

Meeting Location: Teleconference
Phone: 253-215-8782
Meeting ID: 824 360 38313

Virtual Meeting Participation Information:

Due to the COVID-19 Pandemic and the Governor Proclamation 20-28 that is in effect, a physical meeting location will not be provided for this meeting. The public is welcome to attend the meeting by calling 1-253-215-8782 or 1-669-900-6833 and entering Meeting ID No. 824 360 38313, or by accessing <https://us02web.zoom.us/j/82436038313>.

Call to Order

Roll Call

Special Business

1. Federal and State Legislative Update and Authorizing Resolution No. 2021-007, Commemorating Representative Jake Fey, Representative Mari Leavitt, Representative Dan Bronoske, and Senator T'wina Nobles for Their Transit Support and Advocacy in Pierce County During the 2021 State Legislative Session and for Being True Champions of Transit for the Pierce County Region Alex Mather
Government Relations Administrator

Presentations/Updates

1. 2nd Quarter Community Transportation Advisory Group Update Cody Bakken
CTAG Member
2. Returning to In-Person Meetings; Hybrid Model Chair Campbell
3. Continued Discussion Regarding Pursuing a Ballot Measure to Increase Sales Tax Collections for Additional Bus Service Chair Campbell/Board

Public Comment: *Citizens wishing to provide comment will be given three minutes to comment on any transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.*

*To request to speak during public comment, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak.*

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, 2021 – June 30, 2021
2. Approval of Minutes: June 4, 2021 Special Meeting; June 14, 2021, Regular Meeting; June 30, 2021, Special Meeting
3. Approval of Minutes: CEO Search and Recruitment Committee Meeting Minutes of May 28, 2021; June 3, 2021; June 10, 2021
4. 2nd Quarter Sole Source Report and Contracts over \$100K Report
5. FS 2021-036, Ratify Emergency Public Works Contract No. 1235 with TRS Mechanical to Perform the Repairs to Building 4 HVAC System in an Amount not to Exceed \$30,000.
6. FS 2021-037, Increase the Contract Authority not to Exceed Amount by \$90,000 with Wood Harbinger, Contract No. 1038, to Expand Existing Design Services to Allow for Additional Security Cameras in Various Locations Across the Pierce Transit System
7. FS 2021-038, Authority to Enter into Contract No. 1201 with Gillig, LLC, to Purchase Nine (9) Forty-foot, Low Floor, Compressed Natural Gas (CNG) Coaches Pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Schedule Master Contract No. 06719-01 Transit Buses: Heavy Duty
8. FS 2021-039 Increase the Contract Authority not to Exceed Amount by \$253,000 with Parametrix, Contract No. 1001, for GC/CM Advisory Services for the Base Master Plan Implementation
9. FS 2021-040, Increase the Contract Authority not to Exceed Amount by \$2,750,000 with Huitt-Zollars, Inc., Contract No. PT-04-18, for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Project Relating to Phase 1 of the New Maintenance Facility.

Action Agenda

1. FS 2021-041, Delegating Authority to the CEO to Negotiate and Agree to Settlements for Real Property Rights that Exceed the Appraisal of Just Compensation by \$50,000 or Less for the Pacific Avenue/SR 7 BRT Project and Direct Staff to Prepare a Quarterly Property Acquisition
- Brett Freshwaters
Executive Director of Finance
&
Janine Robinson
Senior Planner

Status Report to the Board of Commissioners
Detailing the Property Acquisition Expenditures
vs. Property Acquisition Cost Estimate for the
Pacific Avenue/SR 7 BRT Project

2. Discussion and Potential Selection and Offer of Employment to a CEO Candidate Chair Campbell/Board

Staff Updates

1. CEO's Report Interim Chief Executive Officer
Amy Cleveland

Informational Board Items

1. Chair Report Chair Campbell
2. Sound Transit Update Commissioner Keel
3. Puget Sound Regional Council Transportation Policy Board Update Chair Campbell
4. Commissioners' Comments

Executive Session

Adjournment to Closed Session

- Labor Relations, pursuant to RCW 42.30.140(b) Amy Cleveland
Interim CEO

American Disability Act (ADA) accommodations are available with a 72-hour notice. Please contact the Clerk's office at 253-581-8066 for special accommodations.



Special Business



2021 State & Federal Legislative Update

July 12, 2021

Priorities

2021 State Legislative Session

- Retain \$15M from Connecting WA for Bus Rapid Transit
- Secure funds for Bus Rapid Transit II
- Support Equity in Contracting Policy
- Passing a Transportation Package

Final Negotiated Transportation Budget

2021 State Legislative Session

- **Connecting Washington** –Bus Rapid Transit : **\$10.787m** in 2021-23; **\$15M** total
- **Regional Mobility Grant** – BRT stations: **\$4.2m**
- **Green Transportation Grant** - Commerce BEB Charging: **\$585,000**, 2021-23
- Passage of **SB 5032**, *Alternative Public Works Contracting*
 - Adds a public transit seat to the Capital Projects Advisory Review Board (CPARB) and extends effective date to July 2031

Slated for 2021-23 Biennium

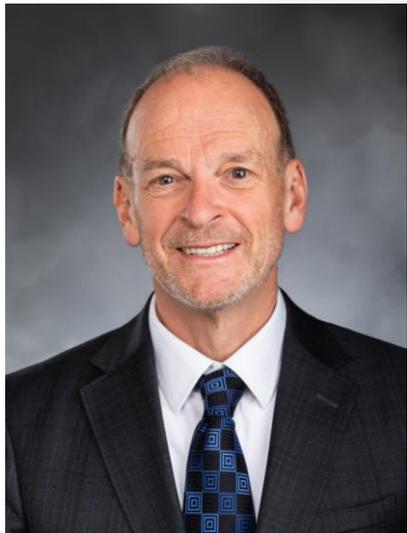
2021 State Legislative Session

- **Port of Tacoma Service:**
 - \$568,000 in 2021-23;
 - \$568,000 in 2023-25;
 - **Total of \$1.136m**
- **Spanaway Transit Center, Phase 2:**
 - \$1.4m in 2021-23;
 - \$5.7m in 2023-25;
 - **Total of \$7.1m**
- **SR/SR7 Park and Ride:**
 - \$1m in 2021-23 (prev. received \$2.989m in 2019-21);
 - **Total of \$4m**

Our Transit Champions

2021 State Legislative Session

Successfully included \$10M for Bus Rapid Transit 2 in both House and Senate Transportation Package Proposals



Rep. Jake Fey



Rep. Mari Leavitt



Rep. Dan Bronoske



Senator T'wina Nobles

Opportunities Abound

Federal Legislative Update

- Surface Transportation Reauthorization and Member Designated Project Requests
- FY2022 Appropriations and Community Project Funding Requests
- President's FY 2022 Budget Proposal - \$75.2M included for Pacific Ave BRT
- American Jobs Plan

Earmark Requests

Federal Legislative Update

- **Maintenance and Operations Base Improvements (MOBI) - \$20M**
- **Spanaway Transit Center - \$3M**
- **Electrification at Commerce Transfer Center - \$1.25M**

Progress Report

Federal Legislative Update

- Submitted project requests to Senator Murray, Senator Cantwell, Reps. Strickland, Smith and Schrier
- Congresswoman Strickland is our *Champion* in the House
 - \$3M for Spanaway advanced through Community Project Funding process
 - MOBI not selected by T&I Committee
- Senate review of project requests is ongoing

Next Steps

Federal Legislative Update

- Congress continues to work on next surface transportation reauthorization, as well as FY2022 budget and appropriations
- September 30 deadline for both measures
- Keep Pierce Transit's projects top of mind through Member Designated Projects and appropriations as process continues



Questions?

Thank you!

