

Meeting Location: Teleconference
Phone: 253-215-8782
Meeting ID: 843 9647 6144

Virtual Meeting Participation:

Due to the COVID-19 Emergency, the July 13, 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. 843 9647 6144.

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 or mail to Deanne Jacobson, Pierce Transit, 3701 96th 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

Special Business

1. FS 2020-036, Directing staff to schedule a Special Board Meeting in July 2020 to bring a formal resolution to adopt a ballot proposition title to be submitted to the qualified electors of the Pierce County Public Transportation Benefit Area on November 3, 2020, to utilize an additional three-tenths of one percent (0.3%) Sales and Use Tax Ryan Wheaton
E.D. of Planning & Community Development

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, June 1, 2020 through June 30, 2020
2. Approval of Minutes, June 8, 2020 Board Meeting
3. 2020 First Quarter Contract and Sole Source Report and Contracts Over \$100,000
4. 2020 Second Quarter Contract and Sole Source Report and Contracts Over \$100,000
5. FS 2020-032, Authority to Execute an Interlocal Agreement with King County for Pilot Transit Pass Incentive Program Year 2 for Businesses and Non-Profit Organizations

Action Agenda

1. FS 2020-033, Authorization to Execute a Contract with Absher Construction for Construction of the New Fuel and Wash Stations, BRT Electric Charging Facility and Related Improvements for GMP Package 2
Brett Freshwaters
Executive Director of Finance
2. FS 2020-034, Authority to Implement a 10 Percent Service Reduction Plan due to COVID-19, Effective September 20, 2020 Due to Revenue Shortfalls Associated with the COVID-19 Pandemic
Presentation
Lindsey Sehmel
Principal Planner - Scheduling
3. FS 2020-035, Authority to Establish a New Classification and Compensation System for Non-Represented Employees and Amending Sections 1.0, 3.0, 4.0 and 7.0 of the Personnel Manual Relating to Classification Compensation
Amy Cleveland
Executive Director of Administration

Staff Updates/Discussion

1. CEO's Report
CEO Dreier

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: Direct staff to schedule a Special Board Meeting in July 2020 to bring a formal resolution to adopt a ballot proposition title to be submitted to the qualified electors of the Pierce County Public Transportation Benefit Area on November 3, 2020, to utilize an additional three-tenths of one percent (0.3%) Sales and Use Tax

DIVISION: Planning & Community Development

SUBMITTED BY: Ryan Wheaton, Executive Director of Planning and Community Development

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BACKGROUND:

March 5, 2020 the Board of Commissioners received a briefing in preparation for a possible ballot measure in November 2020 to increase funding for Pierce Transit. Since that time, COVID-19 has created a profound change in economics throughout the nation and the funding for Pierce Transit. Ridership declined, fixed route service was reduced, and employee furloughs and lay-offs have occurred. Pierce Transit is planning a 10% reduction in service levels to implement September 2020 with an anticipated revenue loss of up to \$47 million for budget year 2020.

In 2020 Pierce Transit took on the task of updating our Destination 2040 Long Range Plan. A lot has happened since the original Destination 2040 plan was adopted in 2016 including the introduction of Pierce Transit's new comprehensive fixed route network in March 2017, starting design on Pierce Transit's first bus rapid transit corridor, introducing the pilot Lyft first-and last- mile service, new technologies such as autonomous and driverless vehicles, and the passage of Sound Transit 3. These transformative changes were realized while Pierce County experienced a 7.5% growth in population from 2014 to 2018 and 15% of the regional growth in new jobs. Pierce County is expected to continue to grow dramatically, with an additional 364,000 people and 195,000 more jobs forecasted by 2050. Such sustained rapid growth results in increased traffic congestion and slower commutes both locally and regionally. All of this while Pierce Transit is operating below pre-recession service levels.

The Destination 2040 Long Range Plan Update identifies a need for Pierce Transit to create the capacity to carry more riders each year through the horizon year of 2040 and beyond. And capacity is only one element of meeting growing demand. Increasing, the expectation is that the local transit agency will create and provide and fully integrated access to mainline or regional transit services. The new services must be provided effectively, in keeping with Pierce Transit's riders' increasingly high expectations.

Over a four-month public engagement process, 2,242 unique users accessed our Long-Range Plan Update website, leaving nearly 350 comments. Additionally, 55 community leaders gave feedback at individual briefings on the Long-Range Plan Update. Data were synthesized to help guide the creation of service improvements aimed at transforming local transit to better meet the needs of today, and those expected demands in the future.

STAFF RECOMMENDATION:

Staff recommends the transformation of local transit service through the implementation of the Destination 2040 Long-Range Plan Update. Highlights of the improved local transit service include 735,000 annual service hours or a 47% increase in service hours:

Frequency:

- Mainline routes 15 minutes daytime/weekdays
- 6 most productive local routes 20 minutes daytime/weekday
- All routes increase frequency on weekends
- All routes have frequency of 30 minutes or less

Span:

- All local routes run until 10 pm on weekdays/Saturdays
- All local routes run until 8 pm on Sundays

New Routes:

- Route 2 Bus Rapid Transit (Downtown – TCC – Lakewood)
- Portland Ave. between Parkland & 72nd Street Transit Center
- North-South between Lakewood, University Place and Tacoma Ruston Way

Microtransit:

- Three Zones utilizing nine vehicles at 3,000 hours per vehicle per year

ALTERNATIVES:

1. Do not authorize the proposed ballot measure to be submitted to the qualified electors on November 3, 2020, in which case Pierce Transit will be constrained to providing the current level of service that it provides now and will not have the resources to increase and expand service as detailed above.
2. Direct staff to develop a different proposal to submit to the qualified electors on November 3, 2020.

PROPOSED MOTION:

Move to: Direct staff to schedule a Special Board Meeting in July 2020 to bring a formal resolution to adopt a ballot proposition title to be submitted to the qualified electors of the Pierce County Public Transportation Benefit Area on November 3, 2020, to utilize an additional three-tenths of one percent (0.3%) Sales and Use Tax.



Consent Agenda

PIERCE TRANSIT
Board Payments Over \$50,000
Payments From: Jun 1, 2020 to Jun 30, 2020
Cash and Investment Balance: \$103,008,443.72

Payment Numbers CK 00373907 through CK 00374097
 Wire Numbers EFT 00004523 through EFT 00004769
 Advance Travel Checks: 0
 Total \$4,707,985.35

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

Operating Fund

	Check	Vendor	Item/Service	Amount
CHK	00373942	PIERCE COUNTY BUDGET & FINANCE	Policing Svcs 05/20	301,909.00
EFT	00004533	CUMMINS INC	Misc Bus Inventory Parts	51,826.77
EFT	00004578	GREAT WEST RETIREMENT	PP 12 2020 Empower	62,304.44
EFT	00004579	ICMA RETIREMENT	PP 12 2020 ICMA	181,693.59
EFT	00004583	FIRST TRANSIT	First Transit Apr 20 Strm Wate	358,275.17
EFT	00004596	CUMMINS INC	Misc Bus Inventory Parts	79,296.28
EFT	00004649	ZONAR SYSTEMS INC	SVC Mob Shield/Parkway 06/20	11,572.47
EFT	00004652	GREAT WEST RETIREMENT	PP 13 2020 Empower	58,740.32
EFT	00004653	ICMA RETIREMENT	PP 13 2020 ICMA	176,477.26
EFT	00004661	ASSOCIATED PETROLEUM	B2 DYED DIESEL	67,273.48
EFT	00004729	COST MANAGEMENT SERVICES INC	CNG USAGE 05/20	63,633.54
EFT	00004732	FIRST TRANSIT	First Transit Svc May 2020	358,275.16
Payments for Fund 1 Total				1,771,277.48

Self Insurance Fund

	Check	Vendor	Item/Service	Amount
Payments for Fund 4 Total				0.00

Capital Fund

	Check	Vendor	Item/Service	Amount
CHK	00373932	KPFF CONSULTING ENGINEERS	A&E SVC SPAN TC 01/31/20	51,325.47
EFT	00004532	COMMONSTREET CONSULTING LLC	ACQUISITION SVC BRT 04/20	53,623.75
EFT	00004536	DKS ASSOCIATES	ENG SVC TSP 02/20	52,148.46
EFT	00004597	DCS TECHNOLOGIES, INC.	Equipment PASS CAWS AEB	244,400.00
EFT	00004605	HUITT-ZOLLARS INC.	DESIGN SVC BMP 04/25/20	392,617.83
EFT	00004649	ZONAR SYSTEMS INC	Tablets/Warranty/Activation	337,887.56
EFT	00004715	WA ST TRANSIT INSURANCE POOL	PROF SVC CAWS LUTIN 05/20	117,844.75
Payments for Fund 9 Total				1,249,847.82

Total Payments in Excess of \$50,000.00

3,021,125.30

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Pierce Transit
Payment Certification for Jun 30, 2020
Payments Jun 1, 2020 to Jun 30, 2020

Payment Numbers CK 00373907 through CK 00374097

Wire Numbers EFT 00004523 through EFT 00004769

Bank ID	Check Numbe	Check Date	Amount	Vendor Name
01	CHK	00373907	06/04/2020	262.32 AT&T
01	CHK	00373908	06/04/2020	26.00 AT&T
01	CHK	00373909	06/04/2020	80.08 AT&T
01	CHK	00373910	06/04/2020	1,500.00 ATU LOCAL 758 CORP
01	CHK	00373911	06/04/2020	37.50 CALIFORNIA STATE DISBURSEMENT
01	CHK	00373912	06/04/2020	1,191.30 CHAPTER 13 TRUSTEE
01	CHK	00373913	06/04/2020	4,038.66 CITY TREASURER - TPU
01	CHK	00373914	06/04/2020	88.93 CLF WAREHOUSE
01	CHK	00373915	06/04/2020	4,608.67 COLONIAL SUPPLEMENTAL LIFE
01	CHK	00373916	06/04/2020	240.18 COMCAST
01	CHK	00373917	06/04/2020	150.24 COMCAST
01	CHK	00373918	06/04/2020	52.51 COMM ON POLITICAL EDUCATION
01	CHK	00373919	06/04/2020	743.29 COPIERS NORTHWEST INC
01	CHK	00373920	06/04/2020	302.40 DAILY JOURNAL OF COMMERCE INC
01	CHK	00373921	06/04/2020	156.75 DAVID SHAFER
01	CHK	00373922	06/04/2020	874.00 ELEVATOR SUPPORT COMPANY LLC
01	CHK	00373923	06/04/2020	50.00 EMPLOYMENT SECURITY DEPA
01	CHK	00373924	06/04/2020	119.83 FRUITLAND MUTUAL WATER COMPANY
01	CHK	00373925	06/04/2020	908.25 GENES TOWING CORP
01	CHK	00373926	06/04/2020	301.49 GILCHRIST CHEVROLET
01	CHK	00373927	06/04/2020	37,268.62 GRANITE CONSTRUCTION COMPANY
01	CHK	00373928	06/04/2020	131.60 HARBOR FREIGHT TOOLS
01	CHK	00373929	06/04/2020	880.75 IAM & AW
01	CHK	00373930	06/04/2020	47.45 IDAHO CHILD SUPPORT RECEIPTING
01	CHK	00373931	06/04/2020	220.00 INTERNAL REVENUE SERVICE
01	CHK	00373932	06/04/2020	51,325.47 KPFF CONSULTING ENGINEERS
01	CHK	00373933	06/04/2020	678.77 LOWE'S COMPANIES INC
01	CHK	00373934	06/04/2020	16,366.82 MACHINISTS HEALTH &
01	CHK	00373935	06/04/2020	1,013.00 MICHAEL G MALAIER
01	CHK	00373936	06/04/2020	198.84 MISSISSIPPI DEPARTMENT OF HUMA
01	CHK	00373937	06/04/2020	167.50 MISSOURI FAMILY SUPPORT PAYMEN
01	CHK	00373938	06/04/2020	136.40 NH DEPT OF H & HS
01	CHK	00373939	06/04/2020	2,442.44 NORTHWEST IAM BENEFIT TRUST
01	CHK	00373940	06/04/2020	896.82 NYS CHILD SUPPORT PROCESSING
01	CHK	00373941	06/04/2020	142.61 OFFICE DEPOT CORP
01	CHK	00373942	06/04/2020	301,909.00 PIERCE COUNTY BUDGET & FINANCE
01	CHK	00373943	06/04/2020	134.98 PUGET SOUND ENERGY
01	CHK	00373944	06/04/2020	224.21 PURCELL TIRE & RUBBER COMPANY
01	CHK	00373945	06/04/2020	1,052.96 REX PEGG FABRICS INC
01	CHK	00373946	06/04/2020	171.17 SIX ROBBLEES INC
01	CHK	00373947	06/04/2020	373.36 SONITROL PACIFIC
01	CHK	00373948	06/04/2020	500.00 SOURCE PANEL
01	CHK	00373949	06/04/2020	4,945.50 SPORTWORKS NORTHWEST INC
01	CHK	00373950	06/04/2020	4,689.62 TACOMA MALL PARTNERSHIP
01	CHK	00373951	06/04/2020	92.40 TESCO TECHNOLOGIES INC
01	CHK	00373952	06/04/2020	293.35 TX CHILD SUPPORT SDU
01	CHK	00373953	06/04/2020	46.83 ULINE
01	CHK	00373954	06/04/2020	170.46 UNITED SITE SERVICES (Everson)
01	CHK	00373955	06/04/2020	791.17 UNITED WAY OF PIERCE COUNTY
01	CHK	00373956	06/04/2020	103.56 WALTER E NELSON CO.
01	CHK	00373957	06/04/2020	214.10 WURTH USA INC
01	CHK	00373958	06/11/2020	48.20 AT&T
01	CHK	00373959	06/11/2020	794.18 AT&T
01	CHK	00373960	06/11/2020	1,543.49 AT&T
01	CHK	00373961	06/11/2020	55.58 AUTOZONE
01	CHK	00373962	06/11/2020	61.12 CENTURY LINK
01	CHK	00373963	06/11/2020	73.09 CENTURY LINK
01	CHK	00373964	06/11/2020	617.62 CENTURY LINK
01	CHK	00373965	06/11/2020	486.70 CITY OF GIG HARBOR
01	CHK	00373966	06/11/2020	4,691.87 CITY TREASURER - TPU
01	CHK	00373967	06/11/2020	280.26 CLF WAREHOUSE
01	CHK	00373968	06/11/2020	567.75 CLINICAL REFERENCE LABORATORY
01	CHK	00373969	06/11/2020	395.59 COMCAST
01	CHK	00373970	06/11/2020	140.24 COMCAST

01	CHK	00373971	06/11/2020	155.18	COMCAST
01	CHK	00373972	06/11/2020	171.83	COMCAST
01	CHK	00373973	06/11/2020	150.18	COMCAST
01	CHK	00373974	06/11/2020	384.00	CONOR MCCARTHY
01	CHK	00373975	06/11/2020	72.93	GROWN CREATIVE MARKETING
01	CHK	00373976	06/11/2020	170.40	DAILY JOURNAL OF COMMERCE INC
01	CHK	00373977	06/11/2020	975.58	DM RECYCLING CO INC
01	CHK	00373978	06/11/2020	128.00	DONALD L ANDERSON
01	CHK	00373979	06/11/2020	683.80	FENCE SPECIALISTS INC
01	CHK	00373980	06/11/2020	1,221.70	FOOTPRINT PROMOTIONS INC.
01	CHK	00373981	06/11/2020	50.00	FORMFOX, INC.
01	CHK	00373982	06/11/2020	1,849.37	GENES TOWING CORP
01	CHK	00373983	06/11/2020	370.16	GILCHRIST CHEVROLET
01	CHK	00373984	06/11/2020	6,017.01	HAROLD LEMAY ENTERPRISES
01	CHK	00373985	06/11/2020	798.05	HAUGEN GRAPHICS
01	CHK	00373986	06/11/2020	2,124.53	HOME DEPOT CREDIT SERVICES
01	CHK	00373987	06/11/2020	13,088.38	HULTZ BHU ENGINEERS INC.
01	CHK	00373988	06/11/2020	1,072.00	IPKEYS TECHNOLOGIES LLC
01	CHK	00373989	06/11/2020	29.10	JIALIN LIU
01	CHK	00373990	06/11/2020	256.00	KENT KEEL
01	CHK	00373991	06/11/2020	3,591.67	KING COUNTY FINANCE
01	CHK	00373992	06/11/2020	391.89	LAKEVIEW LIGHT & POWER CO
01	CHK	00373993	06/11/2020	204.10	LEMAY MOBILE SHREDDING
01	CHK	00373994	06/11/2020	680.29	LEVEL 3 (CENTURY LINK)
01	CHK	00373995	06/11/2020	4,629.95	LEVEL 3 (CENTURY LINK)
01	CHK	00373996	06/11/2020	3,291.49	LEVEL 3 (CENTURY LINK)
01	CHK	00373997	06/11/2020	937.50	MAYES TESTING ENGINEERS INC
01	CHK	00373998	06/11/2020	2,386.00	MULTICARE HEALTH SYSTEM
01	CHK	00373999	06/11/2020	92.27	OFFICE DEPOT CORP
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01	CHK	00374002	06/11/2020	5,401.43	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00374003	06/11/2020	156.97	PURCELL TIRE & RUBBER COMPANY
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01	CHK	00374005	06/11/2020	103.25	RUSSELL LOWE
01	CHK	00374006	06/11/2020	3,250.00	SIMON AND COMPANY INC
01	CHK	00374007	06/11/2020	3,037.72	SMITH FIRE SYSTEMS INC
01	CHK	00374008	06/11/2020	460.04	SNIDER ENERGY
01	CHK	00374009	06/11/2020	2,083.34	SOUTH SOUND TOGETHER
01	CHK	00374010	06/11/2020	4,767.35	SPORTWORKS NORTHWEST INC
01	CHK	00374011	06/11/2020	211.01	SQUAD ROOM EMBLEM
01	CHK	00374012	06/11/2020	6,948.94	SM STEMPER ARCHITECTS PLLC
01	CHK	00374013	06/11/2020	97.31	TACOMA DAILY INDEX
01	CHK	00374014	06/11/2020	115.71	TERMINIX COMMERCIAL
01	CHK	00374015	06/11/2020	115.71	TERMINIX COMMERCIAL
01	CHK	00374016	06/11/2020	166.07	TESSCO TECHNOLOGIES INC
01	CHK	00374017	06/11/2020	106.44	THE TRUCK SHOP
01	CHK	00374018	06/11/2020	1,112.66	UNITED SITE SERVICES (Everson)
01	CHK	00374019	06/11/2020	556.93	WALTER E NELSON CO.
01	CHK	00374020	06/18/2020	2,186.02	AMERICAN AIR FILTER
01	CHK	00374021	06/18/2020	69.30	AT&T
01	CHK	00374022	06/18/2020	28.55	AT&T
01	CHK	00374023	06/18/2020	45,608.55	ATU LOCAL 758 CORP
01	CHK	00374024	06/18/2020	52.40	AUTOZONE
01	CHK	00374025	06/18/2020	37.50	CALIFORNIA STATE DISBURSEMENT
01	CHK	00374026	06/18/2020	7,429.34	CENTURY LINK
01	CHK	00374027	06/18/2020	1,191.30	CHAPTER 13 TRUSTEE
01	CHK	00374028	06/18/2020	21,803.08	CITY OF FEDERAL WAY
01	CHK	00374029	06/18/2020	2,964.92	CITY TREASURER - TPU
01	CHK	00374030	06/18/2020	217.50	CITY TREASURER - TPU
01	CHK	00374031	06/18/2020	17.47	CLF WAREHOUSE
01	CHK	00374032	06/18/2020	150.18	COMCAST
01	CHK	00374033	06/18/2020	51.76	GRESCENT MOON GIFTS
01	CHK	00374034	06/18/2020	368.58	CURBELL PLASTICS INC
01	CHK	00374035	06/18/2020	215.55	DATA SECURITY CORP
01	CHK	00374036	06/18/2020	327.79	DEGREES OF CHANGE
01	CHK	00374037	06/18/2020	94.01	DISH
01	CHK	00374038	06/18/2020	1,500.00	DOWNTOWN ON THE GO
01	CHK	00374039	06/18/2020	50.00	EMPLOYMENT SECURITY DEPA
01	CHK	00374040	06/18/2020	941.14	GENES TOWING CORP
01	CHK	00374041	06/18/2020	124.23	GILCHRIST CHEVROLET
01	CHK	00374042	06/18/2020	1,617.50	IBI GROUP A CALIFORNIA PARTNER
01	CHK	00374043	06/18/2020	47.45	IDAHO CHILD SUPPORT RECEIPTING
01	CHK	00374044	06/18/2020	220.00	INTERNAL REVENUE SERVICE
01	CHK	00374045	06/18/2020	36.32	JIALIN LIU

