

**Virtual Meeting Participation:**

Due to the COVID-19 Emergency, the June 8, 2020 Board meeting will be conducted by phone. Per the [Governor Proclamation 20-28](#) Open Public Meetings Act, a physical meeting location will not be provided for this meeting. The public is welcome to participate in the meeting by joining via phone by calling 253-215-8782 and entering Meeting ID No. 869 0321 0097.

**Public Comment:**

To facilitate the public comment portion of the virtual meeting efficiently, we ask that anyone interested in providing public comment to the Board to please email your comments to [djacobson@piercetransit.org](mailto:djacobson@piercetransit.org) or mail to Deanne Jacobson, Pierce Transit, 3701 96<sup>th</sup> ST SW, Lakewood WA, 98499. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the Board. There will be no oral public comments received during this virtual meeting.

**Call to Order**

**Roll Call**

**Presentations**

**Special Business**

- |  |   |
|--|---|
| 1. FS 2020-027, Donating Surplus Vehicles to Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community, and Step By Step Pursuant to the Pierce Transit Care-a-Van Program | Penny Grellier<br>Community Development Administrator |
| 2. Appointment of Community Transportation Advisory Group Member Don Green to the Service Delivery and Capital Committee   | Chair Woodards  |
| 3. Chair and Vice Chair Elections – Leadership role effective July 2020  | Chair Woodards  |

**Public Comment - Accepting written comments only**

**Consent Agenda**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)*

1. Approval of Vouchers, May 1, 2020 – May 31, 2020

2. Approval of Minutes - May 11, 2020 Board Meeting
3. Ratification of Emergency Contract(s) Relating to Janitorial Services Needed During the COVID-19 Pandemic
4. FS 2020-028, Housekeeping – Amending Section 2 of the Executive Finance Committee Operating Procedures so that the Authority Levels of Board-Delegated Committees are Consistent with Each Other and the Pierce Transit Code
5. FS 2020-029, Housekeeping – Amending Section 2 of the Service Delivery and Capital Committee Operating Procedures so that Authority Levels of Board-Delegated Committees are Consistent with Each Other and the Pierce Transit Code

### **Action Agenda**

1. FS 2020-030, Authority to Purchase Five (5) Forty-Foot Low Floor Compressed Natural Gas (CNG) and Three (3) Electric Replacement Coaches from Gillig Corporation Pursuant to Commonwealth of Virginia Contract No. E194-75548 Heavy Duty Buses and E194-81688 Electric Buses Frank Castro  
Executive Director of Facilities & Maintenance

### **Staff Updates/Discussion**

1. CEO's Report

### **Informational Board Items**

1. Chair Report Chair Woodards
2. Sound Transit Update Commissioners Keel, Dammeier or Woodards
3. PSRC Transportation Policy Board Update Commissioner Anderson
4. Commissioners' Comments

### **Executive Session**

### **Adjournment**



# Special Business

**TITLE:** A Resolution Donating Surplus Vehicles to Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By Step Pursuant to the Pierce Transit Care-a-Van Program

**DIVISION:** Planning & Community Development

**ORIGINATOR:** Penny Grellier, Community Development Administrator

**RELATED ACTION:**

Resolution 15-068 Creating the Care-a-Van Grant Program for Donation of Surplus Vehicles to Qualifying Non-Profit Organizations.

Resolution 2019-038, Increasing the Maximum Value of Vehicles Surplus to the Pierce Transit Care-a-van Program to \$6500.

**ATTACHMENTS:** Proposed Resolution

**RELATION TO STRATEGIC PLAN:** Customer

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**BUDGET INFORMATION**

2020 Budget Amount  
\$0

Required Expenditure  
\$0

Impact  
\$(18,218)  
Estimated Kelley Bluebook value in  
"good" condition

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**Explanation:** The following vehicles have been identified by the Maintenance Department as being appropriate for donation through the Care-A-Van program, the approximate Kelley Bluebook values of which if sold in "good" condition are:

Van 7227  
VIN: 1FBNE31L48DA96015  
Make/Model/Year: Ford E350, 2008  
Mileage: 137,704  
Estimated Kelley Bluebook Value: \$4,182

Van 7316  
VIN: 1GA2G1DGXA1106946  
Make/Model/Year: Chevy Express 3500, 2010  
Mileage: 162,862  
Estimated Kelley Bluebook Value: \$4,550

Van 7319  
VIN: 1GA2G1DGXA1107319  
Make/Model/Year: Chevy Express 3500, 2010  
Mileage: 147,776  
Estimated Kelley Bluebook Value: \$4,815

Van 7301  
VIN: 1GA2G1DG3A1107002  
Make/Model/Year: Chevy Express 3500, 2010  
Mileage: 150,658  
Estimated Kelley Bluebook Value: \$4,671

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**BACKGROUND:**

From time to time, Pierce Transit surpluses rolling stock that has exceeded its useful life for public transit and in the past, Pierce Transit has sold surplus rolling stock at auction for relatively small amounts, because when a vehicle is surplus, it typically is beyond its reasonable service life and usually has little to no appreciable market value. Certain non-profit organizations have expressed a need for and interest in utilizing Pierce Transit's surplus vehicles to provide transportation services to Pierce County residents and visitors.

Pierce Transit has identified the above-listed surplus vehicles as having potential to meet the needs of non-profit organizations based on the vehicles' mileage and maintenance histories.

By Resolution 15-068, the Board of Commissioners created the Care-A-Van program that provides for the donation of surplused vehicles to certain non-profit organizations expected to utilize the vehicle to defray the cost of Pierce Transit's service, since many of those organizations would be providing trips that would otherwise be provided by Pierce Transit, including trips that would be SHUTTLE eligible. Through the Care-A-Van vehicle donation program, interested non-profit organizations have applied for the surplus vehicles through a competitive selection process. In the most recent round of applications, staff received six applications, has ranked those applications based on established criteria, and recommends awarding these vehicle to Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By Step based on the strength of these organizations' applications and rankings.

After review and a competitive assessment of the applications, staff recommends the award of Care-A-Van vehicles to Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By Step. These organizations have demonstrated the financial capacity to follow all state and federal laws regarding maintaining and insuring the vehicle and have each provided a description of how the vehicles will best meet the transportation needs of Pierce County residents and visitors. These non-profit organizations are also able to sign a contract agreeing to the terms of the contract.

Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By Step provide access to resources and food, job training and work assignments; homeless support services; social events for seniors and those with mobility limitations; and transportation to feeding programs and volunteer assignments in Pierce County. Applications from organizations that meet donation requirements but which did not score high enough to be recommended for a vehicle will be kept on file and considered for future donations.

ALTERNATIVES:

An alternative would be to not award this vehicle, in which case, staff will sell the vehicle(s) at auction.

RECOMMENDATION:

Move to: Approve Resolution No. 2020-011, awarding Care-A-Van vehicles to Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By Step, subject to the terms and conditions of the Care-A-Van Agreements.

## RESOLUTION NO. 2020-011

1           A RESOLUTION of the Board of Commissioners of Pierce Transit Donating Vehicles 7316, 7319, 7227  
2 and 7301 to Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By  
3 Step, Respectively, Pursuant to the Care-a-van Grant Program  
4

5           WHEREAS, By Resolution No. 15-068, the Pierce Transit Board of Commissioners adopted the Care-A-  
6 Van Program pursuant to which the Agency may donate an otherwise surplus vehicle to a qualified non-profit  
7 organization, provided that the recipient organization agrees, among other contractual requirements, to  
8 maintain and insure the vehicle and provide and report on a certain level of transportation services to Pierce  
9 County residents and visitors sufficient to cover the approximate value of the surplus vehicle if it were  
10 otherwise sold at auction; and

11           WHEREAS, By Resolution No. 2019-038, the Pierce Transit Board of Commissioners authorized  
12 Increasing the Maximum Value of Vehicles Surplus to the Pierce Transit Care-a-van Program to \$6500.

13           WHEREAS, applications have been submitted by Coffee Oasis, Metropolitan Development Council,  
14 Vietnamese Buddhist Community and Step By Step for donation of surplus vehicles from the Care-A-Van  
15 Program; and

16           WHEREAS, Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and  
17 Step By Step are qualified social service agencies organized under and existing pursuant to the laws of the State  
18 of Washington; and

19           WHEREAS, after a competitive evaluation process, Pierce Transit staff has recommended that Coffee  
20 Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step By Step be the recipients  
21 of vehicles pursuant to the terms of Pierce Transit's Care-A-Van Grant Program Agreement; and

22           WHEREAS, Pierce Transit has three surplus Chevy Express 3500 and one surplus Ford E350 ("the Vans"),  
23 and Pierce Transit's Maintenance Department recommends that the Vans be surplused and has determined that  
24 the Vans are appropriate for donation through the Care-A-Van program; and

25           WHEREAS, the donation of the Vans will aid Coffee Oasis, Metropolitan Development Council,  
26 Vietnamese Buddhist Community and Step By Step in their work for the community while benefiting Pierce  
27 Transit by offsetting transportation services that would otherwise be provided by Pierce Transit at greater  
28 expense; and

1 WHEREAS, Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and  
2 Step By Step are organizations that provide resources, support, education, job training and social connections  
3 to members of our community; and

4 WHEREAS, this Board is of the opinion that it is in the best interests of the citizens and residents of  
5 Pierce County that the Vans be granted to Coffee Oasis, Metropolitan Development Council, Vietnamese  
6 Buddhist Community and Step By Step.

7 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

8 1. The Vans are hereby donated to Coffee Oasis, Metropolitan Development Council, Vietnamese  
9 Buddhist Community and Step By Step pursuant to the terms and conditions in substantially the same form  
10 as the Care-A-Van Grant Program Agreement.

11 2. Once Coffee Oasis, Metropolitan Development Council, Vietnamese Buddhist Community and Step  
12 By Step agree to all terms of the Pierce Transit's Care-A-Van Grant Program Agreement, Pierce Transit staff  
13 is authorized to transfer title of said vehicles to Coffee Oasis, Metropolitan Development Council, Vietnamese  
14 Buddhist Community and Step By Step.

15 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on  
16 the 8th day of June 2020.

