



City of Bothell™

**AGENDA**  
**BOTHELL CITY COUNCIL MEETING**

January 7, 2020

BOTHELL CITY HALL, COUNCIL CHAMBERS  
18415 101<sup>st</sup> AVE NE  
BOTHELL, WA 98011

**MEMBERS OF THE CITY COUNCIL**

Councilmember Tom Agnew  
Councilmember Davina Duerr  
Councilmember Rosemary McAuliffe  
Councilmember James McNeal

Councilmember Liam Olsen  
Councilmember Mason Thompson  
Councilmember Jeanne Zornes

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**REGULAR SESSION – 6:00 PM**

Call to Order

Pledge of Allegiance

**1. Meeting Agenda Approval**

During this item, the City Council may identify agenda items to be continued, withdrawn, or added.

**2. Presentations, Reports, & Briefings**

A. Special Presentation

- Oaths of Office for Councilmembers Thompson, McNeal and Duerr - Administered by Judge Rozzano

**3. Visitor Comment**

During this item, the Mayor will invite visitor comment. Each speaker will be granted 3 minutes. When appropriate, the Mayor may direct City Staff to respond with statements of factual information or existing city policy.

**4. Other Items**

A. AB # 20-001 – Elections of Mayor and Deputy Mayor

Recommended Action: Conduct the Election of the Mayor and Deputy Mayor for 2-year terms in accordance with RCW 35A 13.030 and 13.035 and the City Council Protocol Manual Section 2.05.

B. AB # 20-002 - Council Committee Assignments (2020-2021)

Recommended Action: Assign, by consensus, the 2020-2021 internal and regional committee assignments.

**5. Adjourn** (Reception to follow)

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CERTIFICATE:

I hereby certify that the above agenda was posted on this the 2nd day of January, 2019, by 5:00 P.M., on the official website and bulletin board at Bothell City Hall, 18415 101<sup>st</sup> Avenue NE, Bothell, WA, 98011, in accordance with RCW 42.30.077, at least 24 hours in advance of the published start time of the meeting.



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Laura Hathaway, City Clerk

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**SPECIAL ACCOMODATIONS:** The City of Bothell strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact the ADA Coordinator at (425) 806-6151 at least one day prior to the meeting.

Copies of agenda bills and attachments listed in this agenda may be obtained from the City Clerk's Office the Friday before the meeting.

Bothell City Council meetings are streamed live and aired live on Bothell Community Television (BCTV) Channel 21/26 (Comcast/Verizon) (available to Comcast and Verizon Cable customers within Bothell City limits). Meetings are generally replayed according to the following schedule (subject to change): Wednesday following the meeting at 10 a.m.; Friday, Saturday and Sunday following the meeting at 10 a.m. and 7 p.m. City Council and Planning Commission meetings and the BCTV schedule are viewable online at [www.bothellwa.gov](http://www.bothellwa.gov)



## City of Bothell™

### City Council Agenda Bill

AB # 20-001

Page 1

**TO:** Members of the Bothell City Council

**FROM:** Jennifer Phillips, City Manager  
Laura Hathaway, City Clerk (Presenter)

**DATE:** January 7, 2020

**SUBJECT:** Election of Mayor and Deputy Mayor

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**BACKGROUND:** Election of a Mayor and Deputy Mayor is required by RCW 35A 13.030 and 35A 13.035 (Att-2).

**DISCUSSION:** On the first regular meeting of the year in which a new Council is seated, the first item of business following the Oaths of Office for Councilmembers-elect is the election of the Mayor and Deputy Mayor. Each shall be elected from among their peers and each will serve a 2-year term.

The election process is outlined in the Council Protocol Manual Section 2.05 (Att-1) as follows:

- The City Clerk will call for nominations of the Mayor.
- Each member of the City Council is allowed to nominate one person and that nomination does not require a second.
- A nominee who wishes to decline may do so.
- The City Clerk closes the nominations.
- If there is only one nominee, the election will be conducted by voice vote.
- If there is more than one nominee, election will be by written ballot – each ballot will contain the name of the Councilmember who cast it.
- The City Clerk will publicly announce the results of the election by reading each ballot into the record.
- To be elected the nominee must receive a majority vote of the members present.
- Ties will be decided by coin toss.

**City Council  
Agenda Bill**

AB # 20-001

Page 2

Following the election of the Mayor, there will be an election for the Deputy Mayor. The Mayor-elect will conduct the election of the Deputy Mayor in the same manner described above.

**FISCAL  
IMPACTS:**

N/A

**ATTACHMENTS:**

Att-1. Council Protocol Manual Section 2.05 Election of Officers  
Att-2. RCW 35A 13.030 and 13.035

**RECOMMENDED  
ACTION:**

Elect the Mayor and Deputy Mayor to 2-year terms.

Att-1

Excerpt of Bothell City Council Protocol Manual,  
Section 2.05 - Election of Officers

**2.05 Election of Officers**

Procedures for electing officers are as follows:

*A. Biennial Election of Mayor and Deputy Mayor*

Biennially, at the first meeting of the new Council, the members thereof will choose a presiding officer from their number who will have the title of Mayor. In addition to the powers conferred upon him/her as Mayor, he/she will continue to have all the rights, privileges and immunities of a member of the Council. If a permanent vacancy occurs in the Office of Mayor, the members of the Council at their next regular meeting will select a Mayor from their number for the unexpired term. Following the election of the Mayor, there will be an election for Deputy Mayor. The term of the Deputy Mayor will run concurrently with that of the Mayor.