01	CHK	00374046	06/18/2020	62.04 KEVIN FOSTER
01	CHK	00374047	06/18/2020	39,080.02 LAKEVIEW LIGHT & POWER CO
01	CHK	00374048	06/18/2020	2,812.37 LAKEWOOD WATER DISTRICT
01	CHK	00374049	06/18/2020	73.00 LEE RANDAL WEBB II
01	CHK	00374050	06/18/2020	1,013.00 MICHAEL G MALAIER
01	CHK	00374051	06/18/2020	198.84 MISSISSIPPI DEPARTMENT OF HUMA
01	CHK	00374052	06/18/2020	167.50 MISSOURI FAMILY SUPPORT PAYMEN
01	CHK	00374053	06/18/2020	136.40 NH DEPT OF H & HS
01	CHK	00374054	06/18/2020	896.82 NYS CHILD SUPPORT PROCESSING
01	CHK	00374055	06/18/2020	510.38 PACIFIC TORQUE
01	CHK	00374056	06/18/2020	179.33 PENINSULA LIGHT
01	CHK	00374057	06/18/2020	35.61 PUGET SOUND ENERGY
01	CHK	00374058	06/18/2020	104.69 REX PEGG FABRICS INC
01	CHK	00374059	06/18/2020	4,288.60 SNIDER ENERGY
01	CHK	00374060	06/18/2020	66.93 TACOMA DAILY INDEX
01	CHK	00374061	06/18/2020	72.53 TEEPLE PRODUCTIONS LLC
01	CHK	00374062	06/18/2020	293.35 TX CHILD SUPPORT SDU
01	CHK	00374063	06/18/2020	1,112.05 UNITED SITE SERVICES (Everson)
01	CHK	00374064	06/18/2020	781.17 UNITED WAY OF PIERCE COUNTY
01	CHK	00374065	06/18/2020	1,118.24 WALTER E NELSON CO.
01	CHK	00374066	06/25/2020	8.87 AUTO PLUS PARTS
01	CHK	00374067	06/25/2020	130.48 BUNCE RENTALS INC
01	CHK	00374068	06/25/2020	6,330.24 CINTAS CORPORATION
01	CHK	00374069	06/25/2020	1,781.16 CITY TREASURER - TPU
01	CHK	00374070	06/25/2020	152.46 CLF WAREHOUSE
01	CHK	00374071	06/25/2020	150.24 COMCAST
01	CHK	00374072	06/25/2020	150.18 COMCAST
01	CHK	00374073	06/25/2020	1,747.41 CUDA WASHINGTON
01	CHK	00374074	06/25/2020	128.00 DONALD L ANDERSON
01	CHK	00374075	06/25/2020	186.00 DYNAMIC COLLECTORS INC
01	CHK	00374076	06/25/2020	62.00 EARL GARNETT
01	CHK	00374077	06/25/2020	385.01 GENES TOWING CORP
01	CHK	00374078	06/25/2020	1,281.53 GILCHRIST CHEVROLET
01	CHK	00374079	06/25/2020	60.25 JAMES PARSLY
01	CHK	00374080	06/25/2020	5,530.14 JOHNSON CONTROLS
01	CHK	00374081	06/25/2020	128.00 KENT KEEL
01	CHK	00374082	06/25/2020	60.31 KEVIN FOSTER
01	CHK	00374083	06/25/2020	465.69 MERCHANT DU VIN
01	CHK	00374084	06/25/2020	129.27 O'REILLY AUTO PARTS
01	CHK	00374085	06/25/2020	587.24 PACIFIC TORQUE
01	CHK	00374086	06/25/2020	267.60 PARKLAND LIGHT & WATER CO
01	CHK	00374087	06/25/2020	454.17 PENINSULA LIGHT
01	CHK	00374088	06/25/2020	359.45 PUGET SOUND ENERGY
01	CHK	00374089	06/25/2020	190.54 PURCELL TIRE & RUBBER COMPANY
01	CHK	00374090	06/25/2020	1,627.26 REFRIGERATION SUPPLY DIST
01	CHK	00374091	06/25/2020	1,166.31 REX PEGG FABRICS INC
01	CHK	00374092	06/25/2020	9,378.65 SNIDER ENERGY
01	CHK	00374093	06/25/2020	420.00 T-MOBILE USA, INC
01	CHK	00374094	06/25/2020	12,634.79 VERIZON WIRELESS
01	CHK	00374095	06/25/2020	2,300.92 VERIZON WIRELESS
01	CHK	00374096	06/25/2020	7,511.08 VERIZON WIRELESS
01	CHK	00374097	06/25/2020	28,771.39 VOYAGER FLEET SYSTEMS INC
01	EFT	00004523	06/04/2020	805.50 A & E IMAGING
01	EFT	00004524	06/04/2020	68.10 AMB TOOLS & EQUIPMENT
01	EFT	00004525	06/04/2020	36,449.82 ASSOCIATED PETROLEUM
01	EFT	00004526	06/04/2020	2,369.44 BATTERY SYSTEMS
01	EFT	00004527	06/04/2020	28,387.69 BRIDGESTONE AMERICA
01	EFT	00004528	06/04/2020	2,439.11 CHEVRON PRODUCTS CO.
01	EFT	00004529	06/04/2020	159.44 CINTAS FIRE PROTECTION
01	EFT	00004530	06/04/2020	2,360.66 CLEVER DEVICES
01	EFT	00004531	06/04/2020	972.15 COMMERCIAL BRAKE & CLUTCH
01	EFT	00004532	06/04/2020	53,623.75 COMMONSTREET CONSULTING LLC
01	EFT	00004533	06/04/2020	51,826.77 CUMMINS INC
01	EFT	00004534	06/04/2020	250.00 CYBERSOURCE CORP.
01	EFT	00004535	06/04/2020	99.38 DAVE DAVIS
01	EFT	00004536	06/04/2020	52,148.46 DKS ASSOCIATES
01	EFT	00004537	06/04/2020	331.52 DRIVELINES NW INC
01	EFT	00004538	06/04/2020	148.00 DRUG FREE BUSINESS
01	EFT	00004539	06/04/2020	1,512.67 ELTEC SYSTEMS LLC
01	EFT	00004540	06/04/2020	24,646.98 ENVIROISSUES
01	EFT	00004541	06/04/2020	2,166.72 GTT COMMUNICATIONS
01	EFT	00004542	06/04/2020	35,844.70 GILLIG LLC
01	EFT	00004543	06/04/2020	9,292.52 GRAINGER
01	EFT	00004544	06/04/2020	26,459.96 GREAT FLOORS COMMERCIAL SALES
01	EFT	00004545	06/04/2020	1,089.06 HERITAGE-CRYSTAL CLEAN LLC

01	EFT	00004546	06/04/2020	14,203.08	JENCO DEVELOPMENT
01	EFT	00004547	06/04/2020	387.87	KORUM FORD
01	EFT	00004548	06/04/2020	800.00	LAKEWOOD CHAMBER OF COMMERCE
01	EFT	00004549	06/04/2020	2,110.08	LARSEN SIGN COMPANY
01	EFT	00004550	06/04/2020	4,601.81	LUMINATOR MASS TRANSIT LLC
01	EFT	00004551	06/04/2020	122.10	MALLORY SAFETY & SUPPLY LLC
01	EFT	00004552	06/04/2020	55.65	MCGUIRE BEARING CO
01	EFT	00004553	06/04/2020	2,306.99	MERITOR INC
01	EFT	00004554	06/04/2020	856.98	MOHAWK MFG & SUPPLY
01	EFT	00004555	06/04/2020	100.32	MOOD MEDIA
01	EFT	00004556	06/04/2020	10,715.25	NORTHWEST PLASTICS, INC
01	EFT	00004557	06/04/2020	521.70	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00004558	06/04/2020	587.38	PACIFIC POWER PRODUCTS
01	EFT	00004559	06/04/2020	18.51	PACIFIC WELDING SUPPLY INC
01	EFT	00004560	06/04/2020	34,477.35	PARAMETRIX ENGINEERING
01	EFT	00004561	06/04/2020	484.02	PLATT ELECTRIC SUPPLY
01	EFT	00004562	06/04/2020	2,826.10	R E AUTO ELECTRIC
01	EFT	00004563	06/04/2020	278.95	RED WING SHOE STORE
01	EFT	00004564	06/04/2020	5,453.64	SCHETKY NORTHWEST SALES INC
01	EFT	00004565	06/04/2020	191.07	SOUTH TACOMA GLASS
01	EFT	00004566	06/04/2020	332.17	STANDARD PARTS CORP
01	EFT	00004567	06/04/2020	214.51	STAPLES
01	EFT	00004568	06/04/2020	146.34	TACOMA DODGE CHRYSLER JEEP
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01	EFT	00004570	06/04/2020	6,634.12	TECHNICAL SECURITY INTEGRATION
01	EFT	00004571	06/04/2020	268.88	TERRYBERRY MANUFACTURING JEWEL
01	EFT	00004572	06/04/2020	29,224.71	THE AFTERMARKET PARTS CO LLC
01	EFT	00004573	06/04/2020	30.00	TINA GIVENS
01	EFT	00004574	06/04/2020	244.85	UNIFIRST CORPORATION
01	EFT	00004575	06/04/2020	1,402.32	WESMAR
01	EFT	00004576	06/04/2020	2,934.55	WESTERN FLUID COMPONENTS
01	EFT	00004577	06/04/2020	2,979.08	WESTERN PETERBILT
01	EFT	00004578	06/04/2020	62,304.44	GREAT WEST RETIREMENT
01	EFT	00004579	06/04/2020	181,693.59	ICMA RETIREMENT
01	EFT	00004580	06/04/2020	15,033.09	NAVIA BENEFIT SOLUTIONS
01	EFT	00004581	06/04/2020	6,977.87	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00004582	06/04/2020	7,312.29	WA ST CHILD SUPPORT REGISTRY
01	EFT	00004583	06/08/2020	358,275.17	FIRST TRANSIT
01	EFT	00004584	06/08/2020	21,986.89	GALLS LLC
01	EFT	00004585	06/11/2020	900.00	A CUSTOMER'S POINT OF VIEW
01	EFT	00004586	06/11/2020	80.58	AIRGAS-NOR PAC INC
01	EFT	00004587	06/11/2020	1,574.30	ALLSTREAM
01	EFT	00004588	06/11/2020	905.10	ANGI ENERGY SYSTEMS
01	EFT	00004589	06/11/2020	928.22	AXON ENTERPRISES INC
01	EFT	00004590	06/11/2020	227.63	BATTERY SYSTEMS
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01	EFT	00004593	06/11/2020	32,556.93	CDW GOVERNMENT INC
01	EFT	00004594	06/11/2020	1,049.32	COMMERCIAL BRAKE & CLUTCH
01	EFT	00004595	06/11/2020	47,881.25	COMMONSTREET CONSULTING LLC
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01	EFT	00004597	06/11/2020	244,400.00	DCS TECHNOLOGIES, INC.
01	EFT	00004598	06/11/2020	1,505.35	DIAMOND PARKING SERVICES LLC
01	EFT	00004599	06/11/2020	9.28	FEDERAL EXPRESS CORP
01	EFT	00004600	06/11/2020	149.06	FINISHMASTER, INC
01	EFT	00004601	06/11/2020	45,301.94	GILLIG LLC
01	EFT	00004602	06/11/2020	5,500.00	GORDON THOMAS HONEYWELL
01	EFT	00004603	06/11/2020	3,499.71	GRAINGER
01	EFT	00004604	06/11/2020	796.00	HOPTHRU INC
01	EFT	00004605	06/11/2020	392,617.83	HUITT-ZOLLARS INC.
01	EFT	00004606	06/11/2020	10.99	INTELLICORP RECORDS INC
01	EFT	00004607	06/11/2020	2,476.12	IWG TOWERS ASSETS I LLC
01	EFT	00004608	06/11/2020	28,571.38	K & L GATES
01	EFT	00004609	06/11/2020	1,692.26	KENT D.BRUCE COMPANY
01	EFT	00004610	06/11/2020	708.18	KORUM FORD
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01	EFT	00004617	06/11/2020	1,500.00	NAVIA BENEFIT SOLUTIONS
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01	EFT	00004620	06/11/2020	2,722.60	PACIFIC POWER PRODUCTS

01	EFT	00004621	06/11/2020	18.41 PACIFIC WELDING SUPPLY INC
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01	EFT	00004623	06/11/2020	215.23 PREVOST CAR (US), INC.
01	EFT	00004624	06/11/2020	26.00 PROTECTION 1
01	EFT	00004625	06/11/2020	3,208.81 QUADIEN FINANCE USA INC
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01	EFT	00004627	06/11/2020	6,089.40 RED WING SHOE STORE
01	EFT	00004628	06/11/2020	13.16 SCHETKY NORTHWEST SALES INC
01	EFT	00004629	06/11/2020	260.17 SEATTLE AUTOMOTIVE DIST.
01	EFT	00004630	06/11/2020	376.36 SOUTH TACOMA GLASS
01	EFT	00004631	06/11/2020	393.14 STANDARD PARTS CORP
01	EFT	00004632	06/11/2020	246.87 STAPLES
01	EFT	00004633	06/11/2020	8,012.50 SUPERION LLC
01	EFT	00004634	06/11/2020	1,211.82 TACOMA DODGE CHRYSLER JEEP
01	EFT	00004635	06/11/2020	674.75 TACOMA SCREW
01	EFT	00004636	06/11/2020	139.12 TECHNICAL SECURITY INTEGRATION
01	EFT	00004637	06/11/2020	329.94 TENNANT
01	EFT	00004638	06/11/2020	21,377.93 THE AFTERMARKET PARTS CO LLC
01	EFT	00004639	06/11/2020	38,014.90 JEANNETTE TWITTY
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01	EFT	00004641	06/11/2020	3,981.43 UNIFIRST CORPORATION
01	EFT	00004642	06/11/2020	230.75 REDDAWAY
01	EFT	00004643	06/11/2020	928.96 VEHICLE MAINTENANCE PROGRAM
01	EFT	00004644	06/11/2020	920.57 WAXIE SANITARY SUPPLY
01	EFT	00004645	06/11/2020	354.75 WESTERN FLUID COMPONENTS
01	EFT	00004646	06/11/2020	3,658.83 WESTERN PETERBILT
01	EFT	00004647	06/11/2020	1,833.76 WILLIAMS OIL FILTER
01	EFT	00004648	06/11/2020	5,019.15 XEROX FINANCIAL SERVICES
01	EFT	00004649	06/11/2020	349,460.03 ZONAR SYSTEMS INC
01	EFT	00004650	06/12/2020	25,131.94 US BANK CORPORATE PAYMENT SYST
01	EFT	00004651	06/18/2020	5,390.75 CSCHED
01	EFT	00004652	06/18/2020	58,740.32 GREAT WEST RETIREMENT
01	EFT	00004653	06/18/2020	176,477.26 ICMA RETIREMENT
01	EFT	00004654	06/18/2020	14,906.90 NAVIA BENEFIT SOLUTIONS
01	EFT	00004655	06/18/2020	7,028.13 TACOMA EMPLOYEES RETIREMENT SY
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01	EFT	00004657	06/18/2020	29,603.00 ACI CUSTODIAL INC
01	EFT	00004658	06/18/2020	595.18 ALLIED ELECTRONICS
01	EFT	00004659	06/18/2020	483.69 ALLSTREAM
01	EFT	00004660	06/18/2020	11,848.32 ADCi
01	EFT	00004661	06/18/2020	67,273.48 ASSOCIATED PETROLEUM
01	EFT	00004662	06/18/2020	13,421.69 ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00004663	06/18/2020	1,668.59 AWC EMPLOYEE BENEFIT TRUST
01	EFT	00004664	06/18/2020	1,887.93 BATTERY SYSTEMS
01	EFT	00004665	06/18/2020	368.38 ATLAS SUPPLY INC
01	EFT	00004666	06/18/2020	138.01 PIERCE COUNTY CENTER FOR DISPU
01	EFT	00004667	06/18/2020	807.39 CINTAS FIRE PROTECTION
01	EFT	00004668	06/18/2020	2,291.66 CONNECTIQ LABS INC
01	EFT	00004669	06/18/2020	35,094.86 CUMMINS INC
01	EFT	00004670	06/18/2020	4,005.20 FINISHMASTER, INC
01	EFT	00004671	06/18/2020	2,935.55 FLEXIBLE LIFELINE SYSTEMS INC
01	EFT	00004672	06/18/2020	10,524.02 FLUKE NETWORKS
01	EFT	00004673	06/18/2020	20,309.90 GILLIG LLC
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01	EFT	00004675	06/18/2020	241.46 GROENEVELD LUBRICATION SOLUTIO
01	EFT	00004676	06/18/2020	941.89 HERITAGE-CRYSTAL CLEAN LLC
01	EFT	00004677	06/18/2020	4,720.00 HIGH LINE SOFTWARE INC
01	EFT	00004678	06/18/2020	980.00 J. PEREZ ASSOCIATES, INC
01	EFT	00004679	06/18/2020	237.67 KORUM FORD
01	EFT	00004680	06/18/2020	1,408.58 LARSCO INC
01	EFT	00004681	06/18/2020	1,275.08 MOHAWK MFG & SUPPLY
01	EFT	00004682	06/18/2020	1,538.05 MULTI-CRAFT PLASTICS
01	EFT	00004683	06/18/2020	188.91 MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00004684	06/18/2020	130.21 NEOPART TRANSIT LLC
01	EFT	00004685	06/18/2020	6,594.00 NORTHWEST PLASTICS, INC
01	EFT	00004686	06/18/2020	229.92 OUTFITTER SATELLITE INC
01	EFT	00004687	06/18/2020	5,740.84 PACIFIC POWER PRODUCTS
01	EFT	00004688	06/18/2020	4,100.00 STEVAN GORCESTER
01	EFT	00004689	06/18/2020	1,249.79 PRINT NW
01	EFT	00004690	06/18/2020	300.00 PUBLIC SAFETY SELECTION, PC
01	EFT	00004691	06/18/2020	1,922.31 QUALITY PRESS
01	EFT	00004692	06/18/2020	3,871.36 R E AUTO ELECTRIC
01	EFT	00004693	06/18/2020	233.40 SAMBA HOLDINGS INC
01	EFT	00004694	06/18/2020	449.87 SCHETKY NORTHWEST SALES INC
01	EFT	00004695	06/18/2020	22.41 SEATTLE AUTOMOTIVE DIST.