17 PIERCE TRANSIT

18  
19  
20 \_\_\_\_\_  
21 Victoria Woodards, Chair  
22 Board of Commissioners  
23

24 ATTEST/AUTHENTICATED

25  
26 \_\_\_\_\_  
27 Deanne Jacobson, CMC  
28 Clerk of the Board



# Consent Agenda

**PIERCE TRANSIT**  
**Board Payments Over \$50,000**  
**Payments From: May 1, 2020 to May 31, 2020**  
**Cash and Investment Balance: 100,241,843.92**

Payment Numbers CK 00373708 through CK 00373906  
 Wire Numbers EFT 00004297 through EFT 00004522  
 No Advance Travel Checks  
 Total \$5,488,498.22

Payments in Excess of \$50,000 are as follows:

<b>Operating Fund</b>				
	<b>Check</b>	<b>Vendor</b>	<b>Item/Service</b>	<b>Amount</b>
CHK	00373775	CITY TREASURER - TPU	CAMERA COMM 06/01/20-05/31/21	75,246.42
CHK	00373804	PIERCE COUNTY BUDGET & FINANCE	Policing Services 04/2020	301,909.00
CHK	00373821	WA ST DEPT OF L&I - ELEVATOR	SELF INS RPT Q12020	60,199.46
EFT	00004317	GOVERNMENTJOBS.COM INC	SUBSCRIPTION 03/24/20-03/23/21	120,292.61
EFT	00004351	GREAT WEST RETIREMENT	PP 10 2020 EMPOWER	73,927.20
EFT	00004352	ICMA RETIREMENT	PP 10 2020 ICMA	203,031.99
EFT	00004367	CDW GOVERNMENT INC	IBR1700 router with Cradlepoin	213,975.30
EFT	00004376	GILLIG LLC	MIS INVENTORY BUS PARTS	70,316.94
EFT	00004414	US BANK CORPORATE PAYMENT SYST	MIS BUSN EXPENSES	41,676.86
EFT	00004416	AWC	AWC May 2020	1,166,342.62
EFT	00004418	GREAT WEST RETIREMENT	PP 11 2020 Empower	69,019.33
EFT	00004419	ICMA RETIREMENT	PP 11 2020 ICMA	195,871.58
EFT	00004432	COST MANAGEMENT SERVICES INC	CNG 04/2020	60,899.61
<b>Payments for Fund 1 Total</b>				<b>2,652,708.92</b>
<b>Self Insurance Fund</b>				
	<b>Check</b>	<b>Vendor</b>	<b>Item/Service</b>	<b>Amount</b>
CHK	00373821	WA ST DEPT OF L&I - ELEVATOR	SELF INS RPT Q120	86,997.83
<b>Payments for Fund 4 Total</b>				<b>86,997.83</b>
<b>Capital Fund</b>				
	<b>Check</b>	<b>Vendor</b>	<b>Item/Service</b>	<b>Amount</b>
EFT	00004320	HUITT-ZOLLARS INC.	ARCH SVC BLDG2/3 02/29/20	59,313.41
EFT	00004360	ABSHER CONSTRUCTION COMPANY	Civil Work BMP 03/20	543,722.93
EFT	00004367	CDW GOVERNMENT INC	CREDIT P120413 CIS DIR	(975.09)
EFT	00004414	US BANK CORPORATE PAYMENT SYST	Container to store Zonar equip	8,367.02
EFT	00004444	HUITT-ZOLLARS INC.	DES SVC BLDG 2/3 03/28/20	296,353.58
<b>Payments for Fund 9 Total</b>				<b>906,781.85</b>
<b>Total Payments in Excess of \$50,000.00</b>				<b>3,646,488.60</b>

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**Pierce Transit**  
**Payment Certification for May 31, 2020**  
**Payments May 1, 2020 to May 31, 2020**  
**Payment Numbers CK 00373708 through CK 00373906**  
**Wire Numbers EFT 00004297 through EFT 00004522**

Check Number	Check Date	Amount	Vendor Name
CHK	00373708	05/07/2020	48.20 AT&T
CHK	00373709	05/07/2020	26.39 AT&T
CHK	00373710	05/07/2020	1,875.00 ATU LOCAL 758 CORP
CHK	00373711	05/07/2020	79.05 AUTO CRIB
CHK	00373712	05/07/2020	50.58 AUTOZONE
CHK	00373713	05/07/2020	103.50 CALIFORNIA STATE DISBURSEMENT
CHK	00373714	05/07/2020	61.12 CENTURY LINK
CHK	00373715	05/07/2020	16.00 CHAD DEFFERT
CHK	00373716	05/07/2020	1,191.30 CHAPTER 13 TRUSTEE
CHK	00373717	05/07/2020	2,500.00 CITY OF LAKEWOOD
CHK	00373718	05/07/2020	911.90 CITY TREASURER - TPU
CHK	00373719	05/07/2020	138.61 CLF WAREHOUSE
CHK	00373720	05/07/2020	346.50 CLINICAL REFERENCE LABORATORY
CHK	00373721	05/07/2020	4,923.59 COLONIAL SUPPLEMENTAL LIFE
CHK	00373722	05/07/2020	140.24 COMCAST
CHK	00373723	05/07/2020	52.51 COMM ON POLITICAL EDUCATION
CHK	00373724	05/07/2020	168.00 DAILY JOURNAL OF COMMERCE INC
CHK	00373725	05/07/2020	657.03 DM RECYCLING CO INC
CHK	00373726	05/07/2020	1,500.00 DOWNTOWN ON THE GO
CHK	00373727	05/07/2020	75.00 DSHS
CHK	00373728	05/07/2020	50.00 EMPLOYMENT SECURITY DEPA
CHK	00373729	05/07/2020	156.43 FOOTPRINT PROMOTIONS INC.
CHK	00373730	05/07/2020	119.83 FRUITLAND MUTUAL WATER COMPANY
CHK	00373731	05/07/2020	54.26 GILCHRIST CHEVROLET
CHK	00373732	05/07/2020	216.68 HAROLD LEMAY ENTERPRISES
CHK	00373733	05/07/2020	298.02 HAWAII STATE TAX COLLECTOR
CHK	00373734	05/07/2020	20,942.13 HULTZ BHU ENGINEERS INC.
CHK	00373735	05/07/2020	880.75 IAM & AW
CHK	00373736	05/07/2020	23,980.00 IBI GROUP A CALIFORNIA PARTNER
CHK	00373737	05/07/2020	47.45 IDAHO CHILD SUPPORT RECEIPTING
CHK	00373738	05/07/2020	381.96 INTERNAL REVENUE SERVICE
CHK	00373739	05/07/2020	3,591.67 KING COUNTY FINANCE
CHK	00373740	05/07/2020	2,225.30 LOWE'S COMPANIES INC
CHK	00373741	05/07/2020	16,366.82 MACHINISTS HEALTH &
CHK	00373742	05/07/2020	623.00 MICHAEL G MALAIER
CHK	00373743	05/07/2020	58.27 MICHAEL NORWOOD
CHK	00373744	05/07/2020	167.50 MISSOURI FAMILY SUPPORT PAYMEN
CHK	00373745	05/07/2020	237.40 MOOSE RADIATOR & A/C
CHK	00373746	05/07/2020	136.40 NH DEPT OF H & HS
CHK	00373747	05/07/2020	2,442.44 NORTHWEST IAM BENEFIT TRUST
CHK	00373748	05/07/2020	896.82 NYS CHILD SUPPORT PROCESSING
CHK	00373749	05/07/2020	13.23 O'REILLY AUTO PARTS
CHK	00373750	05/07/2020	102.24 OFFICE DEPOT CORP
CHK	00373751	05/07/2020	95.75 OSSAIN CARDENAS
CHK	00373752	05/07/2020	179.73 PACIFIC TORQUE
CHK	00373753	05/07/2020	248.14 PIERCE COUNTY BUDGET & FINANCE
CHK	00373754	05/07/2020	1,096.68 PURCELL TIRE & RUBBER COMPANY
CHK	00373755	05/07/2020	4,050.09 R E AUTO ELECTRIC
CHK	00373756	05/07/2020	3,250.00 SIMON AND COMPANY INC
CHK	00373757	05/07/2020	460.23 SNIDER ENERGY
CHK	00373758	05/07/2020	373.36 SONITROL PACIFIC
CHK	00373759	05/07/2020	346.53 SOUTH HILL MALL
CHK	00373760	05/07/2020	24,895.00 SM STEMPEER ARCHITECTS PLLC
CHK	00373761	05/07/2020	92.91 TACOMA DAILY INDEX
CHK	00373762	05/07/2020	4,689.62 TACOMA MALL PARTNERSHIP
CHK	00373763	05/07/2020	593.35 TX CHILD SUPPORT SDU
CHK	00373764	05/07/2020	144.60 TRANSLITE ENTERPRISES
CHK	00373765	05/07/2020	375.00 UNITED SITE SERVICES (Everson)
CHK	00373766	05/07/2020	801.17 UNITED WAY OF PIERCE COUNTY
CHK	00373767	05/07/2020	3,700.97 WA ST DEPT OF REVENUE
CHK	00373768	05/14/2020	224.40 ABATIX CORP
CHK	00373769	05/14/2020	34,891.96 AWC EMPLOYEE BENEFIT TRUST
CHK	00373770	05/14/2020	73.09 CENTURY LINK
CHK	00373771	05/14/2020	617.62 CENTURY LINK
CHK	00373772	05/14/2020	7,428.90 CENTURY LINK
CHK	00373773	05/14/2020	21,547.86 CITY OF FEDERAL WAY
CHK	00373774	05/14/2020	5,168.98 CITY TREASURER - TPU
<b>CHK</b>	<b>00373775</b>	<b>05/14/2020</b>	<b>75,246.42 CITY TREASURER - TPU</b>
CHK	00373776	05/14/2020	395.59 COMCAST
CHK	00373777	05/14/2020	155.18 COMCAST
CHK	00373778	05/14/2020	150.18 COMCAST
CHK	00373779	05/14/2020	171.83 COMCAST
CHK	00373780	05/14/2020	4,388.75 CONDUENT TRANSPORT SOLUTIONS