*B. Nominations*

The City Clerk will conduct the election for Mayor. The City Clerk will call for nominations. Each member of the City Council will be permitted to nominate one (1) person, and nominations will not require a second. A nominee who wishes to decline the nomination will so state at this time. Nominations are then closed. The Mayor-elect will conduct the election for Deputy Mayor, and nominations will be made in the same manner described for the election of the Mayor.

*C. Casting Ballots*

Except when there is only one nominee, election will be by written ballot. Each ballot will contain the name of the Councilmember who cast it. The City Clerk will publicly announce the results of the election by reading each ballot into the record, stating the name of each voting Councilmember and the manner in which the Councilmember voted. Thereafter, the City Clerk will record in the minutes of the meeting the manner in which each voting member of the Council cast his or her ballot. To be elected, a nominee must receive a majority vote of the members present.

*Ties*

Ties decided by coin toss.

*E. Resignation of Mayor or Deputy Mayor*

If the Mayor or Deputy Mayor resign, the City Council will appoint a new Mayor or Deputy Mayor, using the procedure outlined above.

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Att-2

RCW 35A.13.030 and 13.035

**RCW 35A.13.030**

**Mayor — Election — Chair to be mayor — Duties.**

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW [35A.13.033](#). The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

[2009 c 549 § 3018; 1975 1st ex.s. c 155 § 2; 1967 ex.s. c 119 § [35A.13.030](#).]

**RCW 35A.13.035**

**Mayor pro tempore or deputy mayor.**

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. In the event of the extended excused absence or disability of a councilmember, the remaining members by majority vote may appoint a councilmember pro tempore to serve during the absence or disability.

[2009 c 549 § 3020; 1969 ex.s. c 81 § 1.]

**Notes:**

**Effective date -- 1969 ex.s. c 81:** "This 1969 amendatory act shall take effect July 1, 1969." [1969 ex.s. c 81 § 7.]

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## City of Bothell™

**TO:** Members of the Bothell City Council

**FROM:** Jennifer Phillips, City Manager  
Laura Hathaway, City Clerk (Presenter)

**DATE:** January 7, 2020

**SUBJECT:** 2020-2021 Council Committee Assignments

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**BACKGROUND:** Every two years Council is asked to serve on various internal, ministerial and regional committees. These committees address issues of interest to the citizens of Bothell and this structure allows for Council to better manage its work efforts while optimizing resources.

**DISCUSSION:** There are numerous regional committees and four standing internal committees. The 2018-2019 Committee has been provided for your information (Att-2). Individual Councilmembers may express interest in committees and/or be asked to serve as the appointee or alternate.

This year Community Transit is asking for a delegate to participate in the selection of the Community Transit Board of Directors on January 16 (Att-3).

The Snohomish Health District Board is a shared appointment with Mill Creek, Bothell and Brier. This year the Cities of Mill Creek and Brier are supporting the appointment of Brier Councilmember John Joplin for the 2020 appointment (Att-4). If Bothell supports this appointment as well we are asked to prepare a letter to that effect. This appointment will be for a one-year term. If Council does not agree with the selection, we will send a letter indicating who Bothell would like to appoint to this board.

**FISCAL  
IMPACTS:** N/A

**City Council  
Agenda Bill**

AB # 20-002

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- ATTACHMENTS:**
- Att-1. 2020-2021 Council Committee Matrix (blank)
  - Att-2. 2018-2019 Council Committee Matrix (for reference)
  - Att-3. Letter from Community Transit regarding delegate selection to appoint the Community Transit Board of Directors
  - Att-4. Mill Creek Letter supporting Brier appointment to Snohomish County Health District for one-year term.

**RECOMMENDED ACTION:** Appoint by consensus, the 2020-2021 internal and regional committee assignments.

Att-1

2020-2021 Council Committee Assignments

<b>Internal Committees</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Thompson	Zornes
Capital Facilities Plan Committee (3 appointments) Staff support: Finance and Public Works Departments Meets on an as-needed basis							
Economic Development Committee <u>Committee of the Whole</u> Mayor is liaison							
Human Services Committee (3 appointments, plus alternate) Staff support: Assistant City Manager Meets on an as-needed basis							
Public Safety Committee (3 appointments plus alternate) Staff support: Police, Fire, and Public Works Departments Meets on an as-needed basis							

<b>Ministerial Boards</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Thompson	Zornes
Joint City and Fire District Advisory Board (2 appointments) Staff support: Fire and Police Departments Meeting 3 <sup>rd</sup> Thursday of each Month							
LEOFF-1 Board (2 appointments) Staff support: Human Resources (Michelle Davis) Meets Monthly as Needed							

Att-1

2020-2021 Council Committee Assignments

Coalitions of Elected Officials	Agnew	Duerr	McAuliffe	McNeal	Olsen	Thompson	Zornes
<p>Assoc. of Snohomish County Cities and Towns (1 informal appointment) Outside Contact: Gina Pfizer – <a href="mailto:ginap@cityofmillcreek.com">ginap@cityofmillcreek.com</a> Meets 3<sup>rd</sup> Thursday of the Month – revolving locations</p>							
<p>Sno. County Tomorrow Steering Committee (1 appointment plus alternate) Staff Support: Community Development Department Outside Contact: Cynthia Pruitt – <a href="mailto:cynthia.pruitt@Snoco.org">cynthia.pruitt@Snoco.org</a> Meets 4<sup>th</sup> Wednesday of the Month – 6:00 PM Snohomish County Administration Building 3000 Rockefeller Ave, Everett</p>							
<p>Sound Cities Assoc. – Public Issues Committee (1 appointment plus alternate) Outside Contact – Caitlin McGee – <a href="mailto:caitlin@soundcities.org">caitlin@soundcities.org</a> Meets 2<sup>nd</sup> Wednesday of the Month at 7:00 PM, Renton City Hall</p>							
<p>WRIA 8 Forum (1 appointment plus alternate) Staff support: PW &amp; CD Outside Contact: Jason Mulvihill-Kuntz- <a href="mailto:jason.Mulvihill-Kuntz@kingcounty.gov">jason.Mulvihill-Kuntz@kingcounty.gov</a> Meets 3<sup>rd</sup> Thursday of every other month at 3:00 PM – Mercer Island Community Room</p>							

