



**CITY COUNCIL MEETING**

**JANUARY 3, 2024**

**7:00 PM**

**AGENDA**

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **CONSENT AGENDA**
  - A. **AB 001-2024 Approval of December 6, 2023 Minutes**
  - B. **AB 002-2024 Approval of December 13, 2023 Minutes**
  - C. **AB 003-2024 Approval of January 3, 2024 claims checks #413931 through 413962 totaling \$83,455.06**
  - D. **AB 004-2024 Approval of December 1, 2023 through December 15, 2023 payroll claims consisting of Eighteen EFT's totaling \$65,388.84**
5. **STAFF REPORTS**
6. **PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS**

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk: [darla.reese@ci.granite-falls.wa.us](mailto:darla.reese@ci.granite-falls.wa.us); and should be submitted no later than 5:00 PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the Mayor. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes.)
7. **NEW BUSINESS**
  - A. **AB 005-2024 Administration of Oath of Office to:**  
**Bruce Straughn - City of Granite Falls Council Position #4**  
**Matt Hartman - City of Granite Falls Council Position #5**
  - B. **AB 006-2024 Selection of Mayor under the Council-Manager Form of Government**
  - C. **AB 007-2023 Selection of Mayor Pro Tem under Council-Manager Form of Government**
  - D. **AB 008-2024 Consideration to approve change order for the siding replacement and painting of old City Hall**
  - E. **AB 009-2024 Consideration of Selection of One Elected Official from City to Represent Granite Falls at the Community Transit Board Selection Meeting**
8. **CURRENT BUSINESS**
9. **MAYOR'S COMMENTS (5 minutes)**

**10. COUNCIL COMMENTS (15 minutes)**

**11. CITY MANAGER (5 minutes)**

**12. ADJOURNMENT**

**The City of Granite Falls strives to provide access and services to all members of the public.**

**Notice - All proceedings of this meeting are sound recorded  
Except Executive Sessions.**



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 001-2024 Approval of December 6, 2023 Minutes

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 6, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[12/06/2023 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove items from the consent agenda for discussion and the items would be voted on separately from the other consent agenda items.

**Background:**

**Recommended Motion:**

- 1) Motion to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



**CITY COUNCIL  
MEETING MINUTES  
DECEMBER 6, 2023  
7:00 PM**

**1. CALL TO ORDER (Via In-Person & Online Via Zoom)**

**Mayor Hartman** called the City Council Meeting to order at 7:00 PM.

**2. FLAG SALUTE**

**Mayor Hartman** led the Council, Staff and Audience in the Pledge of Allegiance to the Flag.

**3. ROLL CALL**

City Council

Mayor Matthew Hartman	Present
Steven Glenn	Present
Tom FitzGerald	Present
Erin Hogan	Present
David Griggs	Present

City Staff

City Clerk Darla Reese
City Manager Brent Kirk
Deputy City Manager Jeff Balentine
Community Dev. Director Eric Jensen

Consultants

Thom Graafstra – Thompson, Guildner & Assoc.  
Police Chief Tom Dalton – S.C.S.O.

**4. CONSENT AGENDA**

- A. AB 126-2023 Approval of November 14, 2023 Minutes**
- B. AB 127-2023 Approval of November 15, 2023 Minutes**
- C. AB 128-2023 Approval of November 16, 2023 through December 6, 2023 claims checks #413845 through #413899 totaling \$177,251.10**
- D. AB 129-2023 Approval of November 1, 2023 through November 15, 2023 payroll claims checks consisting of Nineteen EFT's totaling \$64,758.81**

**Councilmember Hogan** moved to approve the Consent Agenda. Councilmember Glenn seconded. Motion carried.

**5. STAFF REPORTS**

**Community Development Director Jensen** reminded the Council next Wednesday at 7PM, we will have the second (Galena St. Ext.) of three scheduled workshops.

**Consultant Police Chief Dalton** reported on the following items:

- Graffiti investigation (possibly gang related)
- Burglary on Thanksgiving (stolen motorcycles)
- Juvenile burglar
- Permitium price increase

**City Clerk Reese** reported the MTIL Annexation has been submitted to the Office of Financial Management to be finalized (increases our population by 7).

