

**Board of Directors' Meeting
Thursday, September 7, 2017
Community Transit Board Room
3:00 p.m.**

Board Members Present

Mayor Jennifer Gregerson	City of Mukilteo
Mayor Tom Hamilton	City of Snohomish
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

Mayor Dave Earling	City of Edmonds
Mayor Leonard Kelley	City of Stanwood
Mayor Jon Nehring	City of Marysville
Councilmember Stephanie Wright	Snohomish County

Others Present

Debbie Anderson	CT-TDM & Outreach Specialist
Daniel Anelson	The Hand Up Project
Fred Bailey	The Hand Up Project
Brad Bartholomew	The Hand Up Project
Colleen Baumann	CT-Manager of Transportation Operations
Geri Beardsley	CT-Director of Administration
Roland Behee	CT-Strategic Planning Unit Manager
Art Braeul	CT-Customer Care Manager
Don Burr	CT-Security Manager
Regina Chae	Shepherd's Garden Senior Housing
Joan Cheer	Monroe Gospel Mission
Tim Chrobuck	CT-Chief Technology Officer
Tom Dietz	Homage Senior Services-DART
Barbara Earl	BETS Consulting
Donald Gunn	The Hand Up Project
Steve Hanks	CT-Asst. Manager of Projects & Programs
Adriannah Hansen	The Hand Up Project
Jennifer Hass	CT-Community Programs Manager
Emmett Heath	CT-Chief Executive Officer
Allen Hendricks	CT-Legal Counsel
Steve Hopkins	Shepherd's Garden Senior Housing
Stacy Hupp	CT-Procurement & SBE/DBE Specialist
George Hurst	City of Lynnwood, Board alternate
Heidi Hutchins	Granite Falls Community Coalition
Dee Jackson	The Hand Up Project
Roofer Jay	The Hand Up Project
Robert Jensen	CT-Senior Program Manager
Joomi Kim	Korean Community Service Center
George Lindholm	CT-Senior Program Manager
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
Nicol McKay	The Hand Up Project
Gail McNutt	CT-Administrative Coordinator
De Meyers	CT-Transit Technology Manager
Jared Miller	The Hand Up Project
Adriana Moreno	Monroe Gospel Mission
Todd Morrow	CT-Chief of External Affairs
Martin Munguia	CT-Communications Manager
Joy Munkers	CT-Director of Planning & Development
Michael Nance	The Hand Up Project
Deb Osborne	CT-Executive Projects Manager
Carol Panagos	Granite Falls Community Coalition
Dan Rankin	Glacier Peak Institute
Oak Rankin	Glacier Peak Institute
Dave Richards	CT-Director of Maintenance
Terry Robertson	Josephine Caring Community
Kelly Ryan	The Hand Up Project
Matthew Shink	The Hand Up Project
Mary Johnson Schroeder	Pioneer Human Services
Kati Shannon	Josephine Caring Community
Juanita Shuler	CT-Administrative Assistant, Executive
Robert Smiley	The Hand Up Project
Theresa Smiley	The Hand Up Project
Brett Spurrier	The Hand Up Project
John Stima	Monroe Gospel Mission
Barbara Taylor	Transit Police Unit
Christine Thomas	Shepherd's Garden Senior Housing
Kate Tourtellot	CT-Senior Transportation Planner
David True	CT-Capital Development Program Manager
Marion Turner	The Hand Up Project
Roshell Turner	The Hand Up Project
Jorden Watkins	The Hand Up Project
Chris Weber	The Hand Up Project
Jeri Welch	CT-Business Support Specialist
Liz Welch	Pioneer Human Services
Jeff Welk	CT-Parts Inventory Supervisor
Mike Winters	First Transit
Fred Worthen	CT-Director of Transportation

Call to Order

Mayor Jennifer Gregerson, Board Secretary, called to order the September 7, 2017, Board of Directors' meeting at 3:01 p.m. at the Community Transit Board Room, Everett, Washington.