Att-1

2020-2021 Council Committee Assignments

Mayors' Meetings	Agnew	Duerr	McAuliffe	McNeal	Olsen	Thompson	Zornes
<p>King County Mayors' Meeting Meets as needed - approximately twice a year</p>							
<p>North End Mayors' Monthly Meeting Outside Contact: Nancy Meehan – <a href="mailto:nmeehan@kenmore.gov">nmeehan@kenmore.gov</a> Meets 1<sup>st</sup> Tuesday of the Month at 11:30 AM – rotating locations</p>							
<p>South Snohomish County Mayors' Monthly Meeting Outside Contact: Leslie Lavoie – <a href="mailto:llavoie@ci.mlt.wa.us">llavoie@ci.mlt.wa.us</a> Meets 1<sup>st</sup> Wednesday of the Month – Noon – Nile Golf and Country Club - Everett</p>							
<p>Elected Leadership Group (ELG) 1-405 BRT</p>							
<p>Elected Leadership Group (ELG) 522/145 NE BRT</p>							

Att-1  
2020-2021 Council Committee Assignments

<b>Health, Tourism, Arts, Parks &amp; Recreation</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Thompson	Zornes
Lodging Tax Advisory Committee (1 appointment plus alternate) Staff support: Tourism Manager, DeNae McGee Meets Quarterly: 3 <sup>rd</sup> Tuesday, 9:00 AM City Hall							
Northshore Parks and Recreation Service Area Board (PRSA) (2 appointments plus alternate) Staff support: Parks Department Outside Contact: Cheri Rondeau <a href="mailto:NPRSAadmin@mynorthshore.org">NPRSAadmin@mynorthshore.org</a> Meets As Needed – Northshore Senior Center							
Snohomish County District Board of Health (1 appointment on a shared basis with Brier & Mill Creek) Outside Contact: Linda Carl – <a href="mailto:lcarl@snoco.org">lcarl@snoco.org</a>							
Metropolitan Solid Waste Management Advisory Committee (MSWMAC) Staff Appointment – Public Works, Sabrina Combs Meets Monthly – 2 <sup>nd</sup> Friday, 11:15 AM King Street Center, 8 <sup>th</sup> Floor Conf. Room, Seattle <b><i>As of 3/20/18 this committee has a staff appt. only</i></b>							

Att-1  
2020-2021 Council Committee Assignments

Regional Transportation Committees	Agnew	Duerr	McAuliffe	McNeal	Olsen	Thompson	Zornes
<p>Eastside Transportation Partnership (2 appointments plus 2 alternates) Staff support: Public Works Department Outside Contact: <a href="mailto:susan.oxholm@kingcounty.gov">susan.oxholm@kingcounty.gov</a> Meets 2<sup>nd</sup> Friday of the Month at 7:30 AM Bellevue School District – Room 200 12111 NE 1<sup>st</sup> Street</p>							
<p>SeaShore Transportation Forum (1 appointment plus alternate) Staff Support: Public Works Outside Contact – <a href="mailto:susan.oxholm@kingcounty.gov">susan.oxholm@kingcounty.gov</a> Meets 1<sup>st</sup> Friday of the month – 7:30 AM Shoreline City Hall – Conference Room 303</p>							
<p>UWB/CC Campus Town Community Advisory Committee (1 appt. plus alternate) Staff Support: PW (1<sup>st</sup>), CD (2<sup>nd</sup>) Outside Contact: Chelsea Ingram – <a href="mailto:chelseai@uw.edu">chelseai@uw.edu</a> Meets quarterly on a rotating basis</p>							
<p>WSDOT Executive Advisory Group (1 appointment) Meets quarterly – various locations</p>							
<p>Community Transit Board: Council to appoint one Councilmember to attend the Board selection meeting on 1/16</p> <p>(3 appointments and 2 alternates made up of representatives from Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace and Mukilteo)</p>							

## Att-1 2020-2021 Council Committee Assignments

\*Other Committees served on at Councilmember's discretion:

- King County Land Conservation Advisory Group –(Councilmember McNeal)
- King County Flood Control District Advisory Group – (Councilmember McNeal)
- Regional Law, Safety and Justice Committee – ( Councilmember McNeal)
- NSD Equity and Diversity Committee – (Councilmember McNeal)
- PSRC Transportation Policy Board (Deputy Mayor Duerr – Non-transferrable appointment)

2018-2019 Council Committee Assignments

<b>Internal Committees</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Rheaume	Zornes
Capital Facilities Plan Committee (3 appointments) Staff support: Finance and Public Works Departments Meets on an as-needed basis	X	X			X		
Economic Development Committee <u>Committee of the Whole</u> Mayor is liaison							
Human Services Committee (3 appointments, plus alternate) Staff support: Assistant City Manager Meets on an as-needed basis	Alternate	X	X	X			
Public Safety Committee (3 appointments plus alternate) Staff support: Police, Fire, and Public Works Departments Meets on an as-needed basis	X	Alternate			X		X