**Mayor Hartman** added an Item 7E to the Agenda, "Discussion of DOE Wastewater Treatment Plant Loan."

**Deputy City Manager Balentine** gave the following finance updates:

- Budget update (closed out November)
- Passport Office (will be closed December 24-26<sup>th</sup>)
- City Manager Kirk's Performance Review (Executive Session next meeting)
- December 20<sup>th</sup> meeting to start at 6PM – Council can either join online or in person
- FCS Group rates
- Christmas Party December 9<sup>th</sup>
- Wastewater Treatment Plant Update/timing
- ACW/RMSA – cut an additional 7% off our rates

**City Manager Kirk** gave the Public Works update and discussed the following items:

- Suncrest Farms lift station pump
- N. clarifier at Wastewater Treatment Plant put online this week
- Wastewater Treatment Plant project breaking ground this week
- Waste Management vs. Republic option for waste from Wastewater Treatment Plant
- Flooding and sand bags available at the Dog Park
- Snohomish County ILA (education services) = January
- Flag pole update
- Galena St. Extension project update
- McDaniel's project update
- Gas station project update
- Stock pile of sand/salt for this winter
- TIB grant (Alpine – pave entire road)
- Seattle passport partner with acceptance fair = will work to set up next year
- Thank you to Councilmember Hogan for her 8 years of service on the City Council

**Deputy City Manager Balentine** forgot to mention the change order on the old City Hall work under his comments.

## **6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS**

There were no public comments submitted for the record. No one online opted to speak during this portion of the meeting.

## **7. NEW BUSINESS**

### **A. AB 130-2023 Public Hearing – 7:10 PM or soon thereafter, for consideration of the 2024 Preliminary Budget**

**Councilmember FitzGerald** moved to open the Public Hearing for the adoption of Budget Ordinance No. 1047-2023. Councilmember Hogan seconded. Motion carried.

**City Clerk Darla Reese** entered the following exhibits into the record:

- Exhibit 1 – Public Hearing Notice dated November 17 & 24, 2023
- Exhibit 2 – Verification of Public Hearing Posting dated November 17, 2023
- Exhibit 3 – 2024 Budget (adopt at a fund level), 28 pages
- Exhibit 4 – DRAFT 2024 Budget 5<sup>th</sup> Presentation, 26 pages
- Exhibit 5 – Ordinance No. 1047-2023 adopting the 2024 Budget, 3 pages

**Deputy City Manager Jeff Balentine** gave a presentation and discussed the following items in detail:

- Granite Falls 2024 Budget Calendar
- Draft 2024 Budget changes since 4<sup>th</sup> Budget Review
  - 001 Current Expense Fund (Revenue/Expense/End Fund Balance)
  - 101 Streets Fund (Revenue/Expense/End Fund Balance)
  - 102 Par Impact Fees (Revenue/End Fund Balance)
  - 303 Cif / Streets (Revenue/Expense/End Fund balance)
  - 304 Cif / Arterial/Alternate Route (Revenue/Expense/End Fund balance)
  - 305 Capital Improvement (Revenue/Expense/End Fund Balance)
  - 306 REET Capital Improvement (Revenue/Expense/End Fund Balance)
  - 401 Water (Revenue/Expense/End Fund Balance)
  - 402 Cif / Water (Revenue/Expense/End Fund Balance)
  - 403 Sewer (Revenue/Expense/End Fund Balance)
  - 404 Cif / Sewer (Revenue/Expense/End Fund Balance)
  - 405 Storm Drainage (Revenue/Expense/End Fund Balance)
  - 406 Cif / Storm Drainage (Revenue/Expense/End Fund Balance)
  - 407 Solid Waste (Revenue/End Fund Balance)
  - 630 Trust Agency (Revenue/Expense/End Fund Balance)
- 2023 Non-Exempt Positions as of Jan. 1, 2023

- 2023 Exempt Positions as of Jan. 1, 2023

**Mayor Hartman** opened the public testimony portion of the Public Hearing.

There were no public comments submitted for the hearing record, and no one online opted to speak.

**Mayor Hartman** closed the public testimony portion of the Public Hearing.

**Councilmember Glenn** moved to close the Public Hearing. Councilmember Hogan seconded. Motion carried.

**Councilmember Griggs** moved to approve Ordinance No. 1047-2023, an Ordinance of the City of Granite Falls, Washington, adopting the 2024 Annual Budget providing estimated revenues and appropriated expenditures for the operation of the City. Councilmember Glenn seconded. Motion carried.

**B. AB 131-2023 Consideration of Interlocal Agreement with City of Everett for Animal Shelter Services**

**Councilmember Glenn** moved to approve Interlocal Agreement between the City of Everett and the City of Granite Falls for Animal Shelter Services for 2024 and authorize the City Manager to sign. Councilmember FitzGerald seconded. Motion carried 4-1, with Councilmember Griggs voting against.

