



**BOARD OF DIRECTORS'
MEETING AGENDA**
Snohomish County Public Transportation Benefit Area Corporation

**Thursday
December 5,
2024
3:00 p.m.**

Community Transit Board Room - 2312 W Casino Road, Everett, WA 98204

Board Meeting Virtual Participation

Zoom Webinar: <https://us02web.zoom.us/j/87858511746?pwd=UVZwc3doeW41L0pRSFBZbVBVVWlhQT09>

Webinar ID: 878 5851 1746 Passcode: 433505 Phone: 1-253-215-8782

Watch Live

Livestream: <https://bit.ly/CTPublicMtgsYouTube>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT***
 - a. Verbal Comment: Sign up to speak by completing this [Sign Up Form](#). Requested by 3 p.m. Dec. 4.
 - Written Comment: Email executiveoffice@commtrans.org. Requested by 3 p.m. Dec. 4.
- 4. PRESENTATIONS**
 - a. Employee Service Awards – CEO Ilgenfritz
- 5. CHIEF EXECUTIVE OFFICER’S REPORT**
- 6. COMMITTEE REPORTS**
 - a. Executive Committee – Chair Merrill
 - b. Finance, Performance, & Oversight Committee – Mayor Roberts
 - c. Strategic Alignment & Capital Development Committee – Mayor Frizzell
- 7. CONSENT ITEMS****
 - a. Approve minutes of the November 7, 2024 Board Meeting
 - b. Approve vouchers dated October 04, 2024 in the amount of \$ 7,904,813.38
 - c. Approve vouchers dated October 11, 2024 in the amount of \$ 2,025,422.11
 - d. Approve vouchers dated October 18, 2024 in the amount of \$ 3,573,095.71
 - e. Approve vouchers dated October 25, 2024 in the amount of \$ 1,312,940.29
 - f. Approve October 2024 Payroll:
 - i. Direct Deposits Issued, #467695-469585 in the amount of \$4,873,577.33
 - ii. Paychecks Issued, #112482-112527 in the amount of \$46,025.67
 - iii. Employer Payroll Tax Deposits in the amount of \$533,001.05
 - iv. Employer Deferred Compensation for IAM in the amount of \$11,740.03

*Advance sign up for verbal public comments is not required but requested to support meeting administration.

**Indicates attachment

8. ACTION ITEMS**

- a. Resolution No. 06-24, Revising the Corporation's Fare Structure
- b. Award Task Order #2024-105 for Swift BRT Gold Line Termini Preliminary Design
- c. Resolution No. 05-24, Adopting the 2025 Budget

9. CHAIR'S REPORT

10. BOARD COMMUNICATION

11. EXECUTIVE SESSION

- a. Review the Performance of a Public Employee

12. OTHER BUSINESS

13. ADJOURN

Board materials are available at www.communitytransit.org/board-of-directors. In compliance with the Americans with Disabilities Act, those requiring accommodation for meetings should notify the executive office at least 24 hours prior to the meeting at 425-348-7100 (TTY Relay 711) or executiveoffice@commtrans.org.

* Advance sign up for verbal public comments is not required but requested to support meeting administration.

**Indicates attachment

Consent Agenda

Board of Directors' Meeting
Thursday, November 7, 2024
Hybrid Meeting - 3 p.m.

Board Members Present

Council Member Kim Daughtry
Mayor Christine Frizzell
Mayor Joe Marine
Council Member Tom Merrill*
Mayor Jon Nehring
Lance Norton
Mayor Sid Roberts
Council Member Jan Schuette

City of Lake Stevens
City of Lynnwood
City of Mukilteo
City of Snohomish
City of Marysville
Labor Representative, non-voting
City of Stanwood
City of Arlington

Board Members Absent

Council Member Jared Mead
Council Member Strom Peterson

Snohomish County
Snohomish County

Others Present**

Mary Albert
Greg Allen
Roland Behee
Melissa Cauley
Scott Eastman
Michelle Flatt
Michael Gallagher
Eunjoo Greenhouse
Cristina Gruber
Al Hendricks
Brock Howell
Ric Ilgenfritz
Cathy Jackson
Sophie Luthin
Samantha Lushtak
Molly Marsicek
Peter Majkut
Kern McGee
Martin Munguia
Michelle O'Donnell
Deb Osborne
Susan Paine*
Geoff Patrick
Alexa Russo
Jeri Spriggs
Chas Stearns
Mike Swehla
Rachel Woods
Denise Gregory-Wyatt

CT- Budget Manager
CT-Sr. Program Manager Procurement
CT-Chief Operating Officer
CT-Chief Planning & Development Officer
CT-Sr. Manager Security & Emergency Mgmt
CT-Parts Journey Lead
City of Brier, Board Alternate
CT-Chief People & Financial Officer
CT-Budget & Data Analyst
CT-Legal Counsel
Snohomish County Transportation Coalition
CT-CEO
CT-Supervisor Transportation Ops.
CT-Strategic Planning Manager
CT-Sr. Director Safety, Security & Sustain.
CT-Chief Innovation & Customer Exp Officer
CT-Coach Operator
Pertee
CT-Communications Manager
CT-SBE/DBE Procurement Specialist
CT-Chief of Staff & Public Affairs Officer
City of Edmonds, Board Alternate
CT-Chief Communications Officer
CT-Sustainability Program Manager
CT-Operations Support Manager
CT-Chief Information Officer
CT-Director of Maintenance
CT-Executive Programs Manager
CT-Labor Relations Manager

*Attended meeting remotely, Chair Merrill joined via Zoom from an adjacent room

**Names of those who were confirmed as attendees are included, others who attended remotely without submitting their names are not included.