<b>Ministerial Boards</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Rheaume	Zornes
Joint City and Fire District Advisory Board (2 appointments) Staff support: Fire and Police Departments Meeting 3 <sup>rd</sup> Thursday of each Month	X						X
LEOFF-1 Board (2 appointments) Staff support: Human Resources (Michelle Davis) Meets Monthly as Needed	X						X

## 2018-2019 Council Committee Assignments

Coalitions of Elected Officials	Agnew	Duerr	McAuliffe	McNeal	Olsen	Rheaume	Zornes
Assoc. of Snohomish County Cities and Towns (1 informal appointment) Outside Contact: Gina Pfizer – <a href="mailto:ginap@cityofmillcreek.com">ginap@cityofmillcreek.com</a> Meets 3 <sup>rd</sup> Thursday of the Month – revolving locations					X		
Sno. County Tomorrow Steering Committee (1 appointment plus alternate) Staff Support: Community Development Department Outside Contact: Cynthia Pruitt – <a href="mailto:cynthia.pruitt@Snoco.org">cynthia.pruitt@Snoco.org</a> Meets 4 <sup>th</sup> Wednesday of the Month – 6:00 PM Snohomish County Administration Building 3000 Rockefeller Ave, Everett		Alternate			X		
Sound Cities Assoc. – Public Issues Committee (1 appointment plus alternate) Outside Contact – Caitlin McGee – <a href="mailto:caitlin@soundcities.org">caitlin@soundcities.org</a> Meets 2 <sup>nd</sup> Wednesday of the Month at 7:00 PM, Renton City Hall		Alternate		X			
WRIA 8 Forum (1 appointment plus alternate) Staff support: PW & CD Outside Contact: Jason Mulvihill-Kuntz- <a href="mailto:Jason.Mulvihill-Kuntz@kingcounty.gov">Jason.Mulvihill-Kuntz@kingcounty.gov</a> Meets 3 <sup>rd</sup> Thursday of every other month at 3:00 PM – Mercer Island Community Room	Alt (as of 3/20/18)			X (as of 3/20/18)			

## 2018-2019 Council Committee Assignments

<b>Mayors' Meetings</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Rheaume	Zornes
King County Mayors' Meeting Meets as needed - approximately twice a year						X	
North End Mayors' Monthly Meeting Outside Contact: Nancy Meehan – <a href="mailto:nmeehan@kenmore.gov">nmeehan@kenmore.gov</a> Meets 1 <sup>st</sup> Tuesday of the Month at 11:30 AM – rotating locations						X	
South Snohomish County Mayors' Monthly Meeting Outside Contact: Leslie Lavoie – <a href="mailto:llavoie@ci.mt.wa.us">llavoie@ci.mt.wa.us</a> Meets 1 <sup>st</sup> Wednesday of the Month – Noon – Nile Golf and Country Club - Everett						X	
Elected Leadership Group (ELG) 1-405 BRT						X	
Elected Leadership Group (ELG) 522/145 NE BRT						X	

## 2018-2019 Council Committee Assignments

<b>Health, Tourism, Arts, Parks &amp; Recreation</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Rheaume	Zornes
Lodging Tax Advisory Committee (1 appointment plus alternate) Staff support: Tourism Manager, DeNae McGee Meets Quarterly: 3 <sup>rd</sup> Tuesday, 9:00 AM City Hall		Alternate					X
Northshore Parks and Recreation Service Area Board (PRSA) (2 appointments plus alternate) Staff support: Parks Department Outside Contact: Cheri Rondeau <a href="mailto:NPRSAadmin@mynorthshore.org">NPRSAadmin@mynorthshore.org</a> Meets As Needed – Northshore Senior Center	X			X	Alternate		
Snohomish County District Board of Health (1 appointment on a shared basis with Brier & Mill Creek) Outside Contact: Linda Carl – <a href="mailto:lcarl@snoco.org">lcarl@snoco.org</a>					X		
Metropolitan Solid Waste Management Advisory Committee (MSWMAC) Staff Appointment – Public Works, Sabrina Combs Meets Monthly – 2 <sup>nd</sup> Friday, 11:15 AM King Street Center, 8 <sup>th</sup> Floor Conf. Room, Seattle <b><i>As of 3/20/18 this committee has a staff appt. only</i></b>							Alt *summer mos. only

## 2018-2019 Council Committee Assignments

<b>Regional Transportation Committees</b>	Agnew	Duerr	McAuliffe	McNeal	Olsen	Rheaume	Zornes
<p>Eastside Transportation Partnership                      (2 appointments plus 2 alternates)                      Staff support: Public Works Department                      Outside Contact: <a href="mailto:susan.oxholm@kingcounty.gov">susan.oxholm@kingcounty.gov</a>                      Meets 2<sup>nd</sup> Friday of the Month at 7:30 AM                      Bellevue School District - Room 200                      12111 NE 1<sup>st</sup> Street</p>		Alternate	X	X	Alternate		
<p>SeaShore Transportation Forum                      (1 appointment plus alternate)                      Staff Support: Public Works                      Outside Contact - <a href="mailto:susan.oxholm@kingcounty.gov">susan.oxholm@kingcounty.gov</a>                      Meets 1<sup>st</sup> Friday of the month - 7:30 AM                      Shoreline City Hall - Conference Room 303</p>				X	Alternate		
<p>UWB/CC Campus Town Community Advisory Committee                      (1 appt. plus alternate)                      Staff Support: PW (1<sup>st</sup>), CD (2<sup>nd</sup>)                      Outside Contact: Chelsea Ingram - <a href="mailto:chelseai@uw.edu">chelseai@uw.edu</a>                      Meets quarterly on a rotating basis</p>			Alternate				X
<p>WSDOT Executive Advisory Group                      (1 appointment)                      Meets quarterly - various locations</p>		X					
<p><b><i>NEW FOR 2018</i></b> - Community Transit Board:                      Council to appoint one Councilmember to attend the Board selection meeting on 1/18</p> <p>(3 appointments and 2 alternates made up of representatives from Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace and Mukilteo)</p>				X			

