

**Board of Directors' Meeting
Thursday, October 6, 2016
Community Transit Board Room
3:00 p.m.**

Board Members Present

Councilmember Patsy Cudaback, alternate
Mayor Dave Earling
Councilmember George Hurst, alternate
Mayor Leonard Kelley
Lance Norton
Councilmember Terry Ryan
Councilmember Jan Schuette
Councilmember Mike Todd

City of Monroe
City of Edmonds
City of Lynnwood
City of Stanwood
Labor Representative, non-voting
Snohomish County
City of Arlington
City of Mill Creek

Board Members Absent

Mayor Jennifer Gregerson
Councilmember Tom Hamilton
Mayor Jon Nehring
Councilmember Stephanie Wright

City of Mukilteo
City of Snohomish
City of Marysville
Snohomish County

Others Present

Jeff Anderson
Mary Albert
Ken Bailey
Geri Beardsley
Roland Behee
Sam Brodland
Sara Burnett
Don Burr
Melissa Cauley
Tim Chrobuck
Matt Coomes
Kunjan Dayal
June DeVoll
Tom Dietz
Barbara Earl
Veralee Estes
Lori Fox
Rita Fox
Carla Freeman
Steve Hanks
Emmett Heath
Allen Hendricks
Ted and Bev Hikel
Kirt Hilt
Rob Jensen
Dan Jerome
Chad Jorissen
Wade Mahala

CT-GIS Program Coordinator
CT-Budget Manager
CT-Vehicle Maintenance Manager
CT-Director of Administration
CT-Strategic Planning Unit Manager
CT-Supervisor of Service Planning & Development
CT-Labor Relations Specialist
CT-Security Manager
CT-Grants Program Manager
CT-Chief Technology Officer
CT-Sales and Distribution Supervisor
CT-Procurement & Contract Manager
CT-Manager Strategic Planning & Grants
Senior Services Snohomish County, DART
BETS Consulting
CT-HR Generalist
CT-Controller
CT-Administrative Assistant II, Transportation
CT-
CT-Assistant Manager of Projects and Programs
CT-Chief Executive Officer
Legal Counsel
Self
Self
CT-Senior Program Manager
CT-Capital Project Manager
CT-Procurement Specialist
CT-Manager of Contracted Transportation

Laurel McJannet	CT-Public Information Specialist
Todd Morrow	CT-Chief of Strategic Communications
Martin Munguia	CT-Corporate Communications Manager
Joy Munkers	CT-Director of Planning & Development
Deb Osborne	CT-Executive Projects Manager
Dave Richards	CT-Director of Maintenance
Sid Roberts	Self
Shawna Rose	CT-IT Support Engineer
Jim Rutherford	Transportation Leave Manager
Juanita Shuler	CT-Administrative Assistant, Executive
Barbara Taylor	Transit Police
Kate Tourtellot	Senior Transportation Planner
Bob Throckmorton	CT-Director of Customer Relations
Fred Worthen	CT-Director of Transportation
Jeri Welch	CT-Business Support Specialist
Steve Winecoff	CT-Manager of Transportation Administration
Michael Winters	First Transit

Call to Order

Mayor Leonard Kelley called to order the October 6, 2016, Board of Directors' meeting at 3:02 p.m. at the Community Transit Board Room, Everett, Washington.

Roll Call of Members

The Executive Administrative Assistant called roll. Attendance was as noted above. **A quorum was present.**

Public Comment

There were no public comments.

Mayor Leonard Kelley stated that immediately after today's meeting Community Transit would celebrate its 40th anniversary with a reception. Governor Jay Inslee was arriving at 4:30 p.m. followed by a program that included past Board members, employees and community leaders. Mayor Kelley invited everyone to stay and attend.

Presentations

Service Awards

Emmett Heath acknowledged Mike Majors, Coach Operator, and Don Burr, Security Manager, for their 20 years of service at Community Transit.