Call to Order

Vice-Chair Roberts called the November 7, 2024, Board of Directors' meeting to order at 3 p.m. The meeting was held at 2312 W. Casino Road, Everett, WA 98204 and by Zoom. The meeting was recorded and livestreamed.

Roll Call of Members

The Executive Board Administrator called roll. Attendance was as noted above. **A quorum was present.**

Public Hearing

Reduced Fare Change Proposal

The public hearing opened at 3:01 p.m. Brock Howell made comments in support of the reduced fare policy. **The public hearing closed at 3:05 p.m.**

2025 Proposed Budget

The public hearing opened at 3:05 p.m. Peter Majkut, Coach Operator, requested ADA park and ride upgrades. **The public hearing closed at 3:08 p.m.**

Public Comment

There were no public comments.

Chief Executive Officer's Report

CEO Ilgenfritz provided a summary of recent activities and the recent election. Initiative 2117, which would have repealed the Climate Commitment Act, failed. The agency would collaborate with legislative partners to advocate that state funding remain in place. The agency 2025 state legislative agenda was available for the Board to review.

Since the Lynnwood Link launch, the 1 Line had experienced an array of electrical and mechanical issues. Sound Transit was making it a priority to identify and address root causes and reduce service disruptions. Ridership continued to show a steady year-over-year increase. The new express routes showed around a 10% increase since the September 14 launch. Final preparations were underway for the December launch of the three microtransit pilots in Lake Stevens, Arlington and Darrington.

The battery electric bus was in service for the zero emissions side-by-side pilot project. The hydrogen bus was expected to enter service either November or December.

Michelle Flatt, Journey Parts Person, was recognized for her nomination for the Tradeswoman of the Year, a Washington Women in Trades award. Veterans were thanked in honor of Veteran's Day.

Committee Reports

Executive Committee

Vice-Chair Roberts reported on the October 17, 2024, meeting. The CEO report was provided, and an executive session was held to review the performance of a public employee. The next meeting was scheduled for November 21 at 11:30 a.m.

Finance, Performance, and Oversight Committee

Council Member Schuette reported on the October 17, 2024, meeting. The Committee reviewed and

recommended one item, RFP #2024-080 Uniforms & Accessories, to the action agenda. The September 2024 expenditures and payroll vouchers were reviewed and forwarded to the Board's consent agenda. Briefings were provided on the Proposed 2025 Budget and Administrative Pay Plan Changes. Reports provided included the Q3 Transit Police Report, Q3 Safety & Security Update and the September Sales Tax and Diesel Fuel reports. The next meeting was scheduled for November 21 at 2 p.m.

Strategic, Alignment & Capital Development Committee

Mayor Frizzell reported on the October 16, 2024, meeting. The Committee reviewed and forwarded one item, ITB #2024-116 Purchase of Transit Security Officer Vehicles, to the consent agenda. The next meeting was scheduled for November 20 at 2 p.m.

Consent Calendar

Mayor Nehring moved to approve items A through H on the consent calendar.

- a. Approve minutes of the October 3, 2024 Board Meeting
- b. Approve minute of the October 24, 2024 Board Workshop
- c. AWARD: ITB #2024-116, Purchase of Transit Security Officer Vehicles
- d. Approve vouchers dated September 06, 2024 in the amount of \$ 3,608,871.48
- e. Approve vouchers dated September 13, 2024 in the amount of \$ 1,780,985.30
- f. Approve vouchers dated September 20, 2024 in the amount of \$ 3,141,510.25
- g. Approve vouchers dated September 27, 2024 in the amount of \$ 2,134,127.08
- h. Approve September 2024 Payroll:
 - i. Direct Deposits Issued, #465798-467694 in the amount of \$4,941,940.00
 - ii. Paychecks Issued, #112372-112436 in the amount of \$38,049.99
 - iii. Employer Payroll Tax Deposits in the amount of \$544,262.08
 - iv. Employer Deferred Compensation for IAM in the amount of \$12,018.14

The motion was seconded by Mayor Marine passed unanimously.

Action Items

Award RFP #2024-080 Uniforms & Accessories

Cathy Jackson, Supervisor – Transportation Operations, presented RFP #2024-080 for Uniforms & Accessories for Coach Operators, Dispatchers and Transportation Supervisors. The Board asked questions.

Mayor Marine moved that the Board of Directors authorize the Chief Executive Officer to award Contract RFP #2024-080 for Uniforms & Accessories to Don's Group Attire for not-to-exceed amount of \$960,000 for five-years. Mayor Frizzell seconded and the item passed unanimously.

Chair Report

Vice-Chair Roberts reported it was time for the annual CEO and agency evaluation. The next regular Board meeting was scheduled for Thursday, December 5, 2024, at 3 p.m.

Board Communication

Council Member Daughtry thanked Community Transit for attending and sponsoring the Lake Stevens job fair.

Mayor Marine congratulated Michelle Flatt and thanked veterans for their service.

Mayor Frizzell encouraged riders to take the bus to light rail to avoid park and ride congestion issues.

Mayor Nehring asked about the upcoming Sound Transit parking garage fee and congratulated Michelle.

Chair Merrill congratulated Michelle and thanked Vice-Chair Roberts for chairing the Board meeting.

Council member Paine recognized veterans for their service.

Adjourn

The meeting adjourned at 3:40 p.m.