## 2018-2019 Council Committee Assignments

\*Other Committees served on at Councilmember's discretion:

- King County Land Conservation Advisory Group –(Councilmember McNeal)
- King County Flood Control District Advisory Group – (Councilmember McNeal)
- Regional Law, Safety and Justice Committee – ( Councilmember McNeal)
- NSD Equity and Diversity Committee – (Councilmember McNeal)
- PSRC Transportation Policy Board (Deputy Mayor Duerr – Non-transferrable appointment)



*for 1/7/19  
agenda  
as part of Council  
Committee  
2020-2021  
Assignments*

October 29, 2019

Mayor Rheume and City Council Members  
City of Bothell  
18415 101<sup>st</sup> Ave. NE  
Bothell, WA 98011

Dear Mayor Rheume and City Council Members:

In January, the Community Transit Board of Directors for the 2020-2021 term will be selected. We are including information in this letter that explains the selection process and invite you to participate in this important opportunity.

**Community Transit Board Composition Review and Board Selection Meeting**

**Thursday, January 16, 2020 at 4:00 p.m.**

**Community Transit Board Room**

**7100 Hardeson Rd. | Everett, WA 98203**

This meeting includes a Board composition review, which is conducted every four years, and Board selection for the new two-year term, 2020-2021. As a member of Community Transit's service area, your City Council may appoint one elected official to represent your city at this meeting. At this meeting, representatives from all of the cities will vote to select the 2020-2021 Board of Directors. Please place this item on an upcoming City Council meeting agenda.

This is an exciting time for transportation in Snohomish County and for Community Transit as service expands and our agency prepares for the arrival of Link Light Rail in 2024. We look forward to your participation in this meeting.

**MEETING AGENDA**

**I. Board Composition Review**

The Board of Directors consists of 10 members, 9 of whom are elected officials and voting members of the Board. The composition of the Board of Directors is reviewed every four years per RCW 36.57A.055.

**CURRENT POPULATION CLASSIFICATIONS:**

- (2) members and (1) alternate from the component cities with population of 35,000 or more (Edmonds, Lynnwood, Marysville);
- (3) members and (2) alternates from the component cities with population between 15,000 and 35,000 (Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo);

- (2) members and an (1) alternate from the component cities with population less than 15,000 (Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan and Woodway);
- (2) members and their alternate from the Snohomish County Council; and
- (1) non-voting labor representative

During the composition review, attendees consider whether these population classifications provide the appropriate representation on the board. Population figures are determined by the state Office of Financial Management's official figures. Each elected official representative attending the meeting is a voting member and will represent your city with one vote. Those present shall be deemed a quorum.

## II. Board Selection

Immediately following the Board composition review, an election will be held to determine the 2020-2021 Board of Directors and Board alternates. Representatives within the same population classification will meet as a group and select their Board member(s) and alternate(s). Board selection takes place every two years.

### RSVP AND ENCLOSURES

Please contact Rachel Woods, Executive Board Administrator, at [rachel.woods@commtrans.org](mailto:rachel.woods@commtrans.org) or 425-438-6158 by **January 8, 2020**, with the name, email, and phone number of the selected elected official that will be attending this meeting on behalf of your city. Your representative will then receive a meeting notice and other required information.

To further understand the Board's role, please reference the enclosed Board member roles and responsibilities, key facts, and agency bylaws. Those being considered for the Board member role must disclose any personal situation which may give the appearance of having a conflict of interest as stated in the agency bylaws (section 3.1.i).

Thank you for your participation in this meeting. It is an important opportunity for your city to be represented in the selection of the Community Transit Board of Directors.

Sincerely,



Emmett Heath  
Chief Executive Officer

Enclosures

# BOARD MEMBER ROLES & RESPONSIBILITIES

The Board of Directors are the governing body of the Snohomish County Public Transportation Benefit Area Corporation, Community Transit. There are 9 voting members and one non-voting member of the Board who provide policy, fiduciary, and legislative direction for the corporation and administrators.

