

**Board of Directors' Workshop  
Thursday, October 27, 2016  
Community Transit Board Room  
3:00 p.m.**

**Board Members Present**

Mayor Jennifer Gregerson	City of Mukilteo
Mayor Leonard Kelley	City of Stanwood
Mayor Jon Nehring	City of Marysville
Lance Norton	Labor Representative, non-voting
Councilmember Jan Schuette	City of Arlington
Councilmember Mike Todd	City of Mill Creek

**Board Members Absent**

Councilmember Dave Earling	City of Edmonds
Councilmember Tom Hamilton	City of Snohomish
Councilmember Terry Ryan	Snohomish County
Councilmember Stephanie Wright	Snohomish County

**Others Present**

Mary Albert	CT-Budget Manager
Geri Beardsley	CT-Director of Administration
Roland Behee	CT-Strategic Planning Unit Manager
Melissa Cauley	CT-Grant Program Manager
June DeVoll	CT-Manager of Strategic Planning and Grant
Lori Fox	CT-Controller
Colleen Hansen	CT-Financial Analyst
Emmett Heath	CT-Chief Executive Officer
Janice Helmann	CT-Data Program Supervisor
Al Hendricks	CT-Legal Counsel
Gail McNutt	CT-Administrative Coordinator
Cherrill Mears	CT-Business Analyst
Todd Morrow	CT-Chief of External Affairs
Joy Munkers	CT-Director of Planning & Development
Deb Osborne	CT-Executive Projects Manager
Dave Richards	CT-Director of Maintenance
Juanita Shuler	CT-Executive Administrative Assistant
Bob Throckmorton	CT-Director of Customer Relations
Fred Worthen	CT-Director of Transportation

**Call to Order**

Chair Jon Nehring called to order the October 27, 2015, Board of Directors Workshop at 3:04 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.

## **Presentations**

### **2017 Proposed Budget**

Emmett Heath, Chief Executive Officer, invited Board members to read the CEO's budget message in their budget notebooks. He would be available to answer any of their questions. He thanked staff for their work in finalizing the 2017 proposed budget.

Geri Beardsley, Director of Administration welcomed the attendees. She stated the budget would deliver on the promise to go more places, more often; expand the *Swift* network and continue to improve the customer experience. The budget reflected the Board's vision and guidance. She shared that the strength of the agency was the Board's guidance, leadership of the CEO and the Directors, along with staff. All shared a strong commitment to provide the highest quality of service and financial stewardship. She thanked Mary Albert, Budget Manager, and her budget team for their work.

Mary Albert explained that all goals established for the budget had been met, including:

- Guidance from the Board-adopted Transportation Development Plan (TDP)
- Balanced budget
- Preservation of assets
- Fully funded reserves
- Fiscally sustainable
- Delivering on the promise to the community

Ms. Albert briefed the Board on the following areas:

- 125,000 fixed route service hours were cut in 2010. The restructured service for efficiency made existing service better, with more than 98,000 service hours restored. 78% of those hours were fixed route hours.
- 2017 service plan would add 6,000 hours in March and 21,000 hours in September; extend service for the *Swift* Blue line; add service for local routes; restructure some local and commuter routes; and extend span of service, notably weekend service.
- 2017 General Fund Revenues were at \$172.1 million, an increase of 13% percent over 2016 budgeted revenue of \$152.1 million.
- 2017 sales tax would reflect the first full year of the voter-approved 3/10's of 1% in sales tax revenue. Sales tax was budgeted with a 4% growth trend.
- Thirty-four new full-time employees (FTEs) were required to meet the needs of the increased service.
- Capital Projects carryover was largely buses and other projects. *Swift* Green Line projects comprised most of the new capital budget.
- The bond issued in 2010 was paid off in September 2016. The Transit Development Plan (DTP) proposed a \$13 million bond issue in 2017. The proceeds would pay for bus purchases.
- The 2017 year-end general fund cash balance was projected to be \$61.5 million. This included an operating reserve and a \$25.5 million reserve for sustainability.

A public hearing was scheduled for the November 3 regular Board meeting. Board approval was anticipated at the December 1 meeting.

Mayor Jon Nehring commended Mary Albert and her budget team on a job well done. He stated it was an exciting time of expansion.

**Chair's Report**

Mayor Jon Nehring invited all Board members to the Thanksgiving lunch on November 16. He also noted VanGo award recipients would be at the November 3 Board Meeting.

**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.

The meeting was adjourned at 3:46 p.m.



Juanita Shuler  
Executive Administrative Assistant