Rachel Woods
Executive Programs Manager

Action Items

To: Board of Directors

From: Sophie Luthin, Strategic Planning Manager
Chris Simmons, Transit Integration Manager

Date: December 5, 2024

Subject: Resolution No. 06-24, Revising the Corporation’s Fare Structure

BACKGROUND

Community Transit is proposing changes to its reduced fare structure in order to align with regional fare structures and be responsive to community feedback. The proposed changes are to lower the reduced fare from \$1.25 to \$1, and to implement a subsidized annual pass program. See Table 1 for the proposed fare changes.

Table 1 – Proposed Fare Structure

Service	Adult (19 to 64)	Youth (under 19)	Reduced Fares <i>ORCA LIFT, 65+, Disabled and Medicare</i>	Subsidized Annual Pass <i>Qualified, low income</i>
Bus and Zip <i>Our Swift bus rapid transit, local bus, and express 900 series bus routes, and Zip Alderwood Shuttle</i>	\$2.50/ride	FREE	Current: \$1.25/ride Proposed: \$1.00/ride	FREE
DART Paratransit <i>For passengers with disabilities</i>	\$2.50/ride	FREE	\$2.50/ride	FREE
Vanpool <i>Shared commuting</i>	Fares based on daily roundtrip miles and van size, split by the number of riders			

A Title VI analysis found that the proposed fare change does not disproportionately affect minority or low-income riders.

In addition to the above proposal, Resolution No. 06-24 includes policy language clarifying the authorization process for the following:

- Suspending fares and providing vehicle shelters and/or transportation, including:
 - Temporarily suspending fares for individuals requesting transportation to and from a cold weather shelter, cooling center, or similar facilities.
 - Providing complimentary tickets and/or ORCA cards that can be provided to those in need of transportation to and from a cold weather shelter, cooling center, or similar facilities.
 - Temporarily suspending fare checking and enforcement actions.
 - Implementing these efforts at the request of local law enforcement, fire, public health official, Emergency Operations Center, or public safety Incident Commander and/or Unified Command in response to an emergency or disaster.

- Implementing regional fare products and fare-free days either for internal marketing or for consistency with programs and incentives offered by our regional partners.

STATUS

A presentation of the fare change proposal was provided at the October 3, 2024 Board of Directors' meeting. On October 4, a press release was issued, notifying the public of the fare change proposal. The public review and comment period on the proposal took place from October 3, 2024 to November 7, 2024. A public hearing was held before the Board at their regularly scheduled meeting on November 7, 2024.

A total of 184 comments were received. 169 comments were received via online survey, 12 comments were received via social media, 2 comments were received by phone call, and 1 comment was received at the November 7, 2024 public hearing.

The public comments indicated strong support for the fare change proposal. Comments were supportive of aligning fares with the region and making transit more affordable.

At the November 21, 2024 meeting, the Finance, Performance & Oversight Committee reviewed and recommended this item be placed on the action agenda at the December 5, 2024 Board of Directors' Meeting.

Attachments:

Resolution No. 06-24

Fare Change Public Comments

BUDGET IMPACT

The proposed fare changes are expected to result in an estimated annual reduction in fare revenue of (\$277,000), or about 3% of current fare revenue.

RECOMMENDATION

That the Board of Directors approve Resolution 06-24, revising the Corporation's fare structure.

RESOLUTION NO. 06-24

A RESOLUTION of the Board of Directors of the Snohomish County Public Transportation Benefit Area Corporation (hereafter referred to as Community Transit) which revises and updates the Corporation's fare structure and policy and repeals Resolution No. 04-19.

WHEREAS, Community Transit's Board of Directors finds that from time to time it is in the best interest of the agency and/or necessary to adjust its fares, fare system and fare policies; and

WHEREAS, Community Transit's Board of Directors recognizes the value of having fare policies that are consistent with its regional partners and that Community Transit provide public transportation fare discounts to seniors, disabled persons, Medicare card holders, and low income households; and

WHEREAS, Community Transit is committed to keeping people and property safe during emergency situations, including, but not limited to, preparation for and the existence of impending adverse weather, civic unrest or other unforeseen circumstances that may affect the movement of people in a safe and orderly manner; and

WHEREAS, Community Transit's Board of Directors desires that Community Transit's Chief Executive Officer (CEO) have the ability to make temporary changes to daily fares for promotional purposes (e.g. fare free days) either for internal marketing or for consistency with programs/incentives offered by our regional partners; and

WHEREAS, Community Transit provided details on the fare change proposal to the public and solicited comments between October 3, 2024 and November 7, 2024; and

WHEREAS, the Title VI Analysis concludes there are no disparate or disproportionate impacts resulting from the proposed change to the reduced fare category and implementation of a subsidized annual pass program; and

WHEREAS, the Board of Directors held a formal public hearing on November 7, 2024; and

WHEREAS, the Board of Directors, after reviewing all the information, determines that changing the reduced fare policy, implementing a Subsidized Annual Pass program and allowing discretion to suspend fare collection on a temporary basis for public safety and promotional purposes will further the goal of enhancing and improving mobility in Snohomish County;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Community Transit that:

1. The fare structure is updated with the reduction of the reduced fare category and addition of the subsidized annual pass fare category as shown in Exhibit A.
2. Vanpool rates remain in full effect, as shown in Exhibit B.
3. Resolution No. 04-19, that established new fixed-route bus, commuter bus, low income, and DART paratransit rates, is repealed. Any resolution or existing fare policy (or part thereof) that is inconsistent with the terms of this Resolution are repealed to the extent that they are inconsistent.
4. The Chief Executive Officer (CEO), or their designee, is authorized to temporarily suspend fares and provide vehicle shelters and/or transportation:
 - a. In the CEO's discretion and/or at the request of the local law enforcement, fire, public health official, Emergency Operations Center, or public safety Incident Commander and/or Unified Command in response to an emergency or disaster. This includes, but is not limited to, wildfires, residential and commercial fires, train derailment, aircraft accidents, hazardous material spills, mass casualty incidents, riot, civil demonstrations, hazardous air quality events as determined by state or local regulatory agencies, or another similar situation.
 - b. In response to declared emergencies at the federal, state, or local level.
 - c. In the CEO's discretion, when Snohomish County Human Services request Community Transit provide complimentary and/or fare suspension for those seeking transportation to cold weather shelters, hot weather cooling stations, or similar facilities, the CEO, or their designee, is authorized to:
 - i. Take action to temporarily suspend fares for individuals requesting transportation to and from a cold weather shelter, cooling center, or similar facilities.
 - ii. Take action to provide complementary tickets and/or ORCA Cards for distribution to individuals requesting transportation to and from a cold weather shelter, cooling center, or similar facilities.
 - iii. Act to temporarily suspend fare checking and enforcement actions.
5. The Chief Executive Officer (CEO), or their designee, is authorized to make temporary changes to daily fares for promotional purposes (e.g. fare free days) either for internal marketing or for consistency with programs/incentives offered by our regional partners.
6. The Chief Executive Officer (CEO), or their designee, is authorized to adjust daily fares or fare products (e.g. ORCA day passes) for consistency with programs/incentives offered by our regional partners.
7. The Chief Executive Officer (CEO), or their designee, is authorized to implement programs and policies necessary to implement this Resolution.

8. The reduced fares for bus, Zip, and DART paratransit passes will go into effect on March 1, 2025, to coincide with Community Transit's service change. All other revisions included therein will be effective upon Board approval.

APPROVED and PASSED this 5th day of December, 2024.

Council Member Tom Merrill, Chair

ATTEST

APPROVED AS TO FORM

Mayor Christine Frizzell, Secretary

Allen J. Hendricks, Attorney

Exhibit A

Service	Adult (19 to 64)	Youth (under 19)	Reduced Fares <i>ORCA LIFT, 65+, Disabled and Medicare</i>	Subsidized Annual Pass <i>Qualified, low income</i>
Bus and Zip <i>Swift bus rapid transit, local bus, and express 900 series bus routes, and Zip Alderwood Shuttle</i>	\$2.50/ride	FREE	\$1.00/ride	FREE
DART Paratransit <i>For passengers with disabilities</i>	\$2.50/ride	FREE	\$2.50/ride	FREE

Exhibit B

Vanpool Fares Effective October 1, 2018

Flat Rate Vanpool (First/Last Mile Vanpool)	\$175/month
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5-Day Work Week (21 days)		
Miles	Per Small Van 2013 Rates	Per Large Van 2013 Rates
Up to 20	\$313	\$441
25	\$358	\$485
30	\$400	\$528
35	\$457	\$574
40	\$513	\$622
45	\$570	\$672
50	\$627	\$726
55	\$684	\$767
60	\$740	\$827
65	\$797	\$887
70	\$854	\$946
75	\$912	\$1,006
80	\$971	\$1,068
85	\$1,031	\$1,134
90	\$1,090	\$1,199
95	\$1,150	\$1,265
100	\$1,209	\$1,330
105	\$1,269	\$1,395
110	\$1,328	\$1,461
115	\$1,388	\$1,526
120	\$1,447	\$1,592
125	\$1,506	\$1,657
130	\$1,566	\$1,723
135	\$1,625	\$1,788
140	\$1,685	\$1,853
145	\$1,744	\$1,919
150	\$1,804	\$1,984
155	\$1,863	\$2,050
160	\$1,923	\$2,115
165	\$1,982	\$2,180
170	\$2,042	\$2,246
175	\$2,101	\$2,311
180	\$2,161	\$2,377
185	\$2,220	\$2,442
190	\$2,280	\$2,508
195	\$2,339	\$2,573
200	\$2,399	\$2,638

9-80 Work Week (19 days)		
Miles	Per Small Van 2013 Rates	Per Large Van 2013 Rates
Up to 20	\$283	\$399
25	\$324	\$438
30	\$362	\$478
35	\$413	\$520
40	\$465	\$563
45	\$516	\$608
50	\$567	\$656
55	\$619	\$694
60	\$670	\$748
65	\$721	\$802
70	\$772	\$856
75	\$825	\$910
80	\$879	\$967
85	\$933	\$1,026
90	\$986	\$1,085
95	\$1,040	\$1,144
100	\$1,094	\$1,203
105	\$1,148	\$1,263
110	\$1,202	\$1,322
115	\$1,255	\$1,381
120	\$1,309	\$1,440
125	\$1,363	\$1,499
130	\$1,417	\$1,558
135	\$1,471	\$1,618
140	\$1,524	\$1,677
145	\$1,578	\$1,736
150	\$1,632	\$1,795
155	\$1,686	\$1,854
160	\$1,740	\$1,914
165	\$1,793	\$1,973
170	\$1,847	\$2,032
175	\$1,901	\$2,091
180	\$1,955	\$2,150
185	\$2,009	\$2,210
190	\$2,063	\$2,269
195	\$2,116	\$2,328
200	\$2,170	\$2,387