**C. AB 132-2023 Consideration to approve Equipment Purchase**

**Councilmember Griggs** moved to approve the equipment purchase of a Case 580SV from Sonsray Machinery in an amount not to exceed \$135,500.00 including Washington State Sales Tax. Councilmember Hogan seconded. Motion carried.

**D. AB 133-2023 Consideration of Approval of Subscription Agreement Contract with eScribe and authorization for the City Manager to Sign.**

**Councilmember Glenn** moved to approve the subscription agreement with eScribe and authorize the City Manager to sign. Councilmember Hogan seconded. Motion carried 4-1, with Councilmember FitzGerald voting against.

**E. Consideration of approval of Resolution for the DOE Loan**

**Councilmember Griggs** moved to approve Resolution No. 2023-12. Councilmember Glenn seconded. Motion carried.

## 8. CURRENT BUSINESS

There were no Current Business items for the Agenda.

## 9. MAYOR'S COMMENTS

**Mayor Hartman** discussed the following items:

- Phone message today from Representative Kim Shrier (Flooding check-in)
- Met with Brenda White (PUD) last week
- EASC Breakfast he attended with City Manager Kirk
- Phone call yesterday with Representative Eslick

## 10. COUNCIL COMMENTS

**Councilmember Glenn** had no comments.

**Councilmember FitzGerald** asked staff to address the animal code proposed change from a 10-day hold to a 6-day hold in the beginning of the year.

**Councilmember Griggs** discussed the following items:

- Asked for any updates regarding the American Legion building
- Follow-up with Chief on ride-along with a Deputy

**Councilmember Hogan** went shopping with Fire Department last weekend for the Christmas House. Will be December 9<sup>th</sup> starting at 8:30 AM. She stated being on Council has been bitter sweet, and it is hard to say good-bye.

## 11. CITY MANAGER

**City Manager Kirk** discussed the following items:

- Hiring Cameron Bailey (parking lot on empty lot for gym and multi-use regional facility parking)
- Attend legislative session (show presence)
- Tesla (proposed charging stations)

**Councilmember FitzGerald** added the North East Snohomish County Regional Community Center (Boys & Girls Club) has basketball on Sundays from 11am-1pm and volleyball from 1pm-3pm for \$5.00 per adult to participate in an open gym.



### 13. ADJOURNMENT

**Mayor Hartman** adjourned the meeting.

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman



Agenda Bill # 002-2024

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 002-2024 Approval of December 13, 2023 Minutes

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 13, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[12/13/2023 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove items from the consent agenda for discussion and the items would be voted on separately from the other consent agenda items.

**Background:**

**Recommended Motion:**

- 1) Motion to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



**CITY COUNCIL & PLANNING COMMISSION  
SPECIAL JOINT MEETING MINUTES  
DECEMBER 13, 2023  
7:00 PM**

**1. CALL TO ORDER (Online and In-Person)**

**Mayor Pro Tem Glenn** called the Special Joint Meeting to order at 7:00 PM.

**2. ROLL CALL**

City Council

Mayor Matthew Hartman	Present
Steven Glenn	Present
Erin Hogan	Present
Tom FitzGerald	Present
David Griggs	Present

City Staff

City Clerk Darla Reese
City Manager Brent Kirk
Community Dev. Director Eric Jensen

Planning Commission

Fred Cruger	Present
Ron Stephenson	Absent
Jude Anderson	Present
Chris Marsh	Present
Scott Morrison	Present

**3. NEW BUSINESS**

**A. CD Memo to City Council and Planning Commission regarding Joint Workshop**

The City Councilmembers and the Planning Commission Members met to discuss, share input and ideas regarding the following discussion items:

- Galena St. Extension
  - Land Use Matters
  - Impacts from change in traffic patterns
  - Increased value in frontage properties along Galena Street
  - Flexibility in land uses along Galena Street
  - Public uses
  - Transportation circulation

**City Manager Kirk** discussed other Galena Street extension matters:

- Anticipated opening date of Galena Street Extension and remaining issues

- Coordination with McDaniels Do-It Center
- Park and Ride/City-owned property adjacent to McDonalds
- Public Works at Portage Avenue

#### **4. CURRENT BUSINESS**

There were no Current Business items on the Agenda.

#### **5. ADJOURNMENT**

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman



Agenda Bill # 003-2024

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 003-2024 Approval of January 3, 2024 claims checks  
#413931 through 413962 totaling \$83,455.06

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 29, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☒ Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$10,185.91

101 Streets = \$5,923.42

401 Water = \$3,402.82

403 Sewer = \$62,829.13

405 Storm Drainage = \$266.19

630 Trust Agency = \$847.59

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**Summary Statement:**

Claims are for December 21, 2023 through January 3, 2024.