01	EFT	00004696	06/18/2020	649.00	SITECRAFTING INC.
01	EFT	00004697	06/18/2020	600.00	MARK W MEROD
01	EFT	00004698	06/18/2020	891.32	SOUTH TACOMA GLASS
01	EFT	00004699	06/18/2020	206.25	STANDARD PARTS CORP
01	EFT	00004700	06/18/2020	138.08	STAPLES
01	EFT	00004701	06/18/2020	86.50	STERICYCLE
01	EFT	00004702	06/18/2020	4,690.77	TACOMA COMMUNITY COLLEGE
01	EFT	00004703	06/18/2020	418.37	TACOMA DODGE CHRYSLER JEEP
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01	EFT	00004705	06/18/2020	130.62	TACOMA TROPHY
01	EFT	00004706	06/18/2020	1,566.09	TECHNICAL SECURITY INTEGRATION
01	EFT	00004707	06/18/2020	129.75	TESSCO TECHNOLOGIES INC
01	EFT	00004708	06/18/2020	22,466.52	THE AFTERMARKET PARTS CO LLC
01	EFT	00004709	06/18/2020	339.59	THOMSON REUTERS-WEST
01	EFT	00004710	06/18/2020	3,948.59	UNIFIRST CORPORATION
01	EFT	00004711	06/18/2020	2,045.06	VEHICLE MAINTENANCE PROGRAM
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01	EFT	00004713	06/18/2020	7,966.50	WA ST AUDITOR
01	EFT	00004714	06/18/2020	34.79	WA ST DEPT OF REVENUE
01	EFT	00004715	06/18/2020	117,844.75	WA ST TRANSIT INSURANCE POOL
01	EFT	00004716	06/18/2020	366.33	WESTERN FLUID COMPONENTS
01	EFT	00004717	06/18/2020	4,933.23	WESTERN PETERBILT
01	EFT	00004718	06/23/2020	33,917.49	WA ST DEPT OF REVENUE
01	EFT	00004719	06/25/2020	1,761.56	A & E IMAGING
01	EFT	00004720	06/25/2020	21,691.81	ABSHER CONSTRUCTION COMPANY
01	EFT	00004721	06/25/2020	365.09	AIRGAS-NOR PAC INC
01	EFT	00004722	06/25/2020	1,704.00	ALLIANT INSURANCE SERVICES
01	EFT	00004723	06/25/2020	126.95	AMB TOOLS & EQUIPMENT
01	EFT	00004724	06/25/2020	1,632.02	AMERISAFE INC.
01	EFT	00004725	06/25/2020	11,544.89	ASSOCIATED PETROLEUM
01	EFT	00004726	06/25/2020	2,562.85	BATTERY SYSTEMS
01	EFT	00004727	06/25/2020	174.61	CINTAS FIRE PROTECTION
01	EFT	00004728	06/25/2020	1,399.03	COMMERCIAL BRAKE & CLUTCH
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01	EFT	00004730	06/25/2020	44,675.97	CUMMINS INC
01	EFT	00004731	06/25/2020	574.54	FINISHMASTER, INC
01	EFT	00004732	06/25/2020	358,275.16	FIRST TRANSIT
01	EFT	00004733	06/25/2020	676.25	GARDA CL NORTHWEST INC
01	EFT	00004734	06/25/2020	14,308.68	GILLIG LLC
01	EFT	00004735	06/25/2020	140.32	GRAINGER
01	EFT	00004736	06/25/2020	767.11	GRATING PACIFIC LLC
01	EFT	00004737	06/25/2020	1,360.12	GUARDIAN SECURITY GROUP INC
01	EFT	00004738	06/25/2020	122.17	KORUM FORD
01	EFT	00004739	06/25/2020	43.50	LARSCO INC
01	EFT	00004740	06/25/2020	439.60	LARSEN SIGN COMPANY
01	EFT	00004741	06/25/2020	1,063.96	MALLORY SAFETY & SUPPLY LLC
01	EFT	00004742	06/25/2020	1,635.00	MAYES TESTING ENGINEERS INC
01	EFT	00004743	06/25/2020	781.64	MOHAWK MFG & SUPPLY
01	EFT	00004744	06/25/2020	4,616.00	MOSS ADAMS LLP
01	EFT	00004745	06/25/2020	256.00	NANCY HENDERSON
01	EFT	00004746	06/25/2020	4,945.50	NORTHWEST PLASTICS, INC
01	EFT	00004747	06/25/2020	1,886.31	OPEN SQUARE
01	EFT	00004748	06/25/2020	6,909.85	PACIFIC POWER PRODUCTS
01	EFT	00004749	06/25/2020	9,178.91	PARAMETRIX ENGINEERING
01	EFT	00004750	06/25/2020	563.92	PRINT NW
01	EFT	00004751	06/25/2020	12,103.61	R E AUTO ELECTRIC
01	EFT	00004752	06/25/2020	715.94	SCHETKY NORTHWEST SALES INC
01	EFT	00004753	06/25/2020	365.41	SEATTLE AUTOMOTIVE DIST.
01	EFT	00004754	06/25/2020	788.19	SOUTH TACOMA GLASS
01	EFT	00004755	06/25/2020	1,418.24	STANDARD PARTS CORP
01	EFT	00004756	06/25/2020	99.31	STAPLES
01	EFT	00004757	06/25/2020	1,754.00	SUMMIT LAW GROUP PLLC
01	EFT	00004758	06/25/2020	2,919.17	TACOMA DODGE CHRYSLER JEEP
01	EFT	00004759	06/25/2020	276.88	TACOMA SCREW
01	EFT	00004760	06/25/2020	35.17	TACOMA TROPHY
01	EFT	00004761	06/25/2020	15,332.61	TECHNICAL SECURITY INTEGRATION
01	EFT	00004762	06/25/2020	227.65	TERRYBERRY MANUFACTURING JEWEL
01	EFT	00004763	06/25/2020	13,727.18	THE AFTERMARKET PARTS CO LLC
01	EFT	00004764	06/25/2020	4,782.27	UNIFIRST CORPORATION
01	EFT	00004765	06/25/2020	39.03	WESTERN FLUID COMPONENTS
01	EFT	00004766	06/25/2020	5,694.07	WESTERN PETERBILT
01	EFT	00004767	06/25/2020	6.37	WILLIAMS OIL FILTER
01	EFT	00004768	06/25/2020	13,163.39	WSP USA, INC.
01	EFT	00004769	06/25/2020	17,503.30	ZONAR SYSTEMS INC

Total Payments

\$4,707,985.35

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

June 8, 2020

CALL TO ORDER

Chair Woodards called the virtual Regular Board meeting to order at 4:06 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.

SPECIAL BUSINESS

1. FS 2020-027, 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

Community Development Administrator Penny Grellier presented on the item. She reported on the resources each respective organization provides to the community. She noted that many of the entities have indicated that the care-a-van resources play a crucial role in the services they provide during the COVID-19 pandemic.

Commissioners Campbell and Henderson **moved** and seconded 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.

Motion **carried**, 8.0.

2. Appointment of Community Transportation Advisory Group (CTAG) Member Don Green to the Service Delivery and Capital Committee

Chair Woodards appointed CTAG member Don Green to the Service Delivery and Capital Committee. She noted that Mr. Green has served on the CTAG committee since 2018, and he is filling the position that was recently held by Aaron Dumas who recently relocated outside of Pierce County. She reported on Mr. Green's background and experience, noting that it is rich in community involvement and service to our country.

On behalf of the Board of Commissioners, Chair Woodards welcomed Mr. Green to the Service Delivery and Capital Committee.

3. Chair and Vice Chair Elections – Leadership role effective July 2020

Chair Woodards cited the Agency's code provisions relating to the election of the chair and vice chair of the Board and conducted the procedural process for the election of these leadership positions.

Chair Election

Commissioner Campbell nominated Commissioner Woodards to serve as Chair. There were no other nominations received.

Commissioners Keel and Anderson **moved** and second to close nominations.

Motion **carried**, 8-0, and Commissioner Woodards was elected Chair for a second term.

Vice Chair Election

Chair Woodards nominated Commissioner Campbell to serve as Vice Chair. There were no other nominations received.

Commissioners Eiding and Dammeier **moved** and seconded to close nominations.

Motion **carried**, 8-0, and Commissioner Campbell was elected Vice Chair for a second term.

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 Henderson **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 8-0.

1. Approval of Vouchers, May 1, 2020 to May 31, 2020
 Operating Fund #10
 Self-Insurance Fund #40
 Capital Fund #90
 Payment Nos. 373708 through 373906
 Wire Nos. 4297 through 4522
 No Advance Travel Checks
 Total \$5,488,498.22
2. Minutes: May 11, 2020 regular Board meeting
3. Ratified the following contract(s) relating to janitorial services needed during the COVID-19 pandemic:

Contract No.	Vendor	Purpose	Expenditure Amount
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

4. FS 2020-028, approved 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.
5. FS 2020-029, approved 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.

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**

Executive Director of Maintenance and Facilities Frank Castro presented on the item. He reported on the costs of the coaches and noted that delivery of the coaches is expected during the fourth quarter of 2021, with service implementation expected during the second quarter of 2022.

Commissioner Anderson inquired about the cost differentiation between electric coaches and CNG Coaches pre and post grant and noted he would be interested in seeing a lifecycle cost analysis.

Commissioner Dammeier noted that acquisition costs may not be the only significant question to consider with maintenance costs of electric buses anticipated to be much less than maintenance costs of CNG coaches. He also suggested that the agency weigh the costs of fuel versus electricity and include these items in the cost analysis that Commissioner Anderson requested.

Mr. Castro noted that he did not have this information at this time but could provide that in the future.

Commissioners Campbell and Anderson **moved** and seconded 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.

Motion **carried**, 8-0.

STAFF UPDATES/DISCUSSION

CEO Dreier reported on the following:

- Introduced Frank Castro, Executive Director of Maintenance and Facilities, noting that Mr. Castro joined the Agency right after COVID-19 began.
- Ridership is continuing to increase and is at 82 percent capacity pre-pandemic.
- Fare collection begins June 14. All fare media is reinstating. The Agency will continue to utilize social services agencies to distribute passes.
- The Board Composition Review Meeting is scheduled for July 22, 2020 and will offer a Zoom option.
- Complimented the Communications Department for planning and rerouting buses around the protests occurring around the community.
- Reported on the status of a \$500 billion federal transit package that is currently in the legislative process. Staff is following the outcome of these monies that may become available.

INFORMATIONAL BOARD ITEMS

Chair Report – No report.

Sound Transit Update

Commissioner Keel announced that Sound Transit is working through the budget shortfalls due to COVID-19. He noted that there could be impacts to Pierce Transit.

PSRC Transportation Policy Board Update

Commissioner Anderson noted that the Transportation Policy Board has not held a meeting since COVID-19 began. He noted that a Transportation Caucus meeting is upcoming, there doesn't appear to be anything noteworthy on the agenda. He reported that the PSRC Executive Board recently allocated an additional \$41 million in FTA funds/ Pierce County is expected to only receive about 4 percent of the monies. He noted that change is needed to give more money to places that need it.

Commissioner Comments

Commissioner Campbell noted that he is not hearing any complaints in the community about how the Agency has operated through the pandemic and the protests. He complimented staff for their efforts.

Commissioner Henderson inquired about Pierce Transit's safety measures in place now that Pierce County has moved to phase 2. CEO Dreier confirmed that the Agency is following social distancing requirements and noted that plexiglass barriers are being installed on the coaches to provide a barrier between the operator and the customer.

Commissioner Campbell noted that a ballot measure to increase sales tax would need to be considered by the Board in July to make the November ballot and that he would like to further discuss this topic.

EXECUTIVE SESSION

Chair Woodards announced that there is no executive session this evening.

ADJOURNMENT

Commissioners Campbell and Anderson **moved** and seconded to adjourn the meeting at 4:45p.m.

Motion **carried**, 8-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
Board of Commissioners

FIRST QUARTER 2020
Report to Board of Commissioners
Sole Source Over \$10,000
Contracts and Amendments - \$100,000 to \$200,000

Sole Source Over \$10,000			
Name	Explanation	Amount	Eff. Date
Guardian Security Group, Inc.	This will allow us to manage repairs, replacement and rekeying of our existing Guardian supplied locks. Guardian is the owner of our current key system and the only supplier of parts.	\$25,000.00	3/20/2020

Contracts and Amendments - \$100,000 to \$200,000 awarded from 1/1/2020 – 3/31/2020			
Name	Explanation	Amount	Eff. Date
Buxton	PT-94-19 Contract for Marketing Profile Services	\$150,000.00	1/6/2020
Puget Sound Energy	Transportation Service Agreement 87-T for CNG	\$200,000.00	1/1/2020
United Site Services	PT-81-19 Contract for Portable Toilet Rental	\$100,800.00	3/17/2020

Sole Source: A circumstance when the vendor is the sole provider of licensed or patented goods or services, or has specialized knowledge or skill needed for a project when there is limited time and vendors with the expertise.

Amendments: Master agreements sometimes have amendments. This could be due to time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships and/or added costs.

SECOND QUARTER 2020
 Report to Board of Commissioners
 Sole Source Over \$10,000
 Contracts and Amendments - \$100,000 to \$200,000

Sole Source Over \$10,000			
Name	Explanation	Amount	Eff. Date
NONE			

Contracts and Amendments - \$100,000 to \$200,000 awarded from 4/1/2020 – 6/30/2020			
Name	Explanation	Amount	Eff. Date
NONE			

Sole Source: A circumstance when the vendor is the sole provider of licensed or patented goods or services, or has specialized knowledge or skill needed for a project when there is limited time and vendors with the expertise.

Amendments: Master agreements sometimes have amendments. This could be due to time extensions to a contract, or a situation where changing a contractor before the work is complete could cause delays, hardships and/or added costs.

TITLE: Authority to Execute an Interlocal Agreement with the King County for Pilot Transit Pass Incentive Program Year 2 For Businesses and Non-Profits

DIVISION: Planning & Community Development

SUBMITTED BY: Kim McGilvery, Community Development Manager

RELATED ACTION: N/A

ATTACHMENTS: Exhibit A, Proposed Agreement

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Small Business Incentive

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 0	N/A
Grant/Other Amounts	\$ \$250,000	
Total Expenditure	\$ \$250,000	

BACKGROUND:

The State of Washington appropriated \$1,000,000 of the multimodal transportation account for the Washington State Department of Transportation (WSDOT) to direct a pilot transit pass incentive program to businesses and non-profit organizations in the Central Puget Sound Region that have never offered transit subsidies to employees.

In June 2019, the Washington State Legislature extended the Program through the 2019-2021 biennium and allocated an additional one million dollars.

Small Businesses (fewer than 100 employees) in King, Pierce, and Snohomish counties are eligible to apply to the program for a 50 percent rebate on the cost of employee transit subsidies (up to \$10,000) provided through the regional ORCA fare collection system.

King County Metro will administer the program for the State and will oversee the implementation and execution of the pilot. The goal of the program is to test the effectiveness of incentives to engage small businesses in establishing ORCA subsidy programs for their employees. Pierce Transit is part of an interagency team along with King County Metro, Community Transit, and Everett Transit, to provide direction on program structure and target markets.

Pierce Transit will administer ORCA Business Agreements for participating businesses within Pierce County. Pierce Transit will invoice King County for the incentive portion of ORCA Business Passport agreements. Pierce Transit will notify King County Metro of the incentive portion of the Pierce County ORCA Business Choice agreements for King County Metro to complete the incentive fulfillment. In total, Pierce County businesses can receive up to \$250,000 of the total project funds.

This Agreement will take effect upon the date the Agreement is signed by both Parties and will remain in effect until June 30, 2021 unless extended by agreement of the Parties consistent with Section 16 of the Agreement or earlier terminated pursuant to Section 8 of this Agreement.

STAFF RECOMMENDATION:

Authorize execution of the Pilot Transit Pass Incentive Program for Businesses and Non-Profits Agreement with King County Metro.

ALTERNATIVES:

Do not approve the Pilot Transit Pass Incentive Program for Businesses and Non-Profits in Pierce County with King County Metro. This is not recommended as this program provides an opportunity for businesses to offer a great employee benefit at a highly discounted first year rate while encouraging the use of transit.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute an Interlocal Agreement with King County for Pilot Transit Pass Incentive Program for Businesses and Non-Profits Agreement in an amount not to exceed \$250,000.

**PILOT TRANSIT PASS INCENTIVE PROGRAM
FOR BUSINESSES AND NON-PROFITS PROJECT AGREEMENT – YEAR 2 (Y2)**

Between

KING COUNTY METRO TRANSIT DEPARTMENT

And

PIERCE TRANSIT

THIS PILOT TRANSIT PASS INCENTIVE PROGRAM FOR BUSINESSES AND NON-PROFITS PROJECT AGREEMENT – YEAR 2 (Y2) (the "Agreement") is made and entered into by and between the Pierce County Public Transportation Benefit Area Corporation ("Pierce Transit" or "PT") and King County, a political subdivision of the State of Washington, through its Metro Transit Department ("County" or "Metro"), either of which entity may be referred to hereinafter individually as "Party" or collectively as the "Parties."

WHEREAS, in May 2012, the County and the State of Washington ("State"), through its Department of Transportation ("WSDOT"), entered into GCA 6141, Master Agreement for Transportation Demand Management Work by King County ("Master TDM Agreement No. 1/GCA-6141"), effective through December 31, 2018, that sets forth the terms and conditions applicable to the County's performance of Transportation Demand Management ("TDM") work or services ("Work") for the State and that provides for TDM Work under Master TDM Agreement No. 1/GCA-6141 to be undertaken by the County via subsequent task order agreements ("Task Order(s)"); and

WHEREAS, in order to test the effectiveness of incentives to engage small businesses in establishing ORCA subsidy programs for their employees, the State in Session Laws of 2018 Chapter 313 Section 220(7)(b) appropriated \$1,000,000 of the multimodal transportation account for WSDOT to direct a pilot transit pass incentive program for the Central Puget Sound area targeting small businesses and nonprofit organizations with fewer than 100 employees that have not previously offered transit passes to their employees; and

WHEREAS, through its Small Business Transit Incentive Program ("Program"), WSDOT will provide a fifty percent (50%) rebate of the amount qualifying small businesses contribute to purchasing employee transit passes up to \$10,000 per business; and

WHEREAS, the Program is available to eligible small businesses located in King, Pierce and Snohomish counties and will be administered by each of these counties for those participating small businesses located in their jurisdictions; and

WHEREAS, in June 2018, the County and WSDOT entered into GCA6141–Task Order 1, to authorize the County’s use of the \$1,000,000 appropriation to implement the Program in coordination with CT and Pierce Transit; and

WHEREAS, in January 2019, the County and Pierce Transit entered into a Pilot Transit Pass Incentive Program for Businesses and Nonprofits Project Agreement (the "Year 1 (Y1) Agreement") pursuant to which PT would perform work to implement the Program in its service area; and

WHEREAS, the State in its Sessions Laws of 2019 Chapter 416 Section 220(7)(a) appropriated an additional \$1,000,000 of the multimodal transportation account (“Grant”) for WSDOT to continue to direct and fund the Program and its implementation through the County in coordination with other central Puget Sound transit agencies, including Pierce Transit and Community Transit; and

WHEREAS, in November 2019, to replace Master Agreement No. 1 the County and WSDOT entered into a new master TDM agreement, PTD0002–Master Agreement for Transportation Demand Management Work by King County ("Master TDM Agreement No. 2/PTD0002"), effective through December 31, 2026, that sets forth the terms and conditions applicable to the County’s ongoing performance of TDM Work for the State and that provides for TDM Work under Master TDM Agreement No. 2/PTD0002 to continue to be undertaken by the County via Task Orders; and

WHEREAS, in December 2019, the County and WSDOT entered into an additional Task Order, PTD0002–Task Order A1, pursuant to which the County will continue to coordinate with Pierce Transit and Community Transit to implement the Program in an ongoing effort to increase transit pass usage; and

WHEREAS, as part of its Program implementation efforts, the County will work with both Pierce Transit and with Community Transit (for Snohomish County Program implementation under a separate agreement); and

WHEREAS, the County will sub-grant WSDOT funds to PT in accordance with the terms and conditions of this Agreement to enable PT to implement elements of the Program; and

WHEREAS, under the terms and conditions of this Agreement, WSDOT Program funds will be passed through from the County to Pierce Transit to reimburse PT for funds paid by PT to eligible businesses in Pierce County that have signed up to participate in the Program and receive a rebate for establishing an ORCA transit subsidy program for their employees.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions pursuant to which the County will work with Pierce Transit to implement the Program and pass through WSDOT Program funds to reimburse PT for rebates given to eligible businesses in Pierce County that have signed up to participate in the Program and establish an ORCA transit subsidy program for their employees.