4-Day Work Week (17 days)		
Miles	Per Small Van 2013 Rates	Per Large Van 2013 Rates
Up to 20	\$253	\$357
25	\$290	\$392
30	\$324	\$427
35	\$370	\$465
40	\$416	\$504
45	\$462	\$544
50	\$507	\$587
55	\$553	\$621
60	\$599	\$669
65	\$645	\$718
70	\$691	\$766
75	\$738	\$814
80	\$786	\$865
85	\$834	\$918
90	\$882	\$971
95	\$931	\$1,024
100	\$979	\$1,077
105	\$1,027	\$1,130
110	\$1,075	\$1,183
115	\$1,123	\$1,236
120	\$1,171	\$1,289
125	\$1,220	\$1,341
130	\$1,268	\$1,394
135	\$1,316	\$1,447
140	\$1,364	\$1,500
145	\$1,412	\$1,553
150	\$1,460	\$1,606
155	\$1,508	\$1,659
160	\$1,557	\$1,712
165	\$1,605	\$1,765
170	\$1,653	\$1,818
175	\$1,701	\$1,871
180	\$1,749	\$1,924
185	\$1,797	\$1,977
190	\$1,845	\$2,030
195	\$1,894	\$2,083
200	\$1,942	\$2,136

7-Day Work Week (30 days)		
Miles	Per Small Van 2013 Rates	Per Large Van 2013 Rates
Up to 20	\$447	\$630
25	\$511	\$692
30	\$572	\$754
35	\$653	\$821
40	\$734	\$889
45	\$815	\$960
50	\$896	\$1,036
55	\$977	\$1,096
60	\$1,058	\$1,181
65	\$1,139	\$1,267
70	\$1,220	\$1,352
75	\$1,302	\$1,437
80	\$1,387	\$1,526
85	\$1,472	\$1,620
90	\$1,557	\$1,713
95	\$1,642	\$1,807
100	\$1,727	\$1,900
105	\$1,812	\$1,993
110	\$1,897	\$2,087
115	\$1,982	\$2,180
120	\$2,067	\$2,274
125	\$2,152	\$2,367
130	\$2,237	\$2,461
135	\$2,322	\$2,554
140	\$2,407	\$2,648
145	\$2,492	\$2,741
150	\$2,577	\$2,835
155	\$2,662	\$2,928
160	\$2,747	\$3,021
165	\$2,832	\$3,115
170	\$2,917	\$3,208
175	\$3,002	\$3,302
180	\$3,087	\$3,395
185	\$3,172	\$3,489
190	\$3,257	\$3,582
195	\$3,342	\$3,676
200	\$3,427	\$3,769

6-Day Work Week (25 days)		
Miles	Per Small Van 2013 Rates	Per Large Van 2013 Rates
Up to 20	\$372	\$525
25	\$426	\$577
30	\$476	\$628
35	\$544	\$684
40	\$611	\$741
45	\$679	\$800
50	\$746	\$864
55	\$814	\$913
60	\$881	\$984
65	\$949	\$1,055
70	\$1,016	\$1,126
75	\$1,085	\$1,198
80	\$1,156	\$1,272
85	\$1,227	\$1,350
90	\$1,298	\$1,428
95	\$1,369	\$1,505
100	\$1,439	\$1,583
105	\$1,510	\$1,661
110	\$1,581	\$1,739
115	\$1,652	\$1,817
120	\$1,723	\$1,895
125	\$1,793	\$1,973
130	\$1,864	\$2,051
135	\$1,935	\$2,129
140	\$2,006	\$2,206
145	\$2,077	\$2,284
150	\$2,147	\$2,362
155	\$2,218	\$2,440
160	\$2,289	\$2,518
165	\$2,360	\$2,596
170	\$2,431	\$2,674
175	\$2,501	\$2,752
180	\$2,572	\$2,829
185	\$2,643	\$2,907
190	\$2,714	\$2,985
195	\$2,785	\$3,063
200	\$2,855	\$3,141

1-Day Work Week (4 days)		
Miles	Per Small Van 2013 Rates	Per Large Van 2013 Rates
Up to 20	\$60	\$84
25	\$68	\$92
30	\$76	\$101
35	\$87	\$109
40	\$98	\$119
45	\$109	\$128
50	\$119	\$138
55	\$130	\$146
60	\$141	\$158
65	\$152	\$169
70	\$163	\$180
75	\$174	\$192
80	\$185	\$203
85	\$196	\$216
90	\$208	\$228
95	\$219	\$241
100	\$230	\$253
105	\$242	\$266
110	\$253	\$278
115	\$264	\$291
120	\$276	\$303
125	\$287	\$316
130	\$298	\$328
135	\$310	\$341
140	\$321	\$353
145	\$332	\$365
150	\$344	\$378
155	\$355	\$390
160	\$366	\$403
165	\$378	\$415
170	\$389	\$428
175	\$400	\$440
180	\$412	\$453
185	\$423	\$465
190	\$434	\$478
195	\$446	\$490
200	\$457	\$503

To: Board of Directors

From: Christopher Silveira, Director of Capital Development & Delivery
Morgan McGrath, BRT Manager
Britton Kavanaugh, Capital Project Manager
Rhonda Wahlgren, CPPB, Sr. Procurement & SBE/DBE Specialist

Date: December 5, 2024

Subject: AWARD: Task Order #2024-105, Swift BRT Gold Line Termini Preliminary Design

BACKGROUND

Community Transit is planning the Swift Gold Line Bus Rapid Transit (BRT) Project. Staff determined it would be advantageous to advance the preliminary 30% design on the Gold Line terminal locations because they are already known – Smokey Point Transit Center and Everett Station – while we continue work to define the route, configuration, and station locations throughout the corridor. The Gold Line terminal locations preliminary design will address the need to expand both facilities to include additional bays and improvements as described in the Swift Gold Line Scope of Work, which outlines the project details and requirements. Final Design will be procured under a separate contract.