**Background:**

**Recommended Motion:**

1) Motion to accept the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.

2) Motion to amend the claims [state change] and approve the claims as amended.



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 004-2024 Approval of December 1, 2023 through December 15, 2023 payroll claims consisting of Eighteen EFT's totaling \$65,388.84

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 19, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☒ Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$21,977.19

101 Streets = \$5,940.52

401 Water = \$12,494.05

403 Sewer = \$21,695.63

405 Storm Drainage = \$3,281.45

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**Summary Statement:**

Payroll claims are for December 1, 2023 through December 15, 2023.

**Background:**

**Recommended Motion:**

- 1) Motion to accept the payroll claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the payroll [state change] and approve the payroll as amended.



**GRANITE FALLS WASHINGTON**  
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # \_\_\_\_\_

## CITY COUNCIL AGENDA BILL

**Subject:**

CD Staff Report

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:**

**Originating Department:** Planning

**Action Required:**

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[CD Staff Report](#)

☐ Engineering

☒ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

\$0

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**Summary Statement:**

CD Memo to City Council

**Background:**

**Recommended Motion:**



# Memo

To: City Council  
From: Eric Jensen, Community Development Director  
CC: City Manager Brent Kirk  
Date: December 28, 2023  
Re: **Community Development Report to City Council**

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Here is a summary of some recent activity in Community Development:

- Work continues on preparing draft chapter updates for all Comp Plan elements in advance of Planning Commission review during their next few meetings. I have prepared a memo for the PC regarding the proposed schedule of comp plan update, review and adoption actions. It is attached to the end of this memo.
- A public hearing will be scheduled for the January 17, 2024 City Council meeting in consideration of the proposed Title 19 code cleanup amendments.
- We have received a number of building and sign permit applications as well as inquiries into single lot development, reasonable use exception for critical area infringement and questions related to fences, allowed land uses, and outdoor storage.
- A preapplication meeting will be held next week to review a proposed commercial development at 401 and 403 W. Stanley St. which is planned for a 2-story medical related building with a physical therapy office (3,720 sf on the bottom floor) and medical office space on the second story (3,377 sf).
- I am working to complete the State DNR Community Forestry Grant application with the intent to seek funding assistance on developing an urban forestry guide for the community. It is due on January 8<sup>th</sup>.



# Memo

To: Planning Commission  
From: Eric Jensen, Community Development Director  
CC: City Manager Brent Kirk  
Date: December 28, 2023  
Re: **Comprehensive Plan Review schedule for Planning Commission**

Here is a proposed schedule of actions, including Planning Commission review, for all components of the 2024 Comprehensive Plan Periodic Update.

Please note – for those plan components listed under “review”, you will be scheduled to review such identified drafts at that month’s regular PC meeting. For those listed as “received”, you will be receiving the draft for those plan components at that month’s regular meeting in advance of reviewing these drafts at the following regular meeting the next month.

## January 2024

- Planning Commission review of:
  - Plan cover, Acknowledgement/credit pages, Table of Contents, Plan Introduction sections
  - Draft Historic Preservation Element draft
  - Natural Features Element draft
- Planning Commission receipt of
  - Transportation Element draft
  - Capital Facilities Element draft
  - Parks, Recreation and Open Space Element draft

**January 10<sup>th</sup> – 7:00 pm**

Council/Planning Commission Joint Workshop for Missing Middle Housing

**February 2024**

- Planning Commission review of:
  - Transportation Element draft
  - Capital Facilities Element draft
  - Parks, Recreation and Open Space Element draft
- Planning Commission receipt of:
  - Land Use Element draft
  - Housing Element draft

**March 2024**

- Planning Commission review of:
  - Land Use Element draft
  - Housing Element draft
- Planning Commission receipt of:
  - Draft *development regulation amendments* deriving from Comp Plan update

***Late March/Early April – date TBD:***

***Community Public Open House to review Comprehensive Plan Periodic Update draft***

**April 2024**

- Planning Commission review of:
  - Draft *development regulation amendments* deriving from Comp Plan update
- Planning Commission public hearing for:
  - *Comp. Plan Periodic Update full draft*
- City Council receipt of full *Draft Comprehensive Plan*
- Issuance of SEPA Determination for *Comp. Plan Periodic Update*

## CD Memo to Planning Commission – 12/28/2023

- Public distribution of draft *Comp. Plan Periodic Update* (County, agencies)

