

**Board of Directors' Meeting
Thursday, May 4, 2017
Community Transit Board Room
3:00 p.m.**

Board Members Present

Councilmember Chris Boyer
Mayor Jennifer Gregerson
Mayor Tom Hamilton
Mayor Leonard Kelley
Lance Norton
Councilmember Terry Ryan
Councilmember Jan Schuette
Councilmember Mike Todd
Councilmember Stephanie Wright

City of Lynnwood (alternate)
City of Mukilteo
City of Snohomish
City of Stanwood
Labor Representative, non-voting
Snohomish County
City of Arlington
City of Mill Creek
Snohomish County

Board Members Absent

Mayor Dave Earling
Mayor Jon Nehring

City of Edmonds
City of Marysville

Others Present

Mary Albert
Ken Bailey
Colleen Baumann
Geri Beardsley
Roland Behee
Sam Brodland
Kristi Brooks
Duncan Brown
Don Burr
Paul Carlson
Sean Christensen
Tim Chrobuck
Matt Coomes
Joe Corbey
Kunjan Dayal
Larry Daubenmire
June DeVoll
Tom Dietz
Barbara Earl
Lori Fox
Rita Fox
Carla Freeman
Colleen Hansen
Sgt. Don Hart
Jennifer Hass
Emmett Heath
Allen Hendricks
Todd Jacobs
Roger Kee

CT-Budget Manager
CT-Vehicle Maintenance Manager
CT-Manager of Transportation Operations
CT-Director of Administration
CT-Strategic Planning Unit Manager
CT-Supervisor of Service Planning & Development
CT-Coach Operator
PFM
CT-Security Manager
CT-Assistant Transportation Manager
CT-Public Information Officer
CT-Chief Technology Officer
CT-Sales and Distribution Supervisor
CT-Procurement Specialist
CT-Procurement & Contracts Manager
CT-Capital Project Manager
CT-Manager of Strategic Planning & Grants
DART
BETS Consulting
CT-Controller
CT-Administrative Assistant II, Transportation
CT-Labor Specialist
CT-Financial Analyst
Snohomish County Sheriff's Office – Transit Police
CT-Manager of Vanpool & TDM
CT-Chief Executive Officer
CT-Legal Counsel
CT-Capital Project Manager
CT-Procurement & SBE/DBE Specialist

Molly Marsicek	CT-Director of Customer Experience
Jan McBride	CT-Executive Office Manager
Laurel McJannet	CT-Online Content Specialist
Virginia Meads	CT-Assistant Procurement & SBE/DBE Specialist
Cherrill Mears	CT-Business Analyst
Todd Morrow	CT-Chief of External Affairs
Joy Munkers	CT-Director of Planning & Development
Nancy Neraas	Foster Pepper, Bond Counsel
Deb Osborne	CT-Executive Projects Manager
Dave Richards	CT-Director of Maintenance
Ken Rutz	First Transit
Dave Shultz	CT-Coach Operator
Juanita Shuler	CT-Administrative Assistant, Executive
Barb Taylor	Transit Police Unit, Snohomish Co. Sheriff's Office
Carol Thompson	CT-Service Development Manager
Kate Tourtellot	CT-Senior Transportation Planner
David True	CT-Capital Development Program Manager
Steven Winecoff	CT-Manager of Transportation Administration
Fred Worthen	CT-Director of Transportation

Call to Order

Chair Stephanie Wright called to order the May 4, 2017, Board of Directors' meeting at 3:02 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

Colleen Baumann, Manager of Transportation Operations, introduced Paul Carlson, the new Assistant Transportation Manager.

Service Awards

Emmett Heath acknowledged James Ewing for his 30 years of service at Community Transit, and Solomon Habte and Kathleen Custer for their 20 years of service. He then introduced Kristi Brooks and congratulated her on 20 years of service at Community Transit. Kristi was known for her outstanding customer skills and her friendly, helpful manner.

Procurement Recognition

Kunjan Dayal was congratulated on his role in advocating for passage of the Job Order Contracting bill recently signed into law by Governor Inslee. Mr. Heath presented him with the pen the Governor used to sign the bill.

Special Recognition

Mr. Heath thanked Sgt. Don Hart from the Snohomish County Sheriff's Office for his leadership of the Transit Police Unit over the past six years. Sgt. Hart was soon to retire and would be greatly missed. His contributions to the agency and community safety were briefly summarized.

Committee Reports

Executive Committee

Councilmember Stephanie Wright reviewed the April 20, 2017, Executive Committee meeting. Todd Morrow provided a legislative update. The Committee approved two Board members to attend the American Public Transportation Association's (APTA) Transit Board Members Conference scheduled for July 22-25 in Chicago. Councilmembers Jan Schuette and Stephanie Wright would attend. The CEO reported on his activities and would provide an update later in this meeting. An Executive Session was held to discuss labor negotiations. The next Committee meeting was scheduled for May 18 at 3 p.m.