CHK	00373781	05/14/2020	994.60	CONSOLIDATED PLASTICS
CHK	00373782	05/14/2020	300.00	D2 CREATIVE LLC
CHK	00373783	05/14/2020	215.25	DATA SECURITY CORP
CHK	00373784	05/14/2020	741.33	DAVIS DOOR
CHK	00373785	05/14/2020	318.55	DM RECYCLING CO INC
CHK	00373786	05/14/2020	43.96	BETSCHART ELECTRIC CO.
CHK	00373787	05/14/2020	991.92	FOOTPRINT PROMOTIONS INC.
CHK	00373788	05/14/2020	50.00	FORMFOX, INC.
CHK	00373789	05/14/2020	1,197.81	GENES TOWING CORP
CHK	00373790	05/14/2020	283.88	GILCHRIST CHEVROLET
CHK	00373791	05/14/2020	126.04	HARBOR FREIGHT TOOLS
CHK	00373792	05/14/2020	7,086.79	HAROLD LEMAY ENTERPRISES
CHK	00373793	05/14/2020	18.02	HI-STRENGTH BOLT
CHK	00373794	05/14/2020	370.65	L.N. CURTIS & SONS
CHK	00373795	05/14/2020	38,021.25	LAKEVIEW LIGHT & POWER CO
CHK	00373796	05/14/2020	247.95	LEMAY MOBILE SHREDDING
CHK	00373797	05/14/2020	680.29	LEVEL 3 (CENTURY LINK)
CHK	00373798	05/14/2020	4,652.85	LEVEL 3 (CENTURY LINK)
CHK	00373799	05/14/2020	3,291.49	LEVEL 3 (CENTURY LINK)
CHK	00373800	05/14/2020	1,188.00	MULTICARE HEALTH SYSTEM
CHK	00373801	05/14/2020	42.32	O'REILLY AUTO PARTS
CHK	00373802	05/14/2020	1,027.20	PACIFIC TORQUE
CHK	00373803	05/14/2020	377.57	PENINSULA LIGHT
<b>CHK</b>	<b>00373804</b>	<b>05/14/2020</b>	<b>301,909.00</b>	<b>PIERCE COUNTY BUDGET &amp; FINANCE</b>
CHK	00373805	05/14/2020	5,175.72	PIERCE COUNTY BUDGET & FINANCE
CHK	00373806	05/14/2020	172.61	PURCELL TIRE & RUBBER COMPANY
CHK	00373807	05/14/2020	808.65	R E AUTO ELECTRIC
CHK	00373808	05/14/2020	139.96	RAINIER SUPPLY
CHK	00373809	05/14/2020	1,784.56	REX PEGG FABRICS INC
CHK	00373810	05/14/2020	59.43	SHERWIN-WILLIAMS (S TAC WAY)
CHK	00373811	05/14/2020	128.51	SIX ROBBLEES INC
CHK	00373812	05/14/2020	554.56	SNAP-ON TOOLS - Robert Mustain
CHK	00373813	05/14/2020	500.00	SOURCE PANEL
CHK	00373814	05/14/2020	41.45	SOUTH HILL MALL
CHK	00373815	05/14/2020	2,083.34	SOUTH SOUND TOGETHER
CHK	00373816	05/14/2020	89.91	TACOMA DAILY INDEX
CHK	00373817	05/14/2020	110.20	TERMINIX COMMERCIAL
CHK	00373818	05/14/2020	110.20	TERMINIX COMMERCIAL
CHK	00373819	05/14/2020	212.68	THE TRUCK SHOP
CHK	00373820	05/14/2020	1,743.56	UNITED SITE SERVICES (Everson)
<b>CHK</b>	<b>00373821</b>	<b>05/14/2020</b>	<b>147,197.29</b>	<b>WA ST DEPT OF L&amp;I - ELEVATOR</b>
CHK	00373822	05/21/2020	240.26	APPLIED INDUSTRIAL TECHNOLOGIE
CHK	00373823	05/21/2020	28.01	AT&T
CHK	00373824	05/21/2020	72.08	AT&T
CHK	00373825	05/21/2020	49,227.77	ATU LOCAL 758 CORP
CHK	00373826	05/21/2020	224.57	AUTOZONE
CHK	00373827	05/21/2020	131.80	BUNCE RENTALS INC
CHK	00373828	05/21/2020	37.50	CALIFORNIA STATE DISBURSEMENT
CHK	00373829	05/21/2020	700.00	PIERCE COUNTY CENTER FOR DISPU
CHK	00373830	05/21/2020	1,191.30	CHAPTER 13 TRUSTEE
CHK	00373831	05/21/2020	4,690.46	CITY TREASURER - TPU
CHK	00373832	05/21/2020	28.62	CLF WAREHOUSE
CHK	00373833	05/21/2020	150.18	COMCAST
CHK	00373834	05/21/2020	150.24	COMCAST
CHK	00373835	05/21/2020	150.18	COMCAST
CHK	00373836	05/21/2020	5,620.86	COMCAST
CHK	00373837	05/21/2020	197.25	DARIN CARVER
CHK	00373838	05/21/2020	1,563.08	DIAMOND PARKING SERVICES LLC
CHK	00373839	05/21/2020	94.01	DISH
CHK	00373840	05/21/2020	75.00	DSHS
CHK	00373841	05/21/2020	50.00	EMPLOYMENT SECURITY DEPA
CHK	00373842	05/21/2020	2,010.61	GENES TOWING CORP
CHK	00373843	05/21/2020	7.48	GILCHRIST CHEVROLET
CHK	00373844	05/21/2020	246.14	HARBOR FREIGHT TOOLS
CHK	00373845	05/21/2020	682.37	HOME DEPOT CREDIT SERVICES
CHK	00373846	05/21/2020	21,256.04	HULTZ BHU ENGINEERS INC.
CHK	00373847	05/21/2020	47.45	IDAHO CHILD SUPPORT RECEIPTING
CHK	00373848	05/21/2020	220.00	INTERNAL REVENUE SERVICE
CHK	00373849	05/21/2020	75.67	INTERWEST METALS INC
CHK	00373850	05/21/2020	1,731.36	LAKEVIEW LIGHT & POWER CO
CHK	00373851	05/21/2020	19.44	LAKEWOOD FORD
CHK	00373852	05/21/2020	130.42	LAKEWOOD WATER DISTRICT
CHK	00373853	05/21/2020	1,013.00	MICHAEL G MALAIER
CHK	00373854	05/21/2020	62.76	MIGUEL DWYER
CHK	00373855	05/21/2020	0.00	MISSOURI FAMILY SUPPORT PAYMEN
CHK	00373856	05/21/2020	136.40	NH DEPT OF H & HS
CHK	00373857	05/21/2020	155.70	NORTHWEST FASTENERS
CHK	00373858	05/21/2020	896.82	NYS CHILD SUPPORT PROCESSING
CHK	00373859	05/21/2020	904.14	PACIFIC TORQUE
CHK	00373860	05/21/2020	340.13	PUGET SOUND ENERGY
CHK	00373861	05/21/2020	786.53	PURCELL TIRE & RUBBER COMPANY
CHK	00373862	05/21/2020	259.83	R E AUTO ELECTRIC
CHK	00373863	05/21/2020	1,082.15	REX PEGG FABRICS INC
CHK	00373864	05/21/2020	420.00	T-MOBILE USA, INC
CHK	00373865	05/21/2020	293.35	TX CHILD SUPPORT SDU
CHK	00373866	05/21/2020	617.84	TRIO GROUP

**VOID**

CHK	00373867	05/21/2020	214.99 UNITED PARCEL SERVICE
CHK	00373868	05/21/2020	791.17 UNITED WAY OF PIERCE COUNTY
CHK	00373869	05/21/2020	22,253.15 VOYAGER FLEET SYSTEMS INC
CHK	00373870	05/21/2020	1,015.27 WALTER E NELSON CO.
CHK	00373871	05/21/2020	8,470.00 WSTA
CHK	00373872	05/21/2020	198.84 MISSISSIPPI DEPARTMENT OF HUMA
CHK	00373873	05/21/2020	167.50 MISSOURI FAMILY SUPPORT PAYMEN
CHK	00373874	05/28/2020	48,500.00 APTA
CHK	00373875	05/28/2020	24.41 AUTOZONE
CHK	00373876	05/28/2020	60.50 BUILDERS EXCHANGE OF WA
CHK	00373877	05/28/2020	41,563.27 CITY OF LAKEWOOD
CHK	00373878	05/28/2020	597.17 CITY TREASURER - TPU
CHK	00373879	05/28/2020	62.07 CLF WAREHOUSE
CHK	00373880	05/28/2020	150.24 COMCAST
CHK	00373881	05/28/2020	665.17 CONSOLIDATED ELECTRICAL DIST
CHK	00373882	05/28/2020	1,510.00 CURVED GLASS COMPANY
CHK	00373883	05/28/2020	1,290.84 DIAMOND PARKING SERVICES LLC
CHK	00373884	05/28/2020	256.00 DONALD L ANDERSON
CHK	00373885	05/28/2020	1,925.05 GENES TOWING CORP
CHK	00373886	05/28/2020	241.79 GILCHRIST CHEVROLET
CHK	00373887	05/28/2020	19,652.50 IBI GROUP A CALIFORNIA PARTNER
CHK	00373888	05/28/2020	193.50 MICHELE WALKER
CHK	00373889	05/28/2020	16,485.00 NORTHWEST PLASTICS, INC
CHK	00373890	05/28/2020	2,840.22 PACIFIC TORQUE
CHK	00373891	05/28/2020	340.26 PARKLAND LIGHT & WATER CO
CHK	00373892	05/28/2020	513.33 PENINSULA LIGHT
CHK	00373893	05/28/2020	8.11 PIERCE COUNTY BUDGET & FINANCE
CHK	00373894	05/28/2020	2,192.59 PUGET SOUND ENERGY
CHK	00373895	05/28/2020	1,029.22 R E AUTO ELECTRIC
CHK	00373896	05/28/2020	2,018.88 REX PEGG FABRICS INC
CHK	00373897	05/28/2020	19.90 ROSEN SUPPLY
CHK	00373898	05/28/2020	862.61 RPAI US MANAGEMENT LLC
CHK	00373899	05/28/2020	510.16 SNIDER ENERGY
CHK	00373900	05/28/2020	4,974.65 SPORTWORKS NORTHWEST INC
CHK	00373901	05/28/2020	74.59 TACOMA DAILY INDEX
CHK	00373902	05/28/2020	86.39 TESCO TECHNOLOGIES INC
CHK	00373903	05/28/2020	11,641.79 VERIZON WIRELESS
CHK	00373904	05/28/2020	854.70 VERIZON WIRELESS
CHK	00373905	05/28/2020	7,495.39 VERIZON WIRELESS
CHK	00373906	05/28/2020	4,186.37 VERIZON WIRELESS
EFT	00004297	05/05/2020	8,560.00 CSCHED
EFT	00004298	05/07/2020	27,653.00 ACI CUSTODIAL INC
EFT	00004299	05/07/2020	1,574.30 ALLSTREAM
EFT	00004300	05/07/2020	3,306.00 AMB TOOLS & EQUIPMENT
EFT	00004301	05/07/2020	10,844.66 ASSOCIATED PETROLEUM
EFT	00004302	05/07/2020	10,485.84 ATWORK! COMMERCIAL ENTERPRISES
EFT	00004303	05/07/2020	13.11 BATTERIES PLUS
EFT	00004304	05/07/2020	417.98 BRAUN CORPORATION
EFT	00004305	05/07/2020	46,902.02 BRIDGESTONE AMERICA
EFT	00004306	05/07/2020	512.38 CINTAS FIRE PROTECTION
EFT	00004307	05/07/2020	2,291.66 CONNECTIQ LABS INC
EFT	00004308	05/07/2020	27,249.50 CUMMINS INC
EFT	00004309	05/07/2020	250.00 CYBERSOURCE CORP.
EFT	00004310	05/07/2020	104.00 DRUG FREE BUSINESS
EFT	00004311	05/07/2020	1,292.42 EXCEL GLOVES & SAFETY SUPPLIES
EFT	00004312	05/07/2020	129.07 FERGUSON
EFT	00004313	05/07/2020	17,278.31 GALLS LLC
EFT	00004314	05/07/2020	4,369.95 GTT COMMUNICATIONS
EFT	00004315	05/07/2020	17,194.94 GILLIG LLC
EFT	00004316	05/07/2020	11,000.00 GORDON THOMAS HONEYWELL
EFT	<b>00004317</b>	<b>05/07/2020</b>	<b>120,292.61 GOVERNMENTJOBS.COM INC</b>
EFT	00004318	05/07/2020	2,415.44 GRAINGER
EFT	00004319	05/07/2020	837.44 GUARDIAN SECURITY GROUP INC
EFT	<b>00004320</b>	<b>05/07/2020</b>	<b>59,313.41 HUITT-ZOLLARS INC.</b>
EFT	00004321	05/07/2020	2,476.12 IWG TOWERS ASSETS I LLC
EFT	00004322	05/07/2020	14,203.08 JENCO DEVELOPMENT
EFT	00004323	05/07/2020	3,958.75 KIDDER MATHEWS, INC.
EFT	00004324	05/07/2020	980.04 KORUM FORD
EFT	00004325	05/07/2020	2,075.06 LUMINATOR MASS TRANSIT LLC
EFT	00004326	05/07/2020	1,343.72 MALLORY SAFETY & SUPPLY LLC
EFT	00004327	05/07/2020	147.83 MARCUS VAN ECK
EFT	00004328	05/07/2020	5,907.26 MEDSTAR CABULANCE INC
EFT	00004329	05/07/2020	569.48 MOHAWK MFG & SUPPLY
EFT	00004330	05/07/2020	692.90 MOOD MEDIA
EFT	00004331	05/07/2020	1,505.00 NAVIA BENEFIT SOLUTIONS
EFT	00004332	05/07/2020	18.41 PACIFIC WELDING SUPPLY INC
EFT	00004333	05/07/2020	568.86 SAYBR CONTRACTORS INC
EFT	00004334	05/07/2020	214.89 SCHNEIDER-SIMPSON SHEET METAL
EFT	00004335	05/07/2020	348.25 SEATTLE AUTOMOTIVE DIST.
EFT	00004336	05/07/2020	18,570.23 SMS CLEANING INC
EFT	00004337	05/07/2020	8,099.34 SOUND TRANSIT
EFT	00004338	05/07/2020	5,543.82 SOUTH TACOMA GLASS
EFT	00004339	05/07/2020	493.29 STANDARD PARTS CORP
EFT	00004340	05/07/2020	32.08 STAPLES
EFT	00004341	05/07/2020	10.36 STERICYCLE
EFT	00004342	05/07/2020	5,533.47 STRATAGEN SYSTEMS, INC.