### **May 2024**

- City Council public hearing for *Comp. Plan Periodic Update full draft*
- Planning Commission receipt of *Critical Areas Ordinance amendment*

### **June 2024**

- City Council public hearing for *Comp. Plan development regulation amendments*
- Submit proposed *Comp. Plan Periodic Update* to WA Commerce and PSRC
- Planning Commission review and public hearing of *Critical Areas Ordinance*

### **July 2024**

- City Council review and public hearing of *Critical Areas Ordinance amendment*
- City Council adoption of *Comp. Plan development regulation amendments*

### **August 2024**

- City Council adoption of *Critical Areas Ordinance amendment*

### **September 2024**

- City Council adoption of *Final Comprehensive Plan Periodic Update*



**GRANITE FALLS WASHINGTON**  
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # N/A

## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Report

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** 12/29/2023

**Originating Department:** City Clerk

**Action Required:**

N/A

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[01/03/2024 City Clerk Report](#)

☐ Engineering

☐ Planning

☒ Other: City Clerk

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**Budgeted Amount:**

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**Summary Statement:**

City Clerk Staff Report for your review and information.

**Background:**

**Recommended Motion:**

## City Clerk Staff Report January 3, 2024

### **Business Licenses (outside City):**

*Northwest Construction, Inc.*  
2353-130<sup>th</sup> Ave. NE, Ste. 100  
Bellevue, WA 98005  
Construction truck/trailer re-sale – naics code 423110

*Waite's Excavating, LLC*  
13069 Buchanan Lane  
Mount Vernon, WA 98273  
Excavating service

*Lacasse Plumbing LLC*  
916-1<sup>st</sup> St.  
Sultan, WA 98294  
Plumbing-install, repair

*Cimplifi, LLC*  
210-6<sup>th</sup> Ave., Ste 3100  
Pittsburgh, PA 15222  
Professional services including ediscovery and legal staffing

### **Building Permits Issued:**

*Larry Younger*  
120 Tompkins PL  
Residential hot water heater replacement

*Building Permit #2023-081*

*Bryan Bechler*  
201 E. Alpine St.  
Residential Forced Air Furnace & A/C Unit

*Building Permit #2023-082*



Agenda Bill # 005-2024

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 005-2024 Administration of Oath of Office to:  
Bruce Straughn - City of Granite Falls Council Position #4  
Matt Hartman - City of Granite Falls Council Position #5

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 29, 2023

**Originating Department:** City Clerk

**Action Required:**

Administrations of Oaths of Office

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[Straughn - Oath of Office](#)

[Hartman - Oath of Office](#)

☐ Engineering

☐ Planning

☒ Other: City Clerk

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**Budgeted Amount:**

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**Summary Statement:**

Before an elected official may assume office, the election results must be certified and the winner must swear to an oath or affirmation of office (RCW 29A.04.233). Every person elected to office is required by our state and federal constitutions to take an oath prior to serving in office.

**Background:****Recommended Motion:**



## OATH OF OFFICE

STATE OF WASHINGTON) ss  
COUNTY OF SNOHOMISH)

I, **Bruce Straughn**, do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of **City of Granite Falls Council Position 4** for a **4-year term** according to law to the best of my ability.

\_\_\_\_\_  
(signature)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature

Official Title

\_\_\_\_\_

\_\_\_\_\_



## OATH OF OFFICE

STATE OF WASHINGTON) ss  
COUNTY OF SNOHOMISH)

I, **Matt Hartman**, do solemnly swear (or affirm) that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Washington, and that I will faithfully and impartially perform and discharge the duties of the office of **City of Granite Falls Council Position 5** for a **4-year term** according to law to the best of my ability.

\_\_\_\_\_  
(signature)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Signature

\_\_\_\_\_

Official Title

\_\_\_\_\_





## CITY COUNCIL AGENDA BILL

**Subject:**

AB 006-2024 Selection of Mayor under the Council-Manager Form of Government

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 29, 2023

**Originating Department:** City Clerk

**Action Required:**

Motion by Council to appoint a member to serve as Mayor for 2 years

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

\*\*Any interested Councilmember may communicate his interest in the open Mayor position.

\*\*Any Councilmember may nominate a fellow Councilmember for the opening. Any other Councilmember may second the motion and a vote shall be taken.

\*\*First Councilmember nominated/seconded, and received the majority of 'yay' votes shall assume the 'Mayor' role.

