

**Board of Directors' Meeting
Thursday, November 3, 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 Jan Schuette	City of Arlington
Councilmember Mike Todd	City of Mill Creek
Councilmember Stephanie Wright (via telephone)	Snohomish County

Board Members Absent

Councilmember Terry Ryan	Snohomish County
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Others Present

Aubrey Adam	Senior Services/TAP
Mary Albert	CT-Budget Manager
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
Art Braeul	CT-Customer Services Manager
Mike Burress	CT-Risk Manager
Dan Carter	Park Ridge Community Church
Sandra Carter	Park Ridge Community Church
Melissa Cauley	CT-Grants Program Manager
Pat Chandler	Mountlake Terrace Senior Center
Sean Christensen	CT-Public Information Specialist
Tracey Christianson	Washington State Transit Insurance Pool
Christie Connors	Community Resources Foundation
Mike Cooper	Mountlake Terrace Senior Center
Kunjan Dayal	CT-Procurement & Contract Manager
Tom Dietz	Senior Services Snohomish County, DART
Aimee Dunbar	Young Life Capernaum Snohomish County
Barbara Earl	BETS Consulting
Ernie Fleming	CT-Coach Operator
Lori Fox	CT-Controller
Darlene Fritts	CT-Risk Management Specialist
Jeanine Gallacci	CT-Organizational Development Manager
Bonnie Ginsberg	CT-Marketing Manager
Debbi Gray	Young Life Capernaum Snohomish County
Joy Gray	Young Life Capernaum Snohomish County

* Indicates late arrival

Henry Hall
Emmett Heath
Allen Hendricks
Kurt Hilt
Brittany Horne
George Hurst
Donna Irby
Jamie Johns
Rick Jurkovic
Roger Kee
Hannah Lunstrum
Wade Mahala
Jan McBride
Michael McDonald
Betsy McFeely
Steve McGraw
Laurel McJannet
Gail McNutt
Cherrill Mears
Jalen Morrison
Nicole Morrison
Todd Morrow
Martin Munguia
Joy Munkers
Beth Nelson
Deb Osborne
Maria Quinteros
Dave Richards
Ken Rutz
Fred Safstrom
Brad Sebranke
Juanita Shuler
Faith Simonelli
Alex Smith
Barbara Taylor
Kate Tourtellot
Carol Thompson
Doug Thorndike
Bob Throckmorton
Mary Tremayn
Michael Tremayn
David True
Fred Worthen
Jeri Welch
Sarah Willgress
Hayley Wright

Self
CT-Chief Executive Officer
Legal Counsel
City of Lake Stevens
Young Life Capernaum Snohomish County
City of Lynnwood, Board alternate
CT-Transportation Supervisor
CT-Production Artist
ATU #1576
CT-Procurement Specialist
Seattle Area Youth for Christ
CT-Manager of Contracted Transportation
CT-Executive Office Manager
CT-Safety Specialist
Goodwill Industries
Senior Services Snohomish County
CT-Public Information Specialist
CT-Administrative Coordinator
CT-Business Analyst
Young Life Capernaum Snohomish County
Young Life Capernaum Snohomish County
CT-Chief of External Affairs
CT-Corporate Communications Manager
CT-Director of Planning & Development
Village Community Services
CT-Executive Projects Manager
Mountlake Terrace Senior Center
CT-Director of Maintenance
First Transit
Housing Hope
Park Ridge Community Church
CT-Administrative Assistant, Executive
Catholic Community Services
Goodwill Industries
Transit Police
Senior Transportation Planner
CT-Service Development Manager
Self
CT-Director of Customer Relations
Young Life Capernaum Snohomish County
Young Life Capernaum Snohomish County
CT-Capital Development Program Manager
CT-Director of Transportation
CT-Business Support Specialist
Self
CT-Graphic Designer

Call to Order

Chair Jon Nehring called to order the November 3, 2016, Board of Directors' meeting at 3:06 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.