2. PIERCE TRANSIT RESPONSIBILITIES

- 2.1 PT shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to PT’s performance of the tasks and responsibilities set forth with particularity in the Scope of Work (“SOW”), which is attached hereto as Exhibit A and incorporated herein by this reference.
- 2.2 PT will work to carry out the Project objectives within the timelines and budget that are described in Exhibit A.
- 2.3 PT will comply with all applicable laws, rules and regulations in the performance of its responsibilities under this Agreement and in accordance with Subsection 5.1 of this Agreement.
- 2.4 PT will provide quarterly reports and invoices to the County as necessary to enable the County to report to WSDOT as detailed in Subsection 4.1 of this Agreement.

3. COUNTY RESPONSIBILITIES

- 3.1 The County will reimburse PT for actual Grant-eligible costs incurred in performance of Project work performed pursuant to this Agreement, as specified with particularity in the SOW. The County will reimburse PT up to a maximum, not-to-exceed amount of \$250,000 (the "Reimbursement Cap"), over the duration of this Agreement. Funding for this Agreement will be via a combination of WSDOT Program funds and matching funds provided through the Regional ORCA fund, which will cover the card fee for cards purchased and distributed through this Project.
- 3.2 Pursuant to PTD0002–Task Order A1, the County will serve as the lead agency for the Project and, in that capacity, will administer the Grant funds, including retaining responsibility for any reporting and/or invoicing for reimbursement from WSDOT

that may be required under the terms of the Grant award under Master TDM Agreement No. 2/PTD0002 and its associated PTD0002–Task Order A1.

4. INVOICE AND PAYMENT PROCEDURES

- 4.1 PT shall submit a completed report to the County detailing quarterly activities, outcomes, expenses and reimbursement amount due within thirty (30) days of each quarter's end. PT will provide thorough and complete documentation to support its reimbursement request, including copies of vendor invoices, print-outs from its financial system showing staff salaries and benefits, as well as other relevant documents.
- 4.2 Upon receipt of an invoice from PT, the County will review the invoice and supporting documentation. The County will promptly notify PT if it determines that the documentation provided is not adequate and/or does not support the amount invoiced. The County will pay PT within thirty (30) calendar days after the County receives and accepts a properly supported invoice.
- 4.3 In the event that it is determined that an overpayment has been made to PT by the County, the County will bill PT for the amount of overpayment. The bill from the County to PT shall be supported by adequate supporting documentation. PT shall pay the County within thirty (30) days of receipt of an invoice for overpayment.
- 4.4 PT will invoice the County for reimbursements for new ORCA Business Passport accounts eligible for the Program at the time of account setup.
- 4.5 In no event shall the total reimbursement to PT for work performed pursuant to this Agreement exceed the Reimbursement Cap provided for at Subsection 3.1 of this Agreement.

5. ASSIGNMENTS AND SUBCONTRACTS

- 5.1 Sub-grantee Compliance with Grant Assurances. This Agreement is subject to all applicable funding restrictions and/or grant assurances provided for in Master TDM Agreement No 2/PTD0002 and its associated PTD0002–Task Order A1 between the County and WSDOT, which together are attached hereto as Exhibit B and incorporated herein by this reference. Any such funding restrictions and/or grant assurances shall be included in each subcontract and in all contracts PT enters into for the employment of any individuals, procurement of any incidental goods or supplies, or the performance of any work to be accomplished with funds awarded under the PTD0002–Task Order A1.

As the sub-grantee of these funds, PT agrees to comply, and ensure that any of its subcontractors comply, with the requirements of Exhibit B when performing work pursuant to this Agreement.

- 5.2 No Assignment without Consent. Neither this Agreement, nor any interest herein, may be assigned by either Party without the prior written consent of the other Party.

6. EFFECTIVE DATE AND DURATION

This Agreement will take effect upon the date the Agreement is signed by both Parties and will remain in effect until June 30, 2021 unless extended by agreement of the Parties consistent with Section 16 of this Agreement or earlier terminated pursuant to Section 8 of this Agreement.

7. DISPUTE RESOLUTION PROCESS

7.1 Designated Dispute Resolution Representatives

The following individuals are the Designated Representatives for the purpose of resolving disputes that arise under this Agreement:

For the County: Ina Percival, Market and Business Development Supervisor
King County Metro Transit Department
201 South Jackson Street Seattle, WA 98104
(206) 477-0313
ipercival@kingcounty.gov

For Pierce Transit: Kim McGilvery, Community Development Manager
Pierce Transit
3701 96th Street SW Lakewood, WA 98499-4431
(253) 581-8112
kmcgilvery@piercetransit.org

- 7.2 The County representative and the PT representative shall confer to resolve disputes that arise under this Agreement as requested by either Party. The Designated Representatives shall use their best efforts and exercise good faith to resolve such disputes.
- 7.3 In the event the Designated Representatives are unable to resolve the dispute, the appropriate PT Chief Executive Officer or her/his designee and the General Manager of the County's Metro Transit Department or her/his designee shall confer and exercise good faith to resolve the dispute.

7.4 In the event the PT Chief Executive Officer and the General Manager of Metro Transit are unable to resolve the dispute, the Parties may, if mutually agreed in writing, submit the matter to mediation. The Parties shall then seek to mutually agree upon the mediation process, who shall serve as the mediator, and the time frame the Parties are willing to discuss the disputed issue(s).

If the Parties cannot mutually agree as to the appropriateness of mediation, the mediation process, who shall serve as mediator, or the mediation is not successful, then either Party may institute legal action in the King County Superior Court situated in Seattle, Washington, unless another venue is mutually agreed to in writing.

7.5 The Parties agree that they shall have no right to seek relief in a court of law until and unless each of the above procedural steps has been exhausted.

8. TERMINATION

8.1 Termination for Convenience. Either Party may terminate this Agreement upon thirty (30) days' written notice to the other Party. In the event of termination of this Agreement, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

8.2 Termination for Cause. If either Party does not fulfill its obligations under this Agreement in a timely and proper manner, or if either Party violates any of these terms and conditions, the aggrieved Party will give the other Party written notice of such failure or violation. The responsible Party will be given the opportunity to initiate a correction of the violation or failure within fifteen (15) calendar days. If the failure or violation is not corrected within the mutually agreed upon time period, this Agreement may be terminated immediately by written notice of the aggrieved Party to the other.

8.3 Termination for Non-Appropriation or Loss of Grant Funding. In addition to termination for default, the County may terminate this Agreement for non-appropriation or loss of State grant funding by giving not less than thirty (30) calendar days' written notice thereof to PT.

9. LEGAL RELATIONS

9.1 No Third Party Beneficiaries. It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other person or entity.

9.2 No Partnership or Joint Venture. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement.

- 9.3 Independent Capacity. The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party.
- 9.4 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 9.5 Jurisdiction and Venue. The King County Superior Court, situated in Seattle, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.
- 9.6 Mutual Negotiation and Construction. This Agreement and each of the terms and provisions hereof shall be deemed to have been explicitly negotiated between, and mutually drafted by, both Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either Party.

10. RECORDS RETENTION AND AUDIT

- 10.1 Maintenance of Records. During the term of the Agreement and for a period of not less than six (6) years from the date of its expiration or earlier termination, the records and accounts pertaining to this Agreement are to be kept available by both Parties for inspection and audit by the other Party and the State Auditor, and copies of all records, accounts, documents, or other data pertaining to the Agreement will be furnished upon reasonable notice. If any litigation, claim or audit is commenced, the records and accounts, along with supporting documentation, shall be retained until all litigation, claim, or audit has been resolved even though such litigation, claim, or audit continues past the six-year retention period.
- 10.2 Disclosure of Public Records. The Parties acknowledge that all non-privileged, non-exempt records that may be maintained pursuant to Subsection 10.1 of this Agreement are subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW.

11. FORCE MAJEURE

Either Party to this Agreement shall be excused from performance of its responsibilities and obligations under this Agreement, and shall not be liable for damages due to failure to perform, during the time and to the extent that it is prevented from performing by a cause directly or indirectly beyond its control, including, but not limited to: late delivery or nonperformance by vendors of materials or supplies; any incidence of fire, flood, snow, earthquake, or acts of nature; strikes or labor actions; accidents, riots, insurrection, terrorism, or acts of war; order of

any court or civil authority; commandeering material, products, or facilities by the federal, state or local government; or national fuel shortage; when satisfactory evidence of such cause is presented to the other Party to this Agreement, and provided that such non-performance is beyond the control and is not due to the fault or negligence of the Party not performing.

12. NONDISCRIMINATION

Pierce Transit agrees to comply with all applicable federal, state, and local laws, rules, and regulations pertaining to nondiscrimination and agrees to require the same of any and all subcontractors providing services or performing any work using funds provided under this Agreement. During the performance of this Agreement, neither Pierce Transit nor any entity subcontracting under the authority of this Agreement, shall discriminate or tolerate harassment on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification, in the administration or delivery of services or any other benefits under this Agreement.

King County Code Chapter 12.16 and 12.17 are incorporated herein by reference, and such requirements shall apply to this Agreement.

13. INDEMNIFICATION

Pierce Transit and its successors and assigns shall protect, save, defend, indemnify and hold harmless the County, its elected officials, officers, employees, and agents while acting within the scope of their employment as such, from any and all costs, claims, actions, judgments, and/or awards of damages or costs of any nature whatsoever, arising out of or in any way resulting from Pierce Transit's acts or omissions in performing its obligations under this Agreement. Pierce Transit agrees that it is fully responsible for the acts and omissions of its own contractors, subcontractors, employees, and agents, acting within the scope of their employment as such, as it is for the acts and omissions of its own employees and agents.

Pierce Transit agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Pierce Transit's immunity under Washington's Industrial Insurance Act, RCW Title 51, as respects the County only, and only to the extent necessary to provide the County, its elected officials, officers, employees, and agents with a full and complete indemnity of claims made by Pierce Transit's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them. The provisions of this Section 13 shall survive the expiration or earlier termination of this Agreement.

14. WAIVER

A failure by either Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party and attached to the original Agreement.

15. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

16. CHANGES AND MODIFICATIONS

This Agreement may be changed, modified, or amended only by written agreement executed by authorized representatives of both Parties.

17. CONTRACT MANAGEMENT

All contact information for the management of this Agreement shall be identified herein and may be updated by either Party for its agency only and shall be submitted in writing or electronic mail to the other Party. Any update to the Contract Managers shall state the effective date of said update.

Contract Manager	Pierce Transit	King County
Contact Name	Kim McGilvery	Alex Hughan
Title	Community Development Manager	Transportation Planner King County Metro
Address	Pierce Transit 3701 96 th Street SW Lakewood, WA 98499-4431	201 S Jackson Street Seattle, WA 98104
Telephone	(253) 581-8112	(206) 263-5786
E-mail	kmcgilvery@piercetransit.org	ahughan@kingcounty.gov

18. REPRESENTATION ON AUTHORITY OF SIGNATORIES

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

19. ALL TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

20. EXECUTION OF AGREEMENT – COUNTERPARTS

This Agreement may be executed in two (2) counterparts, either of which shall be regarded for all purposes as an original.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement by duly authorized representatives on the dates shown below their respective signatures.

KING COUNTY

PIERCE TRANSIT

By: _____
Rob Gannon, General Manager
Metro Transit Department

By: _____
Sue Dreier, Chief Executive Officer

Date: _____

Date: _____

EXHIBIT A Scope of Work

Program Background

In March 2018, the Washington State Legislature passed a bill to allow one million dollars (\$1,000,000) of the WSDOT budget be allocated to:

Direct a pilot transit pass incentive program. Businesses and nonprofit organizations located in a county adjacent to Puget Sound with a population of more than seven hundred thousand that have never offered transit subsidies to employees are eligible to apply to the program for a fifty percent rebate on the cost of employee transit subsidies provided through the regional ORCA fare collection system. No single business or nonprofit organization may receive more than ten thousand dollars from the program.

- (i) Businesses and nonprofit organizations may apply and be awarded funds prior to purchasing a transit subsidy, but the department may not provide reimbursement until proof of purchase or a contract has been provided to the department.
- (ii) The department shall report to the transportation committees of the legislature on the impact of the program by June 30, 2019, and may adopt rules to administer the program.

In June 2019, the Washington State Legislature extended the Program through the 2019-2021 biennium and allocated an additional one million dollars.

The County continues to administer the program for WSDOT, and oversees the implementation and execution of this pilot. The goal of the Program is to test the effectiveness of incentives to engage small businesses in establishing ORCA subsidy programs for their employees. An interagency team, consisting of Metro, Community Transit, and Pierce Transit will provide direction on program structure and elements, and target markets.

Approach to Services

The County's Program consultant ("Consultant") will create a strategic work plan to attract and engage small businesses and non-profits (under 100 employees) from King, Snohomish and Pierce counties, who do not currently have an ORCA program. The interagency team will develop the incentive delivery structure, including any necessary agreements and administrative processes. The

Consultant will advise on the proposed incentive structure, help facilitate market feasibility as well as marketing, outreach, and in some cases 1:1 contact with small businesses. The goal is to bring onboard approximately 300 companies over three years in the three counties.

Pierce Transit's Responsibilities

1. Pierce Transit will work with the County and Community Transit in the development of the Project work plan, incentive delivery structure, and implementation of the Project.
2. Pierce Transit will assist in providing metrics and evaluation for the Pierce County program, as agreed upon by the interagency team.
3. Pierce Transit will administer ORCA Business Agreements within its service area for participating businesses.
4. Pierce Transit will invoice the County for incentive portion of ORCA Business Passport agreements. Pierce Transit will notify the County of incentive portion of ORCA Business Choice agreements for County to complete incentive fulfillment.

The County's Responsibilities

1. The County will act as Program lead and will support and manage its Program Consultant.
2. The County will work in collaboration with Pierce Transit in development of the Project work plan, incentive delivery structure, and implementation of the Project.
3. The County will assist in providing metrics and evaluation for the Program, as agreed upon by the interagency team.
4. The County will lead incentive administration for ORCA Business Choice agreements for all Project areas.
5. The County will reimburse Pierce Transit for actual eligible expenses incurred consistent with the terms and conditions of this Agreement, not to exceed \$250,000 as follows:

Pierce County Pilot Transit Pass Incentive Program – \$250,000 for ORCA product and card value and/or related expenses



Action Agenda

TITLE: Authorization to Execute a Contract with Absher Construction for Construction of the New Fuel and Wash, Bus Rapid Transit Electric Charging Facility and Related Improvements for Guaranteed Maximum Price (GMP) Package 2

DIVISION: Finance

SUBMITTED BY: Brett Freshwaters, Executive Director of Finance

RELATED ACTION:

EFC FS 2019-017 Authorization to Execute a Contract with Absher Construction for General Contractor/Construction Manager (GC/CM) Preconstruction Services for the Base Master Plan Implementation Phase 1 Projects.

BOC FS 2019-068 Authorization to Execute a Contract with Absher Construction for Construction of the South Base Parking Expansion and West Base Demolition for the Base Master Plan Implementation Phase 1 Projects.

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: #0525.2 Base Master Plan Implementation

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 8,445,657	The amount reflects the estimated expenditures, plus 10% contingency, for all potential work contained within GMP 2.
10% Contingency	\$ 845,000	
Total Expenditure	\$ 9,290,657	

BACKGROUND:

A Base Master Plan Update was completed in early 2018. Out of that plan several recommendations were made to improve efficiencies, update aging infrastructure and plan for growth and changing fleet composition for buses and other service and support vehicles. From that list of recommendations, additional design meetings refined the priorities and phasing plan. The complete plan includes parking lot expansions, building expansions or renovations, and new adjacent facility construction. These projects are intended to improve safety, transit vehicle circulation, increase efficiency and capacity for maintenance and operation of all vehicle types.

Due to the complexity of the project, phasing, and need for continued operations throughout the construction period, Pierce Transit utilized the GC/CM method of project delivery. Absher Construction, our GC/CM, has worked with the design team since April 2019 to develop the phasing plan, which continues to evolve. The first GMP package, which

includes expanding the Building 5 parking lot and demolishing unused buildings on the West Base area, will be complete this summer.

This second Guaranteed Maximum Price (GMP) package comprises civil work to prepare for construction of a new Fuel and Wash Building and SHUTTLE and relief vehicle behind Building 4, constructing new staff ADA parking next to Building 4 and other miscellaneous work to prepare for future phases. The new Fuel and Wash Building will replace an old facility that limits capacity and utilizes aging technology. The new building will allow more efficient operations for expanding bus fleet types, as well as eliminate bottlenecks at peak service hours. The new building location behind Building 4 will also allow expansion and reconfiguration of the current bus lot to accommodate future needs.

Construction phases next year will include construction of the Fuel and Wash Building as well as electric vehicle charging infrastructure for the new BRT vehicles.

STAFF RECOMMENDATION:

Staff recommends that the Board authorize staff to execute a contract with Absher Construction in an amount not to exceed \$8,445,657 plus a 10% contingency of \$845,000 for a total not to exceed amount of \$9,290,657 for Base Master Plan Implementation GMP package 2.

ALTERNATIVES:

An alternative plan considered refurbishing the current Fuel and Wash facility instead of building a new one. While this would be less costly, it would not provide expanded capacity for the fuel and wash operations or the bus lot itself. This is not recommended as it will impede our ability to effectively maintain and service our fleet, as well as impede our ability to accommodate potential future growth.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute a contract with Absher Construction for Base Master Plan GMP package 2 in a not to exceed amount of \$8,445,657, plus a 10% contingency of \$845,000, for a total not to exceed amount of \$9,290,657.

TITLE: Authority to Implement a 10 Percent Service Reduction Plan due to COVID-19, Effective September 20, 2020 Due to Revenue Shortfalls Associated with the COVID-19 Pandemic

DIVISION: Planning & Community Development

SUBMITTED BY: Lindsey Sehmel, AICP

RELATED ACTION:

Resolution No. 2020-010, A Resolution of the Board of Commissioners of Pierce Transit Proclaiming an Emergency Due to the Public Health Risks Caused by the Outbreak of COVID-19 Pursuant to RCW 38.52.

ATTACHMENTS: Proposed Resolution Exhibit A,

RELATION TO STRATEGIC PLAN: Financial

BUDGET INFORMATION: N/A

BACKGROUND:

Pierce Transit anticipates a significant reduction in sales tax revenue due to COVID-19 and needs to plan accordingly with the fixed route service to ensure we maintain a level of reliable service as the region recovers from the economic impact the pandemic has caused. Since March 13, 2020, the Scheduling Division has completed four service changes (March 22nd, March 29th, April 6th, May 24th) to address social distancing, reduction of riders, and maintaining community connections for essential trips. Based on early financial estimates, we anticipate the need to develop the annual operational service hours for our September service change to be 10% less than we operated prior to the COVID Pandemic. This reduction takes us from 500,000 annual service hours in our budget to a maximum of 450,000 annual service hours. We hope that the updated financial estimates we anticipate in mid-late summer will allow us to recover additional service hours in March 2021.

Pierce Transit is currently operating under the May 24, 2020 service change package which has the agency at a total of 395K annual service hours. It is important to note that the current service utilizes 20,000 annual service hours for social distancing (additional trips, extra buses and assignments, and maintaining a maximum load of 15 riders).

