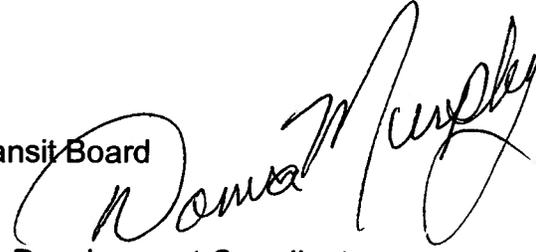


CITY OF SULTAN  
AGENDA ITEM COVER SHEET

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Agenda Item :           A-1  
Date:                     September 24, 2009  
SUBJECT:                 Representation on Community Transit Board



CONTACT PERSON: Donna Murphy Grants and Economic Development Coordinator

**ISSUE:**

The issue before the Council is for the Sultan City Council to appoint one elected official to represent the City of Sultan at a special Community Transit Board meeting to be held Thursday, October 1, 2009.

**STAFF RECOMMENDATION:**

Council vote to appoint Councilmember Steve Slawson to represent the City of Sultan at the Community Transit Board meeting, Thursday, October 1, 2009.  
Endorse Councilmember Steve Slawson to fill the Community Transit Board seat vacated by former Gold Bar Mayor, Crystal Hill.

**SUMMARY STATEMENT:**

In recent months, four board members have resigned from the Community Transit Board and it was determined to have an "Out of Phase" election to fill these positions. Councilmember Steve Slawson expressed interest in serving on the Community Transit Board.

There is one opening for small cities (less than 10,000 population) and the representatives of small cities attending the meeting will elect the representative for Small Cities that day. The representative elected will fill former Mayor of Gold Bar, Crystal Hill's term for 2009 and a new election will take place on January 21, 2010 that will be a two-year term.

**FISCAL IMPACTS:** None

**RECOMMENDED MOTION:**

I move to appoint Councilmember Steven Slawson to represent the City of Sultan at the Community Transit Board meeting on Thursday, October 1, 2009.

**ATTACHMENT**

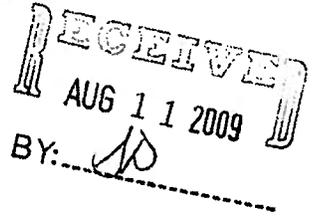
Letter from Community Transit announcing the vacancies on the board.



7100 Hardeson Road  
Everett, WA 98203-5834

www.communitytransit.org  
425/348-7100 ph  
425/348-2319 fax

Joyce Eleanor  
Chief Executive Officer



August 10, 2009

Mayor Joe Beavers and City Councilmembers  
City of Gold Bar  
107 5th Street  
Gold Bar, WA 98251

Dear Mayor and City Council Members:

Four Community Transit Board members have recently resigned before the expiration of their position term: Councilmember D.J. Wilson (City of Edmonds), Councilmember Michelle Angrick (City of Mountlake Terrace), Mayor Margaret Larsen (City of Arlington), and Mayor Crystal Hill (City of Gold Bar). It is therefore necessary to select new Board members. Your City Council is requested to appoint one elected official to represent your city at a special meeting called for this purpose. The meeting has been scheduled for:

**Date:** Thursday, October 1, 2009  
**Time:** 5:00 p.m. (immediately following the regular Board meeting)  
**Location:** Community Transit Board Room  
7100 Hardeson Rd.  
Everett, WA 98203

Please place this item on an upcoming City Council meeting agenda.

At this meeting, an election will be held to determine who should fill the vacant positions for the remainder of their terms, which expire in February 2010. Another selection meeting will be held in January 2010 to select board members for new two-year terms. Your city is encouraged to send an elected official who is interested in continuing their participation on the Board of Directors for the next two year term. When being considered for selection to Community Transit's Board of Director, please be aware that the agency bylaws (section 3.1.i) require potential Board members to disclose any personal situation which may give the appearance of having a conflict of interest.

At the October 1 meeting, cities with populations less than 10,000 will select one representative to the Board of Directors. Cities with populations between 10,000 and 30,000 will select two representatives, and cities with populations over 30,000 will select one representative to the Board of Directors. Alternate positions may also be selected. Population figures are determined by the state Office of Financial Management.

Community Transit's Board of Directors consists of the following members:

- Two members and their alternate from the County Council;
- Two members and their alternates from the component cities with population of 30,000 or more (Edmonds, Lynnwood, Marysville);
- Three members and two alternates from the component cities with population between 10,000 and 30,000 (Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo); and,
- Two members and an alternate from the component cities with population less than 10,000 (Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan and Woodway).

