, provided an overview of rising construction costs due to the large number of projects underway in the Puget Sound region. He noted that in the local construction market, low bids were averaging 9.72% higher than the Independent Government Cost Estimates (IGCE).

David True, Capital Development Program Manager, introduced the following three action items related to construction of the *Swift* Green Line. It was noted that Community Transit received a Letter of No Prejudice (LONP) from the Federal Transit Administration (FTA) authorizing Community Transit to award construction contracts prior to execution of the Small Starts grant.

Award of ITB #2017-036, *Swift* Green Line Corridor Stations Construction

Motion was made by Mayor Leonard Kelley to award ITB #2017-036, *Swift* Green Line Corridor Stations, to Granite Construction Company in the amount of \$16,834,248.89, and authorizing the CEO to execute a contract to construct the *Swift* Green Line corridor stations. The motion was seconded by Mayor Jon Nehring and passed unanimously.

Award of *Swift* Green Line Corridor Stations Construction Management

Councilmember Terry Ryan made a motion to award construction management for the *Swift* Green Line Corridor Stations to KPFF, in the amount of \$474,916, and authorizing the CEO to execute a contract with KPFF. The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Award of *Swift* Green Line Corridor Stations Construction Engineering Support

Motion was made by Mayor Leonard Kelley to award construction engineering support for the *Swift* Green Line Corridor Stations to Otak in the amount of \$235,912, and authorizing the CEO to execute a contract with Otak. The motion was seconded by Councilmember Mike Todd and passed unanimously.

Approval of Resolution No. 26-17, 2017-2022 Transit Development Plan

Mayor Leonard Kelley made a motion to approve Resolution No. 26-17, adopting the 2017-2022 Transit Development Plan. The motion was seconded by Councilmember Mike Todd and passed unanimously.

Chair's Report

Councilmember Stephanie Wright reported on her attendance at the recent American Public Transportation Association (APTA) Board member conference held July 22-25 in Chicago. Councilmember Jan Schuette and Jan McBride also attended. Councilmember Wright expressed appreciation for Community Transit's successful operations. Councilmember Schuette also summarized her thoughts from the conference.

Chief Executive Officer's Report

Todd Morrow, Chief of External Affairs, provided a legislative report to the Board. He stated that on the Federal level, both Houses were moving forward on appropriations bills. Adequate funding of Capital Investment Grants was of importance to Community Transit. Mr. Morrow asked Board members to thank Senator Patty Murray and her staff for their work to support Community Transit and to encourage Congressman Rick Larsen to co-chair the legislative Bus Caucus.

Joy Munkers, Director of Planning and Development, reviewed two recent agency successes: (1) receipt of the Letter of No Prejudice for the *Swift* Green Line construction, and (2) implementation of an engineering design for the 116th Street interchange project that incorporates a transit-friendly option, allowing Community Transit to retain the freeway flyer stop and that could be a model for future projects.

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- The State Transportation Conference was scheduled for August 7-9 in Everett. Community Transit staff were participating in six different panel discussions and presentation, including a site visit to the Employee Maintenance Center and a tour of *Swift*.

Operational Excellence

- The new Curb@Home travel conversations project began the end of July and would continue through mid-September. A group of trained Travel Advisors would be contacting 5,000 households door-to-door in the Mill Creek area to provide resources and incentives for people to use transportation options other than driving alone. Program materials were provided to Board members.

Employment Experience

- The CEO and other Executive Team members met with employees in a series of meetings in July to share information and ideas.

Planning for the Future

- Outreach had begun to local jurisdictions, state, and other agencies to get input about Community Transit's Long Range Transit Plan.
- Staff was also looking at innovative ideas to improve the agency's recruitment efforts for Coach Operators and Mechanics to meet future service needs.

Board Communication

Mayor Jon Nehring congratulated staff on the successful resolution to the 116th Street flyer stop and the *Swift* Green Line construction projects.

Mayor Leonard Kelley announced the upcoming Stanwood/Camano Fair.

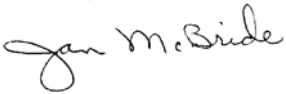
Councilmember Mike Todd thanked staff for their work on the 116th Street flyer stop and asked when information would go out to concerned citizens.

Mayor Dave Earling announced the Taste of Edmonds event and noted the importance of coordinating services with the counties north of Community Transit to address the needs of the expanding region.

The meeting was adjourned at 4:20 p.m.

Other Business

The next regular Board meeting will be held September 7, 2017, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.



Jan McBride
Executive Office Manager