**Background:**

**Recommended Motion:**

- 1) Nomination of Councilmember
- 2) Vote to appoint Mayor



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 007-2023 Selection of Mayor Pro Tem under Council-Manager Form of Government

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 29, 2023

**Originating Department:** City Clerk

**Action Required:**

Motion by Council to Appoint a Member to Serve as Mayor Pro Tem for 2 Years

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

Selection of Mayor Pro Tem under Council-Manager Form of Government -

\*\*Any interested Councilmember may communicate his interest in the open Mayor Pro Tem position.

\*\*Any Councilmember may nominate a fellow Councilmember for the opening. Any other Councilmember may second the motion and a vote shall be taken.

\*\*First Councilmember nominated/seconded, and received the majority of 'yay' votes shall assume the 'Mayor Pro Tem' role.

**Background:**

**Recommended Motion:**

- 1) Nomination of Councilmember to serve as Mayor Pro Tem
- 2) Vote to appoint Mayor Pro Tem



Agenda Bill # 008-2024

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 008-2024 Consideration to approve change order for the siding replacement and painting of old City Hall

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** December 27, 2023

**Originating Department:** Public Works

**Action Required:**

Consider approving the change order with GPA Enterprises, Inc. for the siding replacement and painting of old City Hall not to exceed the amount of \$31,606.00 plus Washington State tax.

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[GPA Enterprises Change Order - Old City Hall](#)

☐ Engineering

☐ Planning

☒ Other: City Manager

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**Budgeted Amount:**

518 30 48 00 Bldg Repairs & Maint - City Hall \$341,963.07

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**Summary Statement:**

Change Order request for additional work required to complete the old City Hall Siding Project.

**Background:**

On October 4, 2023, the Council approved a siding replacement and maintenance project with GCA Enterprises Inc. with an NTE of \$104,952.32, excluding WSST.

As GPA Enterprises was completing the siding project, they encountered a number of structural issues that required additional work before properly installing the new siding called out in the contract.

The change order includes:

- Removal extra layer of siding on the back wall
- Removal extra layer of siding on the front wall
- Removal of dry rot on back wall
- Repairing of dry rot on back wall
- Installation of new insulation on part of back wall
- Installation of new sheathing where the repairs were done
- Removal of dry rot on bottom south wall
- Fix the area where effected
- Installation of new sheathing
- Removal of dry rot on front wall
- Removal of front sill plate
- Installation of new sill plate in the front
- Installation of new insulation on partial front wall
- Installation of new posts in the front north corner for support
- Installation of new sheathing on the front
- Removal of sheathing and rot on the south wall where the electrical meter was connected
- Installation of new studs and posts for support
- Installation of new insulation
- Installation of two layer of CDX plywood to match the existing not rotten sheathing
- Removal and installation of new gutters
- Removal of an existing side door
- Installation of new side door
- Removal and disposal of extra garbage do to the repairs
- Manufacture and supply the flashing for the back garage door
- Remove existing stairs and handrail on the north wall
- Cut new stringers
- Build new stairs
- Build new handrails
- Remove the existing front door
- Supply and install new front door

**Recommended Motion:**

1) Motion to approve the change order with GPA Enterprises, Inc. for the siding replacement and painting of old City Hall not to exceed the amount of \$31,606.00 plus Washington State tax.

## Customer Bid Form

# GPA Enterprises, Inc.

Customer:	City of Granite Falls	Bid Date:	11/23/2023
Scope:	Rot Repairs and Additional work	Bid Expires:	2/23/2024
Project:	206 S Granite ST Granite Falls WA 98252		

<b>Total Price Materials &amp; Labor</b>	<b>\$31606.00*</b>
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- Removal extra layer of siding on the back wall
- Removal extra layer of siding on the front wall
- Removal of dry rot on back wall
- Repairing of dry rot on back wall
- Installation of new insulation on part of back wall
- Installation of new sheeting where the repairs were done
- Removal of dry rot on bottom south wall
- Fix the area where effected
- Installation of new sheeting
- Removal of dry rot on front wall
- Removal of front sill plate
- Installation of new sill plate in the front
- Installation of new insulation on partial front wall
- Installation of new posts in the front north corner for support
- Installation of new sheeting on the front
- Removal of sheeting and rot on the south wall where the electrical meter was connected
- Installation of new studs and posts for support
- Installation of new insulation
- Installation of two layer of CDX plywood to match the existing not rotten sheeting
- Removal and installation of new gutters
- Removal of an existing side door
- Installation of new side door
- Removal and disposal of extra garbage do to the repairs
- Manufacture and supply the flashing for the back garage door
- Remove existing stairs and handrail on the north wall
- Cut new stringers
- Build new stairs
- Build new handrails
- Remove the existing front door
- Supply and install new front door

**Excludes:**

- Permits

**Options**

Bid Proposed By:

Pavel Andreyanov  
Project Manager  
GPA Enterprises, Inc.