Public Hearing for ngORCA Fare Policy Change

Mayor Gregerson opened the public hearing and invited comments regarding proposed fare policy changes in preparation for the next generation regional fare payment card, known as ngORCA. There were no comments and the public hearing was closed at 3:02 p.m. The regular Board of Directors meeting immediately resumed. Chief Executive Officer (CEO) Emmett Heath stated that a summary of all comments received throughout the public comment period was available.

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

Service Awards

Pepper Roberts, Vehicle Service Worker, was acknowledged for her 20 years of service at Community Transit. Pepper was noted for her strong work ethic and was nominated for the 2014 Washington Women in Trades award.

VanGo Awards

Eight 7-passenger vans and two 16-passenger vans were awarded to 10 non-profit agencies to enhance access to transportation for the residents of Snohomish County. Agencies receiving a van were: Josephine Sunset Home, Northwest's Child, Cocoon House, Glacier Peak Institute, Granite Falls Community Coalition, Korean Community Service Center, Monroe Gospel Women's Mission, Pioneer Human Services, Shepherd's Garden Senior Housing, and The Hand Up Project.

Committee Reports

Executive Committee

Mayor Jennifer Gregerson reviewed the August 17, 2017, Executive Committee meeting. The Committee heard legislative and CEO reports. Those reports would be presented later in this meeting. The next meeting was scheduled for September 21, 2017, at 3 p.m.

Finance and Administration Committee

Mayor Tom Hamilton reported on the August 17, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the July 2017 payroll and monthly expenditures placed on today's Consent Agenda. The Committee also recommended approval of one Action Item: Resolution No. 27-17, amending the 2017 budget and authorizing the purchase of one additional bus for the *Swift* Green Line. The Committee reviewed the second quarter 2017 unaudited financial report, and monthly sales tax and diesel fuel reports. The next meeting was scheduled for September 21, 2017, at 4 p.m.

June DeVoll, Manager of Strategic Planning and Grants, stated that traffic and travel times had increased since the 2014 Green Line Feasibility Study. Recent data indicated the need for one additional bus to provide the desired level of service.

Marketing, Operations and Maintenance Committee

Councilmember Mike Todd reviewed the August 23, 2017, Marketing, Operations and Maintenance Committee meeting. The Committee was briefed on the award of two task orders under RFP #12-16 for on-call Information Technology (IT) consulting services. These tasks were part of the project to replace the BusFinder web application. The Committee also recommended approval of one item on the regular agenda: RFP 2017-050, Voice over Internet Protocol (VoIP) system implementation. The next meeting was scheduled for September 27, 2017, at 3 p.m.

Consent Calendar

Councilmember Terry Ryan moved to approve items A through M on the Consent Calendar:

- A. Approval of minutes of the July 20, 2017, Board of Directors' Workshop.**

- B. Approval of minutes of the August 3, 2017, Board of Directors' Meeting.**
- C. Approval of vouchers dated July 7, 2017, in the amount of \$709,579.04.**
- D. Approval of vouchers dated July 12, 2017, in the amount of \$2,314,976.77.**
- E. Approval of vouchers dated July 13, 2017, in the amount of \$365,565.51.**
- F. Approval of vouchers dated July 18, 2017, in the amount of \$1,415,065.58.**
- G. Approval of vouchers dated July 19, 2017, in the amount of \$124,528.25.**
- H. Approval of vouchers dated July 20, 2017, in the amount of \$4,445,689.08.**
- I. Approval of vouchers dated July 21, 2017, in the amount of \$102,750.81.**
- J. Approval of vouchers dated July 25, 2017, in the amount of \$1,978,543.34.**
- K. Approval of vouchers dated July 27, 2017, in the amount of \$6,019,307.75.**
- L. Approval of vouchers dated July 31, 2017, in the amount of \$671,211.66.**
- M. Approval of July 2017 Payroll:**
 - 1. Direct Deposits Issued, #s 319854 – 321150, in the amount of \$2,499,753.72.**
 - 2. Paychecks Issued, #s 101344 – 101446, in the amount of \$155,512.11.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$298,659.82.**

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

Action Items

Award of RFP 2017-050, Consultant for Voice over Internet Protocol (VoIP) System

De Meyers, Transit Technology Manager, and George Lindholm, Senior Program Manager, reviewed the wireless communications program and the decision to pursue a VoIP/cellular system to replace Community Transit's aging radio system. This decision provided significant project and annual cost savings, faster timeline to implement, and improved coverage for voice communications.

