

## **JOINT POLICY COMMITTEE MEETING #1**

**Tuesday, February 15, 2022**

**3:00 p.m.**

### Attendees:

Committee Members: Councilmember Kim Daughtry (Lake Stevens), Mayor Cassie Franklin (Everett), Mayor Joe Marine (Mukilteo), Councilmember Tom Merrill (Snohomish), Council President Brenda Stonecipher (Everett), Councilmember Ben Zarlingo (Everett)

Staff: Roland Behee (CT), Julio Cortes (Everett), Nick Harper (Everett), Tom Hingson (Everett), Ric Ilgenfritz (CT), Maureen Nikonov (Everett), Deb Osborne (CT)

Facilitators: John Howell and Robert Feldstein (Cedar River Group)

### Meeting goals:

- Review foundational documents – the background, process, ground rules, workplan and schedule and make sure the JPC agrees on how to proceed.
- Establish the role of the JPC and how to engage with your respective councils and boards.

### Ground rules:

The ground rules provide guidance for how the committee will operate and the norms for group discussions and deliberations. The intent is for the committee to review, discuss and then adopt the ground rules.

- There are 13 total ground rules, but several were highlighted for the committee's consideration:
  1. The JPC is advisory to the Everett council and CT board. It is not a decision-making body, but it will take recommendations to the council and board.
  2. The committee will work to achieve unanimous agreement on its recommendations. Agreement will be defined as all members can support, or "live with" the recommendations. If unanimous agreement cannot be reached, the different points of view will be described in writing and provided to the respective council/board for their review.
  3. Committee meetings will not be open to the public or press. However, the committee may hold open public forums or times for the public to testify as the work progresses. Meeting summaries, materials and agendas will be posted on the city's public website. The city website will also have an opportunity for the public to follow the committee's progress and to comment on the issues currently under discussion.
  4. Members are strongly encouraged to prepare for and participate in every meeting to achieve continuity in discussions from one meeting to the next. Alternates will not be allowed to participate in place of the committee members.

5. Members will refrain from discussing the progress of the committee with the media or public unless the full committee agrees on the timing of and substance of the public remarks.

Several committee members expressed support for the ground rules and they were unanimously approved by the members.

#### Consolidation Study Background and Proposed Process:

Tom H. described the purpose of the study, including achieving the best possible transit service for both Everett and Snohomish County residents. He reviewed background and some history leading up to this effort, including Everett's ReThink Transit work. The desired outcomes for this work are an integration plan that is jointly created and mutually agreeable and can be used by the Everett Council and Community Transit Board for decision making purposes. The structure for this effort includes the Joint Policy Committee, and Executive Advisory Group, and Technical Working Group. It is anticipated that the final integration plan would be presented to the Everett Council and the CT Board in the second quarter 2023.

Committee members requested the following information to help inform their deliberations:

- Information about the sales tax rates and revenues
- Results from the public outreach completed during the ReThink Transit study
- Summary of the main areas of concern when the concept of integration was raised in the past.
- Understanding about the current baseline for both of the transit systems (i.e headways, routes, rate structure, etc.)
- How an integrated system would change, both before and after light rail reaches Everett. It was noted that CT will also be doing analysis about how to support the expansion of light rail to Lynnwood.

#### Draft Workplan and Schedule:

Roland provided a summary that include the following elements:

- 8 meetings over 16 months.  
introduction to the joint study framework process, confirm workplan
- – PTBA, governance and annexation process, agency overviews
  - What do Everett residents see today in terms of service levels – what are the scopes of the current systems, what do their route networks looks like, what facilities are available, how many people are using the two services
  - description of the two agencies' structures with respect to their workforces
- – Financial overview, revenue forecasts, potential for phased approach to sales tax rates, update on workforce integration
  - What are the capital needs, and what funding will be available?
  - Does this have to be done at once, or is there potential to phase it in several steps
  - Can there be a phased approach to service that we can synchronize with our revenue plan

- This will also be the meeting for an update on progress with ET & CT labor leaders
- There will be coordination for labor groups to bring their information to the JPC in an organized way, but their work and discussions will be separate from the JPC
- -Service plan part 1: overview of service types, levels and routes, potential timing/phasing of implementation, public outreach plan
  - A full spectrum of transit services that would be available under a consolidation plan: fixed route, paratransit, micro-transit
  - Can we provide more service combined than separate?
  - This is the time when public engagement takes place; a gap between July-October will be provided to provide ample opportunity
  - This schedule may need adjusting to align with Everett's initiatives
- – Service plan part 2: review public outreach, final service plan recommendation
- – Transition of capital assets: fleet, transit centers, bases, equipment, parts, technology
  - Understanding ET's battery electric fleet and what this means for CT's fleet
  - Understanding the different bases/transit centers through the county
  - The public will want to have information and understanding of the capital assets before the public outreach process
- – Fare structure, ORCA & CTR contracts, branding, update on workforce integration – coordination with labor
  - Discussing integration points, i.e., ORCA, CTR
- – summary review for all recommendations to include in initial draft report

Other than the first and last bullet above, the order of discussion is to be determined.

There was committee discussion about the involvement of labor groups. The following points were made:

- Multiple conversations will be happening in parallel with the schedule. The schedule should reflect the timing of those conversations.
- It's important to ensure the unions are engaged in collaboration with staff from both organizations.
- The labor issue will be complex and unprecedented for our region, as not only do the organizations need to work together to address staff concerns and needs, but unions will need to work within their own international rules.
- Once we have a final draft integration plan, which will be the result of work done by all groups – JPC, TWG and unions – there will be an opportunity for both agencies to adopt this integration plan.

There was committee discussion regarding timing outlined in the schedule:

- The public will not only want to comment on the proposed service plan, but also the plans for integration of capital assets.
- Having a meeting calendar and workplan timeline on one page (perhaps in chart form) will help to see if adjustments are needed as well as help JPC members understand the timing and sequencing from one task to the next.

Next steps

- The next two JPC meetings will be scheduled; invite to come from CT offices.

***Materials to provide prior to next meeting:***

- ***ReThink Transit public outreach study results***
- ***Chart of sales tax history***
- ***A summary of historical issues in past ET/CT conversations –sticking points, what kept ideas from moving forward, lessons learned***
- ***JPC meeting schedule/calendar in one document***