

**Board of Directors' Meeting
Thursday, December 1, 2016
Community Transit Board Room
3:00 p.m.**

Board Members Present

Mayor Dave Earling	City of Edmonds
Mayor Jennifer Gregerson	City of Mukilteo
Councilmember 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
Pam Alcorn	CT-Customer Information Specialist
Jenny Anderson	Self
Ross Ardrey	NW Management Consulting, Inc.
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
Joe Bennett	Legal Counsel
Art Braeul	CT-Customer Services Manager
Melissa Cauley	CT-Grants Program Manager
Sean Christensen	CT-Public Information Specialist
Tim Chrobuck	CT-Chief Technology Officer
Matt Coomes	CT-Sales & Distribution Supervisor
Joe Corbey	CT-Procurement Specialist
Kunjan Dayal	CT-Procurement & Contract Manager
Larry Daubenmire	CT-Capital Project Manager
June DeVoll	CT-Manager Strategic Planning & Grants
Barbara Earl	BETS Consulting
Bonnie Ginsberg	CT-Marketing Manager
Cristina Gruber	CT-Paratransit Specialist
John Hagen	Senior Services Snohomish County
Steve Hanks	CT-Assistant Mgr. Projects & Programs
Colleen Hansen	CT-Financial Analyst
Don Hart	Snohomish County Sheriff's Office –Transit Police
Emmett Heath	CT-Chief Executive Officer

* Indicates late arrival

Matthew Hendricks
Kurt Hilt
Roland Howe
Stacy Hupp
George Hurst
Rob Jensen
Wade Mahala
Jan McBride
Laurel McJannet
Gail McNutt
Cherrill Mears
Kent Melton
Martin Munguia
Deb Osborne
Virginia Ponce de Leon
Dave Richards
Faith Roland
Tony Ruggiero
Lorren Shadko
Juanita Shuler
Dennis Smith
Bob Throckmorton
David True
Fred Worthen
Jeri Welch
Jeff Welk
Lori Welk
Steve Winecoff
Michael Winters

Legal Counsel
City of Lake Stevens
CT-Journey Parts Person
CT-Procurement & SBE/DBE Specialist
City of Lynnwood, Board alternate
CT-Senior Program Manager
CT-Manager of Contracted Transportation
CT-Executive Office Manager
CT-Public Information Specialist
CT-Administrative Coordinator
CT-Business Analyst
CLS
CT-Corporate Communications Manager
CT-Executive Projects Manager
CT-Assistant Procurement & SBE/DBE Specialist
CT-Director of Maintenance
CLS
CT-Journey Parts Person
CT-Procurement Project Coordinator
CT-Administrative Assistant, Executive
United Way of Snohomish County
CT-Director of Customer Relations
CT-Capital Development Program Manager
CT-Director of Transportation
CT-Business Support Specialist
CT-Parts Inventory Supervisor
CT-ORCA Financial Specialist
CT-Manager of Transportation Administration
First Transit

Call to Order

Chair Jon Nehring called to order the December 1, 2016, 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 Comment

There were no public comments.

Presentations

Service Awards

Emmett Heath acknowledged Pam Alcorn, Customer Information Specialist, and Matthew Hendricks, Legal Counsel, for their 25 years of service to Community Transit. Roland Howe, Journey Parts Person, was also acknowledged for his 30 years of service at Community Transit.

Councilmember Stephanie Wright arrived at 3:05 p.m.

Mr. Heath recognized Dr. Dennis Smith, retiring CEO of United Way Snohomish County. United Way and Community Transit had been strong partners through the years and Dr. Smith's leadership would be greatly missed. Dr. Smith expressed his appreciation for the partnership with Community Transit and noted he would continue to serve the community.

Councilmember Terry Ryan arrived at 3:10 p.m.

Committee Reports

Executive Committee

Chair Jon Nehring reviewed the November 17, 2016, Executive Committee meeting. Todd Morrow provided a legislative update. CEO Emmett Heath reported on his activities and would provide an update to the Board later in today's meeting. The Committee reviewed the annual CEO performance appraisal process. Appraisal forms would be distributed to the full Board in January for completion. An Executive Session was also held to review the performance of a public employee.

Finance and Administration Committee

Councilmember Tom Hamilton reported on the November 17, 2016, Finance and Administration Committee meeting. He stated the Committee recommended approval of the following items placed on today's consent agenda: (1) Resolution No. 12-16, Revising the Petty Cash Policy; and, (2) October payroll and monthly expenditures. The Committee also recommended approval of two action items: (1) Resolution No. 09-16, Year-End Budget Amendment; and (2) Resolution No. 10-16, Adopting the 2017 Budget. The Committee reviewed the monthly sales tax and diesel fuel reports, third quarter 2016 transit police report, and third quarter 2016 financial report.

Marketing, Operations, & Maintenance Committee

Mayor Dave Earling reviewed the November 22, 2016, Marketing, Operations & Maintenance Committee meeting. He stated the Committee recommended Board approval of RFP #2016-083, Bus Tire Leasing and On-Site Service; and *Swift* Bus Rapid Transit (BRT) Ticket Vending Machine Door Upgrade, placed on today's consent agenda.