Public Engagement:

Due to Pierce Transit currently being under an Emergency Declaration, the Federal Government recognizes the need for relief from some public outreach and engagement in these situations (DOT Joint Title VI Emergency Preparedness Guidance). In the preparation of the recommendation, the Planning updated its low income and minority data based on the most recent federal information and has analyzed the impacts to this service reduction. If the financial estimates return that we will not be able to restore our budgeted annual service hours within a 12-month time frame, we are prepared to hold public engagement and outreach efforts as well as a public hearing as soon as the financial information is known.

STAFF RECOMMENDATION:

The Planning and Community Development Division along with the Executive Team recommend the service levels outlined in Exhibit A. This service proposal continues to provide the greatest amount of weekday trips while preserving service to all communities.

To provide the greatest amount of service in September, Planning has not scheduled any hours allocated for social distancing in the recommendation. We estimate it would require approximately 25K annual service hours of the allocated 450K available to provide social distancing efforts from September 2020 to March 2021.

The financial estimates may be lower than what could operate at 450K annual service hours and it is not unrealistic that Pierce Transit may be required to find greater reductions.

ALTERNATIVES:

Planning developed three initial alternatives and worked closely with the Executive team to further refine them. We are recommending the best alternative based on the impact to riders, the impact to the communities we serve, and the route productivity.

- Adopt the Reduction proposal.
- Adopt the Reduction proposal with adjustments.

PROPOSED MOTION:

Move to: Adopt Resolution No. 2020-014 authorizing the implementation of the 10 percent service reduction as presented in Exhibit A to become effective September 20, 2020.

RESOLUTION NO. 2020-014

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Authorizing the Implementation of a
2 10 Percent Service Reduction Plan Effective September 20, 2020 Due to Revenue Shortfalls
3 Associated with the COVID-19 Pandemic
4

5 WHEREAS, due to the rapid spread of COVID-19 through Washington State, Governor Inslee issued a
6 stay at home order on March 26, 2020; and

7 WHEREAS, The Board of Commissioners on April 13, 2020, adopted Resolution No. 2020-010,
8 Proclaiming an Emergency due to the public health risks caused by the outbreak of COVID-19 pursuant to
9 RCW 38.52 and authorizing the CEO to utilize Emergency Powers granted to municipal corporations pursuant
10 to RCW 38.52; and

11 WHEREAS, Pierce Transit has been significantly impacted by the COVID-19 Pandemic by reductions in
12 ridership as well as loss of local sales tax revenue; and

13 WHEREAS, Pierce Transit estimates a budget shortfall of approximately \$47 Million in Fiscal Year
14 2020; and

15 WHEREAS, to maintain fixed route and shuttle service within estimated budget shortfalls, Pierce
16 Transit must reduce its planned annual service hours by ten percent (10%) for the September 2020 service
17 change, which will reduce the costs of operating transit service and insure a balanced budget by December
18 2020; and

19 WHEREAS, in December 2019, the Pierce Transit Board of Commissioners adopted Resolution No. 2019-
20 04, adopting the 2020 Budget with an annual budget of 500,000 Service Hours; and

21 WHEREAS, in response to the pandemic, the Service Delivery and Scheduling Departments completed
22 four service changes on March 22, March 29, April 6 and May 24, 2020, to address social distancing,
23 reduction of ridership, and maintaining community connections for essential trips; and

24 WHEREAS, Pierce Transit is currently operating at 80% of pre-COVID service levels; and

25 WHEREAS, to date, Pierce Transit has implemented numerous cost cutting measures including cutting
26 or freezing capital projects, staff furloughs, hiring freeze, and immediate reduction of fixed services; and

27 WHEREAS, throughout the development of the September 2020 service package, the Service Delivery
28 Department, Planning Department and the broader Executive Team worked closely to identify the best approach

1 to adjust services to meet the necessary 10 percent (10%) reduction while retaining service connections and
2 opportunities based on ridership and route productivity; and

3 WHEREAS, the Pierce Transit Code Section 1.60.010 identifies a Major Service Change as any
4 adjustments that exceed a 12-month period and impact twenty percent (20%) of service miles and/or twenty
5 percent (20%) of service hours; and

6 WHEREAS, community input due to COVID-19 has been limited regarding transit service proposals, and
7 Staff will prepare for a public hearing and presentation prior to the March 2021 Service Change to meet the
8 requirements of the Pierce Transit Code if it is necessary to continue forward with these reductions; and

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

10 Section 1. The Board of Commissioners authorizes the implementation of the September 20,
11 2020, 10 Percent Service Reduction Plan, attached hereto as Exhibit A, effective September 20, 2020.

12 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on
13 the 13th day of July 2020.

14 PIERCE TRANSIT

15
16
17 _____
18 Victoria Woodards, Chair
19 Board of Commissioners
20

21 ATTEST/AUTHENTICATED

22
23 _____
24 Deanne Jacobson, CMC
25 Clerk of the Board



Route	Day Type	Pre-COVID Trips (3/22/2020 SVC)	Trip Reductions	Route Modification Details
1	Weekdays	119	119	Hourly Service
	Saturdays	84	84	
	Sundays	58	29	
2	Weekdays	91	91	Hourly Service
	Saturdays	62	62	
	Sundays	45	30	
3	Weekdays	64	64	
	Saturdays	60	60	
	Sundays	31	31	
4	Weekdays	66	59	Service ends at 8PM Hourly Service
	Saturdays	44	28	
	Sundays	23	23	
10	Weekdays	58	58	Two Hour Frequency - Shortened Span
	Saturdays	22	22	
	Sundays	18	8	
11	Weekdays	57	51	No service after 7:40 - One daytime trip removed Two Hour Frequency - Shortened Span
	Saturdays	22	22	
	Sundays	19	9	
13	Weekdays	27	8	Directional Service for Peak Load Trips - AM retained Eastbound; PM Retained Westbound
	Saturdays	-	-	
	Sundays	-	-	
16	Weekdays	55	55	Two Hour Frequency - Shortened Span
	Saturdays	30	30	
	Sundays	20	10	
28	Weekdays	54	54	Two Hour Frequency - Shortened Span
	Saturdays	24	24	
	Sundays	15	8	
41	Weekdays	59	59	Two Hour Frequency - Shortened Span
	Saturdays	29	29	
	Sundays	22	11	
42	Weekdays	57	57	Two Hour Frequency - Shortened Span
	Saturdays	21	21	
	Sundays	20	10	
45	Weekdays	56	56	Two Hour Frequency - Shortened Span
	Saturdays	18	18	
	Sundays	18	9	
48	Weekdays	59	59	Two Hour Frequency - Shortened Span
	Saturdays	26	26	
	Sundays	24	12	
52	Weekdays	57	57	Two Hour Frequency - Shortened Span
	Saturdays	40	40	
	Sundays	20	10	
53	Weekdays	58	58	Two Hour Frequency - Shortened Span
	Saturdays	20	20	
	Sundays	19	10	
54	Weekdays	57	57	Reduced AM Span - Hourly from 11 am - 2 pm - Two Hour Frequency
	Saturdays	24	24	
	Sundays	22	12	
55	Weekdays	58	58	Two Hour Frequency - Shortened Span
	Saturdays	42	42	
	Sundays	22	10	
57	Weekdays	56	56	Two Hour Frequency - Shortened Span
	Saturdays	24	24	
	Sundays	20	10	
63	Weekdays	9	4	Two AM Trips and Two PM Trips Retained (Continues current schedule as of May 24th)
	Saturdays	-	-	
	Sundays	-	-	
100	Weekdays	28	28	Two Hour Frequency - Shortened Span
	Saturdays	18	18	
	Sundays	16	8	
102	Weekdays	12	0	Service Cut - Alternative Connections available
	Saturdays	-	-	
	Sundays	-	-	
202	Weekdays	55	55	Hourly Frequency - Shortened Span
	Saturdays	45	45	
	Sundays	44	21	
206	Weekdays	62	62	Two Hour Frequency - Shortened Span
	Saturdays	46	46	
	Sundays	33	11	
212	Weekdays	55	55	Hourly Service Two Hour Frequency - Shortened Span
	Saturdays	40	23	
	Sundays	19	10	
214	Weekdays	59	50	Hourly frequency at 3pm - No service after 8:45PM Trip Directional Service for Peak Load Trips - AM retained Eastbound; PM Retained Westbound
	Saturdays	25	25	
	Sundays	19	10	
400	Weekdays	44	44	
	Saturdays	-	-	
	Sundays	-	-	
402	Weekdays	53	31	Hourly frequency all day - No span adjustments Two Hour Frequency - Shortened Span
	Saturdays	25	25	
	Sundays	19	10	
409	Weekdays	27	17	Span adjustment - Service operates 9 am to 6 pm based on peak load data Two Hour Frequency - Shortened Span
	Saturdays	19	19	
	Sundays	19	9	
425	Weekdays	32	12	AM and PM Span cut - hourly service from 11 am to 4 pm based on load data Span remains - 2 hour service frequency
	Saturdays	34	10	
	Sundays	-	-	
497	Weekdays	18	18	
	Saturdays	-	-	
	Sundays	-	-	
500	Weekdays	60	60	
	Saturdays	46	46	
	Sundays	32	32	
501	Weekdays	32	30	PM Span reduced by one trip each direction. Last trip at 7:30 Two Hour Frequency - Shortened Span
	Saturdays	23	23	
	Sundays	19	10	

TITLE: Authority to Establish a New Classification and Compensation System for Non-Represented Employees and Amending Sections 1.0, 3.0, 4.0 and 7.0 of the Personnel Manual Relating to Classification Compensation

DIVISION: Administration

SUBMITTED BY: Amy Cleveland, Executive Director of Administration

RELATED ACTION: N/A

ATTACHMENTS:

RELATION TO STRATEGIC PLAN: Employee

Proposed Resolution;
 Exhibit A, Proposed Salary Structure
 Exhibit B, Proposed Classification Plan
 Exhibit C, Proposed Personnel Manual Changes

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Classification and Compensation Study

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 0	\$ 30,277 2020 implementation cost
Grant/Other Amounts	\$ 0	\$ 5,672 2021 additional cost
Total Expenditure	\$ 0	(\$167,395) 2022 cost savings
		<u>(\$198,802) 2023 cost savings</u>
		(\$330,248) projected cost savings compared to current plan through 2023

BACKGROUND:

The existing classification and compensation plan was implemented in 2015. In 2019, Segal Waters Consulting was selected through a competitive bid process to collect market data, study internal alignment, and recommend a salary structure and classification plan. The study surveyed similar jobs in the comparable market to assess competitiveness and recommend a salary model and analyzed positions for appropriate internal alignment in relationship to current essential functions and responsibilities.

A revised classification and compensation plan for non-represented positions is proposed to support the agency in maintaining competitiveness for talent in the non-represented classifications. The study was completed for the budgeted amount and implementation costs are under budget.

Highlights of the proposed new classification and compensation plan include:

- Reducing the width of the pay bands from 35%-50% to 27%. This will bring the lower end of the ranges into a better position to use for starting salaries and better align the top of the ranges with market data and internal alignment.
- Setting individual classifications more specifically to market while addressing internal alignment and equity considerations.
- Implementing a step system. Employees would move through pay steps on an annual basis. Steps are set in increments of 4%.
- Establishing job classifications, descriptions and distinguishing characteristics. Positions with similar responsibility are classified under one classification title.

The Board reviewed the study methodology, results, and preliminary recommendations at the Board retreat on March 5, 2020.

STAFF RECOMMENDATION:

Adopt the attached proposed resolution and establish the classifications to revise pay structure for non-represented employees. The process of employee salaries being brought into alignment with the new structure will begin in August 2020.

ALTERNATIVES:

The alternative is to reject the proposed revisions to the classification and compensation plan and continue with the existing plan for non-represented positions. However, existing inequities in internal alignment would continue and the salary schedule would not reflect the current market data.

PROPOSED MOTION:

Move to: Approve Resolution No. 2020-015, adopting the Classification Plan and Related Salary Structure as presented in Exhibits A and B and authorizing the amendments to the Personnel Policy relating to the Classification Compensation described in Exhibit C as presented.

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ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

EXHIBIT A
Pierce Transit Salary Structure - Aug 2020

Pay Grade	Step 1 (Min)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 (Max)
95	15.00	15.60	16.22	16.87	17.55	18.25	18.98
101	46,991.16	48,870.81	50,825.64	52,858.67	54,973.01	57,171.93	59,458.81
102	50,750.45	52,780.47	54,891.69	57,087.35	59,370.85	61,745.68	64,215.51
103	54,810.49	57,002.91	59,283.02	61,654.34	64,120.52	66,685.34	69,352.75
104	59,195.33	61,563.14	64,025.66	66,586.69	69,250.16	72,020.16	74,900.97
105	63,930.95	66,488.19	69,147.72	71,913.63	74,790.17	77,781.78	80,893.05
106	69,045.43	71,807.24	74,679.53	77,666.71	80,773.38	84,004.32	87,364.49
107	71,807.24	74,679.53	77,666.71	80,773.38	84,004.32	87,364.49	90,859.07
108	74,569.06	77,551.82	80,653.90	83,880.05	87,235.25	90,724.66	94,353.65
109	77,551.83	80,653.90	83,880.05	87,235.26	90,724.67	94,353.65	98,127.80
110	83,755.97	87,106.21	90,590.46	94,214.07	97,982.64	101,901.94	105,978.02
111	86,977.35	90,456.45	94,074.71	97,837.69	101,751.20	105,821.25	110,054.10
112	90,456.44	94,074.70	97,837.69	101,751.20	105,821.25	110,054.10	114,456.26
113	97,692.96	101,600.68	105,664.71	109,891.29	114,286.95	118,858.42	123,612.76
114	105,508.40	109,728.73	114,117.88	118,682.60	123,429.90	128,367.10	133,501.78
115	109,566.42	113,949.07	118,507.04	123,247.32	128,177.21	133,304.30	138,636.47
116	113,949.07	118,507.04	123,247.32	128,177.21	133,304.30	138,636.47	144,181.93
117	118,331.73	123,065.00	127,987.60	133,107.10	138,431.39	143,968.64	149,727.39
118	123,065.00	127,987.60	133,107.10	138,431.38	143,968.64	149,727.38	155,716.48
119	127,798.27	132,910.20	138,226.61	143,755.67	149,505.90	155,486.13	161,705.58
120	132,910.20	138,226.60	143,755.67	149,505.90	155,486.13	161,705.58	168,173.80
121	138,022.13	143,543.01	149,284.73	155,256.12	161,466.36	167,925.02	174,642.02
122	149,063.89	155,026.45	161,227.51	167,676.61	174,383.67	181,359.02	188,613.38
123	155,026.45	161,227.51	167,676.61	174,383.68	181,359.02	188,613.38	196,157.92

EXHIBIT B

Pierce Transit Non-Represented Classification Structure - Aug 2020

Classification Title	Pay Grade	Min	Max
Intern	95	\$ 31,200.00	\$ 39,478.40
Community Development Specialist	102	\$ 50,750.45	\$ 64,215.51
Division Assistant	102	\$ 50,750.45	\$ 64,215.51
ADA Eligibility Assistant	103	\$ 54,810.49	\$ 69,352.75
Employee Services Specialist	103	\$ 54,810.49	\$ 69,352.75
Risk Specialist	103	\$ 54,810.49	\$ 69,352.75
Security Video Technician	103	\$ 54,810.49	\$ 69,352.75
Customer Satisfaction Coordinator	104	\$ 59,195.33	\$ 74,900.97
Marketing Specialist	104	\$ 59,195.33	\$ 74,900.97
Community Development Analyst	105	\$ 63,390.95	\$ 80,893.05
Executive Assistant	105	\$ 63,390.95	\$ 80,893.05
Financial Analyst	105	\$ 63,390.95	\$ 80,893.05
Information Technology Specialist	105	\$ 63,390.95	\$ 80,893.05
Records Coordinator	105	\$ 63,390.95	\$ 80,893.05
Community Development Coordinator	106	\$ 69,045.43	\$ 87,364.49
Physical Security Systems Administrator	106	\$ 69,045.43	\$ 87,364.49
Contract Analyst	107	\$ 71,807.24	\$ 90,859.07
Employee Services Analyst	107	\$ 71,807.24	\$ 90,859.07
Enterprise Asset Management (EAM) Coordinator	107	\$ 71,807.24	\$ 90,859.07
Executive Assistant to CEO/Deputy Clerk	107	\$ 71,807.24	\$ 90,859.07
Marketing Analyst	107	\$ 71,807.24	\$ 90,859.07
Paralegal	107	\$ 71,807.24	\$ 90,859.07
Planner	107	\$ 71,807.24	\$ 90,859.07
Planner Analyst	107	\$ 71,807.24	\$ 90,859.07
Risk Analyst	107	\$ 71,807.24	\$ 90,859.07
Accountant, Senior	109	\$ 77,551.83	\$ 98,127.80
Budget Coordinator	109	\$ 77,551.83	\$ 98,127.80
Clerk of the Board/Public Records Officer	109	\$ 77,551.83	\$ 98,127.80
Contract Coordinator	109	\$ 77,551.83	\$ 98,127.80
Contracted Services Coordinator	109	\$ 77,551.83	\$ 98,127.80
Data Analyst	109	\$ 77,551.83	\$ 98,127.80
Digital Content & Outreach Coordinator	109	\$ 77,551.83	\$ 98,127.80
Financial Analyst, Senior	109	\$ 77,551.83	\$ 98,127.80
Maintenance Training Coordinator	109	\$ 77,551.83	\$ 98,127.80
Planner, Senior	109	\$ 77,551.83	\$ 98,127.80
Project Management Coordinator	109	\$ 77,551.83	\$ 98,127.80
Safety Coordinator	109	\$ 77,551.83	\$ 98,127.80
Security Video Supervisor	109	\$ 77,551.83	\$ 98,127.80
Systems Analyst	109	\$ 77,551.83	\$ 98,127.80
Warranty Coordinator	109	\$ 77,551.83	\$ 98,127.80
ADA Eligibility Analyst	110	\$ 83,755.97	\$ 105,978.02
Community Development Administrator	110	\$ 83,755.97	\$ 105,978.02
Employee Services Analyst, Senior	110	\$ 83,755.97	\$ 105,978.02