**There is no Fact Sheet
for Resolution
No. 2021-007**

RESOLUTION NO. 2021-007

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Commemorating Representative Jake Fey,
2 Representative Mari Leavitt, Representative Dan Bronoske, and Senator T'wina Nobles for Their Transit
3 Support and Advocacy in Pierce County During the 2021 State Legislative Session and for Being True
4 Champions of Transit for the Pierce County Region
5

6 WHEREAS, Pierce Transit's legislative champions, Representative Jake Fey, Representative Mari Leavitt,
7 Representative Dan Bronoske and Senator T'wina Nobles demonstrated above and beyond support for Pierce
8 Transit and public transportation in Pierce County during the 2021 state legislative session, providing funding
9 through the 2021-23 biennium; and

10 WHEREAS, Pierce Transit received \$10.8 million for a total of \$15 million from the Connecting
11 Washington transportation package for the Bus Rapid Transit project; and

12 WHEREAS, Pierce Transit received \$4.2 million through the Regional Mobility Grant program for Bus
13 Rapid Transit stations; and

14 WHEREAS, the agency received \$585,000 through the new Green Transportation Grant for the
15 Commerce Transfer area electric bus charging infrastructure; and

16 WHEREAS, the agency was awarded \$1.14 million for a new Port of Tacoma micro-mobility service; and

17 WHEREAS, the agency received \$7.1 million for the Spanaway Transit Center, Phase II project; and

18 WHEREAS, the agency received \$4 million for the SR-7 Park and Ride project; and

19 WHEREAS, Pierce Transit is deeply appreciative of Rep. Fey tireless work in bringing together
20 transportation and infrastructure stakeholders to develop a forward-thinking and equitable transportation
21 package proposal; and

22 WHEREAS, Representative Bronoske, Representative Leavitt, and Senator Nobles co-sponsored Pierce
23 Transit's request for the inclusion of \$10 million in a future state transportation package; and

24 WHEREAS these Transit Champions continue to bring transportation stakeholders together to find
25 solutions for more accessible, inclusive, and equitable infrastructure and public transportation across the state
26 for all communities; and

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

28 Section 1. The Board of Commissioners commends the 2021 State Legislative Champions for all of
29 their work and value they delivered during an unprecedented and virtual session.

30 ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held
31 on the 12th day of July 2021.

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PIERCE TRANSIT

Marty Campbell, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board



Presentations/Updates

Good afternoon Commissioners of the Board. My name is Cody Bakken. I have been a member of the Community Transportation Advisory Group (CTAG) since 2016. I would like to present to you the quarterly update on our activities. Please note: there has not been any public comment during this quarter.

In March, CTAG was approached by Mike Griffus (Chief Operating Officer), regarding the Bus Stop Balancing project. After more than 2000 bus stops were analyzed to compile a list of those to consider for removal, and after an exhaustive public comment period producing several hundred valuable insights on various bus stops, Mike asked that CTAG select a CTAG member to join the review committee. I (Cody Bakken) was selected for this responsibility. Brenda Davis and Lani Fowlkes from Community Development came to the meeting to update CTAG on the Outreach Action Plan. CTAG expressed a desire to take an active role in outreach, including the Student Art Contest and the Student Education program. CTAG deliberated on a number of topics, including the City of Tacoma's (CoT) At Home In Tacoma housing project and the new CEO qualities to look for during the forthcoming recruitment process. CTAG asked me (Cody Bakken) to submit on its behalf a letter to the At Home In Tacoma effort to ask that public transit be given priority when re-evaluating housing and city planning for the future. This letter was submitted by the deadline and CoT staff continue to respond with updates. CTAG also asked questions about the potential ballot measure that The Board has been deliberating, wishing to know more about the questions the Board has regarding the concerns they have. CTAG members expressed a desire to see the efforts moved forward and put to a vote of the people.

In April, Ryan Wheaton (Planning & Community Development Executive Director) visited CTAG to discuss efforts to transform local transit (including a potential ballot measure effort). Ryan shared the efforts Pierce Transit staff have made to educate the public and the Board on what would be needed to bring the vote to fruition, and what the changes Pierce Transit would undergo as a result of a successful yes-vote. CTAG members were quite excited by the prospect of more frequent and later running service, fareless rides for select communities, and expanded service to areas not fully served currently. Ryan was asked the direct question: "What can I do to help with this effort?" To which Ryan replied that it's up to the Board of Commissioners to make the decision about moving forward. CTAG further deliberated on other topics, including the CEO Recruitment effort and the Bus Stop Balancing project. A new CTAG member was selected to represent CTAG at the BRT Community Committee. Members also discussed concerns over proper masking wearing while riding the bus, with comments made regarding drivers as well as riders seen in violation of what is not only a health practice but a current federal law. Penny Grellier (Community Development Administrator, CTAG Liaison) agreed to pass along suggestions to Dena Withrow in Operations in order to help make mask wearing more palatable on the buses. CTAG was provided with several dates for when Pierce Transit would be at Farmers' Market events to help with Outreach efforts. At this point, CTAG members were asked to think about the needs involved in restarting in-person meetings again by September and how CTAG could help provide information to the public when there are new concerns brought forward, such as a ballot measure for consideration.

In May, Kathy Walton (Marketing Supervisor), Rebecca Japhet (Communications Manager/Public Information Officer), and Alex Alderman (Community Development Specialist) asked CTAG to participate in a brainstorming session to consider new ideas for promoting ridership. A suggestion was for new riders to self-identify with a commemorative button so that operators and other Pierce Transit staff can easily recognize who needs additional information. Ryan Wheaton (Planning & Community Development Executive Director) returned to CTAG to discuss results of the public ridership survey asked for by the Board of Commissioners. It was made clear that the Board wants CTAG to formally weigh-in on this topic.

The June agenda for CTAG includes a discussion with Darin Stavish (Principal Planner) on a study regarding expansion of the Stream BRT system, a discussion with Duane Wakan (Senior Planner) regarding the JBLM Runner service, and a nomination for the first-ever CTAG Hero Award.

Ladies and gentlemen of the Board, I thank you for your time and welcome any questions you have for me at this point.



Consent Agenda

PIERCE TRANSIT
Board Payments Over \$50,000
Payments From: Jun 1, 2021 to Jun 30, 2021
Cash and Investment Balance: 148,334,923.25

Payment Numbers CK 00376277 through CK 00376447
 Wire Numbers EFT 00007658 through EFT 00007886
 No Advance Travel Checks
 Total \$7,723,110.61

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

Operating Fund				
	Check	Vendor	Item/Service	Amount
CHK	00376402	PIERCE COUNTY BUDGET & FINANCE	Policing Svcs 06/21	292,886.00
CHK	00376436	PIERCE COUNTY BUDGET & FINANCE	RADIO SYSTEM ACCESS 2021	761,356.38
EFT	00007658	US BANK CORPORATE PAYMENT SYST	MISC BUSN EXPENSES	76,654.87
EFT	00007659	GREAT WEST RETIREMENT	PP 11 2021 Empower	67,781.25
EFT	00007660	ICMA RETIREMENT	PP 11 2021 ICMA	204,824.73
EFT	00007673	FIRST TRANSIT	EXP RMB STORMWATER 04/21	478,905.38
EFT	00007711	ASSOCIATED PETROLEUM	DIESEL USAGE	58,699.95
EFT	00007749	SOUND TRANSIT	ST Farebox May 2021	51,714.52
EFT	00007760	UNITED ENERGY TRADING LLC	CNG USAGE 05/21	56,467.60
EFT	00007767	AWC	AWC BGLI June 21	1,168,143.00
EFT	00007768	GREAT WEST RETIREMENT	PP 12 2021 Empower	68,407.11
EFT	00007769	ICMA RETIREMENT	PP 12 2021 ICMA	202,216.29
EFT	00007776	ASSOCIATED PETROLEUM	DIESEL USAGE	144,401.45
EFT	00007835	SOUND TRANSIT	CNG CREDIT 2020	189,756.50
EFT	00007843	BRIDGESTONE AMERICA	TIRE MILEAGE 05/21	58,489.86
EFT	00007869	SCHETKY NORTHWEST SALES INC	TROLLEY REPAIR 1421	61,423.32
Payments for Fund 1 Total				3,942,128.21
Self Insurance Fund				
	Check	Vendor	Item/Service	Amount
Payments for Fund 4 Total				0.00
Capital Fund				
	Check	Vendor	Item/Service	Amount
CHK	00376349	PEASE & SONS INC	Ceiling Material B4 04/21	175,172.73
CHK	00376354	PUGET SOUND SOLAR LLC	CPCLD Enterprise DC-3	323,160.00
EFT	00007658	US BANK CORPORATE PAYMENT SYST	Boundary Line Adj review	3,663.23
EFT	00007707	ABSHER CONSTRUCTION COMPANY	CONSTR CHARG STATIONS 04/21	398,817.73
EFT	00007717	CONSTRUCT, INC.	ADDL WATERPRF COMM 05/21	220,223.49
EFT	00007726	HUITT-ZOLLARS INC.	DESIGN SCHEM MOBI 05/01/21	166,947.75
EFT	00007746	SAYBR CONTRACTORS INC	DECOMM SEPTIC SPANTC 05/21	298,732.77
EFT	00007764	WSP USA, INC.	DESIGN SVC BRT 03/27-04/30/21	511,674.89
EFT	00007789	GRANITE CONSTRUCTION COMPANY	PRECONSTR GCCM BRT 04/21	55,140.59
Payments for Fund 9 Total				2,153,533.18
Total Payments in Excess of \$50,000.00				6,095,661.39

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Pierce Transit
Payment Certification for Jun 30, 2021
Payments Jun 1, 2021 to Jun 30, 2021