Planning and Capital Projects Committee

Mayor Leonard Kelley reviewed the November 16, 2016, Planning and Capital Projects Committee meeting. The Committee recommended approval of one item on the consent agenda: purchase of hoists for the Merrill Creek Operating Base Hoist Additions Project. The Committee also received a status update on the *Swift* Green Line project.

Consent Calendar

Councilmember Stephanie Wright moved to approve items A through P:

- A. Approval of minutes of the October 27, 2016, Board of Directors' Workshop.**
- B. Approval of minutes of the November 3, 2016, Board of Directors' Meeting.**
- C. Authorizing the CEO to negotiate and execute a purchase order for the procurement of two new Stertil Koni-ECO 90 hoists in the amount of \$311,745, with authority to issue change orders within Board-approved budgets.**
- D. Approval of Resolution No. 12-16, Revising Petty Cash and Change Funds Authority.**
- E. Authorizing the CEO to negotiate and award contract RFP #2016-083, Bus Tire Lease and On-Site Services, to Goodyear Tire and Rubber Company for three years with two 1-year options: \$386,000 for year one, \$395,200 for year two, and \$407,100 for year three; and option year one for \$422,800, and option year two for \$438,700, with authority to issue change orders up to the Board-approved budgets.**
- F. Award of sole source contract for *Swift* Bus Rapid Transit Ticket Vending Machine Door Upgrade to Parkeon, Inc. in the amount of \$122,086, and authorizing the CEO to execute a contract with Parkeon, along with authority to issue any necessary change orders up to the Board-approved budget for this project.**
- G. Approval of vouchers dated October 4, 2016, in the amount of \$576,010.40.**
- H. Approval of vouchers dated October 6, 2016, in the amount of \$477,408.08.**
- I. Approval of vouchers dated October 12, 2016, in the amount of \$938,320.12.**
- J. Approval of vouchers dated October 17, 2016, in the amount of \$751,073.77.**

- K. Approval of vouchers dated October 19, 2016, in the amount of \$3,058,558.42.**
- L. Approval of vouchers dated October 20, 2016, in the amount of \$488,878.22.**
- M. Approval of vouchers dated October 24, 2016, in the amount of \$191,945.28.**
- N. Approval of vouchers dated October 26, 2016, in the amount of \$758,621.86.**
- O. Approval of vouchers dated October 27, 2016, in the amount of \$236,639.14.**
- P. Approval of October 2016 Payroll:**
 - 1. Direct Deposits Issued, #s 306903 – 307547 and 307627 – 308261, in the amount of \$2,447,541.96.**
 - 2. Paychecks Issued, #s 100566 – 100593 and 100614 – 100642, in the amount of \$78,123.32.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$274,853.01.**

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

Action Items

Approval of Resolution No. 09-16, Year-End Budget Amendment

Motion was made by Councilmember Tom Hamilton to approve Resolution No. 09-16, amending the 2016 budget. The motion was seconded by Councilmember Stephanie Wright and passed unanimously.

Approval of Resolution No. 10-16, Adopting the 2017 Budget

Councilmember Stephanie Wright made a motion to approve Resolution No. 10-16, adopting the 2017 budget. The motion was seconded by Councilmember Terry Ryan and passed unanimously.

Chair's Report

Mayor Jon Nehring thanked the Board members who attended Community Transit's annual Thanksgiving lunch on November 16. He noted this was the last Board meeting for the year and wished happy holidays to everyone.

Chief Executive Officer's Report

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- The Washington State Transportation Commission held a meeting in Marysville on November 16. Emmett and Chair Nehring made presentations and Community Transit arranged for a tour of Snohomish County on a Double Tall bus.
- Community Transit sponsored the second annual Sno-Isle TEDx event on November 18. Board member Mike Todd and other Community Transit staff attended.
- Community Transit employees are partnering with Volunteers of America to help Kids in Transition. This year employees will provide filled backpacks to approximately 70 homeless high school students. The agency is also partnering with ATU, Everett Transit and Volunteers of America in the "Stuff-A-Bus" event scheduled for December 10-11 at the Snohomish Fred Meyer.

Financial Stewardship

- Staff was commended for their work on the 2017 budget.
- The agency's first investments were recently made under the new investment policy approved by the Board in October 2015. Almost \$10 million was invested in four securities with variable maturity timelines. Staff would keep the Board updated on the performance of these funds.

Board Communication

Board members expressed appreciation for the great work done by Community Transit staff this past year and commended the agency for its contributions to the region.

Councilmember Mike Todd summarized the work done by elected officials at the Regional Fare Forums. He noted the goal was to simplify fare structures in the region. There were still some issues to be resolved.

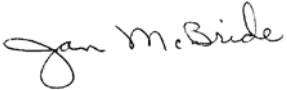
Lance Norton wished everyone a happy and safe holiday season.

Executive Session

An Executive Session was called at 3:35 p.m. for 30 minutes to discuss the performance of a public employee. The Executive Session was extended an additional 80 minutes. The regular meeting resumed at 5:25 p.m. and was promptly adjourned.

Other Business

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



Jan McBride
Executive Office Manager