Facilities Assistant Manager	110	\$ 83,755.97	\$ 105,978.02
Fleet Assistant Manager	110	\$ 83,755.97	\$ 105,978.02
Grants Administrator	110	\$ 83,755.97	\$ 105,978.02
Marketing Coordinator	110	\$ 83,755.97	\$ 105,978.02
Project Manager	110	\$ 83,755.97	\$ 105,978.02
Public Safety Sergeant	110	\$ 83,755.97	\$ 105,978.02
Risk Analyst, Senior	110	\$ 83,755.97	\$ 105,978.02
Systems Analyst, Senior	111	\$ 86,977.35	\$ 110,054.10
ADA Eligibility Assistant Manager	112	\$ 90,456.44	\$ 114,456.26
Bus Training Assistant Manager	112	\$ 90,456.44	\$ 114,456.26
Communication Center Assistant Manager	112	\$ 90,456.44	\$ 114,456.26
Community Development Supervisor	112	\$ 90,456.44	\$ 114,456.26
Customer Service Assistant Manager	112	\$ 90,456.44	\$ 114,456.26
Planner, Principal	112	\$ 90,456.44	\$ 114,456.26
Transportation Assistant Manager	112	\$ 90,456.44	\$ 114,456.26
Communications Systems Assistant Manager	113	\$ 97,692.96	\$ 123,612.76
Data Analyst, Senior	113	\$ 97,692.96	\$ 123,612.76
Finance Supervisor	113	\$ 97,692.96	\$ 123,612.76
Government Relations Administrator	113	\$ 97,692.96	\$ 123,612.76
Marketing Supervisor	113	\$ 97,692.96	\$ 123,612.76
Project Manager, Senior	113	\$ 97,692.96	\$ 123,612.76
Warehouse Manager	113	\$ 97,692.96	\$ 123,612.76
Safety Administrator	114	\$ 105,508.40	\$ 133,501.78
Budget Supervisor	115	\$ 109,566.42	\$ 138,636.47
Facilities Manager	115	\$ 109,566.42	\$ 138,636.47
Fleet Manager	115	\$ 109,566.42	\$ 138,636.47
Information Technology Supervisor	115	\$ 109,566.42	\$ 138,636.47
Labor Negotiator	115	\$ 109,566.42	\$ 138,636.47
Specialized Transportation Manager	115	\$ 109,566.42	\$ 138,636.47
Community Development Manager	117	\$ 118,331.73	\$ 149,727.39
Planning Manager	117	\$ 118,331.73	\$ 149,727.39
Procurement Manager	117	\$ 118,331.73	\$ 149,727.39
Project Management Office (PMO) Manager	117	\$ 118,331.73	\$ 149,727.39
Risk Manager	117	\$ 118,331.73	\$ 149,727.39
Employee Services Manager	118	\$ 123,065.00	\$ 155,716.48
Finance Manager	118	\$ 123,065.00	\$ 155,716.48
Transportation Manager	118	\$ 123,065.00	\$ 155,716.48
Communications Manager/PIO	119	\$ 127,798.27	\$ 161,705.58
Information Technology Manager (CTO)	119	\$ 127,798.27	\$ 161,705.58
Safety Manager	120	\$ 132,910.20	\$ 168,732.80
Executive Director of Administration/EEO	122	\$ 149,063.89	\$ 188,613.38
Executive Director of Finance & IT (CFO)	122	\$ 149,063.89	\$ 188,613.38
Executive Director of Maintenance	122	\$ 149,063.89	\$ 188,613.38
Executive Director of Planning & Community Development	122	\$ 149,063.89	\$ 188,613.38
General Counsel	122	\$ 149,063.89	\$ 188,613.38
Chief Operating Officer	123	\$ 155,026.45	\$ 196,157.92

Exhibit C

Section 1.0 - Definitions

The following terms, when used in these guidelines, shall have the following meanings:

- 1.1 Agency - Pierce County Public Transportation Benefit Area Corporation.
- 1.2 Aggregate Service - the total number of years of continuous employment with the Agency or with a predecessor agency in a probationary or regular status, inclusive of authorized leaves of absence. Extended leaves without pay of 30 calendar days or longer and time lost due to suspension will not be included in aggregate service. Periods of layoff will not be included in aggregate service.
- 1.3 Applicant - any person who has applied for appointment to a position, promotion, demotion or transfer.
- 1.4 Application - the official form or forms to be completed by an applicant seeking appointment.
- 1.5 Appointment - the offer and acceptance by a person of a regular full-time or part-time position, or a temporary full-time or part-time position.
- 1.6 Basic Rate of Pay - the actual rate at which an employee is paid for normal non-overtime work, not including contractual lump-sum earnings, premium pay, or longevity.
- 1.7 Board - the Commissioners of the Pierce County Public Transportation Benefit Area Corporation.
- 1.8 Chief Executive Officer - the Chief Administrative Officer for the Agency.
- 1.9 Classification – a collection of one or more positions assigned similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature of the work and which carry the same salary range.
- ~~1.10~~ Contract Services Employee - a contracted employee appointed for a fixed period of time for special projects or to temporarily fill in for a regular full-time vacancy.
- 1.1~~0~~ Demotion - the involuntary movement of an employee from a classification having a higher maximum rate of pay to a classification having a lower maximum rate of pay.
- 1.1~~2~~ Department Vice President - the principal administrative officer for any of the departments of the Agency.
- 1.1~~3~~ Discharge - the separation of an employee for cause.
- 1.1~~4~~ Employee - a person employed by the Agency in a regular position on a full-time or part-time basis. The term "employee" shall not include seasonal, intermittent, or limited

Exhibit C

term workers or persons engaged or retained under contract to perform consulting or special technical services.

- 1.14 ~~Executive Pay Band—Employment positions that are classified in the “E” pay band of the Agency’s then-current classification and compensation system.~~
- 1.15 Executive Team - a group composed of the Chief Executive Officer; Executive Directors; Communications Manager/Public Relations Officer; Information Technology Manager; General Counsel and the Clerk of the Board; and other staff as designated by the Chief Executive officer
- 1.16 Exempt - a position which involves work in a bona fide executive, administrative or professional capacity, as defined in the Washington Minimum Wage Law, RCW 49.46 and Fair Labor Standards Act, 29 U.S.C. Sec. 201-219. Exempt positions are not eligible for overtime pay.
- 1.17 Full-Time Employee - an employee who is regularly scheduled to work an average of 40 hours a week.
- 1.18 Hiring Authority - the person authorized to hire employees. This includes the Chief Executive Officer, the Department Executive Directors, Division Managers, and such others as the Department heads may designate.
- 1.19 Non-Exempt - a position which does not involve work in a bona fide executive, administrative, or professional capacity, as defined in the Washington Minimum Wage Law, RCW 49.46 and Fair Labor Standards Act, 29 U.S.C Sec. 201-219. Non-exempt positions are eligible for overtime pay.
- 1.20 Part-Time Employee - an employee who is regularly scheduled to work less than 40 hours per week.
- 1.21 Performance Probation - a period of time established to allow employees an opportunity to improve unsatisfactory performance in conjunction with a written plan of corrective action at any time during employment.
- 1.22 Position, Represented - a position that is covered by a collective bargaining agreement with the Agency.
- 1.23 Position, Non-Represented - a position that is not covered by a collective bargaining agreement with the Agency.
- 1.24 Probationary period - a period during which an employee may be discharged or demoted without access to the Agency complaint procedure described in Section 9.0 of these guidelines or the grievance procedure contained in any labor agreement. Except for those positions delineated in Section 2.2.2 herein, all positions require a six-month probationary period upon initial appointment to a regular position and a six-month probationary period following promotion, demotion, or transfer to a position in which the employee has not already completed a probationary period.

Exhibit C

- 1.25 Promotion - the movement of an employee into another position having a higher maximum rate of pay.
- 1.26 Protected Classes - persons belonging to one or more of the following classifications: Latino; African-American; Native American/Alaskan Native; Asian/Pacific Islander; persons age 40 or over; women; persons with disabilities and all others as defined by state or federal laws.
- 1.27 Reassignment - the movement of an employee from one position to another in the same classification of work by the hiring authority.
- 1.28 Reclassification - the assignment of ~~an employee a position from one classification~~ to another classification as a result of an analysis of the employee's job duties and responsibilities.
- 1.29 Regular Employee - an employee who has successfully completed the probationary period.
- 1.30 Reinstatement - the appointment of a former employee who has been laid off or returns to work from an approved leave of absence or a resignation.
- 1.31 Relief - a designation for those assigned to cover for absences of Transit Operator, Service Supervisor, Dispatcher, Specialized Transportation Dispatcher, and Safety and Training Instructor.
- 1.32 Resignation - an employee's notice of termination of employment with the Agency.
- 1.33 Step Increase Date – The date a non-represented employee was placed in their current classification.
- 1.34 Supervisor - a non-represented individual having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees; responsible to direct them, or adjust their grievances, or effectively to recommend such action.
- 1.354 Temporary Employee - an employee who has been appointed for a fixed period of time for service on a special job or project, or to fill a vacancy during the absence of a regular employee who is on leave of absence, or an employee filling a regular position for which no pool of qualified applicants exists pending the recruitment of the qualified applicants.
- 1.365 Transfer - the voluntary or involuntary movement of an employee from one position to another position of equal or lesser pay.
- 1.376 Vacancy - a position that the hiring authority and the ~~Vice President, Human Resources & Labor Relations~~Executive Director of Administration determine will be filled and for which valid requisition has been approved.

Section 3.0 - Classification

3.1 Purpose

For the purpose of describing work and assigning salary ranges, the Executive Director of Administration, ~~or delegate or designee,~~ shall assign all positions to job classifications based on the duties and responsibilities, difficulty of work, experience and training requirements, and other factors related to job content.

3.2 Classification

A ~~job description~~classification specification shall be developed by the Executive Director of Administration, ~~or delegate designee,~~ for each classification of work. The ~~job description~~classification specification will include a summary of the following information, if applicable to the classification:

~~A.~~ A. Class summary and distinguishing characteristics

~~A.B.~~ The essential functions.

~~Duties and responsibilities.~~

~~B.C.~~ Amount and type of education and/or training required.

~~C.D.~~ Knowledge, skills and abilities required.

~~D.E.~~ Amount and type of prior experience required.

~~E.F.~~ Level of certification or license required.

~~F. Level of supervisory responsibility and type of employee supervised.~~

G.

H. Physical requirements.

~~Job descriptions~~Classification specifications shall be interpreted in their entirety and in relation to other ~~job descriptions~~classification specifications. Particular phrases or examples are not to be isolated and treated as a full definition of a position. ~~Job descriptions~~Classification specifications shall be deemed to be descriptive and explanatory of the kind of work performed and not necessarily inclusive of all duties performed.

3.3 Review of Positions

The Executive Director of Administration or delegate shall periodically review the job descriptions for all classifications and will audit positions to assure their proper classification.

Exhibit C

If the Executive Director of Administration, ~~or delegate or designee,~~ audits a position and determines that the essential functions, and other responsibilities of the position have changed substantially, the position will be placed in the appropriate classification or, if necessary, a new classification and accompanying ~~job description~~classification specification will be developed.

When the audit of a position results in a recommended change in classification, one of the following actions will occur:

3.3.1 The hiring authority will immediately alter the essential functions, and other responsibilities assigned to the position so that they are consistent with the original classification.

3.3.2 If the recommended change in classification is the result of a gradual increase or decrease in the essential functions, and other responsibilities over a period of six months or more, the incumbent will be allowed to remain in the position and will be paid a salary most closely approximating their present salary, or the bottom of the range, whichever is greater. No employee will be paid at a rate below the minimum of the assigned salary range. If the maximum of the newly assigned salary range is below the employee's current rate of pay, the employee's rate of pay will remain unchanged until such time as the maximum rate of pay for the salary range exceeds the employee's rate of pay.

3.3.3 If the recommended change in classification is the result of an immediate increase or decrease in the essential functions, and other responsibilities, the position will be declared vacant and all applicants, including the incumbent, will be examined for the position. If successful, the incumbent will be interviewed for the position along with other qualified candidates. If the incumbent is not selected for the position, the incumbent will be offered a transfer or demotion to any vacant position for which the incumbent meets the minimum qualifications. If there are no appropriate vacancies, the incumbent will be laid off. The salary placement rules for promotion will be used for the successful internal candidate. Salary placement for a non-represented position will require a 5 percent salary increase or the bottom of the grade, whichever is greater. Salary placement for a represented position will require a one-step increase or the bottom of the wage grade, whichever is greater.

3.4 New Classifications of Work and Salary Adjustments

~~When it is necessary to add or delete classifications,~~ ~~t~~The Executive Director of Administration, ~~or delegated designee,~~ will prepare ~~the~~ appropriate justification for ~~such classification~~ additions, changes, or deletions for ~~Board~~CEO review and ~~adoption~~approval. The effective date of additions or deletions; to the classification plan pertaining to non-represented positions will normally be on January 1 of each year; provided that other effective dates may be established in the event of a reclassification due to an emergency, reorganization, or a substantially ~~inappropriate~~unsuitable wage classification.

Exhibit C

New classifications of work or wage adjustments that fall within the represented unit will be negotiated with the bargaining representative.

~~3.4.1 Establishment of new classifications and positions requires the approval of the Board of Commissioners. Reclassification of positions requires the approval of the Chief Executive Officer.~~

Section 4.0 - Compensation

4.1 Salary Schedules

~~The Executive Director of Administration, or designee, will prepare the appropriate justification for changes to the non-represented salary grade table for Board review and approval. Changes to the non-represented salary grade table will normally be at the first of the year.~~

The Executive Director of Administration, or ~~delegated~~designee, will publish schedules of wages and salaries, respectively, for represented and non-represented unit classifications of work. The wage and salary schedules will contain the title of the classification and the assigned salary grade, including the steps in the grade if appropriate. The schedules will be made available to employees and the public for their review.

4.2 Administration of Compensation Program

The Executive Director of Administration, or ~~delegated~~designee, will administer the compensation program in a manner consistent with the following procedures and limitations:

4.2.1 Initial appointments to non-represented positions ~~will be in accordance with the Washington State Equal Pay Opportunity Act (EPOA), and based on an applicant's education and work experience. will be the minimum of the designated salary range for the classification for minimally acceptable qualified individuals.~~ Individuals whose qualifications exceed the minimum may be appointed at a rate above the minimum, ~~up to the mathematical middle of the range.~~ Appointment above ~~this mid-point~~step 4 of the pay system is subject to the approval of the Chief Executive Officer.

4.2.2 An employee who is transferred from one classification to another classification with the same pay grade will continue to be paid at the same rate of pay and will progress through the pay grade in the prescribed manner.

4.2.3 A promoted employee's pay rate will be affected in one of the following ways:

A. A. Promotional appointments will be in accordance with the EPOA and based on the employee's education and work experience.

Exhibit C

~~A.B. Promoted employees will be placed in the step/amount of the new pay grade which results in a minimum of a 5% increase. Promotions within non-represented positions will require a minimum of a 5 percent salary increase or the bottom of the salary range, whichever is greater, provided that no employee will be paid above the top step or between steps of the salary range for a non-represented position. Appointment to steps up to the mathematical middle may be recommended for employees whose qualifications exceed the minimum requirements. Placement above the mid-point step 4, or the midpoint of a range without steps, is subject to the approval of the Chief Executive Officer.~~

B. While there may be cases of acceptable temporary pay compression (i.e., involving newly promoted supervisors managing employees with significant longevity or with highly valued professional or technical expertise), it is consistent with good management practices for compensation of supervisory employees to be higher than that of their direct subordinates. It is Pierce Transit's goal to maintain a minimum five percent (5%) differential between supervisors and the basic wages/salary of those they supervise.

C. Promotion within represented positions will require a one step increase or the bottom of the wage grade, whichever is greater. If there is no step in the new grade that represents exactly a one step increase, the rate of pay will be the next highest step on the grade, if one exists.

4.2.4 ~~Human Resources~~Employee Services will have the responsibility for re-evaluating existing positions or newly created positions when deemed necessary. Based upon the results of the evaluation, the Executive Director of Administration will ~~recommend~~assign the proper classification and grade ~~to the Executive Staff~~for approval by the CEO.

~~A.—An employee who is advanced to a higher pay grade through position reclassification or classification regrade shall have his/her pay placed in the closest step, or rate of pay, which results in an increase in pay, or the top of the scale, whichever is lower. salary set within the range of the new pay grade to one of the following depending upon which will yield an increase of a minimum of five percent (5%):~~

~~B.A.~~

~~1.—The minimum of the assigned pay grade; or~~

~~2.—A rate that is up to but not exceeding the mathematical middle of the assigned pay grade. The Chief Executive Officer must authorize any placement above the mid-point.~~

B. An employee who is reduced to a position in a lower classification and pay grade may retain the previous rate of pay so long as it does not exceed the top of the scale of the new pay range. The employee shall not receive a pay increase as part of a reclassification to a lower pay grade.

Exhibit C

~~mathematical middle of the new pay range unless authorized by the Chief Executive Officer.~~ In no case shall the salary exceed the maximum of the new pay grade.

- 4.2.5 Demotions as a result of management decisions are not limited to, but may be the result of, reorganization, disciplinary action, or unsatisfactory performance. Demotions from one position to another will be effective only after approval by the hiring authorities concerned, provided a vacancy exists and no re-employment list exists in that classification. Seniority in the classification, if not otherwise established in the lower classification, shall commence on the effective date of such demotion. A demoted employee's pay will be affected in one of the following ways:
- A. Demotions between non-represented positions will be handled on a case-by-case basis, provided that no employee will be paid at a rate in excess of the maximum rate of pay for the non-represented position to which the employee is being demoted.
 - B. Demotions between represented positions will result in a wage decrease of not less than one step or the maximum of the new grade. If the maximum of the new grade is less than a one-step decrease, the next lower rate in the grade will be paid.
- 4.2.6 Voluntary reassignment to a position in a lower classification will be handled on a case-by-case basis.
- 4.2.7 ~~Pierce Transit may apply a market premium or differential to the established salary grade for a job classification where actual market compensation levels are not consistent with the salary grade resulting from the formal job evaluation process. These premiums will only be used when the average market rate maximum compensation level exceeds the established maximum for the classification by at least ten percent (10%). The premium amount will be added to the entire salary range for the class, however the salary grade will not be changed. The differential will remain with the position until a bi-annual market compensation study no longer supports the premium. Such premiums will only be applied after Human Resources conducts a market compensation survey on appropriate comparable positions and the resulting recommendation is approved by the Executive Staff.~~
- 4.2.8 Trainee assignments may be used when there is an insufficient number of qualified applicants for a given position. Training periods will give employees who are not minimally qualified an opportunity to gain the experience needed for eventual movement into the classification. The Chief Executive Officer may authorize the competitive appointment of a Trainee to fill an open position subject to the following restrictions:
- A. Trainees will be paid 90% of the rate of pay for the position or their current rate of pay, whichever is more.

Exhibit C

- B. Trainee assignments will not last longer than one year.
- C. If the employee is appointed to a position at the completion of training, a full probationary period must be served.
- D. All Trainee appointments will be made in writing and will outline:
 - 1) The scope of work.
 - 2) The beginning rate of pay.
 - 3) The evaluation periods and criteria.
 - 4) A statement that the employee understands that they must serve a full probationary period if appointed to a position.

~~4.2.9 Performance Premiums provide an opportunity to reward exceptional performers after they reach the maximum salary for their classification. The Performance Premium allows such performers to exceed the maximum of their range as a result of such discretionary increases. A Performance Premium is not to be used as an additional step increase, or as a means to give an average or even above average employee more money. It is to be used conservatively to reward the employee, typically someone with longer service, who has consistently met the highest standards of performance over a period of time. The payment of Performance Premiums is subject to the following guidelines:~~

~~Recommendations must be made to the Executive Director of Administration by an employee's Executive Staff member and accompanied by a performance evaluation outlining the reasons why the employee merits a Performance Premium. The evaluation must identify work program achievements over a significant period of time and specific examples of why the employee's performance is noteworthy and deserving.~~

~~The Chief Executive Officer and Executive Staff must approve all Performance Premiums.~~

~~Performance Premiums are granted in 5% increments. The first time an employee is nominated for a premium award, it is made as an increase to base salary at the employee's annual review date. If an employee qualifies to receive a second 5% award, it shall be given in a lump sum amount based on annual salary, rather than built into base salary, at the review date.~~

~~No employee may receive more than two 5% Performance Premiums while in the same position, and may not be considered for a second Performance Premium until two years after receiving the first. Employees must be in their current position for two years to be eligible for a Premium.~~

4.2.~~910~~ It is the policy of Pierce Transit that all employees have the opportunity to be recognized for their contributions to the success of the Agency. Any single award that is given to an individual employee or to a group or team of employees may not exceed \$200 in overall value, and no employee may receive awards in excess of \$350 in combined value in any calendar year.

The Pierce Transit CEO is authorized to develop an awards and recognition program and/or procedures in accord with applicable law and this policy.

4.2.~~1011~~ An employee who is reinstated after having been laid off or at the end of an approved leave of absence without pay will receive the same pay step that the employee was receiving at the time they left the Agency, adjusted by any market survey adjustments which may have been granted during the employee's absence, provided that no employee will be paid at a rate below the minimum or above the maximum of the assigned salary range.