Allen Hendricks was congratulated for 40 years of service as the agency's corporate attorney, having served as general counsel since Community Transit's inception.

2017 Proposed Budget

Geri Beardsley shared a high level overview of the proposed 2017 budget. She stated that the budget was balanced and reflected the first full year of new tax revenue. It also reflected the needs of system-wide growth and increased service. She noted the Board would receive an in-depth presentation at the Board workshop scheduled for October 27. The timeline for Board review and approval of the 2017 proposed budget was also summarized.

Committee Reports

Executive Committee

Mayor Leonard Kelley reviewed the September 15, 2016, Executive Committee meeting. Todd Morrow provided a legislative update. CEO Emmett Heath reported:

- Community Transit was presented the Transit Hero Award at the Transportation Choices Coalition awards banquet. Councilmember Jan Schuette and Mayor Jennifer Gregerson also attended.
- Mr. Heath attended the groundbreaking ceremony for the Stanwood YMCA along with Mayor Kelley.
- Board members received a briefing on the Dart contract with Senior Services.
- The September 2016 service change was very successful.
- Bob Throckmorton, Director of Customer Relations, announced his retirement effective February 3, 2017.

The Committee also held an executive session to discuss current labor negotiations and the performance of a public employee.

Finance and Administration Committee

Councilmember Jan Schuette reported on the September 15, 2016, Finance and Administration Committee meeting. She stated the Committee recommended approval of the August payroll and monthly expenditures placed on today's consent agenda. Resolution No. 07-16, Designating Signature Authority for Investment Program Agreements with Brokers and Dealers, was on the Action Calendar with a recommendation to approve.

Marketing, Operations, & Maintenance Committee

Mayor Dave Earling reviewed the September 28, 2016, Marketing, Operations & Maintenance Committee meeting. He stated the Committee recommended Board approval of the Sole Source Purchase for Advanced Public Transportation Systems (APTS), placed on today's consent agenda. The committee forwarded one item to the action calendar, Sole Source Contract for Mini Fleet Trial On-Board Equipment, with the recommendation to approve.

Planning and Capital Projects Committee

Councilmember Dave Earling reviewed the September 21, 2016, Planning and Capital Projects Committee meeting. He noted the Committee reviewed and recommended approval of three items on the consent agenda: 1) Final Design – Seaway Transit Center; 2) Final Design – *Swift* II Bus Rapid Transit Green Line Corridor; and, 3) Final Design – 128th St. Improvements at I-5.

Consent Calendar

Councilmember Terry Ryan moved to approve items A through O:

- A. Approval of minutes of the September 1, 2016, Board of Directors' Meeting.
- B. Approval of Final Design for Seaway Transit Center to Perteet, Inc. in the amount of \$596,613, and authorizing the CEO to execute a contract with Perteet, along with authority to issue any necessary change orders up to the Board-approved budget for this project.
- C. Award of Final Design for the *Swift* II Bus Rapid Transit Green Line Corridor to Otak, Inc. in the amount of \$562,516, authorizing the CEO to execute a contract with Otak, along with authority to issue any necessary change orders up to the Board-approved budget for this project.
- D. Award of Final Design for 128th St. Improvements at I-5 to Otak, Inc. in the amount of \$483,764, authorizing the CEO to execute a contract with Otak, along with authority to issue any necessary change orders up to the Board-approved budget for this project.
- E. Award of Sole Source Extended Warranty Contract to INIT for three years for a total of \$790,922.15, authorizing the CEO to execute a contract and issue any change orders up to the Board-approved budget.
- F. Approval of vouchers dated August 2, 2016, in the amount of \$262,273.81.
- G. Approval of vouchers dated August 5, 2016, in the amount of \$370,161.65.