EFT	00004343	05/07/2020	586.85	TACOMA DODGE CHRYSLER JEEP
EFT	00004344	05/07/2020	354.11	TACOMA SCREW
EFT	00004345	05/07/2020	4,886.32	TECHNICAL SECURITY INTEGRATION
EFT	00004346	05/07/2020	15,096.66	THE AFTERMARKET PARTS CO LLC
EFT	00004347	05/07/2020	2,450.73	THERMO KING NW INC
EFT	00004348	05/07/2020	1,965.41	UNIFIRST CORPORATION
EFT	00004349	05/07/2020	1,110.93	WESTERN FLUID COMPONENTS
EFT	00004350	05/07/2020	4,411.69	XEROX FINANCIAL SERVICES
<b>EFT</b>	<b>00004351</b>	<b>05/07/2020</b>	<b>73,927.20</b>	<b>GREAT WEST RETIREMENT</b>
<b>EFT</b>	<b>00004352</b>	<b>05/07/2020</b>	<b>203,031.99</b>	<b>ICMA RETIREMENT</b>
EFT	00004353	05/07/2020	16,084.38	NAVIA BENEFIT SOLUTIONS
EFT	00004354	05/07/2020	6,526.96	TACOMA EMPLOYEES RETIREMENT SY
EFT	00004355	05/07/2020	6,903.46	WA ST CHILD SUPPORT REGISTRY
EFT	00004356	05/14/2020	28,507.05	STUDIO 3MW PARTNERS LLC
EFT	00004357	05/14/2020	793.80	A & E IMAGING
EFT	00004358	05/14/2020	1,485.00	A CUSTOMER'S POINT OF VIEW
EFT	00004359	05/14/2020	6,633.95	AARON'S INDUSTRIAL
<b>EFT</b>	<b>00004360</b>	<b>05/14/2020</b>	<b>543,722.93</b>	<b>ABSHER CONSTRUCTION COMPANY</b>
EFT	00004361	05/14/2020	2,250.00	ACI CUSTODIAL INC
EFT	00004362	05/14/2020	78.46	AIRGAS-NOR PAC INC
EFT	00004363	05/14/2020	47.59	ALLIED ELECTRONICS
EFT	00004364	05/14/2020	968.11	AMB TOOLS & EQUIPMENT
EFT	00004365	05/14/2020	10,534.46	ASSOCIATED PETROLEUM
EFT	00004366	05/14/2020	118.65	BATTERY SYSTEMS
<b>EFT</b>	<b>00004367</b>	<b>05/14/2020</b>	<b>213,000.21</b>	<b>CDW GOVERNMENT INC</b>
EFT	00004368	05/14/2020	241.84	COMMERCIAL BRAKE & CLUTCH
EFT	00004369	05/14/2020	1,668.59	CREGG HANDY
EFT	00004370	05/14/2020	30,363.68	CUMMINS INC
EFT	00004371	05/14/2020	1,512.67	ELTEC SYSTEMS LLC
EFT	00004372	05/14/2020	334.10	EXCEL GLOVES & SAFETY SUPPLIES
EFT	00004373	05/14/2020	13.49	FEDERAL EXPRESS CORP
EFT	00004374	05/14/2020	78.27	FINISHMASTER, INC
EFT	00004375	05/14/2020	78.01	GENFARE
<b>EFT</b>	<b>00004376</b>	<b>05/14/2020</b>	<b>70,316.94</b>	<b>GILLIG LLC</b>
EFT	00004377	05/14/2020	3,979.12	GRAINGER
EFT	00004378	05/14/2020	100.45	INTELLICORP RECORDS INC
EFT	00004379	05/14/2020	1,260.00	INTERCITY TRANSIT
EFT	00004380	05/14/2020	177.02	KORUM FORD
EFT	00004381	05/14/2020	1,721.35	LARSCO INC
EFT	00004382	05/14/2020	428.61	LARSEN SIGN COMPANY
EFT	00004383	05/14/2020	27,613.74	LUMINATOR MASS TRANSIT LLC
EFT	00004384	05/14/2020	461.58	LYTX INC
EFT	00004385	05/14/2020	3,298.68	MALLORY SAFETY & SUPPLY LLC
EFT	00004386	05/14/2020	270.86	MCGUIRE BEARING CO
EFT	00004387	05/14/2020	16,884.70	MEDSTAR CABULANCE INC
EFT	00004388	05/14/2020	2,120.42	MOHAWK MFG & SUPPLY
EFT	00004389	05/14/2020	213.42	MUNCIE RECLAMATION & SUPPLY CO
EFT	00004390	05/14/2020	550.00	MUNICODE
EFT	00004391	05/14/2020	1,173.00	ELEMENT 14
EFT	00004392	05/14/2020	14,028.04	PACIFIC POWER PRODUCTS
EFT	00004393	05/14/2020	72.43	PATRICIA PENTLAND
EFT	00004394	05/14/2020	242.01	PLATT ELECTRIC SUPPLY
EFT	00004395	05/14/2020	141.77	PROTECTION 1
EFT	00004396	05/14/2020	400.00	PUBLIC SAFETY SELECTION, PC
EFT	00004397	05/14/2020	1,069.41	QUALITY PRESS
EFT	00004398	05/14/2020	335.16	SEATTLE AUTOMOTIVE DIST.
EFT	00004399	05/14/2020	2,772.00	SOUND TRANSIT
EFT	00004400	05/14/2020	655.25	STANDARD PARTS CORP
EFT	00004401	05/14/2020	1,269.04	STAPLES
EFT	00004402	05/14/2020	415.49	STELLAR INDUSTRIAL
EFT	00004403	05/14/2020	524.60	TACOMA DODGE CHRYSLER JEEP
EFT	00004404	05/14/2020	1,926.46	TACOMA SCREW
EFT	00004405	05/14/2020	7,738.30	TECHNICAL SECURITY INTEGRATION
EFT	00004406	05/14/2020	29,331.13	THE AFTERMARKET PARTS CO LLC
EFT	00004407	05/14/2020	544.60	THERMO KING NW INC
EFT	00004408	05/14/2020	339.59	THOMSON REUTERS-WEST
EFT	00004409	05/14/2020	4,900.54	UNIFIRST CORPORATION
EFT	00004410	05/14/2020	31,922.50	WA ST AUDITOR
EFT	00004411	05/14/2020	814.79	WESTERN FLUID COMPONENTS
EFT	00004412	05/14/2020	9,031.49	WESTERN PETERBILT
EFT	00004413	05/14/2020	113.07	WILLIAMS OIL FILTER
<b>EFT</b>	<b>00004414</b>	<b>05/14/2020</b>	<b>50,043.88</b>	<b>US BANK CORPORATE PAYMENT SYST</b>
EFT	00004415	05/14/2020	12,279.80	GALLS LLC
<b>EFT</b>	<b>00004416</b>	<b>05/15/2020</b>	<b>1,166,342.62</b>	<b>AWC</b>
EFT	00004417	05/21/2020	26,437.95	WA ST DEPT OF REVENUE
<b>EFT</b>	<b>00004418</b>	<b>05/21/2020</b>	<b>69,019.33</b>	<b>GREAT WEST RETIREMENT</b>
<b>EFT</b>	<b>00004419</b>	<b>05/21/2020</b>	<b>195,871.58</b>	<b>ICMA RETIREMENT</b>
EFT	00004420	05/21/2020	15,876.70	NAVIA BENEFIT SOLUTIONS
EFT	00004421	05/21/2020	6,937.76	TACOMA EMPLOYEES RETIREMENT SY
EFT	00004422	05/21/2020	6,808.97	WA ST CHILD SUPPORT REGISTRY
EFT	00004423	05/21/2020	483.69	ALLSTREAM
EFT	00004424	05/21/2020	6,290.76	AMAZON.COM CORPORATE CREDIT
EFT	00004425	05/21/2020	36.91	AMB TOOLS & EQUIPMENT
EFT	00004426	05/21/2020	4,739.16	ANGI ENERGY SYSTEMS
EFT	00004427	05/21/2020	104.41	ARC DOCUMENT SOLUTIONS
EFT	00004428	05/21/2020	30,550.03	ASSOCIATED PETROLEUM