4.2.12 The Career Progression program provides a mechanism to encourage certain employees in identified technical and professional areas to advance their careers with Pierce Transit as they develop elevated knowledge and skill levels. Progression recommendations should be made conservatively and are not to be used as a means for automatic promotion, or to give an average performer more money. An employee is recommended for advancement by the department Executive Director. This would normally be done through the annual budget process with an effective date of January 1 or the employee's anniversary date. Information regarding the Agency's Career Progression plan and criteria may be obtained in the Human Resources Department.

4.3 Movement Progression Through the Salary Range Step System – Non-Represented Positions

4.3.1 Salaries for non-represented personnel shall be administered under the salary schedule adopted by the Board of Commissioners.

4.3.2 The Chief Executive Officer is authorized to implement a pay step system to the non-represented classifications. Upon implementation the step system shall adhere to the following:

A. Progression through the step system will occur annually, following placement into a classification, unless the hiring authority considers the employee's performance to be unsatisfactory. Notice of step increase withholding shall be given to the employee and the Employee Services department at least fourteen (14) calendar days prior to the step increase date. salary range is dependent upon evaluation of the employee's performance. Performance evaluations will occur at the discretion of the supervisor but at a minimum, employees shall receive an annual performance and salary evaluation on the applicable review

Exhibit C

~~date. Once an employee reaches the top step of the range, evaluations will occur annually according to the following schedule:~~

~~A. February 15 technical and professional positions~~

~~B. March 1 assistant managers and supervisors~~

~~C. March 15 managers~~

~~D. April 15 executive directors~~

~~4.3.2 A new employee will begin at the first step of the salary range except under the circumstances stated in Paragraph 4.2.1 of this section.~~

~~4.3.4 B.~~ Progression to the next step in the salary range requires one year of satisfactory or better performance at the prior step. Upon recommendation of the department Executive Director with the approval of the Chief Executive Officer, an employee may advance two steps. Employees not performing at an acceptable or fully satisfactory level shall not receive a salary adjustment until such time as satisfactory work performance is achieved

If a step increase is delayed or withheld, the performance evaluation needs to be specific as to the reasons why.

~~4.3.5 Step salary increases shall be effective as of the review date. In the event of a leave of absence without pay, an adjusted review date will be established in accordance with Section 4.3.2.~~

4.3.3 The Chief Executive Officer shall make a recommendation to the Board of Commissioners regarding the amount of any market adjustment to the non-represented salary schedule. Such market adjustment shall normally be made effective on or after January 1, based on a survey of private and public sector employers as may be deemed appropriate. The availability of a market adjustment shall be subject to the financial condition of the Agency.

Section 7.0 - Supplementary Benefits

[...]

7.16 Recognition Administrative Leave for Non-Represented Employees in Overtime Exempt Positions

In recognition of extra hours worked, Administrative Leave may be awarded to employees in overtime-exempt positions as follows:

A. Administrative Leave up to 56 hours per year may be awarded to Executive Directors by the CEO.

Exhibit C

~~B. Administrative Leave up to 40 hours per year may be awarded to employees who are exempt from overtime compensation by the Division Executive Director. The Chief Executive Officer may award up to five (5) additional days of leave per calendar year to non-represented employees who achieve previously established performance standards or goals beyond the employee's usual job requirements. Any such leave will be referred to as "Recognition Leave" and is a component of the employee's overall compensation structure. Recognition leave may not be cashed out and must be used in the calendar year in which it is awarded.~~

~~At the beginning of employment and during annual performance management meetings thereafter, clear standards and/or goals will be established by the employee and his/her manager for the forthcoming review period so that the employee will know what must be accomplished to earn recognition leave. Employees who are deemed to be performing at the unsatisfactory level in their most recent performance review are not eligible for recognition leave.~~

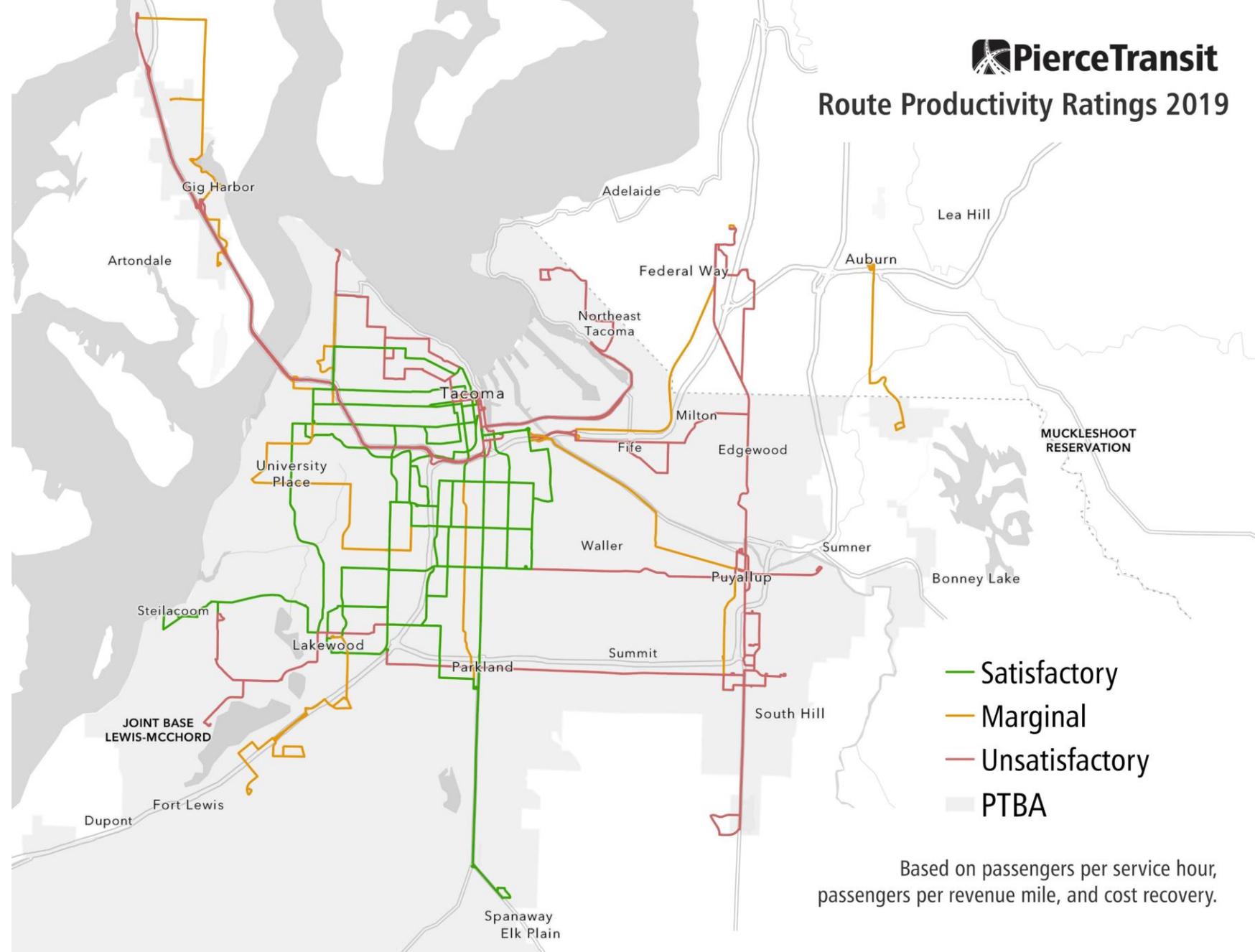
Employees do not have a right to ~~recognition~~administrative leave, the award of which is entirely in the Chief Executive Officer's discretion.

September 2020

Service Recovery Planning

1st Quarter 2020 Service Snapshot

- 500,130 budgeted service hours
- 22,900 average daily boardings



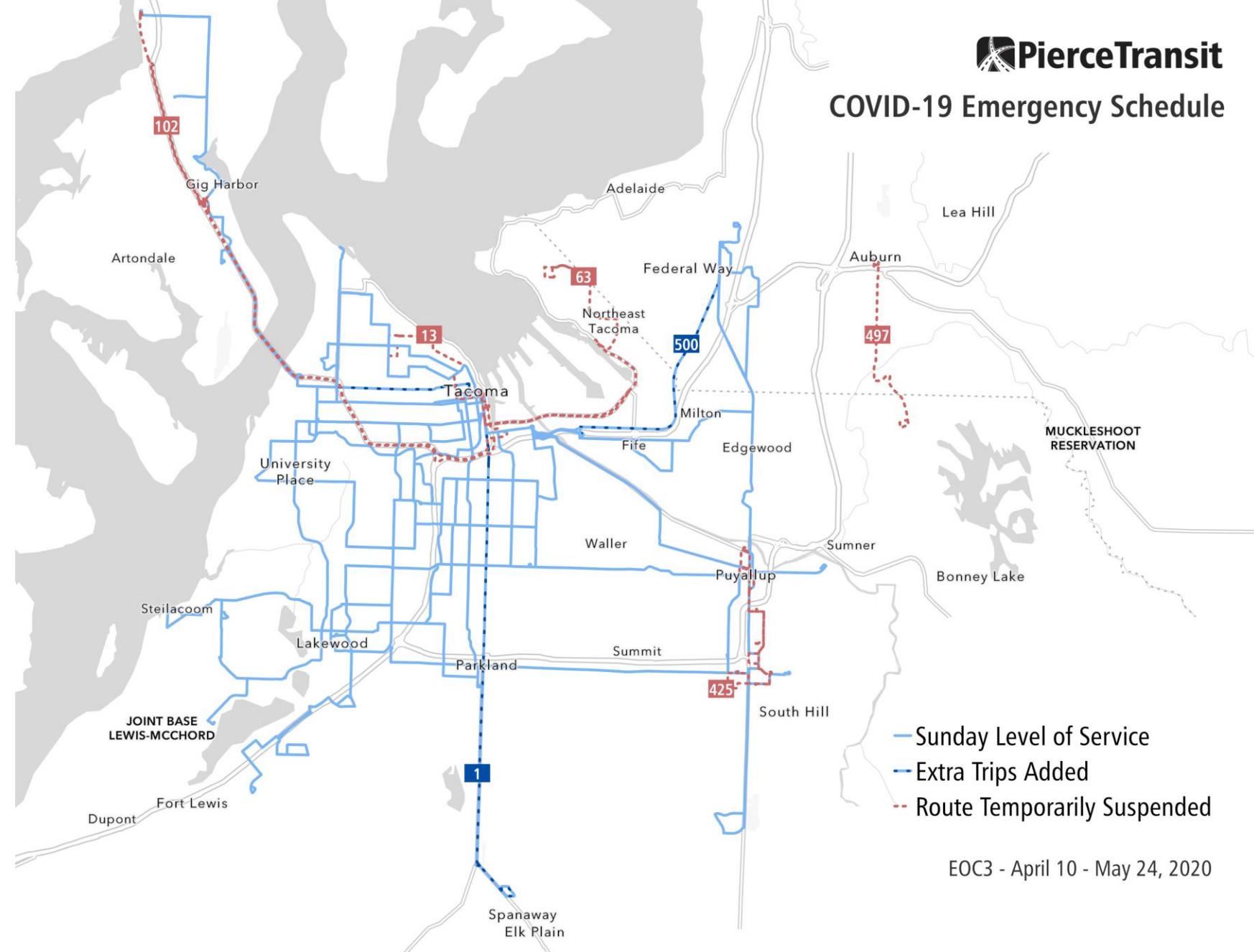
March – May 2020

COVID-related Service Changes

COVID EOC Schedules

March 29, April 6, April 10

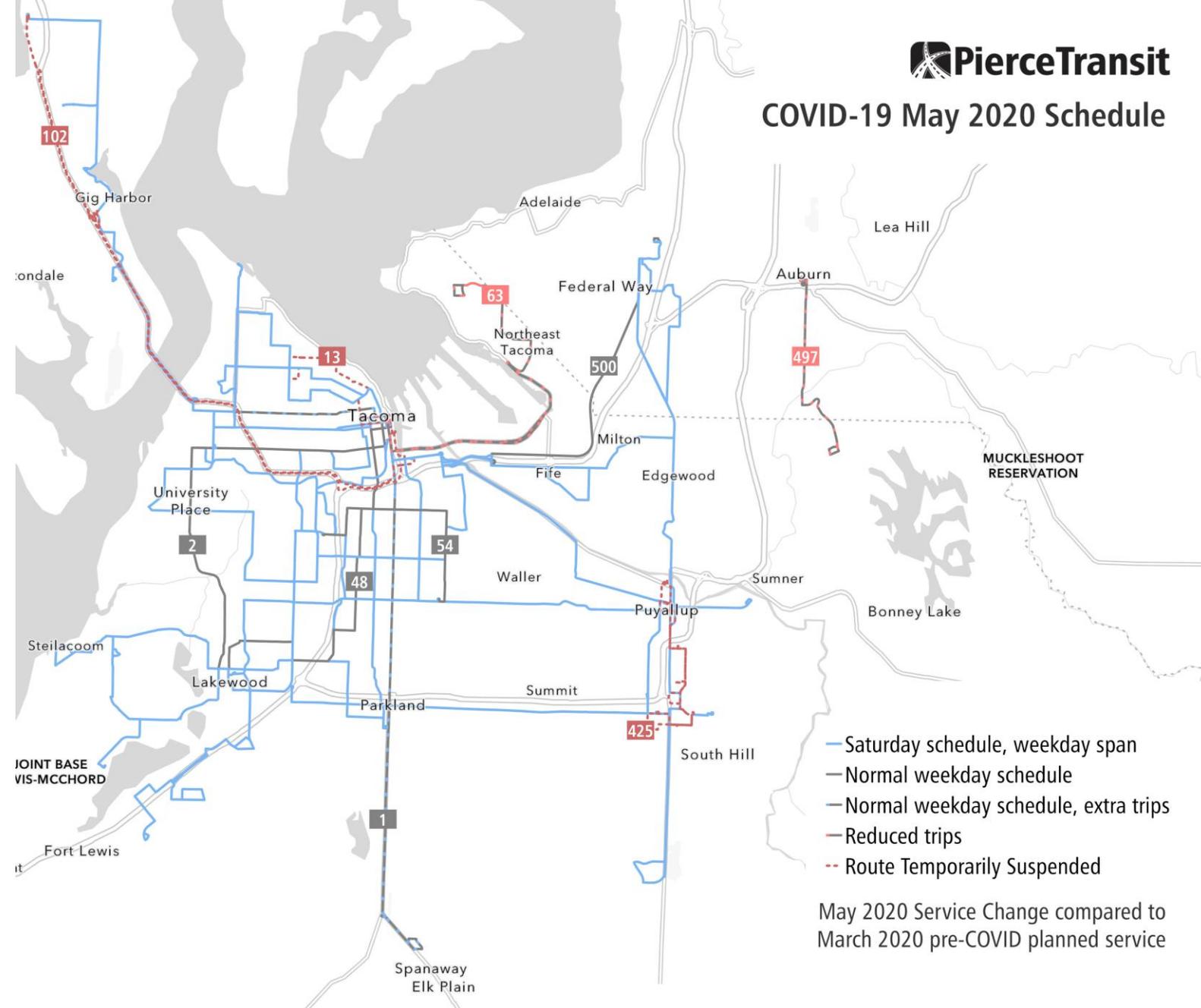
- Three separate service changes in a matter of two and a half weeks.
- Impacts felt system wide
- Six routes were temporarily suspended from service on April 6.
 - 13
 - 63
 - 102
 - 425
 - 497
 - JBLM Connector



EOC3 - April 10 - May 24, 2020

May 24, 2020 Service Change

- On weekdays for most routes, buses arrive less often (as they typically would on Saturday) and the span (a.m. start/p.m. end) is that of a typical weekday
- Route 1 operating at even higher service level than pre-COVID, due to “shadow” buses that often follow along to pick up extra passengers when buses reach COVID-level capacity
- Routes 2, 48, 54 and 500 operating at full service
- Routes 13, 102, and 425 temporarily suspended
- Route 497 partial weekday service
- Saturdays remain on lesser (Sunday) level of service

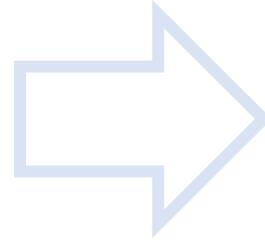


September 2020

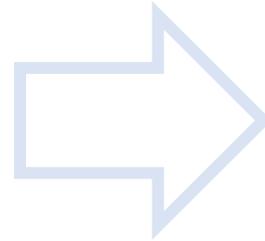
Proposed COVID-related Service Change

September 2020

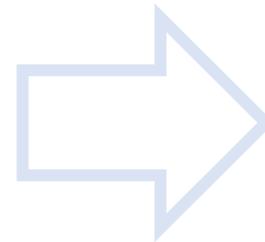
- 90% of pre-COVID service (10% reduction)
- Consideration of the equity impacts for riders and communities we serve
- Regional equity of the PTBA communities
 - Balancing reductions in suburban areas to ensure some level of services remain
- Preservation of high-performance routes, high-need routes, geographic access
- Social equity at the route level



Equity



Regional Access



Route Performance

Analysis Tools

1. Analyzed loads at the trip level based on ridership from September 2019 – February 2020.
2. Updated Equity Mileage based on 2018 ACS data and referenced each route with most current minority and low income data.
3. COVID-19 Ridership – Analyzed where riders were before and where they are now.