Finance and Administration Committee

Mayor Tom Hamilton reported on the April 20, 2017, Finance and Administration Committee meeting. He stated the Committee recommended approval of the March 2017 payroll and monthly expenditures placed on today's consent agenda. They also recommended approval of two items on today's Action agenda: 1) Resolution No. 22-17, authorizing the issuance of Limited Sales Tax General Obligation Bonds, and 2) Resolution No. 24-17, amending the 2017 budget and authorizing the purchase of fare boxes. The Committee also reviewed the First Quarter 2017 Transit Police Report, and the monthly sales tax and diesel fuel reports. The next meeting was scheduled for May 18, 2017, at 4 p.m.

Marketing, Operations, & Maintenance Committee

The April meeting of the Marketing, Operations, & Maintenance Committee was canceled.

Planning and Capital Projects Committee

Mayor Leonard Kelley reviewed the April 26, 2017, Planning and Capital Projects Committee meeting. He noted the Committee recommended approval of two items on today's Action agenda: 1) September 2017 and March 2018 Service Change Proposal, and 2) *Swift* Green Line 128th Street Improvements Construction Contract. The Committee also recommended approval of three items on today's Consent Calendar: 1) Merrill Creek Base Hoist Bay Conversion and Windows Project, 2) *Swift* Green Line 128th Street Improvements Construction Management Contract, and 3) *Swift* Green Line 128th Street Improvements Construction Support Contract. The Committee was briefed on the status of right-of-way acquisitions for the *Swift* Green line project. The next meeting was scheduled for May 17, 2017, at 4 p.m.

Consent Calendar

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

- A. Approval of minutes of the April 6, 2017, Board of Directors' Meeting.**
- B. Approval of the following contracts with Cummins Northwest: 1) Contract IA #2017-022 for Cummins Parts and Fleetguard Services, using City of Everett contract COE #2014-087, for \$500,000 each contract year, expiring on January 31, 2019; and 2) Contract IA #2017-023 for Rebuilt Cummins Engines, using City of Everett contract COE #2014-056, for \$325,000 each contract year, expiring on September 1, 2019.**
- C. Award of ITB 2017-003, Merrill Creek Operating Base Hoist Bay Conversion and Windows, to Duo Tec of Tukwila, Washington, in the amount of \$775,530.36, and authorizing the CEO to execute a contract with Duo Tec.**
- D. Award of construction management for the 128th Street improvements at I-5 to KPFF, in the amount of \$408,655, and authorizing the CEO to execute a contract with KPFF.**
- E. Award of construction engineering support for the 128th Street improvements at I-5 to Otak Inc. in the amount of \$256,970, and authorizing the CEO to execute a contract with Otak.**
- F. Approval of vouchers dated March 2, 2017, in the amount of \$762,482.57.**
- G. Approval of vouchers dated March 3, 2017, in the amount of \$85,935.83.**
- H. Approval of vouchers dated March 7, 2017, in the amount of \$174,219.30.**
- I. Approval of vouchers dated March 9, 2017, in the amount of \$1,181,629.89.**
- J. Approval of vouchers dated March 10, 2017, in the amount of \$713,537.45.**
- K. Approval of vouchers dated March 16, 2017, in the amount of \$365,335.87.**

- L. Approval of vouchers dated March 20, 2017, in the amount of \$2,039,675.70.
- M. Approval of vouchers dated March 22, 2017, in the amount of \$566,446.20.
- N. Approval of vouchers dated March 24, 2017, in the amount of \$332,270.87.
- O. Approval of vouchers dated March 28, 2017, in the amount of \$96,861.24.
- P. Approval of vouchers dated March 29, 2017, in the amount of \$60,359.97.
- Q. Approval of vouchers dated March 31, 2017, in the amount of \$643,758.67.
- R. Approval of March 2017 Payroll:
 - 1. Direct Deposits Issued, #s 314028 – 315956, in the amount of \$3,715,281.37.
 - 2. Paychecks Issued, #s 101032 – 101128, in the amount of \$137,414.57.
 - 3. Employer Payroll Tax Deposits, in the amount of \$428,347.92.

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

Action Items

Approval of Resolution No. 22-17, Authorizing the Issuance of Limited Sales Tax General Obligation (LSTGO) Bonds

Mary Albert, Budget Manager, reviewed the process and timeline for the proposed issuance of bonds, with the competitive sale occurring in early June. Bond legal counsel, Nancy Neraas, reviewed the resolution content.

Motion was made by Mayor Tom Hamilton to approve Resolution No. 22-17, authorizing the issuance of Limited Sales Tax General Obligation (LSTGO) bonds. The motion was seconded by Councilmember Jan Schuette and passed unanimously.