The Scope of Services in this contract provides for project management activities to maintain schedule and budget, development of plans and specifications, cost estimates, NEPA/SEPA environmental reviews for both facilities, Right-of-Way support, and project coordination including site visits, jurisdictional and stakeholder engagement, and utility coordination.

STATUS

- Task Order Request # 2024-105 was issued on August 23, 2024, with the submission due date of September 10, 2024.
- Eight firms received the solicitation based on the Qualified Vendor List RFQ #2017-079.
- Proposals were received from two Vendors: Kimley-Horn & Associates, Inc. and WSP USA, Inc.
- Kimley-Horn & Associates, Inc. was determined the firm most qualified to perform this FTA-funded project.
- The Independent Governmental Cost Estimate is \$790,287.00. After negotiations, the final offer of \$922,878.28 is determined to be fair and reasonable.
- The award amount includes \$190,375.70 going to two Disadvantaged Business Enterprise (DBE) subconsultants, resulting in approximately 20.63% DBE utilization on this Task Order.

The Strategic Alignment and Capital Development Committee reviewed this item at their regular meeting on November 20, 2024. The item was forwarded to the action agenda for the December 5, 2024, Board of Directors' Meeting.

BUDGET IMPACT

The 2024 Budget includes adequate funds for this Task Order under Project #2314. Approved project budget covers applicable sales tax.

RECOMMENDATION

That the Board of Directors authorize the Chief Executive Officer to negotiate and award Task Order 2024-105 to Kimley-Horn & Associates, Inc. for a not-to-exceed amount of \$922,878.28 for the Swift BRT Gold Line Termini Preliminary Design.

To: Board of Directors
From: Mary Albert, Budget Manager
Date: December 5, 2024
Subject: Resolution No. 05-24, Adopting the 2025 Budget

BACKGROUND

The 2025 proposed budget was presented to the Finance, Performance and Oversight Committee at their regular meeting occurring on October 17, 2024. The proposed budget was subsequently presented to the Board of Directors at the October 24, 2024, Board workshop. A public hearing on the proposed 2025 budget was held November 7, 2024, as part of the regular meeting of the Board of Directors.

STATUS

The proposed 2025 budget is balanced. Budgeted operating revenues cover operating expenses and other obligations. The operating reserve, fuel reserve, and other reserves are fully funded. The proposed budget funds the service additions planned for implementation during 2025, in March and September. The proposed budget fully funds capital facilities and current capital outlay requirements and maintains financial reserves at or above minimum recommended level and supports reserves as outlined in the six-year Transit Development plan.

The 2025 proposed budget provides funds in the Salary Pool for wage increases specified by labor contracts and other salary and wage-related expenses. The mid-point in the salary ranges for exempt and non-exempt administrative employees, effective December 31, 2024, will increase by 3% effective January 1, 2025, except for a technical correction to set the range maximums for all ranges at 20% above the midpoints, plus a correction to the minimum range for E8 and E9 bands. This range change will not result in an impact to individual administrative employees' salaries, except for individuals whose salaries fall below range minimums.

Community Transit's capital budget for new-to-the-agency projects includes the Facilities Master Plan 3B, which entails the remodel of the Hardeson Campus Vehicle Maintenance Administrative and Parts building, as well as orders for replacement vanpool and DART vehicles, a project to install barrier doors on buses for operator safety, and several information technology systems such as the phased implementation of Microsoft 365 and a new or upgraded ERP system. Large projects being carried forward include engineering and design for the Swift Gold Line, additional Swift Orange Line work, and zero emissions bus orders for 40' and 60' buses.

This budget also provides for activities related to three new Zip Microtransit pilot areas, as well as the continuation of Zip Alderwood services. The budget increases safety and security efforts

and covers the annual impact of Swift Orange Line operations and network restructuring that occurred in September of 2024.

This budget continues the reserves for the Zero Emissions program, service quality, innovation and sustainability, the Facilities Master Plan, the bus stop program, the replacement reserve, and infrastructure reserve with both facilities and IT components.

Resolution No. 05-24 reflects the proposed 2025 budget as summarized in the following table:

<i>Description</i>	<i>2025 Proposed Budget</i>	<i>2024 Amended Budget as of 09/30/24</i>	<i>Change 2025 vs. 2024</i>	
Service Level in Revenue Hours (all agency hours with Sound Transit --2023 are projected hours)*	810,051	693,288	116,763	16.8%
Total Capital Budget (including carryovers and personnel costs)	\$ 205,580,210	\$ 230,928,974	\$ (25,348,764)	-11.0%
Employment Level in Full-Time Equivalents (all funds)	1,093.5	979.5	114.0	11.6%
Operating Revenues	278,088,966	273,252,471	\$ 4,836,495	1.8%
Operating Budget, with Cost Pools and Insurance	\$ 248,555,058	\$ 231,566,294	\$ 16,988,764	7.3%
Interfund Transfers from Operating Fund	\$ 30,806,402	\$ 96,790,996	\$ (65,984,594)	-68.2%

**2024 Service hours are the projected hours for the year; both years include Microtransit service*

At the November 21, 2024 meeting, the Finance, Performance & Oversight Committee reviewed and recommended this item be placed on the action agenda at the December 5, 2024 Board of Directors' Meeting.