Term: January 16, 2020—January 2022

## Qualifications

- Elected official selected by and serving on behalf of respective governing bodies of the component cities and county within the area OR (1) non-voting member representing the collective bargaining units
- Current Open Public Meetings Act training (can be obtained after being selected to the Board)
- No conflict of interest or appearance of conflict

## Summary Responsibilities<sup>1</sup>

- Acting in the best interests of Community Transit advocating issues that promote the corporation's financial, operational and organizational well-being
- Abiding by state and local laws with regard to Board member conduct and protocol and the corporation's bylaws, procedures, and board resolutions
- Regularly attending all scheduled Board meetings, workshops, and retreats
- Representing Community Transit's position to the public, in the Legislature and the community
- Selecting and evaluating the performance of the chief executive officer
- Ensuring strong fiduciary oversight and financial management, approving expenditures over \$150,000
- Directing requests that involve significant research or staff time to the chief executive officer
- Disclosing potential conflicts before meetings and actual conflicts during meetings

## Meetings

- New Board Member Orientation (February or March 2020 date to be announced)
- 12 Regular Board Meetings per year
  - First Thursday of the month, 3-5 p.m.
  - The first Board meeting for the newly selected Board is scheduled for February 6, 2020
- 4 Quarterly Board Workshops per year
  - Third Thursday of January, April, July and fourth Thursday of October, 3-5 p.m.
- 12+ Board Standing Committee Meetings per year
  - Each Board member is expected to serve on up to 2 Committees (determined by Chair) that meet monthly
    - Executive Committee (Chair, Vice-Chair, Secretary, Past Chair)
    - Strategic Alignment and Capital Development Committee
    - Finance, Performance and Oversight Committee
- Board Retreat/Planning Meeting as determined by Chair
- Special meetings may be called from time to time as necessary

## Compensation

- Each Board member is eligible to receive mileage and meal reimbursement. Board members who are not full-time elected officials are eligible to receive \$90 per diem.

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<sup>1</sup> See sec. 3.1 of Community Transit's Board Bylaws



## Key Facts

Community Transit is Snohomish County's public transportation provider, created by voters in 1976. The agency:

- Provides local bus service within Snohomish County.
- Runs commuter bus service to the University of Washington and downtown Seattle.
- Offers Dial-a-Ride Transportation (DART) paratransit service for eligible people with disabilities.
- Has one of the largest vanpool ridesharing fleets in the nation.
- Operates Sound Transit Regional Express bus service between Snohomish and King Counties.

The agency's primary revenue source is a voter-approved 1.2 percent sales tax (12 cents on a \$10 purchase). The agency also receives federal and state funding.

**All figures shown represent service at the end of 2018.**

### Agency

- 10.7 million passenger boardings in 2018.
- 24 local routes, 22 commuter routes, 6 Sound Transit routes (operated under contract).
- 748 direct employees.
- Service area: 1,309 square miles. Service area population: 587,366.
- 23 Park & Ride lots with 7,800 spaces.
- 15 Park & Pool lots with 500 leased parking spaces.
- \$142.5 million operating expense budget.
- 635,000 revenue service hours: 402,000 fixed route bus; 145,000 vanpool; 88,000 DART.

### Fleet

- 288 total fixed-route buses
  - 30-foot buses: 13
  - 40-foot buses: 114
  - 60-foot buses: 80
  - 60-foot *Swift* BRT buses: 19
  - Double Tall double decker buses: 62
- Vanpool vans: 470
- DART paratransit vehicles: 52

### Ridership

- Average weekday ridership: 33,400 passengers.
- Average Saturday ridership: 11,800 passengers.
- Average Sunday ridership: 7,700 passengers.
- *Swift* Blue Line
  - *Swift* Blue Line served more than 1.8 million passengers in 2018, about 5,500 each weekday.
  - 1 in 6 weekday bus riders is on the *Swift* Blue Line.
  - 1 in 3 weekend bus riders is on the *Swift* Blue Line.
  - *Swift* Blue Line has four times the ridership of our next highest ridership route, Route 115.
  - *Swift* Blue Line buses transport about 400 riders per hour.
- 79% of weekday bus boardings occur on six major corridors
- 71% of weekday boardings occur during peak hours.
- 45% of Snohomish County residents who work in downtown Seattle commute by bus.



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  
Amended September 2, 2010  
Amended September 1, 2011  
Amended March 6, 2014  
Amended January 21, 2016

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" or as Community Transit.

**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 Voting Members.** The governing body of the Corporation shall be a Board that includes nine voting 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 voting membership of the Board shall be composed of the following members:

- a. Two (2) members and their alternate who are elected officials of the governing body of the County.
- b. The remaining seven (7) voting members of the Board shall be selected as follows:
  - i. Two (2) members and one (1) alternate from the component cities with populations of 35,000 or more.

- ii. Three (3) members and two (2) alternates from the component cities with populations between 15,000 and 35,000.
- iii. Two (2) members and an alternate from the component cities with populations less than 15,000.
- iv. Such voting 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 representatives of the same size 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 such 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.

c. **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.

**Sec. 2.2 Non-voting Board Member.** There shall be one (1) non-voting member who shall represent the collective bargaining units representing the public employees of the Corporation. The bargaining units shall select the non-voting member as prescribed in RCW 36.57A.050. Such selections shall be made during the months of January or February of each even-numbered year as determined by the Chairperson: provided however the

selection of the initial non-voting member shall take place as soon as possible after the effective date of the statutes providing for such non-voting member. Such selected non-voting member of the Board shall begin their term of office at the first meeting following their selection.

In the event of a vacancy on the Board created by the aforementioned non-voting member, the aforementioned procedure for selecting the non-voting member shall be followed to fill the vacancy as soon as it is feasible.

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

#### **Sec. 3.1 Duties of the Board.**

##### **i. Duties of Voting Members of the Board**

The voting members of the Board of the Corporation shall provide the policy and legislative direction for the Corporation and its administrators. The voting Board Members shall also abide by the following performance standards:

- a. Voting members shall exercise their fiduciary duties through responsible use of the Corporation's assets. Voting 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. Voting members shall attend all scheduled Board meetings, workshops, and retreats, unless excused. Three consecutive unexcused absences constitutes removal from the Board. Voting members shall be informed and aware of issues affecting the Corporation.
- c. Voting members shall effectively represent the Corporation's position to the public, in the Legislature, and in the community. Voting members should not represent their own opinion as the official position of the Corporation.
- d. Voting members shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Voting members shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Voting 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 voting 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. Voting 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 voting members and Corporation employees or the non-voting member regarding negotiations or other personnel issues, except for the staff of the Corporation who are responsible to represent the Corporation and the Board in labor relations. 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 or the non-voting 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 voting members of the 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.