Public Hearing for the Proposed 2017 Budget

Chair Nehring opened the public hearing for the proposed 2017 budget. There were no comments from the public so the hearing was closed and the regular Board meeting resumed.

Presentations

Service Awards

Emmett Heath acknowledged Donna Irby, Transportation Supervisor, for her 20 years of service at Community Transit.

Transportation Employee of the Third Quarter 2016

Fred Worthen, Transportation Director, introduced Ernie Fleming as the department's Employee of the Third Quarter and commended him for his excellent service.

Washington State Transit Insurance Pool's 2015 Safety Stars Award

Tracey Christianson from Washington State Transit Insurance Pool (WSTIP) presented the 2015 Safety Stars Award to Community Transit for having a lower percentage of losses than its peer group over the five year period ending 2015. A plaque and \$5,000 was presented to CEO Emmett Heath and Board Chair Jon Nehring. Mr. Heath noted the \$5,000 was required to be used for employee recognition and each employee would receive an Avanti Market gift card.

Mayor Jennifer Gregerson arrived at approximately 3:30 p.m.

VanGo Awards

Debbie Anderson, Outreach Specialist, summarized the agency's VanGo program, granting some of Community Transit's surplus vans to groups that help the community. She noted that today ten non-profit groups would receive a 7-passenger van to provide more than 26,000 trips over the next year, serving the residents of Snohomish County. The following agencies received a van: (1) Catholic Community Services; (2) Community Resource Foundation; (3) Goodwill Industries; (4) Housing Hope; (5) Mountlake Terrace Senior Community Group; (6) Park Ridge Community Church; (7) Seattle Area Youth for Christ; (8) Senior Services of Snohomish County; (9) Village Community Services; and (10) Young Life Capernaum Snohomish County.

Committee Reports

Executive Committee

Chair Jon Nehring reviewed the October 20, 2016, Executive Committee meeting. Todd Morrow provided a legislative update. The next generation ORCA Regional Fare Forum, attended by Mayor Dave Earling and Councilmember Mike Todd, was reviewed. CEO Emmett Heath reported on his activities and would provide an update to the Board later in today's meeting. The Committee also held an executive session to discuss current labor negotiations and the performance of a public employee.

Finance and Administration Committee

Councilmember Tom Hamilton reported on the October 20, 2016, Finance and Administration Committee meeting. He stated the Committee recommended approval of the September payroll and monthly expenditures placed on today's consent agenda. The Committee also received a presentation on the 2017

proposed budget. Board members were reminded to submit any budget-related questions to staff no later than Friday, November 11.

Marketing, Operations, & Maintenance Committee

Councilmember Jan Schuette reviewed the October 26, 2016, Marketing, Operations & Maintenance Committee meeting. She stated the Committee recommended Board approval of RFP #75-16, Uniform Rental and Laundry Service, placed on today's consent agenda.

Planning and Capital Projects Committee

Councilmember Mike Todd reviewed the October 19, 2016, Planning and Capital Projects Committee meeting. He noted the Committee reviewed and recommended approval of one item on the consent agenda: 60% design for the Merrill Creek Base Pavement Replacement Project. The Committee also received informational briefings on: (1) early ridership results for new routes 109 and 209; and, (2) jurisdictional outreach meetings as part of the Long-Range Transit Plan update.

Consent Calendar

Brief discussion was held regarding RFP #75-16, Uniform Rental and Laundry Service.

Councilmember Tom Hamilton moved to approve items A through M:

- A. Approval of minutes of the October 6, 2016, Board of Directors' Meeting.**
- B. Award of 60% design for Merrill Creek Operating Base Pavement Replacement Project, including the 2017 Phase 1 ready-to-bid package, in the amount of \$99,420 to KPFF and authorizing the CEO to execute the task order along with any necessary change orders up to the Board-approved budget for this project.**
- C. Award of RFP #75-16, Uniform Rental and Laundry Service, to Cintas Inc. for two years with three one-year options, for \$122,000 for year one, \$118,000 for year two, and an escalation factor of 1% for each of the option years, authorizing the CEO to negotiate and execute the contract along with any change orders up to the Board-approved budgets.**
- D. Approval of vouchers dated September 2, 2016, in the amount of \$492,090.44.**
- E. Approval of vouchers dated September 7, 2016, in the amount of \$98,895.62.**
- F. Approval of vouchers dated September 8, 2016, in the amount of \$431,468.57.**
- G. Approval of vouchers dated September 12, 2016, in the amount of \$319,133.56.**
- H. Approval of vouchers dated September 14, 2016, in the amount of \$644,105.96.**
- I. Approval of vouchers dated September 16, 2016, in the amount of \$660,802.78.**
- J. Approval of vouchers dated September 22, 2016, in the amount of \$2,392,982.79.**
- K. Approval of vouchers dated September 28, 2016, in the amount of \$337,270.42.**
- L. Approval of vouchers dated September 30, 2016, in the amount of \$675,243.89.**
- M. Approval of September 2016 Payroll:**
 - 1. Direct Deposits Issued, #s 304990 – 306902, in the amount of \$3,729,259.27.**
 - 2. Paychecks Issued, #s 100478 – 100565 in the amount of \$123,585.07.**
 - 3. Employer Payroll Tax Deposits, in the amount of \$412,453.33.**

The motion was seconded by Mayor Jennifer Gregerson and passed unanimously.

Action Items

There were no action items.

Chair's Report

Mayor Jon Nehring invited Board members to attend Community Transit's annual Thanksgiving lunch scheduled for Wednesday, November 16, in the Maintenance body shop. Board members were welcome to come anytime between 10 a.m. and 4 p.m.

Chief Executive Officer's Report

Todd Morrow, Chief of External Affairs, reviewed the proposed 2017 state legislative agenda and the status of the federal appropriations bill which expires on December 9. He was hopeful Congress would pass a new bill for 2017, which impacted a potential Small Starts grant for Community Transit's *Swift* green line.

CEO Emmett Heath shared the meetings and events he attended during the past month, including speaking engagements at city councils and rotaries, Sauk-Suiettle Tribe dedication of Darrington-Concrete transit service, North Puget Sound Small Business Summit, Economic Alliance Snohomish County annual planning meeting, and Leadership Snohomish County. He noted that Rob Gannon had been selected as the new General Manager for King County Metro, and thanked Councilmember Terry Ryan for his efforts to facilitate approval of the Snohomish County Interlocal Agreement for *Swift*.

Emmett announced Community Transit received its 27th consecutive Certificate of Achievement for Excellence in Financial Reporting from the Government Financial Officers' Association. He also reviewed Community Transit's annual United Way campaign and noted the agency raised over \$40,000 to support United Way Snohomish County. Emmett stated the Board would be briefed on the Open Transit Data project and camera system in early 2017.

Councilmember Stephanie Wright left the meeting (via telephone) at approximately 3:50 p.m.

Board Communication

Mayor Jennifer Gregerson stated she had just come from a speaking engagement at Mariner High School on the importance of elections and voting.

Councilmember Tom Hamilton expressed appreciation for the new Route 109 serving the City of Snohomish.

Councilmember Mike Todd thanked Community Transit staff for participating in the City of Mill Creek's Trunk or Treat event and for the progress made on the new *Swift* green line. He also referenced the Transit Integration Report and noted it provided a map for moving forward with transportation in the region.

Mayor Dave Earling asked that staff report back later on prioritization of the items listed in the 2017 legislative agenda.

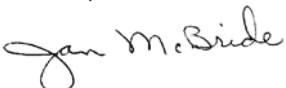
Lance Norton expressed appreciation for the agency's VanGo program, helping non-profit agencies provide important community services.

Executive Session

An Executive Session was called at 4:05 p.m. for 10 minutes to discuss the performance of a public employee. The regular meeting resumed at 4:15 p.m. and was promptly adjourned.

Other Business

The next regular Board meeting will be held December 1, 2016, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.



Jan McBride
Executive Office Manager