Payment Numbers CK 00376277 through CK 00376447

Wire Numbers EFT 00007658 through EFT 00007886

No Advance Travel Checks

Bank ID	Check Numbe	Check Date	Amount	Vendor Name
01	CHK	00376277	06/03/2021	291.99 AT&T
01	CHK	00376278	06/03/2021	30.42 AT&T
01	CHK	00376279	06/03/2021	92.32 AT&T
01	CHK	00376280	06/03/2021	474.80 AT&T
01	CHK	00376281	06/03/2021	6,681.44 AT&T
01	CHK	00376282	06/03/2021	6,667.18 AT&T
01	CHK	00376283	06/03/2021	1,188.85 ATU LOCAL 758 CORP
01	CHK	00376285	06/03/2021	359.55 BATTERY CLEARANCE LLC
01	CHK	00376286	06/03/2021	37.50 CALIFORNIA STATE DISBURSEMENT
01	CHK	00376287	06/03/2021	911.60 CHAPTER 13 TRUSTEE
01	CHK	00376288	06/03/2021	558.26 CITY TREASURER - TPU
01	CHK	00376289	06/03/2021	4,763.28 COLONIAL SUPPLEMENTAL LIFE
01	CHK	00376290	06/03/2021	150.24 COMCAST
01	CHK	00376291	06/03/2021	240.18 COMCAST
01	CHK	00376292	06/03/2021	43.34 COMM ON POLITICAL EDUCATION
01	CHK	00376293	06/03/2021	116.09 FRUITLAND MUTUAL WATER COMPANY
01	CHK	00376294	06/03/2021	2,930.60 GENES TOWING CORP
01	CHK	00376295	06/03/2021	830.25 IAM & AW
01	CHK	00376296	06/03/2021	220.00 INTERNAL REVENUE SERVICE
01	CHK	00376297	06/03/2021	831.10 LOWE'S COMPANIES INC
01	CHK	00376298	06/03/2021	14,372.60 MACHINISTS HEALTH &
01	CHK	00376299	06/03/2021	1,362.50 MICHAEL G MALAIER
01	CHK	00376300	06/03/2021	167.50 MISSOURI FAMILY SUPPORT PAYMEN
01	CHK	00376301	06/03/2021	266.46 NATIONAL AUTO PARTS WAREHOUSE
01	CHK	00376302	06/03/2021	136.40 NH DEPT OF H & HS
01	CHK	00376303	06/03/2021	1,919.06 NORTHWEST IAM BENEFIT TRUST
01	CHK	00376304	06/03/2021	896.82 NYS CHILD SUPPORT PROCESSING
01	CHK	00376305	06/03/2021	182.47 OFFICE DEPOT CORP
01	CHK	00376306	06/03/2021	66.34 PIERCE COUNTY RECYCLING LLC
01	CHK	00376307	06/03/2021	400.00 LEPS-PSS PLLC
01	CHK	00376308	06/03/2021	140.53 PUGET SOUND ENERGY
01	CHK	00376309	06/03/2021	894.66 RPAI US MANAGEMENT LLC
01	CHK	00376310	06/03/2021	3,250.00 SIMON AND COMPANY INC
01	CHK	00376311	06/03/2021	4,048.35 SNIDER ENERGY
01	CHK	00376312	06/03/2021	500.00 SOURCE PANEL
01	CHK	00376313	06/03/2021	420.00 T-MOBILE USA, INC
01	CHK	00376314	06/03/2021	4,830.31 TACOMA MALL PARTNERSHIP
01	CHK	00376316	06/03/2021	593.35 TX CHILD SUPPORT SDU
01	CHK	00376317	06/03/2021	5,217.69 UNITED SITE SERVICES (Everson)
01	CHK	00376318	06/03/2021	1,043.34 UNITED WAY OF PIERCE COUNTY
01	CHK	00376319	06/04/2021	3,697.90 BARBARA HERNANDEZ
01	CHK	00376320	06/04/2021	5,404.23 TERRY HOWARD
01	CHK	00376321	06/10/2021	9,521.29 ALL PRO BUILDING MAINTENANCE
01	CHK	00376322	06/10/2021	48,500.00 APTA
01	CHK	00376323	06/10/2021	48.16 AT&T
01	CHK	00376324	06/10/2021	625.55 AUDIT & ADJUSTMENT CO INC
01	CHK	00376325	06/10/2021	617.62 CENTURY LINK
01	CHK	00376326	06/10/2021	80.65 CENTURY LINK
01	CHK	00376327	06/10/2021	67.49 CENTURY LINK
01	CHK	00376328	06/10/2021	486.77 CITY OF GIG HARBOR
01	CHK	00376329	06/10/2021	881.14 CITY TREASURER - TPU
01	CHK	00376330	06/10/2021	91.00 CITY TREASURER - TPU
01	CHK	00376331	06/10/2021	12,027.60 CITY TREASURER - TPU
01	CHK	00376332	06/10/2021	395.59 COMCAST
01	CHK	00376333	06/10/2021	155.18 COMCAST
01	CHK	00376334	06/10/2021	140.24 COMCAST
01	CHK	00376335	06/10/2021	769.63 CREDIT INTERNATIONAL CORP
01	CHK	00376336	06/10/2021	109.89 CRT TOOLS
01	CHK	00376337	06/10/2021	689.88 DM RECYCLING CO INC
01	CHK	00376338	06/10/2021	16.09 FEDERAL EXPRESS CORP
01	CHK	00376339	06/10/2021	3,928.93 FLEET MOBILE LUBE-WASH INC
01	CHK	00376340	06/10/2021	220.18 HAROLD LEMAY ENTERPRISES
01	CHK	00376341	06/10/2021	1,025.59 HOME DEPOT CREDIT SERVICES
01	CHK	00376342	06/10/2021	6,054.66 HULTZ BHU ENGINEERS INC.
01	CHK	00376343	06/10/2021	1,027.50 IBI GROUP A CALIFORNIA PARTNER
01	CHK	00376344	06/10/2021	3,771.30 KING COUNTY FINANCE
01	CHK	00376345	06/10/2021	736.82 LEVEL 3 (CENTURY LINK)
01	CHK	00376346	06/10/2021	4,846.26 LEVEL 3 (CENTURY LINK)
01	CHK	00376347	06/10/2021	642.99 NORBAR TORQUE TOOLS
01	CHK	00376348	06/10/2021	674.29 PACIFIC TORQUE
01	CHK	00376349	06/10/2021	175,172.73 PEASE & SONS INC
01	CHK	00376350	06/10/2021	319.09 PENINSULA LIGHT
01	CHK	00376351	06/10/2021	1,656.78 PIERCE COUNTY BUDGET & FINANCE
01	CHK	00376352	06/10/2021	3,402.27 PIERCE COUNTY BUDGET & FINANCE
01	CHK	00376353	06/10/2021	16,410.61 PUGET SOUND ENERGY