Board meetings are held the first Thursday of each month at 3:00 p.m. with quarterly Board workshops scheduled for the third Thursday of the months of January, April, July, and October. Each Board member is also expected to serve on up to two committees, each of which meets monthly. Special meetings may be called from time to time as necessary. The Board of Directors provides policy and legislative direction and has fiduciary responsibility for the agency. For additional information regarding duties of Board members, see the attached Bylaws.

Community Transit is currently working on several major projects to provide new and innovative transportation services to the public, such as Bus Rapid Transit and double decker buses. Board members play an important role in the success of these projects. The enclosed documents provide more information on Community Transit and the projects that will take center stage in 2009-2010.

Please advise Jan McBride, Executive Office Manager, by September 24, 2009, of the name and contact information of the elected official selected by your City Council to attend the above meeting. This will allow us to send your representative a meeting notice and any other information he/she may require.

We strongly urge that your city be represented at this important meeting. If you have any questions, please contact Jan McBride at (425) 348-7102.

Sincerely,



Carlton Gipson  
Chairman of the Board



Joyce Eleanor  
Chief Executive Officer

Adopted Feb. 11, 1976  
Amended Dec. 14, 1983  
Amended September 13, 1989  
Amended February 1, 1996  
Amended September 11, 2003  
Amended February 3, 2005  
Amended August 7, 2008

Bylaws of the  
Snohomish County Public Transportation  
Benefit Area Corporation

**Article I. Name, Powers, Rights and Liabilities**

**Sec. 1.1 Name.** The name of the municipal corporation duly established pursuant to laws of the State of Washington shall be "Snohomish County Public Transportation Benefit Area Corporation" hereinafter referred to as the "Corporation."

**Sec. 1.2 Powers, Rights and Liabilities.** By and in the corporate name, the Corporation shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inhere in, municipal corporations of like character and degree. The Corporation shall have all powers possible to have under the Constitution and laws of this state.

**Article II. The Governing Body - Board Composition**

**Sec. 2.1 Board Composition.** The governing body of the Corporation shall consist of a Board of nine members, all of whom shall be elected officials selected by and serving at the pleasure of the respective governing bodies of the component cities and county within the area. The membership of the Board shall be composed of the following members:

- a. Two members and their alternate who are elected officials of the governing body of the County.
- b. The remaining members of the Board shall be selected as follows:
  - i. Two (2) members and their alternates from the component cities with population of 30,000 or more.
  - ii. Three (3) members and two (2) alternates from the component cities with population between 10,000 and 30,000.
  - iii. Two (2) members and an alternate from the component cities with population less than 10,000.
  - iv. Such representatives to the Board shall be elected officials selected by the governing body of the respective representative cities. The selection of such members shall be elected by the elective representative of the cities the Board member is to represent. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chairperson. Such selected members of the Board shall begin their term of office as a Board member at the first meeting following their selection.

At the aforementioned January or February meeting, alternate Board members shall be selected to serve on the Board in the event of a vacancy on the Board or the absence of one of the regular Board members selected pursuant to this subsection.

In the event of a vacancy on the Board created by one of the members selected pursuant to this subsection, the representatives of cities which were so represented on the Board by the vacant position on the Board shall meet as soon as it is feasible and select a representative to fill the

vacancy. In the interim, an alternate selected pursuant to this subsection may fill the vacancy until a regular Board member is selected.

Each member of the Board shall hold office until his successor has been selected as provided herein unless such person has been ineligible to hold such position.

**Sec. 2.2 Cities Excluded from Direct Membership.** Those cities within the boundaries of the Corporation and excluded from direct membership on the Board are authorized to designate a member of the Board who shall be entitled to represent the interest of such city which is excluded from direct membership on the Board. The legislative body of such city shall notify the Board as to the determination of its authorized representative on the Board.

**Article III. Duties of the Board and Board Meetings**

**Sec. 3.1 Duties of the Board.** The Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The Board Members shall also abide by the following performance standards:

- a. Board Members shall exercise their fiduciary duties through responsible use of the Corporation's assets. Board Members shall transact the Corporation's business promoting wise expenditures, prompt payment of debts, and in other ways safeguarding the Corporation's assets from waste, abuse, theft, or other physical loss.
- b. Board Members shall attend all scheduled Board meetings, workshops, and retreats, unless excused. Three consecutive unexcused absences constitutes removal from the Board. Board Members shall be informed and aware of issues affecting the Corporation.
- c. Board Members shall effectively represent the Corporation's position to the public, in the Legislature, and in the community. Board members should not represent their own opinion as the official position of the Corporation or publicly/privately undermine the official company position.