EFT	00004429	05/21/2020	559.53 BATTERY SYSTEMS
EFT	00004430	05/21/2020	42.47 BRAUN CORPORATION
EFT	00004431	05/21/2020	659.40 CINTAS FIRE PROTECTION
<b>EFT</b>	<b>00004432</b>	<b>05/21/2020</b>	<b>60,899.61 COST MANAGEMENT SERVICES INC</b>
EFT	00004433	05/21/2020	28,715.85 CUMMINS INC
EFT	00004434	05/21/2020	5,650.00 D2 CREATIVE LLC
EFT	00004435	05/21/2020	14,577.98 DESIGNER DECAL
EFT	00004436	05/21/2020	461.50 DRIVELINES NW INC
EFT	00004437	05/21/2020	2,995.00 ANA LABORATORIES INC
EFT	00004438	05/21/2020	73.82 FINISHMASTER, INC
EFT	00004439	05/21/2020	1,795.91 GENFARE
EFT	00004440	05/21/2020	30,469.64 GILLIG LLC
EFT	00004441	05/21/2020	3,349.55 GRAINGER
EFT	00004442	05/21/2020	390.56 GROENEVELD LUBRICATION SOLUTIO
EFT	00004443	05/21/2020	4,291.00 HIGH LINE SOFTWARE INC
<b>EFT</b>	<b>00004444</b>	<b>05/21/2020</b>	<b>296,353.58 HUITT-ZOLLARS INC.</b>
EFT	00004445	05/21/2020	66.89 KORUM FORD
EFT	00004446	05/21/2020	7,512.88 LEGACY TELECOMMUNICATIONS, INC
EFT	00004447	05/21/2020	918.81 LUMINATOR MASS TRANSIT LLC
EFT	00004448	05/21/2020	3,035.84 MALLORY SAFETY & SUPPLY LLC
EFT	00004449	05/21/2020	271.60 MCGUIRE BEARING CO
EFT	00004450	05/21/2020	35.70 MERITOR INC
EFT	00004451	05/21/2020	3,150.83 MOHAWK MFG & SUPPLY
EFT	00004452	05/21/2020	836.98 MUNCIE RECLAMATION & SUPPLY CO
EFT	00004453	05/21/2020	94.53 NATHEN GRAHAM
EFT	00004454	05/21/2020	159.77 NORTHWEST STEEL & PIPE CO
EFT	00004455	05/21/2020	229.92 OUTFITTER SATELLITE INC
EFT	00004456	05/21/2020	24,823.28 PACIFIC POWER PRODUCTS
EFT	00004457	05/21/2020	6,343.40 PACIFICA LAW GROUP
EFT	00004458	05/21/2020	21,027.25 PARAMETRIX ENGINEERING
EFT	00004459	05/21/2020	484.02 PLATT ELECTRIC SUPPLY
EFT	00004460	05/21/2020	1,350.00 PUBLIC SAFETY SELECTION, PC
EFT	00004461	05/21/2020	128.00 ROBIN FARRIS
EFT	00004462	05/21/2020	649.00 SITECRAFTING INC.
EFT	00004463	05/21/2020	17,830.04 SOUND TRANSIT
EFT	00004464	05/21/2020	403.67 STANDARD PARTS CORP
EFT	00004465	05/21/2020	648.65 STAPLES
EFT	00004466	05/21/2020	2,205.00 SUMMIT LAW GROUP PLLC
EFT	00004467	05/21/2020	141.82 TACOMA DODGE CHRYSLER JEEP
EFT	00004468	05/21/2020	1,937.82 TACOMA SCREW
EFT	00004469	05/21/2020	30,220.67 THE AFTERMARKET PARTS CO LLC
EFT	00004470	05/21/2020	788.84 THERMO KING NW INC
EFT	00004471	05/21/2020	24,025.05 JEANNETTE TWITTY
EFT	00004472	05/21/2020	420.22 UNIFIRST CORPORATION
EFT	00004473	05/21/2020	266.60 REDDAWAY
EFT	00004474	05/21/2020	4,690.75 WAXIE SANITARY SUPPLY
EFT	00004475	05/21/2020	341.54 WESTERN FLUID COMPONENTS
EFT	00004476	05/21/2020	1,399.27 WESTERN PETERBILT
EFT	00004477	05/21/2020	64.84 WILLIAMS OIL FILTER
EFT	00004478	05/21/2020	34,331.67 ZONAR SYSTEMS INC
EFT	00004479	05/28/2020	29,603.00 ACI CUSTODIAL INC
EFT	00004480	05/28/2020	13,819.44 ASSOCIATED PETROLEUM
EFT	00004481	05/28/2020	895.69 BATTERY SYSTEMS
EFT	00004482	05/28/2020	19,851.79 CDW GOVERNMENT INC
EFT	00004483	05/28/2020	54.34 COMMERCIAL BRAKE & CLUTCH
EFT	00004484	05/28/2020	1,718.23 CONNECTOR TECH LLC
EFT	00004485	05/28/2020	14,340.10 CUMMINS INC
EFT	00004486	05/28/2020	3,310.19 CUSTOM EDGE, INC.
EFT	00004487	05/28/2020	42,610.72 DELL USA LP
EFT	00004488	05/28/2020	2,586.21 ENGINEERED MACHINED PROD
EFT	00004489	05/28/2020	676.25 GARDA CL NORTHWEST INC
EFT	00004490	05/28/2020	16,517.52 GILLIG LLC
EFT	00004491	05/28/2020	430.72 GRAINGER
EFT	00004492	05/28/2020	1,443.44 HERITAGE-CRYSTAL CLEAN LLC
EFT	00004493	05/28/2020	1,235.72 HOLMES DISTRIBUTING
EFT	00004494	05/28/2020	5,494.00 K & L GATES
EFT	00004495	05/28/2020	1,091.32 KORUM FORD
EFT	00004496	05/28/2020	573.13 LARSCO INC
EFT	00004497	05/28/2020	875.46 LUMINATOR MASS TRANSIT LLC
EFT	00004498	05/28/2020	1,008.20 MALLORY SAFETY & SUPPLY LLC
EFT	00004499	05/28/2020	214.40 MCGUIRE BEARING CO
EFT	00004500	05/28/2020	371.32 MOHAWK MFG & SUPPLY
EFT	00004501	05/28/2020	256.00 NANCY HENDERSON
EFT	00004502	05/28/2020	1,812.92 PACIFIC POWER PRODUCTS
EFT	00004503	05/28/2020	104.41 ROBERT WOOLERY (EMPLOYEE)
EFT	00004504	05/28/2020	199.50 SAMBA HOLDINGS INC
EFT	00004505	05/28/2020	48.69 SEATTLE AUTOMOTIVE DIST.
EFT	00004506	05/28/2020	18,570.23 SMS CLEANING INC
EFT	00004507	05/28/2020	23,947.24 SOUND TRANSIT
EFT	00004508	05/28/2020	200.00 MARK W MEROD
EFT	00004509	05/28/2020	6,823.63 SOUTH TACOMA GLASS
EFT	00004510	05/28/2020	107.44 STANDARD PARTS CORP
EFT	00004511	05/28/2020	86.50 STERICYCLE
EFT	00004512	05/28/2020	4,690.77 TACOMA COMMUNITY COLLEGE
EFT	00004513	05/28/2020	932.77 TACOMA DODGE CHRYSLER JEEP
EFT	00004514	05/28/2020	224.52 TACOMA SCREW

EFT	00004515	05/28/2020	20,460.21	THE AFTERMARKET PARTS CO LLC
EFT	00004516	05/28/2020	230.78	UNIFIRST CORPORATION
EFT	00004517	05/28/2020	1,279.11	VIX TECHNOLOGY USA INC
EFT	00004518	05/28/2020	30,839.80	WA ST TRANSIT INSURANCE POOL
EFT	00004519	05/28/2020	68.53	WAXIE SANITARY SUPPLY
EFT	00004520	05/28/2020	1,276.29	WESTERN FLUID COMPONENTS
EFT	00004521	05/28/2020	3,217.23	WESTERN PETERBILT
EFT	00004522	05/28/2020	198.22	WILLIAMS OIL FILTER
<b>Total Payments</b>			<b><u><u>\$5,488,498.22</u></u></b>	

**PIERCE TRANSIT  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
MINUTES**

**May 11, 2020**

**CALL TO ORDER**

Chair Woodards called the virtual Regular Board meeting to order at 4:03 p.m.

**ROLL CALL**

Commissioners present:

Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma  
Marty Campbell, Vice Chair of the Board, Pierce County Councilmember  
Nancy Henderson, Town of Steilacoom Councilmember  
*(representing Auburn/Gig Harbor/Fircrest/Pacific/Ruston/Steilacoom)*  
Daryl Eidinger, City of Edgewood Mayor *(representing Fife/Milton//Edgewood)*  
Conor McCarthy, City of Tacoma Councilmember  
Bruce Dammeier, Pierce County Executive  
Kent Keel, City of University Councilmember  
Don Anderson, City of Lakewood Mayor

Commissioners excused:

Robin Farris, Puyallup City Councilmember

Staff present:

Sue Dreier, Chief Executive Officer  
Deanne Jacobson, Clerk of the Board  
Aaron Millstein, General Counsel from K&L Gates

**Opening Remarks and Housekeeping Items**

Chair Woodards welcomed Board Members, staff and citizens to the virtual meeting and provided instructions for participation to attendees. She announced that oral public comments will not be received today; however, citizens were given the opportunity to submit written comments prior to the meeting. She noted that no written comments were submitted.

She also noted for the record that there has been a correction to the April 13, 2020 minutes on page 4, third paragraph, pertaining to the Agency's reserve fund.

**CONSENT AGENDA**

*(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a Commissioner.)*

Commissioners Campbell and Dammeier **moved** and seconded to approve the consent agenda as amended.

Motion **carried**, 8-0.

1. Approval of Vouchers, April 1, 2020 to April 30, 2020  
 Operating Fund #10  
 Self-Insurance Fund #40  
 Capital Fund #90  
 Payment Nos. 373470 through 373707  
 Wire Nos. 4019 through 4296  
 No Advance Travel Check  
 Total \$9,011,791.59
2. Minutes: April 13, 2020 regular meeting
3. Ratification of Contracts Executed Pursuant to the COVID-19 Emergency Declaration:

Contract No.	Vendor	Purpose	Date of Execution	Expenditure Amount
1045	Top2Bottom Janitorial Services, LLC	Amendment No. 2 – increasing the original \$50,000 contract amount by \$95,000 to add bus sanitizing at Commerce St. Tunnel and South Hill Mall due to COVID-19 and extending the contract through June 2020.	4/17/20	\$95,000
PT-01-15	SMS Janitorial Services	Amendment No. 6, adding \$94,000 to the existing contract amount of \$597,195 for janitorial services for Buildings 4 and 5 due to COVID-19.	4/17/20	\$94,000

**ACTION AGENDA**

**1. FS 2020-025, Spanaway Transit**

Senior Planner Janine Robinson presented on the item. She noted that it’s been several months since the Board has been briefed on this project and since authorization was given in October of 2019 to purchase of property for the Spanaway Transit Center Project. She reviewed the proposed site plan and the proposed amenities, noting that the transit center

would be located at the end terminus of the Route 1. She also reviewed the acquisition costs, which includes grant-funded monies to purchase the property.