01	CHK	00376354	06/10/2021	323,160.00	PUGET SOUND SOLAR LLC
01	CHK	00376355	06/10/2021	1,080.39	RAINIER SUPPLY
01	CHK	00376356	06/10/2021	373.36	SONITROL PACIFIC
01	CHK	00376357	06/10/2021	20,799.87	SM STEMPEER ARCHITECTS PLLC
01	CHK	00376358	06/10/2021	116.81	TERMINIX COMMERCIAL
01	CHK	00376359	06/10/2021	116.81	TERMINIX COMMERCIAL
01	CHK	00376360	06/10/2021	2,076.99	UNITED SITE SERVICES (Everson)
01	CHK	00376361	06/10/2021	4,182.00	VIETNAMESE BUDDHIST COMMUNITY
01	CHK	00376362	06/10/2021	286.74	WURTH USA INC
01	CHK	00376363	06/17/2021	45.50	AFTON STRATTON
01	CHK	00376364	06/17/2021	13,741.58	ASSOCIATED PETROLEUM
01	CHK	00376365	06/17/2021	80.13	AT&T
01	CHK	00376366	06/17/2021	29.92	AT&T
01	CHK	00376367	06/17/2021	46,477.01	ATU LOCAL 758 CORP
01	CHK	00376368	06/17/2021	37.50	CALIFORNIA STATE DISBURSEMENT
01	CHK	00376369	06/17/2021	7,771.08	CENTURY LINK
01	CHK	00376370	06/17/2021	911.60	CHAPTER 13 TRUSTEE
01	CHK	00376371	06/17/2021	25,375.16	CITY OF FEDERAL WAY
01	CHK	00376372	06/17/2021	2,860.19	CITY TREASURER - TPU
01	CHK	00376373	06/17/2021	103.00	COLLEEN TANGIONA
01	CHK	00376374	06/17/2021	175.10	COMCAST
01	CHK	00376375	06/17/2021	150.18	COMCAST
01	CHK	00376376	06/17/2021	150.18	COMCAST
01	CHK	00376377	06/17/2021	314.62	COPIERS NORTHWEST INC
01	CHK	00376378	06/17/2021	1,666.00	COREX LLC
01	CHK	00376379	06/17/2021	494.90	DAILY JOURNAL OF COMMERCE INC
01	CHK	00376380	06/17/2021	99.02	DISH
01	CHK	00376381	06/17/2021	334.48	DM RECYCLING CO INC
01	CHK	00376382	06/17/2021	32.07	FINANCIAL ASSET MANAGEMENT SYS
01	CHK	00376383	06/17/2021	50.00	FORMFOX, INC.
01	CHK	00376384	06/17/2021	1,610.65	GENES TOWING CORP
01	CHK	00376385	06/17/2021	1,110.82	GILCHRIST CHEVROLET
01	CHK	00376386	06/17/2021	24.47	GILLIG LLC
01	CHK	00376387	06/17/2021	5,857.53	HAROLD LEMAY ENTERPRISES
01	CHK	00376388	06/17/2021	220.00	INTERNAL REVENUE SERVICE
01	CHK	00376389	06/17/2021	20.47	JAKE FOUTS
01	CHK	00376390	06/17/2021	1,598.03	JOHNSON CONTROLS
01	CHK	00376391	06/17/2021	36,589.26	LAKEVIEW LIGHT & POWER CO
01	CHK	00376392	06/17/2021	4,081.18	LAKEWOOD WATER DISTRICT
01	CHK	00376393	06/17/2021	142.80	LEMAV MOBILE SHREDDING
01	CHK	00376394	06/17/2021	3,194.79	LEVEL 3 (CENTURY LINK)
01	CHK	00376395	06/17/2021	4,678.00	MAKING A DIFFERENCE FOUNDATION
01	CHK	00376396	06/17/2021	1,362.50	MICHAEL G MALAIER
01	CHK	00376397	06/17/2021	167.50	MISSOURI FAMILY SUPPORT PAYMEN
01	CHK	00376398	06/17/2021	136.40	NH DEPT OF H & HS
01	CHK	00376399	06/17/2021	896.82	NYS CHILD SUPPORT PROCESSING
01	CHK	00376400	06/17/2021	157.23	O'REILLY AUTO PARTS
01	CHK	00376401	06/17/2021	372.63	PACIFIC TORQUE
01	CHK	00376402	06/17/2021	292,886.00	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00376403	06/17/2021	900.06	PURCELL TIRE & RUBBER COMPANY
01	CHK	00376404	06/17/2021	507.74	QUADIENT INC
01	CHK	00376405	06/17/2021	31.39	REFRIGERATION SUPPLY DIST
01	CHK	00376406	06/17/2021	577.23	REX PEGG FABRICS INC
01	CHK	00376407	06/17/2021	498.00	ROBIN LUCAS
01	CHK	00376408	06/17/2021	15.83	SNAP-ON TOOLS - Robert Mustain
01	CHK	00376409	06/17/2021	9,058.81	SNIDER ENERGY
01	CHK	00376410	06/17/2021	9,956.25	SM STEMPEER ARCHITECTS PLLC
01	CHK	00376411	06/17/2021	358.97	SWS EQUIPMENT, INC.
01	CHK	00376412	06/17/2021	246.09	TACOMA DAILY INDEX
01	CHK	00376413	06/17/2021	593.35	TX CHILD SUPPORT SDU
01	CHK	00376414	06/17/2021	1,043.34	UNITED WAY OF PIERCE COUNTY
01	CHK	00376415	06/17/2021	8,093.54	WSDOT
01	CHK	00376416	06/17/2021	0.10	EMPLOYMENT SECURITY DEPT WASHI
01	CHK	00376417	06/17/2021	3,000.93	WALTER E NELSON CO.
01	CHK	00376418	06/17/2021	149.85	WESTERN PETERBILT
01	CHK	00376419	06/24/2021	70.99	AMERICAN KIDNEY FUND
01	CHK	00376420	06/24/2021	26,145.24	CITY OF FEDERAL WAY
01	CHK	00376421	06/24/2021	1,460.41	CITY TREASURER - TPU
01	CHK	00376422	06/24/2021	150.18	COMCAST
01	CHK	00376423	06/24/2021	150.24	COMCAST
01	CHK	00376424	06/24/2021	6,762.76	COMCAST
01	CHK	00376425	06/24/2021	218.05	DAILY JOURNAL OF COMMERCE INC
01	CHK	00376426	06/24/2021	1,413.00	DOWNS ENTERPRISES, INC
01	CHK	00376427	06/24/2021	3,942.66	FLEET MOBILE LUBE-WASH INC
01	CHK	00376428	06/24/2021	619.87	GENES TOWING CORP
01	CHK	00376429	06/24/2021	38.01	JAMES SAILER
01	CHK	00376430	06/24/2021	13,316.67	KARRAS CONSULTING
01	CHK	00376431	06/24/2021	768.00	KENT KEEL
01	CHK	00376432	06/24/2021	831.36	LAKEVIEW LIGHT & POWER CO
01	CHK	00376433	06/24/2021	1,848.00	MULTICARE HEALTH SYSTEM
01	CHK	00376434	06/24/2021	80.84	OFFICE DEPOT CORP
01	CHK	00376435	06/24/2021	1,332.03	OWEN EQUIPMENT
01	CHK	00376436	06/24/2021	761,356.38	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00376437	06/24/2021	5,000.00	PREMIER MEDIA GROUP
01	CHK	00376438	06/24/2021	250.00	LEPS-PSS PLLC
01	CHK	00376439	06/24/2021	364.02	PUGET SOUND ENERGY
01	CHK	00376440	06/24/2021	602.03	PURCELL TIRE & RUBBER COMPANY