- d. Board Members shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Board Members shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Board Members shall abide by all state and local laws with regard to Board member conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.
- f. All Board Member requests for information that require significant research or staff time shall be directed to the Chief Executive Officer (CEO). All requests shall be courteous and concise. Board members should clearly state the goal of their request so the appropriate information can be supplied. Should the request be ambiguous in nature or require substantial time or resources, the item shall be brought to the Executive Committee.
- g. There shall be no communication between Board members and Corporation employees regarding negotiations or other personnel issues. If a Board Member is approached by an employee, the Board member shall refer the individual to the CEO. There shall also be no contact between Board Members and vendors or potential vendors that might create the impression of a conflict of interest or any other inappropriate conduct. Contact includes, but is not limited to, the receipt of gratuities and/or gifts of value.
- h. A Board Member shall direct any allegation that another Board Member has violated these performance standards to the Chairperson of the Board of Directors who shall direct the investigation of the allegation. The Chairperson of the Board shall present the findings to the Executive Committee of the Board. If the Executive Committee finds that a violation has been committed, it may, in its sole discretion, present the issue to the full Board of Directors for action. Action may include a reprimand or dismissal from the Board of Directors. If the allegation is against the Chairperson of the Board, the Vice-Chairperson shall direct the investigation as provided above. If the allegation is against a

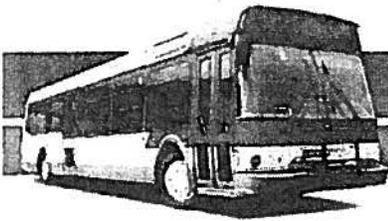
member of the Executive Committee, the Executive Committee member shall be excused from the Executive Committee's deliberations to determine whether the issue is submitted to the full Board of Directors.

- i. A Board member, when being considered for selection to the Board of Directors of Community Transit, shall disclose any personal situation which may give the appearance of having a conflict of interest. A conflict of interest may include, but is not limited to, having a family member working for Community Transit, past employment with Community Transit or contracting with Community Transit.

**Sec. 3.2 Board Offices.** The majority of the whole membership of the Board shall select a Chairperson, a Vice Chairperson, and a Secretary. The officers shall hold office until the first Board meeting in the month of February of each year. These officers may, if re-elected, serve more than one term.

**Sec. 3.3 Meetings and Meeting Notice.**

- a. **Regular Meetings.** The time and place of regular meetings of the Board shall be established by a resolution of the Board. Such resolution may also specify the appropriate notification of such meetings.
- b. **Special Meetings.** Special meetings may be called at any time by the Chairperson or by a majority of the whole Board. The notification of such meetings must be delivered to each Board member and others requiring notification under the State Statute (RCW 42.30.080) at least twenty-four (24) hours before the time of such meeting unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080 now and as hereafter amended shall be adhered to regarding such meetings.
- c. **Executive Sessions (Meetings).** The Board may hold executive sessions if such sessions are not otherwise prohibited by State Statutes.



## Community Transit Key Facts

Community Transit is Snohomish County's public transportation provider, created by voters in 1976. In 32 years, our bus, vanpool and Dial-A-Ride Transportation (DART) paratransit services have provided rides for more than 160 million passengers, and we're still rolling!

### The Agency

- Ridership in 2008 was up 11.8 percent over 2007 (preliminary figure)
- 33 local routes, 31 commuter routes
- 1,016 employees, including contracted services
- Service area: 1,305 square miles
- Service area population: 494,400 (Dec 2008)
- 21 Park & Ride lots with 6,736 parking spaces
- 27 Park & Pool lots with 893 parking spaces

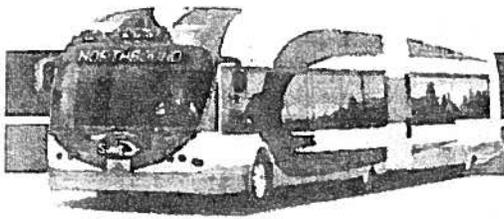
### The Fleet

- 282 fixed route buses
- 419 vanpool vans
- 55 DART paratransit vehicles
- Annual ultra low-sulfur diesel fuel usage: 3 million gallons
- 231 buses on the road during weekday peak hours
- About 15.1 million miles traveled in 2008 (preliminary figures)