Ms. Robinson responded to various questions from commissioners pertaining to the existing dwellings that are on the property and the security of receiving the grant monies during the current economic conditions triggered by the COVID-19 pandemic. Ms. Robinson confirmed that mobile homes that were on the site have been removed and stated that the grant monies are secure.

Commissioners Campbell and Anderson **moved** and seconded to authorize the Chief Executive Officer to execute a purchase and sale agreement to acquire Real Property for the Spanaway Transit Center Project, located at 20710 Mountain Highway East in Spanaway, Washington, from LMO Spanaway LLC, in the amount of \$2,050,000.

Motion **carried**, 8-0.

## **STAFF UPDATES/DISCUSSION**

### **CEO's Report – Covid-19 update**

CEO Dreier reported on the following:

- Commendation for Pierce Transit staff for serving the community during the pandemic.
- The Agency is in the process of right sizing staff with service levels through furloughs and layoffs.
- Ridership is up with approximately 9500 trips provided each day.
- The Agency is using “shadow buses” to pick up passengers that are unable to board the bus because of social distancing measures.
- All Employee meetings are being held through zoom weekly to every ten days.
- Reviewed Chat of revenue collections from last five years and noted that there could be a loss of revenue of approximated \$47 million due to the pandemic.
- Current staffing levels.
- The Agency is exploring cost containment strategies; and
- Agency plans on reinstating the collection of fares in June and looking at measure to collect in a manner that retains proper social distancing measures, such as installing plexiglass or curtains between the operator and the public.

## **INFORMATIONAL BOARD ITEMS**

### **Chair Report**

Chair Woodards announced that the following information:

- Executive Finance Committee meeting will be held virtually on May 21 at 3:00 p.m.
- The elections for the Chair and Vice Chair positions are scheduled for the June 8<sup>th</sup> Board Meeting, with the leadership role beginning at the July Board Meeting.

**Sound Transit Update** – No update.

**PSRC Transportation Policy Board Update** – No update.

**Commissioner Comments** – No comments.

**EXECUTIVE SESSION**

Chair Woodards announced that there is no executive session this evening, but that the Board will enter a closed session discussion after the meeting is adjourned to discuss labor negotiations, pursuant to RCW 42.30.140 (4)(b).

**ADJOURNMENT**

Commissioners Campbell and Keel **moved** and seconded to adjourn the meeting at 4:38 p.m.

Motion **carried**, 8-0.

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Deanne Jacobson  
Clerk of the Board

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Victoria Woodards, Chair  
Board of Commissioners

**TO:** Board of Commissioners

**FROM:** Sue Dreier, Chief Executive Officer

**DATE:** June 2, 2020

**SUBJECT:** Ratification of Contract(s) Executed Under the COVID-19 Emergency Declaration

Pursuant to Pierce Transit’s procurement policies and Section 3.13.080 of the Pierce Transit Code, the Board of Commissioners shall ratify all contracts that were executed under a declaration of emergency. The following contracts listed below were executed under the COVID-19 Emergency Declaration, declared by the Chief Executive Officer on March 5, 2020, and were ratified by the Board of Commissioners at their June 8, 2020 virtual Board Meeting.

<b>Contract No.</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Expenditure Amount</b>
1045	Top2Bottom Janitorial Services, LLC	Amendment No. 3 – increasing the \$145,000 contract amount by \$30,000 for bus sanitizing services at Eastlake Transit Center, Bellevue Transit Center, and Sea Tac Airport, Bus Holding Lot due to COVID-19. (Costs to be reimbursed by Sound Transit)	\$30,000



**TITLE:** Housekeeping – Amending Section 2 of the Executive Finance Committee Operating Procedures so that the Authority Levels of Board-Delegated Committees are Consistent with Each Other and the Pierce Transit Code

**DIVISION:** Executive

**SUBMITTED BY:** Deanne Jacobson, Clerk of the Board

**RELATED ACTION:**

Resolution No. 2019-012, A Resolution of the Board of Commissioners of Pierce Transit Establishing Operating Procedures for the Executive Finance Committee.

Resolution No. 2020-008, A Resolution Amending Chapter 3.13 of the Pierce Transit Code Setting the Same Authority Levels for Board-Delegated Committees.

**ATTACHMENTS:**  
Proposed Resolution  
Exhibit A, Amended Operating Procedures

**RELATION TO STRATEGIC PLAN:** N/A

**BUDGET INFORMATION:** N/A

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**BACKGROUND:**

On May 13, 2019, the Board approved Resolution No. 2019-012, establishing Operating Procedures and specific authority levels for the Executive Finance Committee (EFC) and the Board also approved Resolution No. 2019-013 establishing a new Service Delivery and Capital Committee (SDCC) and Operating Procedures and specific authority levels for this committee. Both committees' authority levels were delegated very similar authority levels with just minor differences in their respective authority levels.

Since the implementation of the SDCC in May 2019, staff has determined that the board's delegated committees would operate more efficiently and there would be more flexibility in conducting Agency business if the authority levels for the board-delegated committees were the same.

Furthermore, the Board of Commissioners approved Resolution No. 2020-008 on February 10, 2020, which authorized housekeeping amendments to Section 3.13.010 (D) - delegated authority, and Section 3.13.090 (A & B) – Change order administration that authorized the same authority levels to each of the board-delegated committees.

The action before the Board today simply makes the Operating Procedures for the Executive Finance Committee consistent with the Pierce Transit code changes that were approved by the Board of Commissioners on February 10, 2020.

**STAFF RECOMMENDATION:**

Approve the housekeeping amendments to the Executive Finance Committee Operating Procedures so that they are consistent with the Pierce Transit Code.

ALTERNATIVES:

Do not authorize the housekeeping amendments to the Executive Finance Committee Operating Procedures. This is not recommended because the Committee's authority would not be in alignment with the Pierce Transit code.

PROPOSED MOTION:

Move to: Approve Resolution No. 2020-012, authorizing housekeeping amendments to the Operating Procedures of the Executive Finance Committee as presented in Exhibit A, adopting revised Operating Procedures of the Executive Finance Committee, and rescinding Resolution No. 2019-012.

**RESOLUTION NO. 2020-012**

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Housekeeping Amendments to  
2 Section 2 of the Executive Finance Committee Operating Procedures so that the Authority Levels of Board-  
3 Delegated Committees are Consistent with Each Other and the Pierce Transit Code  
4

5 WHEREAS, the Board of Commissioners approved Resolution No. 2019-012 on May 13, 2019,  
6 establishing Operating Procedures and specific authority levels for the Executive Finance Committee (EFC); and

7 WHEREAS, on May 13, 2019, the Board of Commissioners also approved Resolution No. 2019-013  
8 creating a new board-delegated committee called the Service Delivery and Capital Committee (SDCC) and  
9 established Operating Procedures for said committee; and

10 WHEREAS, the board-delegated authority levels for both these committees were very similar with just  
11 minor differences in the respective authority levels; and

12 WHEREAS, since the implementation of the SDCC, staff has determined that the Agency would be able  
13 to conduct business more efficiently and with greater flexibility if the Board's delegated committees shared the  
14 same authority levels; and

15 WHEREAS, the Board of Commissioners approved Resolution No. 2020-008 on February 10, 2020,  
16 authorizing housekeeping amendments to Section 3.13-.10 (D) – delegated authority and Section 3.13.090  
17 (A&B) – Change order administration that authorized the same authority levels to the board-delegated  
18 committees; and

19 WHEREAS, the Agency desires to make the Operating Procedures for the Executive Finance Committee  
20 consistent with the Pierce Transit code changes that were approved by the Board of Commissioners on February  
21 10, 2020.

22 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

23 Section 1. The Board of Commissioners hereby authorizes housekeeping amendments to  
24 Section 2 of the Executive Finance Committee Operating Procedures as presented in Exhibit A, attached  
25 hereto, and

1           Section 2. Resolution 2019-012, Establishing Operating Procedures for the Executive Finance  
2 Committee is hereby rescinded in its entirety and is replaced with the Operating Procedures presented in  
3 Exhibit A.

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5 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 8th  
6 day of June 2020.

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PIERCE TRANSIT

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Victoria Woodards, Chair  
Board of Commissioners

ATTEST/AUTHENTICATED

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Deanne Jacobson, CMC  
Clerk of the Board

## Executive Finance Committee Operating Procedures

### 1. Creation.

A. Pursuant to Pierce Transit Bylaws Section 2.24.030 and Resolution No1984-098, Committees of the Board shall be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business. In addition, Resolution 2008-026 also updated its Rules and Operating Procedures for Board Committees: Executive Committee and the Finance Committee. These two committees were combined into one committee for efficiency and is referred to as the Executive Finance Committee (EFC).

B. Pursuant to Resolution No. 2019-012, the Board of Commissioners hereby establishes new, revised guidelines of the EFC as outlined in these Operating Procedures which shall supersede any prior procedures.

### 2. Authority Level.

~~The EFC has been delegated the authority by the Board to approve contracts for goods and services and change orders up to \$1 million (pursuant to Resolutions No. 2008-018 and 2018-006) and all contracts for Pierce Transit to acquire or use property of others or to allow the use of Pierce Transit property by others which exceed the CEO's award authority up to a maximum amount of \$1 million.~~

Pursuant to Resolution No. 2020-008 approved by the Board of Commissioners on February 10, 2020, the Executive Finance Committee has been delegated the following authority:

The board's delegated committees are hereby authorized to approve all contracts proposed for award and all contracts for Pierce Transit to acquire or use property of others or to allow the use of Pierce Transit property by others which exceed the chief executive officer's award authority up to a maximum amount of one million dollars or as otherwise required by law. Such approval shall be by motion based on written facts provided by the chief executive officer.

#### Change Order Administration

**Construction contracts (public works) and capital equipment purchases:** The chief executive officer may execute change orders in any amount, up to his/her purchasing authority, so long as the cumulative change order amount does not exceed the approved project contingency. Change orders exceeding \$200,000 and up to \$1,000,000 may be approved by the board's delegated committees. Change orders exceeding \$1,000,000 must be approved by the board. The board delegated committees may approve capital project budget amendments up to \$500,000, but no more than twice during the course of a capital project.

**Professional services contracts:** The chief executive officer may execute change orders in any amount, so long as the cumulative change order amount plus the total Board-approved contract amount does not

exceed his/her purchasing authority. Change orders exceeding \$200,000 and up to \$1,000,000 may be approved by the board's delegated committees. Change orders exceeding \$1,000,000 and any change order requiring a budget amendment must be approved by the board.