**ii. Duties of The Non-Voting Member of the Board**

The non-voting member shall abide by the following performance standards:

- a. The non-voting member shall exercise their fiduciary duties through responsible use of the Corporation's assets.
- b. The non-voting member shall effectively represent the Corporation's position to the public, in the Legislature and in the community. The non-voting member should not represent their own opinion as the official position of the Corporation.

- c. The non-voting member shall attend all scheduled Board meetings, workshops, and retreats unless excused. Three consecutive unexcused absences constitutes removal from the Board. The non-voting member shall be informed and aware of issues affecting the Corporation as provided in these Bylaws.
- d. Such non-voting member shall act in the best interests of the Corporation, supporting the agency as Snohomish County's primary public transportation provider. Such non-voting member shall advocate issues that promote the Corporation's financial, operational, and organizational well-being.
- e. Such non-voting member shall abide by all state and local laws with regard to the representative's conduct and protocol, as well as the Corporation's by-laws, resolutions, and procedures.
- f. Such non-voting member's 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. Such non-voting member 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 voting members and the non-voting member regarding negotiations or other personnel issues. There shall also be no contact between the non-voting member 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 voting member or non-voting member of the board shall direct any allegation that another voting member or non-voting 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 voting members of the 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.
- i. A non-voting member of the board, 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.

**Sec. 3.2 Board Offices.** The majority of the whole voting membership of the Board shall select a Chairperson, a Vice Chairperson, and a Secretary from the voting members. 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 voting members 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.

The Chairperson or the Acting Chairperson shall exclude the nonvoting member of the Board from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chairperson or the Acting Chairperson may allow the nonvoting member to attend any other executive session. The decision of the Chairperson or Acting Chairperson shall be final and binding. If the non-voting member attends an executive session of the Board of Directors, such non-voting member shall not disclose any information obtained in such executive session to anyone and shall not use such information to further the interest, either directly or indirectly, of any collective bargaining unit or employee(s) of the Corporation.

**Sec. 3.4 Quorum.** A majority of all the voting members of the Board shall constitute a quorum for the transaction of business.

**Sec. 3.5 Parliamentary Procedure.** All Board meetings shall be conducted pursuant to the Rules of Order established by the presiding officer; provided that a majority of the quorum may require that "Roberts Rules of Parliamentary Procedure" be applied to the meeting procedures unless other procedures are required by these Bylaws or the laws of the State of Washington.

**Sec. 3.6 Board Acting as a Body.** The Board shall take official action as a body in making its decisions and announcing them. No member shall represent or act for the Board without prior authorization of the Chairperson, the Executive Committee, or the Board except as otherwise provided for in these Bylaws.

**Sec. 3.7 Records of Board Meetings.**

- a. **Minutes.** The proceedings of the Board meetings shall be recorded and maintained. The minutes shall consist primarily of a record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members prior to the next regular meeting for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections. A recording secretary will be present at all open Board meetings unless otherwise directed by the Chairperson, in which event the Chairperson shall designate another Board or staff member to keep a record of the meeting. Copies of the adopted minutes shall be forwarded to all Board members and to the component cities and county.
- b. **Resolution.** Every action of the Board of a general permanent nature and every action otherwise required by State Statute shall be by Resolution or Ordinance.

**Sec. 3.8 Committees.** The Chairperson, from time to time, shall appoint Board members to serve on standing or special committees. If a non-voting member is appointed to a committee, that non-voting member shall also be a non-voting member of the committee. At the time of the appointment of such Board members, the Chairperson shall state the objective of the committee and the date upon which a report shall be issued to the Board. The Chairperson shall be an ex-officio member of all such committees. There shall be one permanent standing committee, that committee to be the Executive Committee. The membership of the Executive Committee shall consist of the Chairperson, the Vice Chairperson, the Secretary, and the immediate past Chairperson. In the event there is no immediate past Chairperson, the Chairperson shall select another Board member to be on the Executive Committee.

**Article IV. Duties of the Chairperson, Vice Chairperson, and Secretary**

**Sec. 4.1 Duties of the Chairperson.** The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice Chairperson shall assume the duties of presiding over the meetings of the Board;

provided, however, if the Chairperson is to be permanently unable to preside, the Board shall select a new Chairperson for the remainder of the Chairperson's term. The Chairperson shall also exercise the duties set forth in Article III, Sections 3.1.i.h and 3.1.ii.g above.

**Sec. 4.2 Chairperson as Spokesperson.** The Chairperson shall act as spokesperson for the Board and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representative shall otherwise be authorized by the Board; provided, however the Chairperson may delegate to any voting Board member the duty of being a spokesperson or representative for the Board. The Chairperson or his/her designated Board member acting as a spokesperson or representative shall make no pronouncements that will obligate or commit the Board except as provided by these Bylaws or pursuant to the authorization of the Board.

**Sec. 4.3 Vacancy of Chief Executive Officer.** In the event the position of Chief Executive Officer is vacant, the Chairperson shall select an interim replacement subject to approval by the voting members of the Board. Such interim replacement shall not be a Board member and may or may not be a current employee. As soon as practicable following the vacancy, the voting Board members shall initiate a recruitment process to select a new Chief Executive Officer.