Approval of Resolution No. 24-17, Amending the 2017 Budget and Authorizing the Purchase of Fare Boxes

Geri Beardsley, Director of Administration, reviewed the agency's activities surrounding replacement of outdated fare boxes. A pilot program was conducted to evaluate two types of fare boxes and to refine the agency's affected processes. The proposed resolution would approve funding for retrofit of all revenue operating coaches currently located at the Merrill Creek Operating Base (MCOB), installation for coaches currently on order for the MCOB fleet, as well as contingency coaches, for a total of 200 fare boxes.

Mayor Tom Hamilton made a motion to approve Resolution No. 24-17, amending the 2017 budget to authorize the expenditure of \$250,000 from Fund 41 for the purchase of fare boxes, and approving the purchase of 200 fare boxes under Procurement #2017-031, from Diamond Manufacturing Inc., at an estimated cost of \$250,000. The motion was seconded by Councilmember Terry Ryan and passed unanimously.

Approval of the September 2017 and March 2018 Service Change Proposal

Joy Munkers stated that based on comments received during the public outreach process, some service proposal modifications had been made. Carol Thompson reviewed the proposed revisions.

Councilmember Mike Todd made a motion to approve the September 2017 and March 2018 service change proposal with recommended revisions. The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Award of ITB 2017-011, Swift Green Line 128th Street Improvements at I-5 Construction

Todd Jacobs briefly summarized the 128th St. improvements at I-5 that would help to move the Swift Green Line more quickly through the area. He noted that an Alderwood Water and Wastewater District (AWWD) project to replace aging sewer lines was included in the contract and would be paid for by AWWD.

Motion was made by Councilmember Mike Todd to award ITB 2017-011, 128th St. improvements, to C.A. Carey Corporation in the amount of \$4,194,640.04, and authorize the CEO to execute a

contract to construct the 128th Street improvements. The motion was seconded by Mayor Leonard Kelley and passed unanimously.

Chair's Report

Councilmember Stephanie Wright announced the American Public Transportation Association's (APTA) Annual Meeting was scheduled for October 8-11 in Atlanta. Those wishing to attend should contact Jan McBride by May 18. The next regular Board meeting was scheduled for June 1 at 3 p.m.

Chief Executive Officer's Report

CEO Emmett Heath reported the following items:

Partnership & Advocacy

- Community Transit was nominated for two United Way awards. Winners would be announced later this month.
- Staff participated in numerous community and jurisdictional events, including Bothell and Mountlake Terrace city council meetings, Mukilteo State of the City, and Trade UP event.
- The agency hosted King County Metro General Manager, Rob Gannon, and his managing director of safety and security, to tour facilities and programs, and to discuss plans for the future and challenges faced.

Operational Excellence

- Construction began this week on the Seaway Transit Center. An official groundbreaking event was being planned, with more information soon to follow.
- Shoulder driving on I-405 between Highway 527 and I-5 opened on Monday, April 24.

Safety/Security/Environmental

- Staff worked closely with law enforcement and partner transit agencies to prepare for potential May Day activities. Fortunately, no major disruptions of service occurred.

Employment Experience

- There was an increased focus on coach operator and mechanic recruitment activities. The Board would receive an update at the June 1 meeting.
- All Board members were invited to attend the annual Employee Awards event scheduled for May 10 at noon.

Todd Morrow provided a legislative update. He stated the federal Appropriations Bill had passed both the Senate and House and was expected to soon be signed by the President. The bill contained grant funding for Community Transit's *Swift* Green Line project. He expressed appreciation for Senator Patty Murray and the other members of the Congressional delegation for their efforts to pass the bill.

At the state level, Mr. Morrow stated Community Transit had a successful legislative session with passage of the Job Order Contracting bill and passage of the Transportation Budget. State lobbyist, Davor Gjurasic, would provide an update at the June 1 Board meeting.

Board Communication

Mayor Tom Hamilton announced coming events for the City of Snohomish.

Mayor Jennifer Gregerson stated there would be a fall ballot measure for a Transportation Benefit District for the City of Mukilteo.

Councilmember Jan Schuette announced the Color Run on May 6 at Arlington's Legion Park.

Mayor Leonard Kelley summarized the Touch-a-Truck and Trade UP events. He also acknowledged the participation of Emmett Heath and Stephanie Wright at the Memorial Service held April 21 sponsored by the Snohomish County Labor Council honoring public employees who had lost their lives on the job.

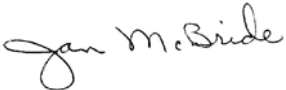
Councilmember Mike Todd stated he liked the informational handout for the *Swift* Green Line and expressed support for an informational piece about economic development activity resulting from the Blue Line. He encouraged staff to look for opportunities to share Community Transit's success stories.

At the request of Lance Norton, Joy Munkers updated the Board on the status of the condemnation process for the *Swift* Green Line.

The meeting was adjourned at 4:14 p.m.

Other Business

The next regular Board meeting will be held June 1, 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