### **Role and Duties.**

The EFC generally facilitates and oversees matters relating to Board governance; Agency financial and administrative policy formation and revision; financial matters such as budget, audit, investments, and reserves; and provides more detailed financial oversight of the Agency. All items considered by the EFC are subject to Board approval except for those matters that the Board has specifically delegated authority to the EFC to decide, including contracting authority discussed herein. The Pierce Transit Board or other committees may also refer specific matters to the EFC for study, recommendation, and certain decisions as appropriate. Typical topics for consideration by the EFC include, but are not limited to:

- The Board's or committees' bylaws, governance structure, and/or Operating Procedures;
- Agency-wide policies;
- State and federal legislative priorities/government relations strategies;
- Proposed operating and capital budget;
- Financial Statements including any significant accounting or reporting issues or unusual transactions;
- Strategy for asset liability management and monitoring of investment and debt performance and risks;
- Risk management and insurance; i.e., accident and On-the-job injury statistics
- Quarterly financial reports which detail performance against capital and operating budgets.

### **3. Membership.**

A. The committee shall be comprised of (4) four voting members. The Chair of the Board shall be a member of this committee. Other than the Chair of the Board, whose membership on the EFC shall be a duty of the Chair, all other positions on the EFC are appointed by the Board Chair. The Board Chair shall attempt to appoint members who are representative of the Public Transportation Benefit Area (PTBA) as follows:

- i. One Commissioner representing Pierce County;
- ii. One Commissioner representing the largest city in the PTBA; and
- iv. One Commissioner representing another city or multiple cities within the PTBA.

In addition, the Board Chair shall appoint one (1) at large Alternate to this committee from the Board of Commissioners. The Alternate is expected to attend when another voting member is unable to do so and shall have all voting rights. The presence of the Alternate shall count towards the establishment of a quorum.

In the event a vacancy occurs, the Chair of the Board shall appoint a member to fill the committee vacancy at the next Regular Board meeting. Committee members shall serve at the pleasure of the Board Chair and may serve without re-appointment provided that their attendance is in good standing.

B. Three (3) members shall constitute a quorum. (*\*This provision shall supersede Paragraph 3.D Quorum for Committees or Subcommittees of Resolution No. 2008-026.*)

C. Committee members' terms shall coincide with their term on the Board.

D. The committee shall elect a chair and vice chair at the first meeting each year.

E. Non-committee members of the Board may attend committee meetings to listen and provide input but shall not be permitted to vote.

#### **4. Expectations/Attendance.**

A. Committee members are expected to attend each committee meeting prepared to engage in conversation and to make informed decisions based on the information provided to them.

B. Any committee member with two (2) or more unexcused absences within a 12-month period may be considered to not be in "good standing," and may be subject to removal from the committee by the Board Chair. As used herein, an absence is "unexcused" if the member does not advise the Chief Executive Officer and/or the Clerk of the Board of the member's inability to attend in advance of the meeting. As a courtesy, forty-eight (48) hours' notice to the Chief Executive Officer and/or the Clerk of the Board of the member's inability to attend is requested so as to allow sufficient time to arrange for the Alternate to attend.

C. Committee members who have determined that they can no longer serve on the committee, shall give a reasonable notice to the Board Chair, CEO, or Clerk of the Board, so the position can be fulfilled in a timely manner.

#### **5. Meetings.**

A. All meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30. Regular meetings will be held at 3:00 p.m. on the third Thursday every other month beginning in January at Pierce Transit located at 3701 96<sup>th</sup> St. SW, Lakewood, WA. All other meetings held outside of the regular schedule and location shall be deemed a "special meeting" and will be noticed and held in accordance with the Open Public Meetings Act, RCW 42.30.

B. The committee is authorized to conduct public meetings, hearings, or joint meetings and hearings with other public agencies for and on behalf of the Board in order to meet any

requirements of federal, state, or local laws and regulations and to enable the Agency to perform its statutory functions.

C. At the Chair's discretion, the committee shall recognize members of the public for the purpose of commenting on an agenda item at a meeting. In the event an agenda item has already been the subject of a public meeting or hearing at prior meetings of the Board or committee, the Chair may declare public input on the subject to be closed. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate merits of the issue or topic.

D. Any meeting held without the establishment of a quorum will not be considered a meeting. The meeting should be postponed to a certain time and adjourned. Members present can receive information but no binding decisions or final disposition on any matter shall occur.

E. Meetings will be conducted in accord with the most current version of Robert's Rules of Order, except when in conflict with these Operating Procedures. The provisions in these Operating Procedures shall be the prevailing rules of the committee and shall supersede any provisions adopted by previous resolutions.

## **6. Telephonic Participation.**

Attendance via speakerphone/teleconferencing/videoconference (or by other available technology that allows for live participation in a meeting) (all of which are referred to herein as "telephonic participation") should be the rare exception, not the rule. The telephonic participation by a committee member shall be limited to one member per meeting and shall count towards the establishment of a quorum, provided that there are at least two committee members physically present at the committee meeting. Members participating telephonically may vote. Board Members should notify the Clerk of the Board, or designee, 24 hours in advance of the need to telephonically participate.

## **7. Voting.**

A. All voting members in attendance, including the chairperson, at committee meetings may vote on matters brought before the committee. All votes taken shall be by voice vote unless a roll call vote is requested by the Chair or a member of the committee participating in the meeting.

B. A majority of the votes cast at a meeting at which a quorum is present is necessary for the Committee to act.

C. Motions drawing a tie vote shall be deemed lost.

D. Recommendation to the full Board should be in one of the following formats:

i. Refer Item No. FS xx-xxx to the full Board with recommendation of approval (or denial) and placement of the item on the consent agenda (or action agenda); or

ii. Refer Item No. FS xx-xxx to the full Board for consideration.

**8. Conduct.**

The Clerk of the Board, or designee, shall prepare written minutes of the committee's actions and decisions made. Statements, discussion and remarks of individual commissioners and commentators will not be noted in the official minutes.

**9. Compensation.**

By Resolution No. 90-147, EFC members who are eligible to receive compensation shall receive the maximum per diem as allowed by RCW 36.57A.050. Eligibility for compensation shall be determined as more fully set forth in Pierce Transit's Compensation Guidelines for Board of Commissioners.

**11. Amendment of Operating Procedures.**

Amendments to these Committee Operating Procedures may be made with a super majority of the members of the committee voting in the affirmative and further adoption by resolution of the Board of Commissioners. Any amendment to these Committee Operating Procedures shall go into effect after adoption by the full body.

**TITLE:** Housekeeping – Amending Section 2 of the Service Delivery and Capital Committee Operating Procedures so that Authority Levels of Board-Delegated Committees are Consistent with Each Other and the Pierce Transit Code

**DIVISION:** Executive

**SUBMITTED BY:** Deanne Jacobson, Clerk of the Board

**RELATED ACTION:**

Resolution No. 2019-013, A Resolution of the Board of Commissioners of Pierce Transit Establishing Operating Procedures for the Service Delivery and Capital Committee.

Resolution No. 2020-008, a Resolution Amending Chapter 3.13 of the Pierce Transit Code Setting the Same Authority Levels for Board-Delegated Committees.

**ATTACHMENTS:** Exhibit A, Amended Operating Procedures

**RELATION TO STRATEGIC PLAN:** N/A

**BUDGET INFORMATION:** N/A

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**BACKGROUND:**

On May 13, 2019, the Board approved Resolution No. 2019-012, establishing Operating Procedures and specific authority levels for the Executive Finance Committee (EFC) and the Board also approved Resolution No. 2019-013 establishing a new Service Delivery and Capital Committee (SDCC) and Operating Procedures and specific authority levels for this committee. Both committees' authority levels were delegated very similar authority levels with just minor differences in their respective authority levels.

Since the implementation of the SDCC in May 2019, staff has determined that the board's delegated committees could operate more efficiently and there would be more flexibility in conducting Agency business if the authority levels for the board-delegated committees were the same.

Furthermore, the Board of Commissioners approved Resolution No. 2020-008 on February 10, 2020, which authorized housekeeping amendments to Section 3.13.010 (D) - delegated authority, and Section 3.13.090 (A & B) – Change order administration that authorized the same authority levels to each of the board-delegated committees.

The action before the Board today simply makes the Operating Procedures for the Service Delivery and Capital Committee consistent with the Pierce Transit code changes that were approved by the Board of Commissioners on February 10, 2020.

**STAFF RECOMMENDATION:**

Approve the housekeeping amendments to the Service Delivery and Capital Committee Operating Procedures so that they are consistent with the Pierce Transit Code.

ALTERNATIVES:

Do not authorize the housekeeping amendments to the Service Delivery and Capital Committee Operating Procedures. This is not recommended because the Committee's authority levels would not be in alignment with the Pierce Transit code.

PROPOSED MOTION:

Move to: Approve Resolution No. 2020-013, authorizing the housekeeping amendments to the Operating Procedures of the Service Delivery and Capital Committee as presented in Exhibit A, adopting revised Operating Procedures of the Service Delivery and Capital Committee, and rescinding Resolution No. 2019-013.

**RESOLUTION NO. 2020-013**

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing Housekeeping Amendments to  
2 Section 2 of the Service Delivery and Capital Committee Operating Procedures so that the Authority Levels of  
3 Board-Delegated Committees are Consistent with Each Other and the Pierce Transit Code  
4

5 WHEREAS, the Board of Commissioners approved Resolution No. 2019-012 on May 13, 2019,  
6 establishing Operating Procedures and specific authority levels for the Executive Finance Committee (EFC); and

7 WHEREAS, on May 13, 2019, the Board of Commissioners also approved Resolution No. 2019-013  
8 creating a new board-delegated committee called the Service Delivery and Capital Committee (SDCC) and  
9 established Operating Procedures for said committee; and

10 WHEREAS, the board-delegated authority levels for both these committees were very similar with just  
11 minor differences in the respective authority levels; and

12 WHEREAS, since the implementation of the SDCC, staff has determined that the Agency would be able  
13 to conduct business more efficiently and with greater flexibility if the Board's delegated committees shared the  
14 same authority levels; and

15 WHEREAS, the Board of Commissioners approved Resolution No. 2020-008 on February 10, 2020,  
16 authorizing housekeeping amendments to Section 3.13-.10 (D) – delegated authority and Section 3.13.090  
17 (A&B) – Change order administration that authorized the same authority levels to the board-delegated  
18 committees; and

19 WHEREAS, the Agency desires to make the Operating Procedures for the Service Delivery and  
20 Committee consistent with the Pierce Transit code changes that were approved by the Board of Commissioners  
21 on February 10, 2020.

22 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

23 Section 1. The Board of Commissioners hereby authorizes housekeeping amendments to  
24 Section 2 – Authority Level, of the Service Delivery and Capital Committee Operating Procedures as  
25 presented in Exhibit A, attached hereto; and



## Service Delivery & Capital Committee (SDCC) Operating Procedures

### 1. Creation.

A. Pursuant to Pierce Transit Bylaws Section 2.24.030 and Resolution No. 1984-098, Committees of the Board may be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business. In addition, Resolution 2008-026 also updated its Rules and Operating Procedures for Board Committees

B. Pursuant to Resolution 2019-013, the Pierce Transit Board created the Service Delivery & Capital Committee ("SDCC") to give additional oversight and certain defined decision-making authority on operational matters, capital projects, service and safety quarterly reports, and fare reviews.