BUDGET IMPACT

Resolution No. 05-24 adopts the proposed 2025 budget at the fund level and authorizes the Chief Executive Officer (CEO) to make budget transfers between fund object categories as needed, provided that such transfers do not change the fund total. The resolution continues the CEO's authorization to hire staff positions deemed in Community Transit's best interests so long as all resulting expenditures remain within the 2025 budget as adopted or amended by the Board of Directors. The resolution also sets the administrative staff pay ranges for the year beginning January 1, 2025. Additional information about Community Transit's 2025 budget can be found at: https://www.communitytransit.org/docs/default-source/pdfs/2025-proposed-budget-pdf_oct222024.pdf?sfvrsn=8690223c_4

Attachments:

Resolution No. 05-24

Exhibit A – Totals of Estimated Revenues & Exhibit B – Expenditures for Each Fund

Exhibit C – 2025 Table of Bands/Ranges

RECOMMENDATION

That the Board of Directors approve Resolution No. 05-24, adopting the 2025 proposed budget and other budget-related items for fiscal year 2025.

RESOLUTION NO. 05-24

A RESOLUTION of the Board of Directors of the Snohomish County Public Transportation Benefit Area Corporation (hereafter referred to as Community Transit) adopting the budget and other budget-related items for the fiscal year 2025.

WHEREAS, the Chief Executive Officer and Budget Manager presented the proposed 2025 budget to the Board of Directors on October 24, 2024; and

WHEREAS, the Board of Directors of Community Transit met in regular session on Thursday, November 7, 2024, at 3:00 p.m. in a hybrid meeting format via a Zoom online meeting combined with an in-person meeting in the Cascade Conference Center, for the purpose of hearing all matters and all persons in connection with the adoption of the 2025 Community Transit budget; and

WHEREAS, notice of such hearing was published as required by Resolution No. 22-98;

NOW, THEREFORE, BE IT RESOLVED,

1. That the 2025 budget attached hereto and incorporated herein in summary form as Exhibit A, Totals of Estimated Revenues, and Exhibit B, Expenditures for Each Separate Fund, is hereby adopted.
2. That, except as otherwise provided, approval by the Board of Directors shall be required before funds can be transferred from one fund in Exhibit B to another.
3. That staff positions shall be approved for hire by Community Transit's Chief Executive Officer or designee, so long as all expenditures associated with all staff positions hired during the year fall within the 2025 budget as adopted or amended by the Board of Directors by resolution.
4. That all salary bands that are in effect on December 31, 2024, for all exempt and nonexempt administrative employees will be increased by 3.0 percent or as otherwise adjusted effective January 1, 2025, as set forth in Exhibit C of this resolution.
5. That unexpended capital project budgets that have been previously approved by the Board of Directors, including all projects budgeted in Replacement Reserve Fund 41, Infrastructure Preservation Fund 42, State Capital Projects Fund 44, FTA Capital Projects Fund 45, Local Capital Projects Fund 46, Bond Capital Projects Fund 47, and Facilities and Technology Fund 48, will be reappropriated as of January 1, 2025, with the budget balances remaining as of December 31, 2024, plus any new amounts included in the adopted 2025 budget unless the project has been completed and no additional funding is required.

APPROVED AND PASSED THIS ____ day of _____ 2024.

Council Member Tom Merrill, Board Chair

ATTEST

APPROVED AS TO FORM

Mayor Christine Frizzell, Board Secretary

Allen J. Hendricks, Attorney

**Community Transit 2025 Budget
Totals of Estimated Revenues
Resolution No. 05-24 Exhibit A**

Fund		Beginning Cash	Revenues	Interfund Transfers	Total
40	General Fund	\$ 111,335,906	\$ 278,088,966	\$ 1,142,158	\$ 390,567,030
41	Replacement Reserve Fund	\$ 48,814,961	\$ 20,000	\$ 3,036,000	\$ 51,870,961
42	Infrastructure Preservation	\$ 31,269,570	\$ -	\$ 2,700,000	\$ 33,969,570
43	Workers' Compensation Fund	\$ 6,398,881	\$ 300,000	\$ 3,030,000	\$ 9,728,881
44	State Capital Projects Fund	\$ 7,224,467	\$ -	\$ 409,994	\$ 7,634,461
45	FTA Capital Projects Fund	\$ 47,270,527	\$ 58,692,982	\$ 9,344,353	\$ 115,307,862
46	Local Capital Projects Fund	\$ 8,719,925	\$ 5,000	\$ 10,577,706	\$ 19,302,631
47	Bond Capital Projects Fund	\$ -	\$ -	\$ -	\$ -
48	Facilities and Technology Fund	\$ 243,258,389	\$ 936,158	\$ 4,536,404	\$ 248,730,951
50	Bond Debt Service Fund	\$ 595,204	\$ -	\$ 1,429,850	\$ 2,025,054
	Total Budget	504,887,830	338,043,106	36,206,465	879,137,401

**Community Transit 2025 Budget
Expenditures for Each Fund
Resolution No. 05-24 Exhibit B**

Fund	Fund Description	Expenditures	Interfund Transfers	Ending Cash	Total
40	General Fund	\$ 248,555,058	\$ 30,806,402	\$ 111,205,570	\$ 390,567,030
41	Replacement Reserve Fund	\$ 5,287,785	\$ 198,523	\$ 46,384,653	\$ 51,870,961
42	Infrastructure Preservation	\$ 6,140,737	\$ 805,635	\$ 27,023,198	\$ 33,969,570
43	Workers' Compensation Fund	\$ 4,404,834	\$ -	\$ 5,324,047	\$ 9,728,881
44	State Capital Projects Fund	\$ 7,634,461	\$ -	\$ -	\$ 7,634,461
45	FTA Capital Projects Fund	\$ 115,307,862	\$ -	\$ -	\$ 115,307,862
46	Local Capital Projects Fund	\$ 19,164,631	\$ 138,000	\$ -	\$ 19,302,631
47	Bond Capital Projects Fund	\$ -	\$ -	\$ -	\$ -
48	Facilities and Technology Fund	\$ 52,044,735	\$ 4,257,905	\$ 192,428,311	\$ 248,730,951
50	Bond Debt Service Fund	\$ 1,429,850	\$ -	\$ 595,204	\$ 2,025,054
	Total Budget	459,969,953	36,206,465	382,960,983	879,137,401