Route		425			
Dir		SOUTH			
Values					
Hours	Trip Start	Average of Max Load	Average of Seats Empty	Average of Seat Cap	
9 AM	:59	2.9	11	14	
10 AM	:32	2.3	12	14	
11 AM	:02	2.6	11	14	
	:32	2.3	12	14	
12 PM	:04	2.9	11	14	
	:34	2.5	11	14	
1 PM	:02	2.7	11	14	
	:32	2.5	12	14	
2 PM	:02	2.5	12	14	
	:32	2.7	11	14	
3 PM	:04	3.2	11	14	
	:34	3.4	11	14	
4 PM	:04	3.0	11	14	
	:34	1.8	12	14	
5 PM	:04	2.3	12	14	
	:39	2.6	11	14	

Route		102			
Dir		SOUTH			
Values					
Hours	Trip Start	Average of Max Load	Average of Seats Empty	Average of Seat Cap	
4 AM	:55	4.2	33	37	
5 AM	:00	7.3	29	36	
	:35	5.2	31	36	
	:40	5.9	30	36	
6 AM	:15	14.2	22	36	
	:20	15.9	21	37	
7 AM	:00	19.2	17	37	
	:17	7.1	31	38	
	:50	11.8	25	37	

Route		63			
Dir		SOUTH			
Values					
Hours	Trip Start	Average of Max Load	Average of Seats Empty	Average of Seat Cap	
6 AM	:05	2.9	34	36	
7 AM	:08	11.2	25	36	
8 AM	:08	6.7	30	37	
9 AM	:08	6.8	31	38	

	Description	Weekday Service	Saturday Service	Sunday Service	Potential Boardings Impacted
A	Focus on efficiency: eliminate lowest-performing routes.	Reduce Span/frequency on Route 402. Routes 13, 63, 102, 409, 425, 501 fully removed.	No Routes 409, 425, 501	No Routes 501, 409	407,051
B	Preserve all routes, system-wide trip removal.	Trips cut on Routes 4, 10, 11, 13, 45, 53, 55, 100, 102, 214, 400, 402, 409, 425, 501.	Sunday Schedule, No Route 425	Normal	617,848
C	Eliminate low-performing routes & remove low-performing trips.	Reduce span and/or frequency on Routes 53, 63, 214, 402, 409, 501 Routes 13, 102, 425 fully removed.	Sunday Schedule, No Route 425	Normal	570,327
D	Remove Sunday service outside of trunk routes and route 500. Reduce span on low-performing routes during weekday.	Reduce span and/or frequency on Routes 11, 13, 63, 402, 409, 425, 501 Route 102 Fully Removed.	Reduced Span on Route 425	Trunk Routes 1, 2, 3, 4 and Route 500 Operation only	581,345
E	Focus on preservation of most all weekday service and connections. Maintain a level of service on Sunday.	Reduce span and/or frequency on Routes 11, 13, 63, 214, 402, 409, 425, 501 Route 102 Fully Removed.	Reduced Span on Route 425, Reduced frequency on 4 & 212	One hour frequency on Trunk Routes and Route 500. Two hour frequency for others.	577,731

Analysis Summary

Major Route Impacts

- Shows the progression of the development of the recommendation to find the balance between the three tiers of Equity, Regional Access and Route Performance.
- Estimate of Annual boardings impacted: 577,731 (7%)
- Estimate of total share of Services removed 10%
- Major Service Changes for Routes 13, 63, 102, 402, 409, 425

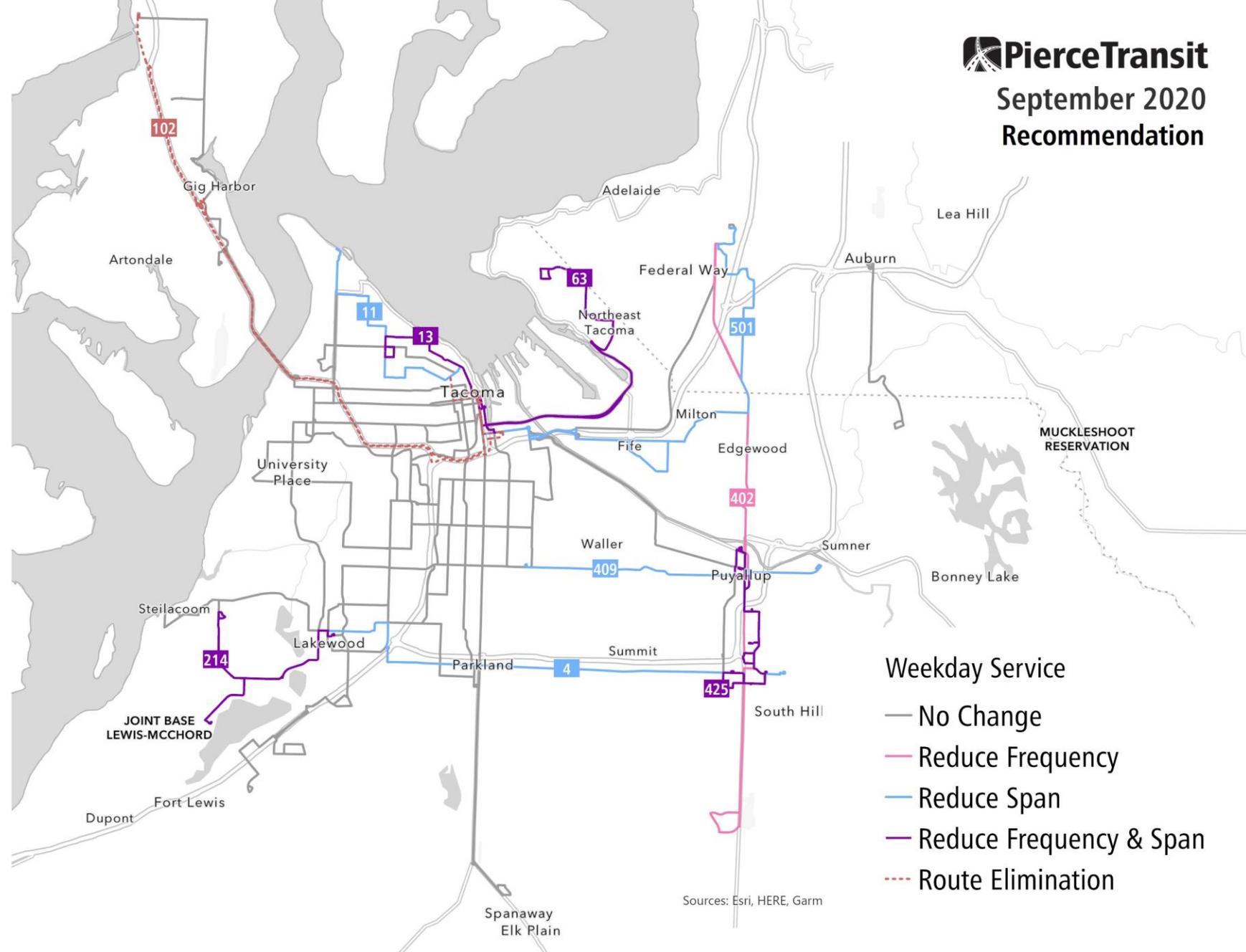
Route	% Mileage of high Minority blockgroups	% Mileage of high Low Income	High Minority	Low Income	Estimated Annual % Service Removed				
1 - 6th Ave/Pacific Ave	60%	87%	Yes	Yes	0%	3%	3%	0%	4%
2 - Bridgeport / S 19th St	70%	90%	Yes	Yes	0%	3%	3%	0%	3%
3 - South Tacoma Way	99%	99%	Yes	Yes	0%	7%	7%	0%	0%
4 - S 112th St	68%	65%	Yes	Yes	0%	10%	4%	0%	12%
10 - Pearl St	40%	70%	Yes	Yes	0%	13%	1%	5%	3%
11 - Pt. Defiance	11%	28%	No	No	0%	10%	1%	15%	12%
13 - N 30th St	41%	27%	Yes	No	100%	35%	100%	70%	70%
16 - N 21st /North End	34%	56%	Yes	Yes	0%	5%	5%	6%	3%
28 - S 12TH ST	61%	79%	Yes	Yes	0%	4%	4%	6%	3%
41 - 56th St/Salishan	90%	72%	Yes	Yes	0%	2%	2%	7%	4%
42 - McKinley	100%	69%	Yes	Yes	0%	0%	0%	8%	4%
45 - Yakima	94%	86%	Yes	Yes	0%	19%	0%	7%	3%
48 - Sheridan/M st	95%	92%	Yes	Yes	0%	1%	1%	7%	4%
52 - TCC Tac Mall	63%	66%	Yes	Yes	0%	5%	5%	8%	4%
53 - University Place	45%	67%	Yes	Yes	0%	12%	31%	7%	3%
54 - S 38th St/Portland	95%	81%	Yes	Yes	0%	0%	0%	6%	3%
55 - Parkland Tac Mall	87%	79%	Yes	Yes	0%	16%	5%	8%	4%
57 - Tacoma Mall	89%	100%	Yes	Yes	0%	2%	2%	7%	3%
63 - NE Tacoma	83%	51%	Yes	Yes	100%	55%	55%	55%	55%
100 - Purdy Gig Harbor TCC	5%	15%	No	No	0%	7%	1%	11%	5%
102 - Purdy Gig Harbor Tacoma Express	38%	42%	Yes	Yes	100%	20%	100%	100%	100%
202 - 72nd Street	96%	79%	Yes	Yes	0%	0%	0%	14%	7%
206 - Pacific Hwy/Tillicum/Madigan	84%	81%	Yes	Yes	0%	4%	4%	8%	6%
212 - Steilacoom	56%	46%	Yes	Yes	0%	8%	8%	5%	8%
214 - Washington	66%	25%	Yes	No	0%	18%	18%	5%	16%
400 - Puyallup/DowntownTacoma	29%	62%	No	Yes	0%	19%	0%	0%	0%
402 - Meridian/Federal Way	34%	37%	Yes	Yes	37%	37%	37%	42%	38%
409 - Puyallup/72nd	6%	56%	No	Yes	100%	29%	29%	40%	35%
425 - Puyallup Connector	50%	54%	Yes	Yes	100%	69%	100%	64%	64%
497 - Lakeland Hill connector	52%	57%	Yes	Yes	0%	0%	0%	0%	0%
500 - Federal Way	91%	44%	Yes	Yes	0%	4%	4%	0%	0%
501 - Milton Federal way	65%	32%	Yes	No	100%	5%	7%	3%	10%
TOTAL					10%	10%	10%	10%	10%

Recommendation

COVID-19 September Schedule

• WEEKDAY SERVICE LEVELS

- End service
 - 102 Express
- Hourly service (frequency)
 - 402
- Frequency and Span reduction
 - 425
 - 214
 - 63 (one direction service am/pm)
 - 13 (one direction service am/pm)
- Span reduction (how early or late bus arrives)
 - 501
 - 409
 - 11
 - 4

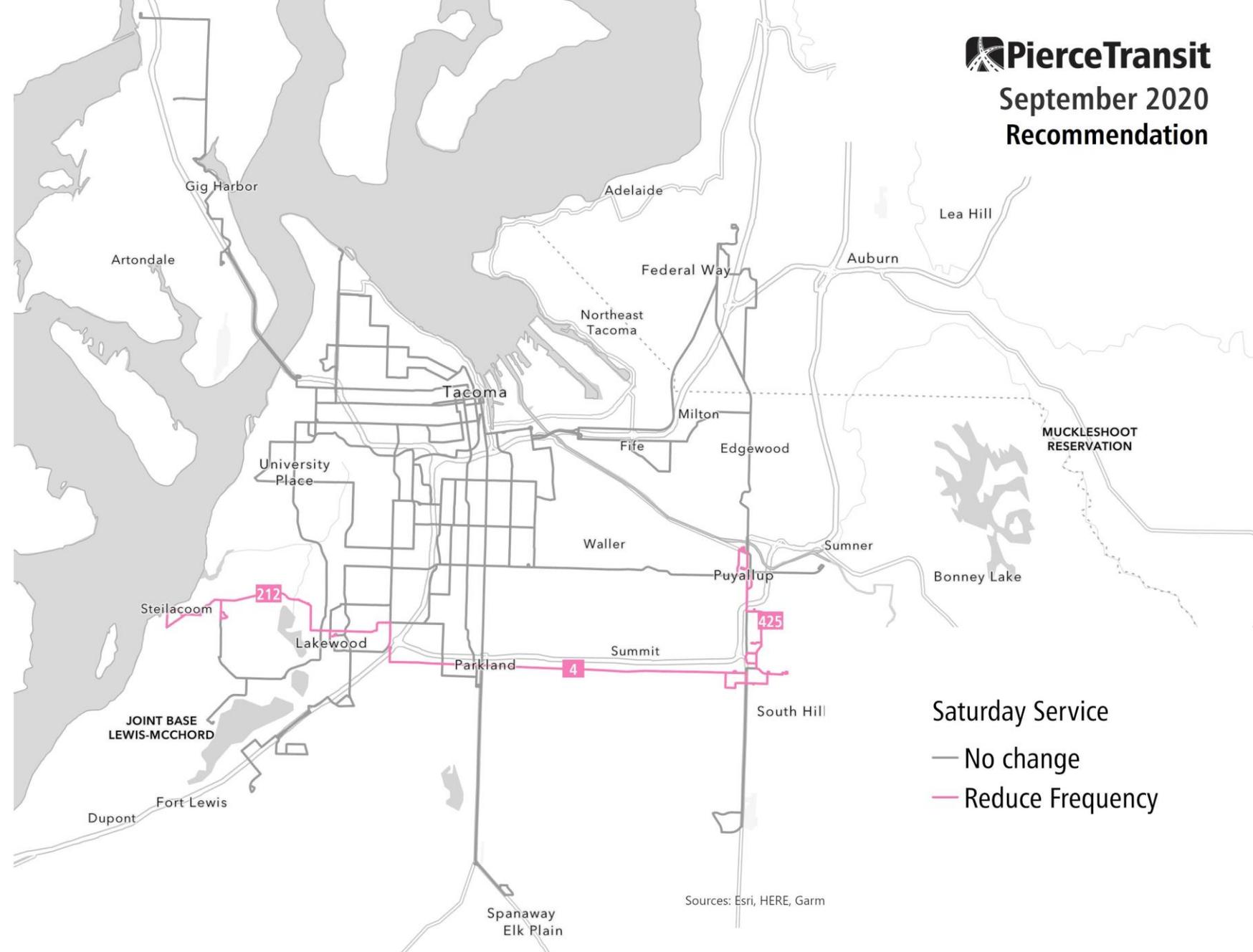


- Weekday Service
- No Change
 - Reduce Frequency
 - Reduce Span
 - Reduce Frequency & Span
 - Route Elimination

Recommendation

COVID-19 September Schedule

- **SATURDAY SERVICE**
- Reduced frequency on Routes:
 - 4
 - 212
 - 425

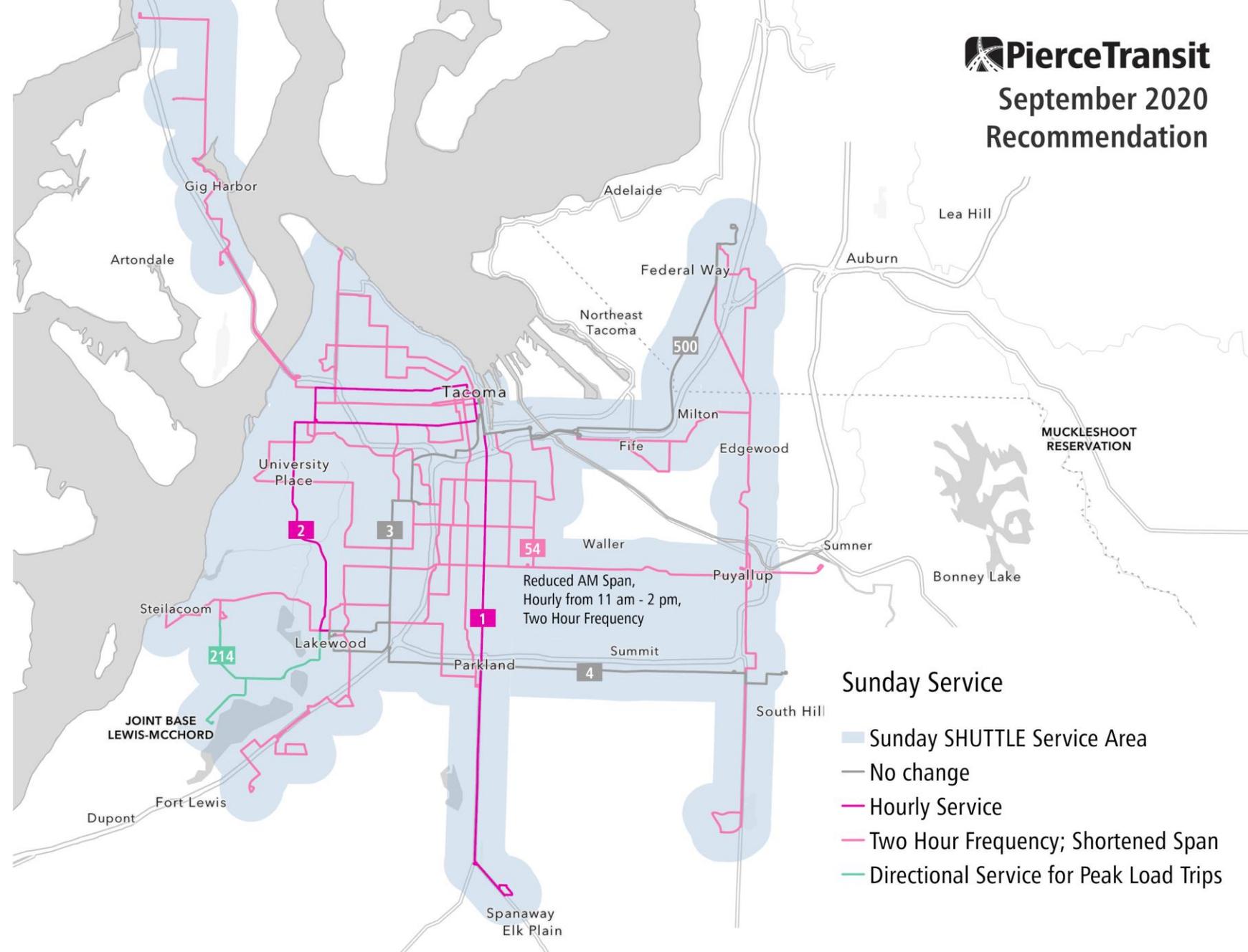


Recommendation

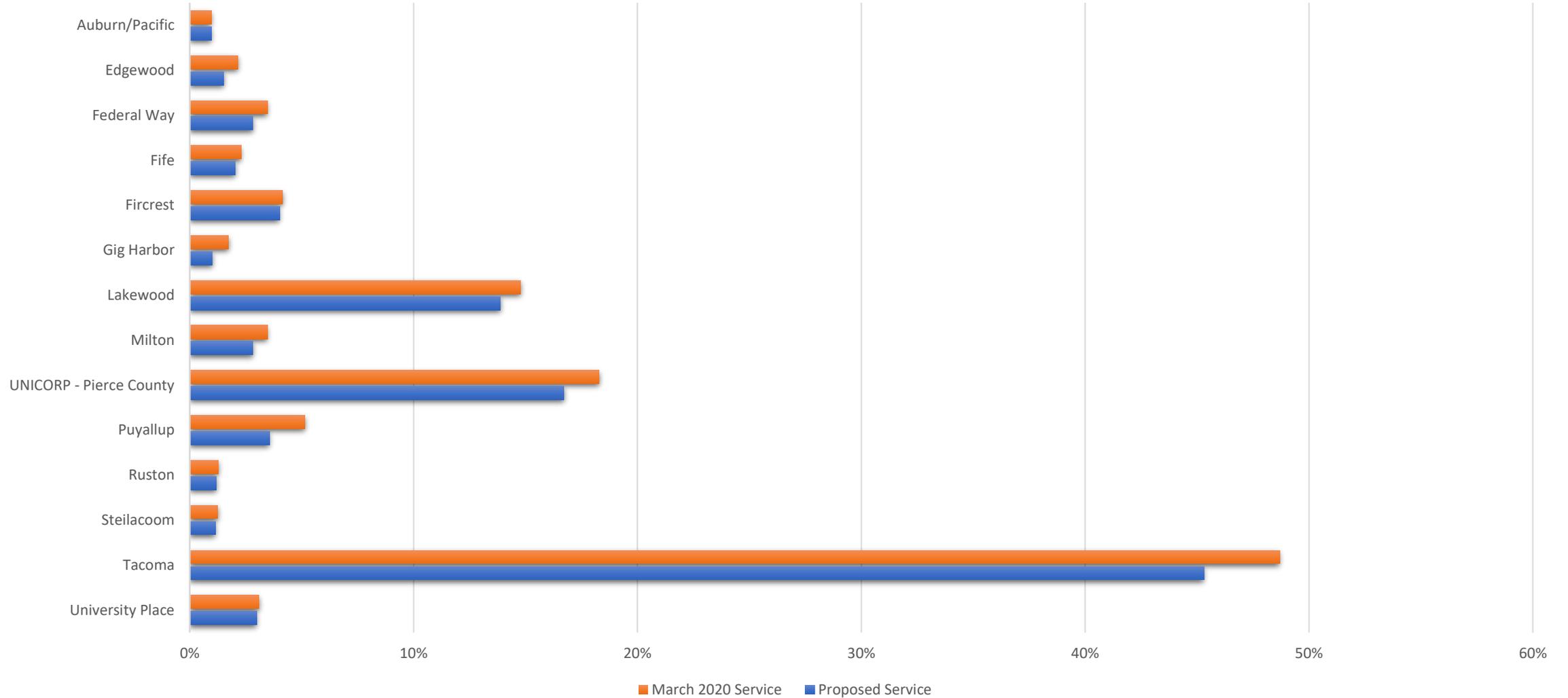
COVID-19 September Schedule

• SUNDAY SERVICE

- One-hour service frequency on trunk routes 1,2,3,4 and route 500
- Two-hour service frequency on most other routes



September 2020 Proposed COVID-19 Service – Geographic Breakdown of Service Hours



September 2020

COVID-19 Emergency Schedule
Service Recovery Planning