Motion was made by Councilmember Mike Todd to authorize the Chief Executive Officer to negotiate and award RFP 2017-050, VoIP System Implementation consulting contract, to IBI Group for \$953,300. The motion was seconded by Councilmember Jan Schuette and passed unanimously.

Approval of Resolution No. 27-17, Amending the 2017 Budget, and Authorization to Purchase One Additional Bus for the Swift Green Line

Mayor Tom Hamilton made a motion to approve Resolution No. 27-17, amending the 2017 budget, and authorizing the CEO to approve a contract option to purchase one additional Bus Rapid Transit 60-foot diesel bus from New Flyer of America under the terms established by Contract #03-16, Heavy Duty Transit Buses. The purchase would include inspections, contingency, taxes and license fees at the not to exceed amount of \$923,757. The motion was seconded by Councilmember Terry Ryan and passed unanimously.

Chair's Report

Mayor Jennifer Gregerson extended an invitation to Mukilteo's Lighthouse Festival the coming weekend. She also noted October Board meetings:

- (1) October 5 regular Board meeting at 3 p.m.
- (2) October 26 Board budget workshop at 3 p.m.

Chief Executive Officer's Report

Todd Morrow, Chief of External Affairs, provided a legislative report to the Board. He stated that Congress had passed a continuing resolution to fund the federal government through December 8. On the state level, an initiative to bring car tab taxes and fees to \$30 was being circulated. Potential impacts to government agencies were noted. Board members were invited to attend the October 18 Legislative Luncheon hosted by Community Transit to thank the 21 members of its legislative delegation for their work on behalf of the agency.

Joy Munkers, Director of Planning and Development, provided an update on regional transit integration activities:

- (1) *Swift* Green Line and Seaway Transit Center were progressing on schedule. Work on 128th St. utility locations was complete.
- (2) Lynnwood Link light rail station design was nearing completion. Staff was working with Sound Transit to identify areas for cost savings.
- (3) Staff was working with Sound Transit on the I-405 bus rapid transit planning process.
- (4) Community Transit was invited by the state Department of Transportation (DOT) to participate with them in their capability maturity model process. This project would provide a comprehensive review of DOT's internal processes.
- (5) Staff was also participating with the Farmhouse Gang, working in support of public transportation north of Community Transit's service area.

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- King County Metro (KCM) had visited Community Transit three times to look at the agency's Employee Maintenance Center. KCM had a pilot project under development to implement a similar program for their employees.

Operational Excellence

- The fall 2017 service changes would take effect September 24.

Financial Stewardship

- The 2018 budget cycle was underway. All budget goals had been met and the budget would be presented at the October 26 workshop.

Employment Experience

- Finding enough qualified applicants for coach operators and mechanics continued to be a challenge. Staff was looking at innovative ways to meet the need.

Board Communication

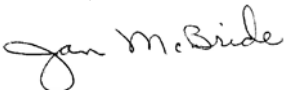
Mayor Tom Hamilton announced the Snohomish farmers markets on Thursdays, and other City of Snohomish events coming in September. He noted he had an opportunity to advocate for Community Transit at a recent meeting with the Governor.

Councilmember Mike Todd encouraged attendance at the September 27 meeting of Snohomish County Tomorrow and Snohomish County Cities. Josh Brown from the Puget Sound Regional Council and other regional leaders would be participating.

The meeting was adjourned at 3:53 p.m.

Other Business

The next regular Board meeting will be held October 5, 2017, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.



Jan McBride
Executive Office Manager