Exhibit C to Resolution No. 05-24
Effective January 1, 2025
2025 Table of Bands/Ranges

Band/Grade	Minimum	Midpoint	Maximum
A11	44,903	56,129	67,355
A12	48,194	60,242	72,290
A13	51,482	64,352	77,222
B21	54,781	68,476	82,171
B22	58,070	72,588	87,106
B23	61,359	76,699	92,039
B24/31	65,479	81,849	98,219
B25/32	70,420	88,025	105,630
C40/C41	80,690	100,863	121,036
C42	86,433	108,041	129,649
C43	92,177	115,221	138,265
C44/51	99,368	124,210	149,052
C45/52	107,992	134,990	161,988
D61	115,182	143,978	172,774
D62	120,926	151,157	181,388
D63	126,668	158,335	190,002
D64/71	133,860	167,325	200,790
D65/72	142,482	178,102	213,722
D66/73	150,320	187,900	225,480
E8	169,591	211,989	254,387
E9	180,275	225,344	270,413
TRN	31.42		

Miscellaneous

Board of Directors' Calendar of Events

December 2024 – February 2025

Thursday, December 5

Wednesday, December 18

Thursday, December 19

Thursday, December 19

Board Meeting – 3 p.m.

Strategic Alignment & Capital Development Committee – 2 p.m.

Executive Committee – 11:30 a.m.

Finance, Performance & Oversight Committee – 2 p.m.

Thursday, January 2

Wednesday, January 15

Thursday, January 16

Thursday, January 16

Thursday, January 16

Board Meeting – 3 p.m.

Strategic Alignment & Capital Development Committee – 2 p.m.

Executive Committee – 11:30 a.m.

Finance, Performance & Oversight Committee – 2 p.m.

Quarterly Board Workshop – 3 p.m.

Thursday, February 6

Wednesday, February 19

Thursday, February 20

Thursday, February 20

Board Meeting – 3 p.m.*

Strategic Alignment & Capital Development Committee – 2 p.m.

Executive Committee – 11:30 a.m.

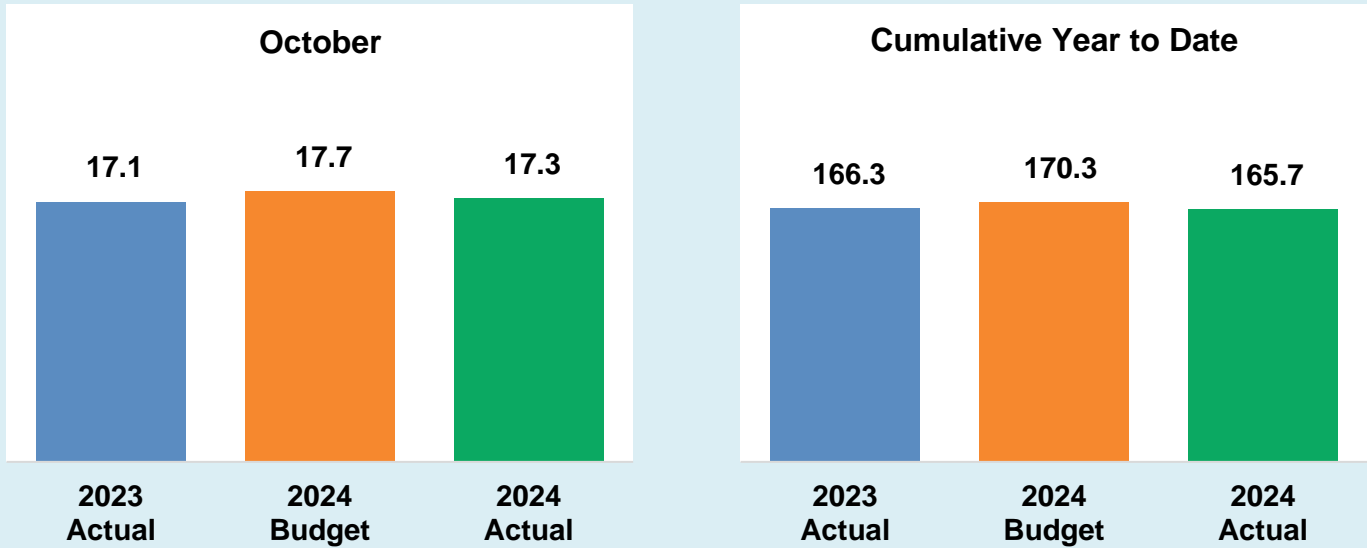
Finance, Performance & Oversight Committee – 2 p.m.

[Online Meetings Calendar](#)

*Annual selection of Board Officers.

Community Transit Sales Tax Report for October 2024

Sales Tax Receipts: Dollars in Millions



October 2024 Results

October 2023 Actuals	\$ 17,060,973
October 2024 Budget	\$ 17,738,230
October 2024 Actuals	\$ 17,283,281

Cumulative Results

2023 Actuals	\$ 166,344,805
2024 Original Budget	\$ 170,316,967
2024 Year to Date	\$ 165,718,261

Comments:

- * Sales tax receipts reported for the month of October 2024 reflect purchases made in August 2024.
- * The growth rate for October 2024 as compared to October 2023 is 1.30%.
- * The growth rate for year to date vs. prior year to date is -0.38%.

Sales Tax: Actual, Budget, and Future Year Projections