\*Tax is not included and will be added at the time of billing.

Authorizing Signature (Print and Sign)		Date	
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Agenda Bill # 009-2024

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 009-2024 Consideration of Selection of One Elected Official from City to Represent Granite Falls at the Community Transit Board Selection Meeting

**Meeting Date:** Wednesday, January 3, 2024

**Date Submitted:** November 2023

**Originating Department:** City Clerk

**Action Required:**

Selection of councilmember to represent our city

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[Community Transit Invite Letter - dated November 13, 2023](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

Community Transit Bylaws require the cities of the Snohomish County Public Transit Benefit Area to meet every four years to review the composition of the Community Transit Board and every two years to select the Community Transit Board of Directors. The attached letter explains the board composition review and selection process and invites the city to send one elected official representative to participate in the meeting on Thursday, January 18, 2024 at 3PM at the Community Transit Board Room at 2312 West Casino Road, Everett, WA 98204 (meeting will be in-person only).

**Background:****Recommended Motion:**

1) Motion to appoint Councilmember \_\_\_\_\_ as the Representative for the City of Granite Falls for the Community Transit Board Selection Meeting.



November 13, 2023

Mayor Hartman and City Council Members  
City of Granite Falls  
P.O. Box 1440 206 S. Granite Ave  
Granite Falls, WA 98252

Dear Mayor Hartman and City Council Members:

Community Transit's Board of Directors is the governing body for the agency, establishing policy, funding authority, and legislative direction. Community Transit bylaws require the cities of the Snohomish County Public Transit Benefit Area to meet every four years to review the composition of the Community Transit Board and every two years to select the Community Transit Board of Directors. This letter explains the board composition review and selection process and invites your city to send one elected official representative to participate in this meeting.

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

**Thursday, January 18, 2024 at 3:00 p.m.**

**Community Transit Board Room**

**2312 West Casino Road | Everett, WA 98204**

*(in-person only, no remote option will be provided)*

Each city in the Community Transit's Public Transportation Benefit Area and the Snohomish County Council may appoint an elected official to represent it at the Composition Review. The representatives from the cities will also be involved in the selection process. Please place this item on an upcoming City Council meeting agenda.

Contact Rachel Woods, Executive Programs Manager, at [executiveoffice@commtrans.org](mailto:executiveoffice@commtrans.org) or 425-521-6158 by **January 11, 2024**, with the name, email, and phone number of the selected elected official who will attend this meeting on behalf of your city. Your representative will then receive participation details.

**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.

During the composition review, attendees will determine the Board composition. The Board of Directors is currently composed based on a population classification as follows:

- (2) members and (1) alternate from the component cities with population of 35,000 or more;
- (3) members and (2) alternates from the component cities with population between 15,000 and 35,000;
- (2) members and an (1) alternate from the component cities with population less than 15,000;
- (2) members and their alternate from the Snohomish County Council; and
- (1) non-voting labor representative.



New population figures are provided by the state [Office of Financial Management's official figures](#).

Representatives attending the meeting will determine the Board's composition for the next four years. Each elected official representative attending the meeting is a voting member and will represent their 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 2024-2025 Board of Directors and Board alternates. Representatives within the city population classification adopted at the meeting will meet as a group and select their Board member(s) and alternate(s).

## **ENCLOSURES**

To further understand Community Transit and the Board's role, please reference the enclosed Board member roles and responsibilities, strategic priorities and Board bylaws. Our agency is guided by our [vision, mission and core values](#). We value and encourage diversity in our workforce as well as our Board of Directors. Those being considered for the Board member role must disclose any personal situation which may have or give the appearance of a conflict of interest, as stated in the agency bylaws (section 3.1.i).

Thank you in advance for participating in the composition review and selection of the Community Transit Board of Directors. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric Ilgenfritz".

Ric Ilgenfritz  
Chief Executive Officer

Enclosures:  
Board Member Roles & Responsibilities  
Strategic Priorities  
Bylaws



## Board Member Roles & Responsibilities

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

Term: February 2024—January 2025.