01	CHK	00376441	06/24/2021	8.79 RAINIER SUPPLY
01	CHK	00376442	06/24/2021	4,460.74 REX PEGG FABRICS INC
01	CHK	00376443	06/24/2021	55.10 SHERWIN-WILLIAMS (LKWD, CEDR)
01	CHK	00376444	06/24/2021	926.59 SNIDER ENERGY
01	CHK	00376445	06/24/2021	109.56 TACOMA DAILY INDEX
01	CHK	00376446	06/24/2021	2,107.87 UNITED SITE SERVICES (Everson)
01	CHK	00376447	06/24/2021	42,236.53 VOYAGER FLEET SYSTEMS INC
01	EFT	00007658	06/02/2021	80,318.10 US BANK CORPORATE PAYMENT SYST
01	EFT	00007659	06/03/2021	67,781.25 GREAT WEST RETIREMENT
01	EFT	00007660	06/03/2021	204,824.73 ICMA RETIREMENT
01	EFT	00007661	06/03/2021	14,117.98 NAVIA BENEFIT SOLUTIONS
01	EFT	00007662	06/03/2021	7,822.45 TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00007663	06/03/2021	6,785.13 WA ST CHILD SUPPORT REGISTRY
01	EFT	00007664	06/03/2021	429.78 AMB TOOLS & EQUIPMENT
01	EFT	00007665	06/03/2021	13,021.30 ADCi
01	EFT	00007666	06/03/2021	25,032.64 ASSOCIATED PETROLEUM
01	EFT	00007667	06/03/2021	13,369.17 ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00007668	06/03/2021	5,145.00 BRIDGESTONE AMERICA
01	EFT	00007669	06/03/2021	8,954.65 CONDUEENT TRANSPORT SOLUTIONS
01	EFT	00007670	06/03/2021	13,333.44 CUMMINS INC
01	EFT	00007671	06/03/2021	2,995.00 ANA LABORATORIES INC
01	EFT	00007672	06/03/2021	208.38 FINISHMASTER, INC
01	EFT	00007673	06/03/2021	478,905.38 FIRST TRANSIT
01	EFT	00007674	06/03/2021	29,744.02 GILLIG LLC
01	EFT	00007675	06/03/2021	1,390.16 GRAINGER
01	EFT	00007676	06/03/2021	145.88 HERITAGE-CRYSTAL CLEAN LLC
01	EFT	00007677	06/03/2021	2,550.40 IWG TOWERS ASSETS I LLC
01	EFT	00007678	06/03/2021	310.51 WESTERN FLUID COMPONENTS
01	EFT	00007679	06/03/2021	14,704.77 JENCO DEVELOPMENT
01	EFT	00007680	06/03/2021	320.00 LAKEWOOD CHAMBER OF COMMERCE
01	EFT	00007681	06/03/2021	750.00 LONE FIR CREATIVE
01	EFT	00007682	06/03/2021	327.25 MCGUIRE BEARING CO
01	EFT	00007683	06/03/2021	294.07 MINUTEMAN PRESS
01	EFT	00007684	06/03/2021	1,875.50 MOHAWK MFG & SUPPLY
01	EFT	00007685	06/03/2021	105.57 MOOD MEDIA
01	EFT	00007686	06/03/2021	145.73 MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00007687	06/03/2021	7,335.44 PACIFIC POWER PRODUCTS
01	EFT	00007688	06/03/2021	289.44 R E AUTO ELECTRIC
01	EFT	00007689	06/03/2021	92.18 SARCO SUPPLY
01	EFT	00007690	06/03/2021	31.35 SEATTLE AUTOMOTIVE DIST.
01	EFT	00007691	06/03/2021	2,116.00 SOUND TRANSIT
01	EFT	00007692	06/03/2021	1,724.80 SOUND TRANSIT
01	EFT	00007693	06/03/2021	225.00 MARK W MEROD
01	EFT	00007694	06/03/2021	587.57 SOUTH TACOMA GLASS
01	EFT	00007695	06/03/2021	202.50 STANDARD PARTS CORP
01	EFT	00007696	06/03/2021	1,133.32 STAPLES
01	EFT	00007697	06/03/2021	3,360.00 SUMMIT LAW GROUP PLLC
01	EFT	00007698	06/03/2021	2,188.74 TACOMA DODGE CHRYSLER JEEP
01	EFT	00007699	06/03/2021	1,022.17 TACOMA SCREW
01	EFT	00007700	06/03/2021	12,842.63 THE AFTERMARKET PARTS CO LLC
01	EFT	00007701	06/03/2021	6,299.55 UNIFIRST CORPORATION
01	EFT	00007702	06/03/2021	2,727.44 WESTERN PETERBILT
01	EFT	00007703	06/03/2021	34.94 WILLIAMS OIL FILTER
01	EFT	00007704	06/03/2021	27.48 ZONAR SYSTEMS INC
01	EFT	00007705	06/08/2021	260.00 LUCY MAMEA
01	EFT	00007706	06/10/2021	1,840.50 A & E IMAGING
01	EFT	00007707	06/10/2021	398,817.73 ABSHER CONSTRUCTION COMPANY
01	EFT	00007708	06/10/2021	26,263.00 ACI CUSTODIAL INC
01	EFT	00007709	06/10/2021	1,048.45 ADVANCED TRAFFIC PRODUCTS INC
01	EFT	00007710	06/10/2021	1,574.30 ALLSTREAM
01	EFT	00007711	06/10/2021	58,699.95 ASSOCIATED PETROLEUM
01	EFT	00007712	06/10/2021	857.22 AXON ENTERPRISES INC
01	EFT	00007713	06/10/2021	2,404.28 BATTERY SYSTEMS
01	EFT	00007714	06/10/2021	427.71 BRAUN CORPORATION
01	EFT	00007715	06/10/2021	318.88 CINTAS FIRE PROTECTION
01	EFT	00007716	06/10/2021	1,142.54 COMMERCIAL BRAKE & CLUTCH
01	EFT	00007717	06/10/2021	220,223.49 CONSTRUCT, INC.
01	EFT	00007718	06/10/2021	20,323.28 CUMMINS INC
01	EFT	00007719	06/10/2021	250.00 CYBERSOURCE CORP.
01	EFT	00007720	06/10/2021	490.14 DRIVELINES NW INC
01	EFT	00007721	06/10/2021	3,277.00 DRUG FREE BUSINESS
01	EFT	00007722	06/10/2021	2,290.86 GTT COMMUNICATIONS
01	EFT	00007723	06/10/2021	34,681.43 GILLIG LLC
01	EFT	00007724	06/10/2021	5,750.00 GORDON THOMAS HONEYWELL
01	EFT	00007725	06/10/2021	860.38 GRAINGER
01	EFT	00007726	06/10/2021	166,947.75 HUITT-ZOLLARS INC.
01	EFT	00007727	06/10/2021	47.14 WESTERN FLUID COMPONENTS
01	EFT	00007728	06/10/2021	7,767.93 KPFF CONSULTING ENGINEERS
01	EFT	00007729	06/10/2021	800.00 LAKEWOOD CHAMBER OF COMMERCE
01	EFT	00007730	06/10/2021	197.82 LARSEN SIGN COMPANY
01	EFT	00007731	06/10/2021	133.45 LAURA MASSEY
01	EFT	00007732	06/10/2021	694.34 LEGACY TELECOMMUNICATIONS, INC
01	EFT	00007733	06/10/2021	427.00 MALLORY SAFETY & SUPPLY LLC
01	EFT	00007734	06/10/2021	184.36 MCGUIRE BEARING CO
01	EFT	00007735	06/10/2021	398.72 MOHAWK MFG & SUPPLY
01	EFT	00007736	06/10/2021	775.58 MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00007737	06/10/2021	6,825.38 MYPAD3D INC

01	EFT	00007738	06/10/2021	1,285.00 NAVIA BENEFIT SOLUTIONS
01	EFT	00007739	06/10/2021	250.38 NORTHWEST LIFT & EQUIPMENT
01	EFT	00007740	06/10/2021	13,252.22 OPEN SQUARE
01	EFT	00007741	06/10/2021	9,845.06 PACIFIC POWER PRODUCTS
01	EFT	00007742	06/10/2021	5,207.50 PARAMETRIX ENGINEERING
01	EFT	00007743	06/10/2021	2,277.85 PRINTWEST
01	EFT	00007744	06/10/2021	147.83 RED WING SHOE STORE
01	EFT	00007745	06/10/2021	344.17 SAMBA HOLDINGS INC
01	EFT	00007746	06/10/2021	298,732.77 SAYBR CONTRACTORS INC
01	EFT	00007747	06/10/2021	114.30 SCHETKY NORTHWEST SALES INC
01	EFT	00007748	06/10/2021	350.00 SEATTLE AUTOMOTIVE DIST.
01	EFT	00007749	06/10/2021	51,714.52 SOUND TRANSIT
01	EFT	00007750	06/10/2021	396.00 SOUND TRANSIT
01	EFT	00007751	06/10/2021	139.23 STANDARD PARTS CORP
01	EFT	00007752	06/10/2021	168.95 STAPLES
01	EFT	00007753	06/10/2021	18,925.00 SUPERION LLC
01	EFT	00007754	06/10/2021	108.97 TACOMA SCREW
01	EFT	00007755	06/10/2021	8,248.52 TECHNICAL SECURITY INTEGRATION
01	EFT	00007756	06/10/2021	20,323.48 THE AFTERMARKET PARTS CO LLC
01	EFT	00007757	06/10/2021	349.78 THOMSON REUTERS-WEST
01	EFT	00007758	06/10/2021	40,271.00 JEANNETTE TWITTY
01	EFT	00007759	06/10/2021	1,713.51 UNIFIRST CORPORATION
01	EFT	00007760	06/10/2021	56,467.60 UNITED ENERGY TRADING LLC
01	EFT	00007761	06/10/2021	12,072.50 WA ST TRANSIT INSURANCE POOL
01	EFT	00007762	06/10/2021	1,086.52 WAXIE SANITARY SUPPLY
01	EFT	00007763	06/10/2021	11,849.20 WESTERN PETERBILT
01	EFT	00007764	06/10/2021	511,674.89 WSP USA, INC.
01	EFT	00007765	06/11/2021	35,661.00 MYPAD3D INC
01	EFT	00007766	06/14/2021	38,280.17 US BANK CORPORATE PAYMENT SYST
01	EFT	00007767	06/16/2021	1,168,143.00 AWC
01	EFT	00007768	06/17/2021	68,407.11 GREAT WEST RETIREMENT
01	EFT	00007769	06/17/2021	202,216.29 ICMA RETIREMENT
01	EFT	00007770	06/17/2021	14,141.06 NAVIA BENEFIT SOLUTIONS
01	EFT	00007771	06/17/2021	7,658.10 TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00007772	06/17/2021	6,281.27 WA ST CHILD SUPPORT REGISTRY
01	EFT	00007773	06/17/2021	83.05 AIRGAS-NOR PAC INC
01	EFT	00007774	06/17/2021	19.07 ALLIED ELECTRONICS
01	EFT	00007775	06/17/2021	488.88 ALLSTREAM
01	EFT	00007776	06/17/2021	144,401.45 ASSOCIATED PETROLEUM
01	EFT	00007777	06/17/2021	264.85 ATLAS SUPPLY INC
01	EFT	00007778	06/17/2021	20.00 BRENT CAMPBELL
01	EFT	00007779	06/17/2021	41.41 CHEVRON PRODUCTS CO.
01	EFT	00007780	06/17/2021	683.27 CINTAS FIRE PROTECTION
01	EFT	00007781	06/17/2021	28.60 COMMERCIAL BRAKE & CLUTCH
01	EFT	00007782	06/17/2021	41,619.52 CUMMINS INC
01	EFT	00007783	06/17/2021	4,169.30 DKS ASSOCIATES
01	EFT	00007784	06/17/2021	4,396.36 FINISHMASTER, INC
01	EFT	00007785	06/17/2021	1,420.16 FREIGHTLINER NORTHWEST PACIFIC
01	EFT	00007786	06/17/2021	682.88 GARDA CL NORTHWEST INC
01	EFT	00007787	06/17/2021	11,593.37 GILLIG LLC
01	EFT	00007788	06/17/2021	1,341.61 GRAINGER
01	EFT	00007789	06/17/2021	55,140.59 GRANITE CONSTRUCTION COMPANY
01	EFT	00007790	06/17/2021	73.69 GUARDIAN SECURITY GROUP INC
01	EFT	00007791	06/17/2021	32.63 JAMES SULLIVAN
01	EFT	00007792	06/17/2021	51.84 JON NEWMAN
01	EFT	00007793	06/17/2021	165.21 JOSEPH HALFORD
01	EFT	00007794	06/17/2021	5,477.04 WESTERN FLUID COMPONENTS
01	EFT	00007795	06/17/2021	515.34 KORUM FORD
01	EFT	00007796	06/17/2021	501.78 LARSCO INC
01	EFT	00007797	06/17/2021	1,244.23 MALLORY SAFETY & SUPPLY LLC
01	EFT	00007798	06/17/2021	500.41 MAURICE MICHEL
01	EFT	00007799	06/17/2021	543.20 MCGUIRE BEARING CO
01	EFT	00007800	06/17/2021	28.98 MINUTEMAN PRESS
01	EFT	00007801	06/17/2021	2,709.50 MOHAWK MFG & SUPPLY
01	EFT	00007802	06/17/2021	775.59 MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00007803	06/17/2021	656.00 NATIONAL TESTING NETWORK
01	EFT	00007804	06/17/2021	995.97 NORMED
01	EFT	00007805	06/17/2021	15,080.67 PACIFIC POWER PRODUCTS
01	EFT	00007806	06/17/2021	18.41 PACIFIC WELDING SUPPLY INC
01	EFT	00007807	06/17/2021	3,262.50 PACIFICA LAW GROUP
01	EFT	00007808	06/17/2021	2,692.58 PROTERRA INC
01	EFT	00007809	06/17/2021	216.28 QUALITY PRESS
01	EFT	00007810	06/17/2021	3,831.76 R E AUTO ELECTRIC
01	EFT	00007811	06/17/2021	313.00 SEATTLE AUTOMOTIVE DIST.
01	EFT	00007812	06/17/2021	14,751.48 SOUND TRANSIT
01	EFT	00007813	06/17/2021	203.30 SOUTH TACOMA GLASS
01	EFT	00007814	06/17/2021	1,305.15 STANDARD PARTS CORP
01	EFT	00007815	06/17/2021	2,326.18 STAPLES
01	EFT	00007816	06/17/2021	14,556.00 SUPERION LLC
01	EFT	00007817	06/17/2021	3,439.50 TACOMA DODGE CHRYSLER JEEP
01	EFT	00007818	06/17/2021	811.92 TACOMA SCREW
01	EFT	00007819	06/17/2021	9,163.30 TECHNICAL SECURITY INTEGRATION
01	EFT	00007820	06/17/2021	41,148.93 THE AFTERMARKET PARTS CO LLC
01	EFT	00007821	06/17/2021	591.02 THERMO KING NW INC
01	EFT	00007822	06/17/2021	913.97 TINY'S TIRE
01	EFT	00007823	06/17/2021	894.67 TITUS WILL FORD INC
01	EFT	00007824	06/17/2021	225.49 UNIFIRST CORPORATION