- H. Approval of vouchers dated August 8, 2016, in the amount of \$26,543.67.
- I. Approval of vouchers dated August 10, 2016, in the amount of \$279,254.14.
- J. Approval of vouchers dated August 12, 2016, in the amount of 2,187,203.93.
- K. Approval of vouchers dated August 16, 2016, in the amount of \$1,658,692.29.
- L. Approval of vouchers dated August 19, 2016, in the amount of \$640,582.17.
- M. Approval of vouchers dated August 25, 2016, in the amount of \$837,905.39.
- N. Approval of vouchers dated August 30, 2016, in the amount of \$1,131,761.30.
- O. Approval of August 2016 Payroll:
 - 1. Direct Deposits Issued, #s 303734 – 304989, in the amount of \$2,347,909.27.
 - 2. Paychecks Issued, #s 100223 – 100477 in the amount of \$173,511.08.
 - 3. Employer Payroll Tax Deposits, in the amount of \$280,272.50.

The motion was seconded by Councilmember Jan Schuette and passed unanimously.

Action Items

Approval of Resolution No. 07-16, Designating Signature Authority for Investment Program Agreements
Motion was made by Councilmember Jan Schuette to approve Resolution No. 07-16, designating signature authority for investment program agreements with brokers and dealers to the Chief Executive Officer. The motion was seconded by Councilmember Terry Ryan and passed unanimously.

Award of Sole Source Contract for Mini Fleet Trial On Board Equipment

De Meyers, Transit Technology Manager, reviewed the wireless communications program, including work completed with voice and data alternatives costs. She stated the next step was a one month mini fleet trial with INIT scheduled to begin April 2017.

Motion was made by Councilmember Mike Todd to authorize the CEO to award a sole source contract to INIT for a total one time cost of \$221,119.77 for new onboard equipment for the purpose of a mini fleet trial, with authority to issue any change orders up to the Board-approved budget for this project. The motion was seconded by Mayor Dave Earling and passed unanimously.

Approval of Resolution No. 08-16, Acknowledging Community Transit's 40th Anniversary

Motion was made by Councilmember Jan Schuette to approve Resolution No. 08-16, acknowledging Community Transit for 40 years of public transportation service to the residents of Snohomish County. The motion was seconded by Councilmember Patsy Cudaback and passed unanimously.

Emmett Heath shared the resolution and invited attendees to sign the large scale resolution that was posted on the back wall after the meeting.

Chair's Report

Mayor Leonard Kelley reviewed his attendance at the recent APTA Annual Conference and felt it was very beneficial.

Chief Executive Officer's Report

Todd Morrow, Chief of Strategic Communications, provided a brief legislative update and stated that the County & City Report was transitioning to an electronic version called "The Route Ahead." Both versions were available the month of October with only the electronic version going forward.

Emmett Heath shared the meetings and events he attended during the past month. Mayor Earling and Councilmember Todd were thanked for their work on the Regional Fare Forum for next generation ORCA. The September 11 service change was a success with excellent rider response about the two new routes, 109 and 209.

Board Communication

Labor Representative Lance Norton shared a conversation he had with an employee that had worked long hours.

Mayor Dave Earling provided an update on Sound Transit 3.

Councilmember Mike Todd complimented Emmett Heath on his excellent presentation at the Snohomish County Tomorrow Annual Assembly. He noted the Community Transit antique bus would be in Mill Creek for a Halloween event.

Councilmember George Hurst stated the Double Tall bus was the most popular attraction at their community event in Lynnwood. He also thanked staff for their quick response to his request for information about overcrowding at the Lynnwood Park & Ride.

Councilmember Jan Schuette stated Everett Community College would be opening an Aero/Tech class in Arlington this month.

Councilmember Patsy Cudaback congratulated Board and staff on the agency's 40th anniversary.

Councilmember Terry Ryan congratulated Todd Morrow, Chief of Strategic Communications, on his Housing Hope appointment. He also shared he would miss Bob Throckmorton, Director of Customer Relations, when he retired.

The meeting was adjourned at 3:50 p.m.

Other Business

The next regular Board meeting will be held November 3, 2016, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.



Juanita Shuler
Executive Administrative Assistant