**Sec. 4.4 Duties of Vice Chairperson.** The Vice Chairperson shall perform the duties and have the power of the Chairperson during the absence of the Chairperson. The Vice Chairperson shall perform other duties and have other powers as might be delegated to him or her by the Chairperson. The Vice Chairperson shall be a member of the Executive Committee of the Board. The Vice Chairperson shall also exercise the duties set forth in Article III, Section 3.1.i.h and 3.1.ii.g above.

**Sec. 4.5 Duties of Secretary.** The Secretary shall cause a record to be made of all open meetings and to sign all documents requiring the Secretary's signature. The Secretary shall be a member of the Executive Committee.

**Article V. Chief Executive Officer**

**Sec. 5.1 Appointment and Removal of Chief Executive Officer.** The Board may appoint and remove the Chief Executive Officer with the affirmative vote of sixty percent (60%) of the whole voting membership of the Board of Directors. The Chief Executive Officer shall perform such administrative duties specified in these Bylaws and such other administrative duties as may be designated from time to time by the Chairperson.

**Sec. 5.2 Duties of the Chief Executive Officer.** The powers and duties of the Chief Executive Officer of the Corporation shall be:

- a. To have general supervision over the administrative affairs of the Corporation.
- b. To appoint and remove all department heads.
- c. To appoint and remove all other employees of the Corporation. However, the voting Board members may cause an audit to be made of any department or office of the Corporation and may select the persons to make it, without the advice and consent of the Chief Executive Officer.
- d. To attend all meetings of the Board at which his/her attendance may be required by that body.
- e. To recommend for adoption by the Board such measures as he/she may deem necessary or expedient.
- f. To prepare and submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to the Board.
- g. To keep the Board fully advised of the financial condition of the Corporation and its future needs.
- h. To prepare and submit to the Board a proposed budget for the fiscal year and to be responsible for its administrative adoption.
- i. To develop and implement policies and procedures to ensure compliance with State public disclosure laws. Due to the size of Community Transit it would be unduly burdensome to maintain an index as provided in RCW 42.17.260.
- j. To perform such other duties as the Chairperson or Board may determine.
- k. To determine conjointly with the Board appropriate performance measurements/standards by which said Chief Executive Officer is to be evaluated at least on an annual basis.

**Article VI. Attorney.** The Board shall make provision for legal counsel to the Board and the Corporation by any reasonable contracted arrangement for such professional services.

**Article VII. Severability.** If any provision of these Bylaws, or its application to any person or circumstance is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances, is not affected.

**Article VIII. Amendments.** These amended Bylaws, as adopted by the Board of the Snohomish County Public Transportation Benefit Area Corporation, may be revised or amended at any regular or special meeting of the Board by a vote of a two thirds (2/3rds) of the whole voting membership of the Board; provided that copies of proposed revisions or amendments shall be available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

The foregoing amended Bylaws of the Snohomish County Public Transportation Benefit Area Corporation, consisting of 10 pages, have been adopted and approved by the majority of the whole voting Board on the \_\_\_ day of \_\_\_\_\_, 2016, and shall supersede all past Bylaws or amended Bylaws of the Corporation.

Approved and passed this \_\_\_ day of \_\_\_\_\_, 2016 .

\_\_\_\_\_  
Councilmember Mike Todd, Chair

ATTEST:

\_\_\_\_\_  
Councilmember Stephanie Wright, Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Allen J. Hendricks, Attorney

ATTACHMENT ' A '

Governing Body - Board Composition:

- A. **Voting Members** - Nine (9) voting 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 composed as follows:

Two (2) council members and their alternate from Snohomish County;

Two (2) members and one (1) alternate from component cities with population of 35,000 or more - Edmonds, Lynnwood and Marysville.

Three (3) members and two (2) alternates from component cities with population between 15,000 and 35,000 - Arlington, Bothell, Lake Stevens, Mill Creek, Monroe, Mountlake Terrace, and Mukilteo)

Two (2) members and an alternate from component cities with population less than 15,000 - Brier, Darrington, Gold Bar, Granite Falls, Index, Snohomish, Stanwood, Sultan, and Woodway.

- B. **Non-voting Members** - One (1) non-voting member of the Board of Directors selected by the bargaining units pursuant to RCW 36.57A.050.

Revised 1/21/16

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December 11, 2019

Snohomish Health District  
3020 Rucker Avenue, Suite 306  
Everett, Washington 98201-3900  
Attention: Shawn Fredrickson, Interim Administrator

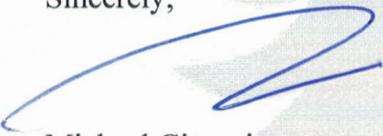
**SUBJECT: APPOINTMENT TO SNOHOMISH HEALTH DISTRICT BOARD OF HEALTH**

Dear Mr. Fredrickson:

On behalf of the City of Mill Creek, this letter supports the appointment of Brier's City Councilmember, John Joplin, to represent the City of Mill Creek, City of Bothell and City of Brier on the Snohomish Health District Board for 2020.

If you have any further questions or concerns, please do not hesitate to contact me. Thank you.

Sincerely,



Michael Ciaravino  
City Manager

cc: Mill Creek City Council  
City of Brier  
City of Bothell

G:\EXECUTIVE\WP\City Manager\Letters\letter to snohomish county health district for 2020.docx

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