01	EFT	00007825	06/17/2021	1,103.18	VEHICLE MAINTENANCE PROGRAM
01	EFT	00007826	06/17/2021	1,880.71	VIX TECHNOLOGY USA INC
01	EFT	00007827	06/17/2021	12,294.40	WA ST AUDITOR
01	EFT	00007828	06/17/2021	772.39	WAXIE SANITARY SUPPLY
01	EFT	00007829	06/17/2021	5,620.88	WESTERN PETERBILT
01	EFT	00007830	06/17/2021	1,743.46	WILLIAMS OIL FILTER
01	EFT	00007831	06/17/2021	15,270.47	WOOD HARBINGER INC
01	EFT	00007832	06/17/2021	2,842.81	WSP USA, INC.
01	EFT	00007833	06/17/2021	2,283.66	XEROX FINANCIAL SERVICES
01	EFT	00007834	06/18/2021	11,341.68	GALLS LLC
01	EFT	00007835	06/18/2021	189,756.50	SOUND TRANSIT
01	EFT	00007836	06/21/2021	8,003.04	WA ST DEPT OF REVENUE
01	EFT	00007837	06/24/2021	555.63	ABSHER CONSTRUCTION COMPANY
01	EFT	00007838	06/24/2021	3,933.00	ALLIANT INSURANCE SERVICES
01	EFT	00007839	06/24/2021	3,765.02	AMAZON.COM CORPORATE CREDIT
01	EFT	00007840	06/24/2021	23,125.35	ASSOCIATED PETROLEUM
01	EFT	00007841	06/24/2021	1,183.07	BATTERY SYSTEMS
01	EFT	00007842	06/24/2021	226.52	BRAUN CORPORATION
01	EFT	00007843	06/24/2021	58,489.86	BRIDGESTONE AMERICA
01	EFT	00007844	06/24/2021	256.00	CHRISTOPHER BEALE
01	EFT	00007845	06/24/2021	159.44	CINTAS FIRE PROTECTION
01	EFT	00007846	06/24/2021	34.73	COMMERCIAL BRAKE & CLUTCH
01	EFT	00007847	06/24/2021	27,216.54	COMMONSTREET CONSULTING LLC
01	EFT	00007848	06/24/2021	7,128.44	CUMMINS INC
01	EFT	00007849	06/24/2021	48,858.15	DCS TECHNOLOGIES, INC.
01	EFT	00007850	06/24/2021	604.43	DRIVELINES NW INC
01	EFT	00007851	06/24/2021	1,172.00	ENVIROISSUES
01	EFT	00007852	06/24/2021	14,196.13	GENFARE
01	EFT	00007853	06/24/2021	34,838.93	GILLIG LLC
01	EFT	00007854	06/24/2021	1,192.74	GRAINGER
01	EFT	00007855	06/24/2021	4,990.00	HIGH LINE SOFTWARE INC
01	EFT	00007856	06/24/2021	648.63	INTELLICORP RECORDS INC
01	EFT	00007857	06/24/2021	128.00	JASON M WHALEN
01	EFT	00007858	06/24/2021	1,449.69	WESTERN FLUID COMPONENTS
01	EFT	00007859	06/24/2021	256.00	KIMBERLY M ROSCOE
01	EFT	00007860	06/24/2021	543.20	MCGUIRE BEARING CO
01	EFT	00007861	06/24/2021	913.03	MOHAWK MFG & SUPPLY
01	EFT	00007862	06/24/2021	1,286.56	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00007863	06/24/2021	805.41	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00007864	06/24/2021	250.68	OUTFITTER SATELLITE INC
01	EFT	00007865	06/24/2021	2,420.02	PACIFIC POWER PRODUCTS
01	EFT	00007866	06/24/2021	17,227.67	PACIFICA LAW GROUP
01	EFT	00007867	06/24/2021	661.91	PROTERRA INC
01	EFT	00007868	06/24/2021	2,401.46	R E AUTO ELECTRIC
01	EFT	00007869	06/24/2021	61,423.32	SCHETKY NORTHWEST SALES INC
01	EFT	00007870	06/24/2021	114.99	SEATTLE AUTOMOTIVE DIST.
01	EFT	00007871	06/24/2021	2,772.13	SOUND TRANSIT
01	EFT	00007872	06/24/2021	846.52	SOUTH TACOMA GLASS
01	EFT	00007873	06/24/2021	47.01	STANDARD PARTS CORP
01	EFT	00007874	06/24/2021	1,073.13	STAPLES
01	EFT	00007875	06/24/2021	937.14	STELLAR INDUSTRIAL
01	EFT	00007876	06/24/2021	47.81	STERICYCLE
01	EFT	00007877	06/24/2021	4,732.99	TACOMA COMMUNITY COLLEGE
01	EFT	00007878	06/24/2021	4,082.30	TACOMA DODGE CHRYSLER JEEP
01	EFT	00007879	06/24/2021	778.82	TECHNICAL SECURITY INTEGRATION
01	EFT	00007880	06/24/2021	7,859.06	THE AFTERMARKET PARTS CO LLC
01	EFT	00007881	06/24/2021	147.83	TIMOTHY BAKER
01	EFT	00007882	06/24/2021	133.41	TITUS WILL FORD INC
01	EFT	00007883	06/24/2021	50.00	TRISHA CANZLER
01	EFT	00007884	06/24/2021	3,349.49	UNIFIRST CORPORATION
01	EFT	00007885	06/24/2021	7,611.82	WESTERN PETERBILT
01	EFT	00007886	06/24/2021	11,605.44	ZONAR SYSTEMS INC