### 2. Authority Level.

~~Pursuant to Resolution 2019 \_\_\_\_\_, The SDCC committee has been delegated the authority by the Board to: approve contracts for goods and services in a value up to \$1,000,000; and approve capital project budget changes valued up to \$500,000, but no more than twice during the course of a capital project.~~

~~The board's delegated committees are hereby authorized to approve all contracts proposed for award and all contracts for Pierce Transit to acquire or use property of others or to allow the use of Pierce Transit property by others which exceed the chief executive officer's award authority up to a maximum amount of one million dollars or as otherwise required by law. Such approval shall be by motion based on written facts provided by the chief executive officer.~~

#### Change Order Administration

~~**Construction contracts (public works) and capital equipment purchases:** The chief executive officer may execute change orders in any amount, up to his/her purchasing authority, so long as the cumulative change order amount does not exceed the approved project contingency. Change orders exceeding \$200,000 and up to \$1,000,000 may be approved by the board's delegated committees. Change orders exceeding \$1,000,000 must be approved by the board. The board delegated committees may approve capital project budget amendments up to \$500,000, but no more than twice during the course of a capital project.~~

~~**Professional services contracts:** The chief executive officer may execute change orders in any amount, so long as the cumulative change order amount plus the total Board-approved contract amount does not exceed his/her purchasing authority. Change orders exceeding \$200,000 and up to \$1,000,000 may be approved by the board's delegated committees. Change orders~~

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exceeding \$1,000,000 and any change order requiring a budget amendment must be approved by the board.

### 3. Role and Duties.

The SDCC committee generally facilitates and oversees matters relating to operational matters, capital projects, service and safety quarterly reports, and fare reviews. The Pierce Transit Board or other committees may also refer specific matters to the SDCC for study, recommendation, and certain decision-making.

Typical topics for consideration by the SDCC include, but are not limited to:

- Activities and communications affecting the customer experience, on-time performance, safety;
- Six-Year Capital Plan;
- System enhancement and state of good repair projects consistent with the transit improvement plan;
- Oversight, strategic direction and recommendations to the Board regarding maintenance, fleet, and facility plans;
- Strategies for project development and delivery;
- Scope, schedule, budget, risks, construction and capital activities, external engagement for system expansion projects;
- Operational impacts on facilities, overall service delivery and maintenance;
- Oversight of all capital projects consistent with the transit improvement program; and/or
- Recommendations to other Committees and/or the Board on new and existing capital projects and related policies.

### 4. Membership.

- A. The committee shall be comprised of (4) four voting members and a non-voting member from the Community Transportation Advisory Group (CTAG). The Vice Chair of the Board shall be a member of this committee. Other than the Vice Chair of the Board, whose membership on the SDCC shall be a duty of the Vice Chair, all other positions on the SDCC are appointed by the Board Chair. The Board Chair shall attempt to appoint members who are representative of the Public Transportation Benefit Area (PTBA) as follows:
- i. One Commissioner representing Pierce County;
  - ii. One Commissioner representing the largest city in the PTBA;
  - iii. One Commissioner representing another city or multiple cities within the PTBA; and
  - iv. One representative of the Community Transportation Advisory Group, who shall not have a vote.

In addition, the Board Chair shall appoint one (1) at large Alternate to this committee from the Board of Commissioners. The Alternate is expected to attend when another voting member is unable to do so and shall have all voting rights. The presence of the Alternate shall count towards establishment of a quorum.

In the event a vacancy occurs, the Board Chair shall appoint a member to fill the committee vacancy at the next Regular Board meeting. Committee members shall serve at the pleasure of the Board Chair and may serve without re-appointment provided that their attendance is in good standing.

B. Three voting (3) members shall constitute a quorum. (*\*This provision shall supersede Paragraph 3.D Quorum for Committees or Subcommittees of Resolution No. 2008-026.*)

C. Committee members' terms shall coincide with their term on the Board.

D. The committee shall elect a Chair and Vice Chair at the first meeting each year.

E. Non-committee members of the Board may attend committee meetings to listen to discussion but shall not be permitted to vote.

**5. Expectations/Attendance.**

A. Committee members are expected to attend each committee meeting prepared to engage in conversation and to make informed decisions based on the information provided to them.

B. Any committee member with two (2) or more un-excused absences within a 12-month period may be considered to not be in "good standing," and may be subject to removal from the committee by the Board Chair. As used herein, an absence is "unexcused" if the member does not advise the Chief Executive Officer and/or the Clerk of the Board of the member's inability to attend in advance of the meeting. As a courtesy, forty-eight (48) hours' notice to the Chief Executive Officer and/or the Clerk of the Board of the member's inability to attend is requested so as to allow sufficient time to arrange for the Alternate to attend.

C. Committee members who have determined that they can no longer serve on the committee shall give a reasonable notice to the Board Chair, Chief Executive Officer and/or Clerk of the Board, so the position can be fulfilled in a timely manner.

**6. Meetings.**

A. All meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30. Regular meetings will be held at 3:00 p.m. on the third Thursday every other month beginning in February at the Pierce Transit Training Center, Rainier Room, located at 3720 96<sup>th</sup> St. SW, Lakewood, WA. All other meetings held outside of the regular schedule and location shall be

deemed a “special meeting” and will be noticed and held in accordance with the Open Public Meetings Act, RCW 42.30.

B. The committee is authorized to hold executive session meetings in accord with RCW 42.30.110, and may conduct public hearings or hold joint meetings and hearings with other public agencies for and on behalf of the Board in order to meet any requirements of federal, state, or local laws and regulations and to enable the Agency to perform its statutory functions.

C. At the Chair’s discretion, the committee shall recognize members of the public for the purpose of commenting on an agenda item at a meeting. In the event an agenda item has already been the subject of a public meeting or hearing at prior meetings of the Board or committee, the Chair may declare public input on the subject to be closed. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate merits of the issue or topic.

D. Any meeting held without the establishment of a quorum will not be considered a meeting. The meeting should be postponed to a certain time and adjourned. Members present can receive information but no binding decisions, motions, or final disposition on any matter shall occur.

E. Meetings will be conducted in accord with the most current version of Robert’s Rules of Order, except when in conflict with these Operating Procedures. The provisions in these Operating Procedures shall be the prevailing rules of the committee and shall supersede any provisions adopted by previous resolutions.

**Telephonic Participation.**

Attendance via speakerphone/teleconferencing/videoconference (or by other available technology that allows for live participation in a meeting)(all of which are referred to herein as “telephonic participation”) should be the rare exception, not the rule. The telephonic participation by a committee member shall be limited to one member per meeting and shall count towards the establishment of a quorum, provided that there are at least two committee members physically present at the committee meeting. Members participating telephonically may vote. Board Members should notify the Clerk of the Board, or designee, 24 hours in advance of the need to telephonically participate.

**7. Voting.**

A. All voting members in attendance, including the Chair, at committee meetings may vote on matters brought before the committee. All votes taken shall be by voice vote unless a roll call vote is requested by the Chair or a member of the committee participating in the meeting.

B. A majority of the votes cast at a meeting at which a quorum is present is necessary for the Committee to act.

C. Motions drawing a tie vote shall be deemed lost.

D. Recommendation to the full Board should be in one of the following formats:

- i. Refer Item No. FS xx-xxx to the full Board with recommendation of approval (or denial) and placement of the item on the consent agenda (or action agenda); or
- ii. Refer Item No. FS xx-xxx to the full Board for consideration and final decision.

**8. Conduct.**

The Clerk of the Board, or designee, shall prepare written minutes of the committee's actions and decisions made. Statements, discussion and remarks of individual commissioners and commentators will not be noted in the official minutes.

**9. Compensation.**

By Resolution No. 90-147, committee members who are eligible to receive compensation shall receive the maximum per diem as allowed by RCW 36.57A.050. Eligibility for compensation shall be determined as more fully set forth in Pierce Transit's Compensation Guidelines for Board of Commissioners.

**10. Amendment of Operating Procedures.**

Amendments to these Committee Operating Procedures may be made with a super majority of the voting members of the committee voting in the affirmative and further adoption by resolution of the Board of Commissioners. Any amendment to these Committee Operating Procedures shall go into effect after adoption by the full body.



# Action Agenda

TITLE: Authority to Purchase Five (5) Forty-Foot Low Floor Compressed Natural Gas (CNG) and Three (3) Electric Replacement Coaches from Gillig Corporation Pursuant to Commonwealth of Virginia Contract No. E194-75548 Heavy Duty Buses and E194-81688 Electric Buses

DIVISION: Maintenance

SUBMITTED BY: Adam Davis, Fleet Manager

RELATED ACTION:

N/A

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

**BUDGET INFORMATION**

Is it Budgeted?  Yes /  No

Project Name or Number: Bus Fleet Replacement 2020

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 2,763,903	\$5,706,639 Cost of the buses
Grant/Other Amounts	\$ 4, 655,760	\$1,309,534 Options and Contingency
Total Expenditure	\$ 7,419,663	<u>\$403,490 sales tax for the 5 CNG Buses (Electric buses are tax exempt)</u>
		\$7,419,663 Total Amount

**BACKGROUND:**

Pierce Transit seeks authority to purchase five (5) forty-foot low floor, CNG replacement coaches and three (3) forty-foot, electric coaches from Gillig Corporation pursuant to the Commonwealth of Virginia Contract No. E194-75548 Heavy Duty Buses and E194-81688 Electric Buses. Expected delivery in fourth quarter 2021 with anticipated in-service beginning second quarter of 2022. Funding includes a Washington State DOE grant in the amount of \$900,000 to help offset the additional cost of the electric buses.

The Agency budget for Bus Fleet Replacement 2020 includes funding for five (5) forty-foot, CNG replacement coaches and three (3) forty-foot, electric coaches. The buses being replaced are currently 15 to 16 years old with average mileage of 715,000. Replacement is consistent with Pierce Transit's Replacement Policy. These vehicles are becoming more unreliable and expensive to maintain.

STAFF RECOMMENDATION:

In accordance Pierce Transit Code Section 3.12.050, staff recommends purchasing the coaches competitively procured by Commonwealth of Virginia Contract No. E194-75548 Heavy Duty Buses and E194-81688 Electric Buses.

ALTERNATIVES:

Develop specifications and solicit bids through a Pierce Transit administered procurement process or wait an undetermined period until the Washington State DES contract dispute is resolved. Both options will require considerably more time that would risk losing grant funding approved for this project.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to purchase of Five (5) Forty-Foot Low Floor, CNG; and Three (3) Electric Replacement Coaches from Gillig Corporation Pursuant to Commonwealth of Virginia Contract No. E194-75548 Heavy Duty Buses and E194-81688 Electric Buses with a total not to exceed amount of \$7,419,663.