### 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 a conflict of interest

### 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 regarding 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
- Approving the annual budget, 6-year Transit Development Plan, service network, and agency fare policy

### Meetings

- New Board Member Orientation (mutually agreeable date; 1 hour)
- 12 Regular Board Meetings per year
  - First Thursday of the month, 3-5 p.m.
- 4 Quarterly Board Workshops per year
  - Third Thursday of January, April, July and fourth Thursday of October 3-5 p.m.
- Monthly Board Standing Committee Meetings
  - Serve on 1 or up to 2 Committees (determined by Chair)
    - Executive Committee (Chair, Vice-Chair, Secretary, immediate 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

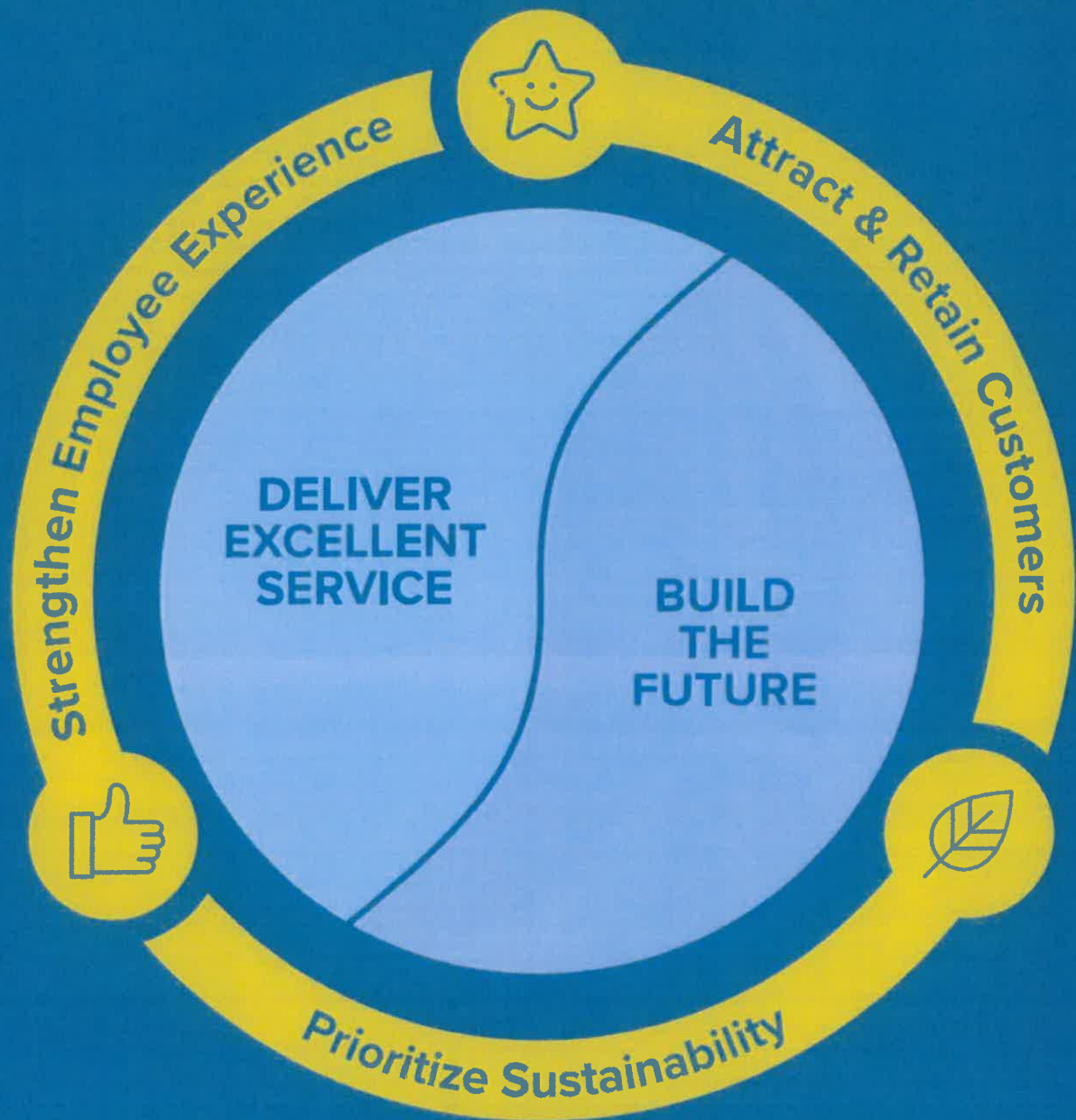
- Each Board member is eligible to receive mileage and meal reimbursement.
- Board members who are not full-time elected officials are eligible to receive [\\$90 per diem](#).

*Our agency is guided by our [vision, mission and core values](#). We value and encourage diversity in our workforce as well as our Board of Directors.*

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

# Strategic Themes & Priorities



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 V1. 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