Total Payments

\$7,723,110.61

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

June 4, 2021

CALL TO ORDER

Chair Woodards called the special meeting to order at 1:38 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, Vice Chair of the Board, Pierce County Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
Ryan Mello, Pierce County Councilmember
Kim Roscoe, Mayor of Fife (*representing Fife/Milton/ Pacific/Auburn/Gig Harbor/
Ruston/Steilacoom*)
Kristina Walker, City of Tacoma Councilmember
Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma

Commissioners excused:

John Palmer, Deputy Mayor for City of Puyallup (representing Puyallup and Edgewood)
Jason Whalen, Deputy Mayor for City of Lakewood

Staff present:

Amy Cleveland, Interim Chief Executive Officer
Sue Dreier, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board
Aaron Millstein, General Counsel from K&L Gates

WELCOMING REMARKS

Chair Woodards welcomed attendees and thanked the Commissioners for meeting on short notice. She noted that the agency is currently in the process of selecting a new CEO to replace Ms. Dreier and is taking steps to position the agency during the transition process. She reported that today's meeting is being convened to address the appointment of an Interim CEO until the new CEO is hired and to evaluate whether the agency should proceed with an on-call contract for Ms. Dreier to provide consulting services to Pierce Transit and the new CEO during the transition process.

RECESS INTO EXECUTIVE SESSION

Chair Woodards recessed the meeting into executive session at 1:40 p.m. for approximately 30 minutes to 1) discuss potential legal risks of a proposed action that could result in adverse legal or financial consequences to the agency, pursuant to RCW 42.30.110 (1) (iii); and 2) evaluate the qualifications of an Interim CEO, pursuant to RCW 42.30.110 (1) (g).

Chair Woodards also reported that when the Board returns to open session, the Board may discuss whether the agency should proceed with an on-call contract for the current CEO to provide consulting services to Pierce Transit and the new Chief Executive Officer during the transition

period and related contract terms. The Board may also discuss the qualifications of an Interim CEO candidate and may appoint an Interim CEO until a new Chief Executive Officer is hired.

At 2:10 p.m., it was announced to attendees that the Executive Session would be extended 10 minutes. (*Aaron Millstein, General Counsel, left the meeting.*)

At 2:20 p.m., it was announced to attendees that the Executive Session would be extended 15 minutes.

At 2:37 p.m., it was announced to attendees that the Executive Session would be extended 5 minutes.

RECONVENE BACK TO OPEN SESSION

At 2:40 p.m., the regular meeting was reconvened. Chair Woodards announced that the Board intends to appoint Amy Cleveland, Executive Director of Administration, as the Interim CEO and they will formalize that appointment at the June 14, 2021, Board meeting.

Chair Woodards thanked Ms. Cleveland for taking on this extra responsibility.

ADJOURNMENT

Commissioners Keel and Walker **moved** and seconded to adjourn the meeting at 2:42 p.m.

Motion **carried**, 7-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
Board of Commissioners

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

June 14, 2021

CALL TO ORDER

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

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, Vice Chair of the Board, Pierce County Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
Ryan Mello, Pierce County Councilmember
John Palmer, Deputy Mayor for City of Puyallup (*representing Puyallup and Edgewood*)
Kim Roscoe, Mayor of Fife (*representing Fife/Milton/ Pacific/Auburn/Gig Harbor/
Ruston/Steilacoom*)
Kristina Walker, City of Tacoma Councilmember
Jason Whalen, City of Lakewood Deputy Mayor
Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma

Staff present:

Sue Dreier, Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Aaron Millstein, General Counsel from K&L Gates
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board

OPENING REMARKS AND HOUSEKEEPING ITEMS

Chair Woodards welcomed board members, staff, and citizens to the virtual meeting and provided instructions for participation to attendees.

SPECIAL BUSINESS

1. Moment of Silence to Honor and Remember Pierce Transit Employees Who Passed Away over the Past Month

On behalf of the Board of Commissioners, Chair Woodards expressed her deepest condolences and heart felt sentiment to the families and fellow employees of Pierce Transit Operators Ken Hernandez and Cory Gibbs, who both recently passed away. A moment of silence was held to honor their lives and for serving the Pierce County citizens.

2. A Motion Appointing Amy Cleveland, Executive Director of Administration, to Serve as the Interim Chief Executive Officer

Chair Woodards reported that the Board considered this matter at the June 4, 2021, Special Board Meeting, and this item is before the Board today to formalize the appointment of Ms. Cleveland.

Commissioners Walker and Keel **moved** and seconded to appoint Amy Cleveland as the Interim CEO of the Pierce County Public Transportation Benefit Area as of June 16, 2021, with all appropriate authority that is usually and reasonably necessary to fulfill the responsibilities of that Interim CEO position. This authority includes but is not limited to the authority to make decisions and approvals consistent with the CEO position. Amy Cleveland will serve as interim CEO until either the appointment of a permanent CEO or until removed by this Board of Directors, whichever is sooner.

Motion **carried**, 9-0.

3. Election of Chair and Vice Chair – Leadership Role Effective July 2021

Chair Woodards reviewed Pierce Transit Code Section 2.04.020, as it relates to the election of a Chair and Vice Chair and opened the floor to receive nominations for the Chair position.

Commissioner Mello nominated Marty Campbell to serve as the Chair.

Commissioners Mello and Walker **moved** and seconded to close nominations; no other nominations were received.

Motion **carried**, 9-0, and Commissioner Campbell was elected Chair.

Chair Woodards opened the floor to receive nominations for Vice Chair.

Commissioner Mello nominated Kristina Walker to serve as the Vice Chair.

Commissioners Campbell and Palmer **moved** and seconded to close nominations; no other nominations were received.

Motion **carried**, 9-0, and Commissioner Walker was elected Vice Chair.

4. FS 2021-027, Confirming appointments of Emily Freeman and Marlene Druker Each to the Community Transportation Advisory Group (CTAG) with Terms Beginning June 24, 2021 and Ending June 23, 2024

Community Development Administrator Penny Grellier presented on the item and gave an overview of the current membership of the CTAG committee and gave an overview of the recruitment and interview process the candidates participated in to fill the vacancies.

Commissioners Campbell and Keel **moved** and seconded to confirm appointments of Emily Freeman and Marlene Druker each to the Community Transportation Advisory Group (CTAG) with terms beginning June 24, 2021 and ending June 23, 2024.

Motion **carried**, 9-0.

PUBLIC COMMENT

Chair Woodards provided participation instructions to the public and opened public comment.

Clerk Jacobson announced that Pierce Transit received written comments from Joe Kunzler and Hillary Neal and those comments were forwarded to the full Board today and will be incorporated into the record.

The following individual(s) spoke during public comment:

- Laura Svancarek, Tacoma resident and Representative from Downtown on the Go, expressed concerns about Pierce Transit discontinuing the printed bus schedules and spoke about how underserved communities rely on printed materials because not all individuals have access to cell phones to access the data. She encouraged the Board to look into this matter and to come up with a more equitable method for bus schedule access.
- Julian Wheeler, Chair of Pierce County Accessible Communities Advisory Committee, invited members and staff to attend the committee's next meeting on July 13. He reminded attendees that this committee may be able to expedite funding for mobility/access type projects and that the committee is always looking for new members and new ideas.
- Nancy Slotnik, Midland resident and parent of Shuttle customer, expressed concern about lack of Shuttle accessibility in her area as a result of no service in the Midland area. She spoke about the inconvenience of transporting her son to locations where there is service. She encouraged the Board to focus on equity instead of parity.
- Steven Bird, Tacoma resident, noted that he rides Pierce Transit buses five days a week. He expressed concern about Pierce Transit discontinuing the printed bus schedules and noted that he feels this impacts low income and elderly riders. He reviewed statistical information that indicated that approximately 20 percent of the population does not have cell phone or internet service.

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 Mello and Roscoe **moved** and seconded to approve the consent agenda as amended. FS 2021-029 was moved to the Action Agenda by Commissioner Roscoe.

Motion **carried**, 9-0.