### Other Community Transit Facts

- Our buses carry about 40,000 passengers on an average weekday.
- About 9,200 passengers travel to and from downtown Seattle on our buses each weekday.
- Another 2,800 passengers travel to and from the University of Washington on our buses each weekday.
- Our longest local route is Route 277 from Gold Bar to Boeing (40 miles).
- Our longest commuter route is Route 422 from Stanwood to Seattle (54 miles).
- Average local bus ride is five miles; average commuter bus ride is 21 miles.
- Our longest vanpool commute is 140 round-trip miles from Bellingham to Lynnwood.
- Community Transit DART paratransit service provides mobility to an average of 586 passengers each day who might not otherwise be able to get around.
- Without Community Transit commuter buses, I-5 would need to be widened by two lanes in each direction between Everett and Seattle to handle rush-hour traffic.

*Continued next page*



## COMMUNITY TRANSIT

ECONOMIC ENGINE

### Other Community Transit Facts *(continued)*

- The Alderwood mall area is served by 10 Community Transit routes, providing 22 trips per hour each weekday.
- Community Transit has six routes serving Boeing-Everett and the Paine Field area.
- Community Transit was the second agency in the nation to have a modern double decker bus in regular service.
- Every dollar that communities invest in public transportation projects generates \$6 in local economic activity.
- Every \$10 million in operating investment in public transportation yields \$32 million in increased business sales.
- In late Fall 2009, Community Transit will be the first agency in the region to have a bus rapid transit system when *Swift* begins operation along Hwy 99 between Everett and Shoreline.

### Public Transportation Facts

- In 2007, more than 10.3 billion trips were taken on public transportation nationwide.
- Each year, public transportation saves the United States 1.4 billion gallons of gasoline. That is almost 4 million gallons of gas each day.
- Public transportation produces 95 percent less carbon monoxide, 90 percent less volatile organic compounds, and about half as much carbon dioxide and nitrogen oxide, per passenger mile, as private vehicles.



(425) 353-RIDE (7433)

(800) 562-1375

TTY Relay 711

[www.communitytransit.org](http://www.communitytransit.org)



## COMMUNITY TRANSIT

ECONOMIC ENGINE

### Community Transit Projects 2009–2010

Community Transit is well on its way to achieving a goal set in 2006 to increase ridership 50 percent by 2012. A number of major projects are set to debut in 2009 and others are close behind. With more people coming onboard every year, the agency continues to move forward with new and innovative ways to make service as easy as possible. It's why we say "smile & ride."

#### Mountlake Terrace Transit Center

Construction is complete on the new Mountlake Terrace Transit Center, which opened in February 2009. The five-level parking garage holds 660 cars, and parking for an additional 230 vehicles on the revamped upper lot. Community Transit used recycled building materials and solar panels to lessen this building's impact on the environment.

#### ORCA Smart Card

Community Transit is joining with Everett Transit, Kitsap Transit, King County Metro Transit, Pierce Transit, Sound Transit and Washington State Ferries to implement ORCA—One Regional Card for All. This new fare card will use smart card technology to make travel and fare payment more convenient. By loading a monthly pass or dollar value on ORCA, a rider can simply tap her card on the bus, train or ferry rather than dealing with cash, tickets or transfers. Look for ORCA to surface in early 2009 to their cell phones, email or hand-held devices.

#### Swift Bus Rapid Transit

Bus Rapid Transit will come to the region when *Swift* begins service in 2009. The project—a partnership between Community Transit and Everett Transit—will bring fast, frequent service to the busy Highway 99 corridor between Everett Station and the Aurora Village Transit Center in Shoreline. Buses will stop at 24 stations along the route every 10 minutes most of the day. There will be faster boarding as riders tap their ORCA cards or purchase single-ride tickets at the stations. Next-bus signs will eliminate the need for schedules, and the sleek 60-foot hybrid buses will provide a smooth, comfortable ride.

#### Marysville Park & Ride

Community Transit is working to accommodate the growing number of north county passengers traveling south. Part of that effort includes a new Marysville Park & Ride located at the intersection of Cedar and Grove. With approximately 200 parking spots, the new park & ride will handle routes serving Boeing, the University District and downtown Seattle, as well as provide a quick link to routes serving Everett, Lake Stevens, Lynnwood, Smokey Point and Quil Ceda Village. The facility will open in late 2009.

#### Double Tails

In August 2007, Community Transit became the second agency in the country to put a modern double-decker bus into regular service. *The Double Tail!* is now our most popular bus and the agency will expand the fleet with the addition of 23 more *Double Tails* in 2010. The 14-foot tall buses carry more passengers on less road space than a typical articulated bus while providing a fun and comfortable passenger experience. These buses will be used on commuter service to Seattle.



(425) 353-RIDE (7433)

(800) 562-1375

TTY Relay 711

[www.communitytransit.org](http://www.communitytransit.org)



# REPORT TO COUNTY AND CITIES

## August 2009

### **Board Goals:**

***"improve ridership/Be good stewards of public funds"***

#### ▪ **Fare Enforcement Plan Introduced**

Using a state law Community Transit helped pass, the agency will begin fare enforcement efforts in advance of the start of *Swift* bus rapid transit service.

With the implementation of off-board fare collection on the *Swift* route, Community Transit is working to ensure fares are paid. Prior to the start of *Swift* service, Community Transit will begin an education program that will include public announcements, media stories and having transit police from the Snohomish County Sheriff's Office ride local buses along the *Swift* corridor to encourage fare payment. While passenger education is the main goal of this effort before and after the start of *Swift*, transit police now have the authority to write \$124 citations to those who do not pay their fare. Community Transit does not receive any of that money; it goes to court costs.

When *Swift* service begins late this year, *Swift* Ambassadors will be in the corridor to assist passengers with questions and check fares.

#### ▪ **Swift Progress Continues for Bus Rapid Transit**

*Swift* stations are being built throughout the corridor and interested drivers are participating in orientation to learn about *Swift* vehicles and service.

Work on the last *Swift* station in the corridor begins 10 at southbound Highway 99 and Lincoln Way. Station structures continue to be built along the corridor and all are on schedule to be completed in early fall. The city of Everett, which is responsible for the terminal at Everett Station, recently awarded that contract and expects to break ground soon. In all, there will be 24 *Swift* stations along the corridor between Everett Station and Aurora Village, along with terminals at each end.

For the past month, Community Transit coach operators interested in driving a *Swift* bus have been undergoing a two-hour orientation on the new *Swift* hybrid bus. Most of that time is spent out on the corridor pulling up to stations under construction.



**A crew installs the roadside marker at the *Swift* station at northbound Evergreen Way and Casino Road.**

- **Community Transit Hits the Road to Local Festivals, Events**  
Staff will be at events throughout the remainder of the summer to display *Swift* vehicles and share information about the agency.

Community Transit already has participated in some summer events, like the Snohomish Klallam Days parade and National Night Out Against Crime. Staff members were at the latter events Aug. 4 in Mill Creek, Lake Stevens and Snohomish to answer questions about our agency's services.

At the Taste of Edmonds from Aug. 14 to 16, Community Transit will publicly display the *Swift* hybrid bus for the first time. Taste attendees will be able to go aboard the bus and see its unique features. Staff will be on hand to discuss *Swift*, the ORCA smart card and other Community Transit services. Oxy Gene also will be at the Taste as a celebrity judge.

Community Transit will be at the Evergreen State Fair for two days only, Aug. 29-30, with a *Swift* hybrid bus on site for the public to examine. Again, staff will be there all day to answer questions. Community Transit Routes 270, 271 and 275 provide service to and from the fairgrounds.

Finally, Community Transit staff will be at the Sept. 13 "Board Bash II" at the Mill Creek Skate Park, providing information about the Curb the Congestion Club, aimed at reducing traffic in the 164<sup>th</sup> Street and 128<sup>th</sup> Street corridors.

**Report to County and Cities is produced by Community Transit to inform members of the Public Transportation Benefit Area about agency news.**

**These reports are distributed through the Board of Directors, which represents all PTBA jurisdictions:**

**Snohomish County – Mike Cooper, Dave Gossett; Dave Somers, alternate**

**Large cities – Dennis Kendall (Marysville); Ted Hikel (Lynnwood), Lisa Utter (Lynnwood), alternates**

**Mid-sized cities – Joe Marine (Mukilteo); Heather Coleman (Lake Stevens), Mike Todd (Mill Creek), alternates**

**Small cities – Carlton Gipson (Brier); Doug Thorndike (Snohomish), alternate**