1. Approval of Vouchers, May 1, 2021 – May 31, 2021
Operating Fund #10
Self-Insurance Fund #40

Capital Fund #90
Payment Nos. 376106 through 376276
Wire Nos. 7428 through 7657
No Advance Travel Checks
Total \$8,575,064.91

2. Approval of Minutes: May 10, 2021, Regular Board Meeting.
3. FS 2021-028, Authorized the Chief Executive Officer to execute a Memorandum of Understanding with Washington State Ferries and Metro Parks for the Maintenance of the Restroom Facility at Point Defiance (Pierce Transit Contract No. 1176) as presented in Exhibit. A.
4. FS 2021-029, Authorization to Execute a Memorandum of Understanding with the City of Tacoma, Tacoma Public Utilities, Pierce County, and Washington State Department of Transportation (WSDOT) for Project No. 563 Bus Rapid Transit (BRT) Pacific Avenue/State Route 7 Corridor Project; **Commissioner Roscoe removed this item from the consent agenda. Chair Woodards noted it would be placed as Item No. 2 on the Action Agenda**
5. FS 2021-030, Authorized the Chief Executive Officer to execute Contract No. 1179 with Westwater Construction Company for the South Hill Mall Transit Center Renovation for a total not to exceed amount of \$1,427,000 plus a contingency of \$142,700 for an authorized expenditure of \$1,569,700.
6. FS 2021-031, Authorized the Chief Executive Officer to execute Amendment No. 3 to Contract 1145 with Top2Bottom Janitorial Services to provide bus sanitation services at Pierce Transit's Bus Lot and Sound Transit's Mid-Day Storage Lot due to COVID-19 for an additional three months through September 2021, in the amount of \$120,813, for a revised total contract amount not to exceed \$362,439.

ACTION AGENDA (The action agenda was re-ordered)

1. **FS 2021-034, Authority to Execute Naming Rights Agreement No. 1223 with MultiCare Health System for the BRT Line Between Tacoma and the Spanaway Transit Center**

Executive Director of Planning and Community Development Ryan Wheaton presented on the item. He gave an overview of the work that Superlative conducted to bring this agreement to fruition.

Bill Robertson, President and CEO of MultiCare Health System, thanked the Board for inviting him to the meeting. He reviewed the value and mission statement of his organization and noted that MultiCare is striving to create better access to better care and gave examples of how his organization achieves this. He talked extensively about the importance that basic needs of transportation, housing, and other services need to be accessible to all.

CEO Dreier commented that Pierce Transit is thrilled to be partnering with MultiCare and thanked Mr. Robertson for his collaboration.

Mr. Wheaton reviewed various terms of the partnership agreement, including contract duration, revenue collection, and high-level aspects relating to the naming rights at the BRT stations. Mr. Wheaton showed examples of what the branding would look like.

Mr. Wheaton responded to questions about the commission amount that Superlative would receive for their work on this sponsorship and which was already agreed upon.

Various commissioners noted their support for this project.

Chair Woodards expressed gratitude to Mr. Robertson for his partnership to the community and extending the organization outside of their respective role of just providing healthcare.

Commissioners Campbell and Keel **moved** and seconded to authorize the Chief Executive Officer to execute Naming Rights Agreement No. 1223 with MultiCare Health System for the BRT Line between Tacoma and the Spanaway Transit Center.

Motion **carried**, 9-0.

2. **FS 2021-029, Authorization to Execute a Memorandum of Understanding with the City of Tacoma, Tacoma Public Utilities, Pierce County, and Washington State Department of Transportation (WSDOT) for Project No. 563 Bus Rapid Transit (BRT) Pacific Avenue/State Route 7 Corridor Project**

Planning Manager Tina Lee presented on the item and noted that this agreement is not binding but is being put in place by the partners involved in the BRT project because the parties recognize completion of the project will require a cooperative, joint effort between all parties. The proposed MOU constitutes a statement of the partners mutual intentions and is a recital of discussions that have occurred.

Ms. Lee also reported that this agreement was approved by the Board in December of 2020; however, after approval, the City of Tacoma wanted to update Section 5 of the agreement and therefore the agreement was never fully executed.

Ms. Lee responded to questions pertaining to the language in the proposed MOU relating to “Design Review Services.”

Commissioners Walker and Campbell **moved** and seconded to authorize the Chief Executive Officer to execute a Memorandum of Understanding (Pierce Transit Contract No. 1083) with the City of Tacoma, Tacoma Public Utilities, Pierce County, and WSDOT for Project No. 563 Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project as presented in Exhibit B.

Motion **carried**, 9-0.

3. FS 2021-032, Authority to Execute Contract No. 1170 with KPFF, Inc., for the Bus Rapid Transit System Expansion Study

Principal Planner Darin Stavish presented on the item, noting that the agency feels it is a good time to conduct an expansion study of the BRT system network to meet significant growth and increased demand for reliable, safe and fast transit service. The fixed routes to be analyzed are Routes 2, 3, 4 and 402, noting that the Route 2 has on-street characteristics to be built as a much lower cost BRT option since the 19th Street section would need to be forward compatible with the future Tacoma Link Streetcar (westbound) extension to TCC, planned for completion in 2039.

The expansion study would allow Pierce Transit to leverage further grant opportunities to complete construction and implementation of the BRT 2 Route. The contract timeline is estimated to run from July 2021 through September 2022 and is estimated to cost \$812,100.

Commissioners Campbell and Keel moved and seconded to authorize the Chief Executive Officer to execute Contract No. 1170 with KPFF, Inc., for the Bus Rapid Transit System Expansion Study for a total “Not to Exceed” amount of \$805,100 plus a contingency of \$7,000 for an authorized expenditure of \$812,100.

Motion carried, 9-0.

4. FS 2021-033, Delegation of Authority to the CEO to Negotiate and Agree to Settlements for Real Property Rights that Exceed the Appraisal of Just Compensation by \$50,000 or Less for the Pacific Avenue/SR 7 BRT Project

Senior Planner Janine Robinson presented on the item. She noted that the property acquisitions touch on about 400 properties and that the acquisition would be broken down in six phases and reviewed the timeline. In order to meet the goal of an operational BRT line in late 2024, all property rights must be secured by early 2024.

Ms. Robinson reviewed a chart showing a breakdown of types of property acquisitions that will occur and indicated that 60 percent of the properties are considered “commercial,” 30 percent of the properties are considered “residential,” and 10 percent of the properties are considered “other.” She also reviewed the Offer/Settlement Thresholds and responsible authority level for the various parcels from \$0 to over \$1,000,000.00.

Ms. Robinson reviewed the existing authority levels of the board and committees as it relates to approving administrative settlements with property owners and noted that the proposal before them today is being introduced to help keep the project on track, given the number of properties involved.

Upon inquiry, Ms. Robinson clarified Pierce Transit’s outreach plan to affected property owners.

Commissioner Roscoe expressed concerns of the potential impact of the properties going over the \$50,000 threshold, which would result in cost overruns. She suggested forming a checkbook/reconciliation report that can be shared with the Board so that acquisition costs are properly tracked and to assist with keeping the project within budget.

Various commissioners were in favor of staff developing a report. The Board decided to defer taking action on this item until the July 12 Board meeting to give staff time to develop a reporting tool that can be shared with the Board.

5. FS 2021-035, Authority to Execute Amendment No. 1 to The Superlative Group Corporate Sponsorship Contract No. PT-59-19

Marketing Supervisor Kathy Walton presented on the item, noting that Pierce Transit entered into a contract with the Superlative Group to develop a BRT sponsorship package for the Stream Line BRT in February 2020. The contract terms require an amendment each time a sponsorship agreement is effective.

Commissioner Campbell questioned what guarantees does the agency have to ensure that the whole package gets sold.

A representative from Superlative explained how his organization is compensated and stated that there is no guarantee that the whole package gets sold, but his organization is financially and reputationally motivated to sell sponsorships.

Commissioners Keel and Walker **moved** and seconded to Authorize the Chief Executive Officer to execute Amendment No. 1 to Contract No. PT-59-19 with The Superlative Group for the 30% commission of MultiCare's Naming Rights Agreement, for a total contract not to exceed amount of \$3,334,609.

Motion **carried**, 9-0.

STAFF UPDATES/DISCUSSIONS

1. CEO'S Report

CEO Dreier reminisced and reflected on her tenure at Pierce Transit. She noted she is grateful for Pierce Transit employees trusting in moving the agency forward. She noted the employees are a strong group. She is very proud of staff and will miss the personal interactions with them.

Ms. Dreier thanked the Board for their trust and guidance they have shown her over the last six years, noting that she has learned from each member. She also thanked Commissioner Keel and Chair Woodards for their leadership roles and thanked the commissioners for the opportunity to serve Pierce Transit.

INFORMATIONAL BOARD ITEMS

1. Chair's Report

Chair Woodards announced that the June 17, 2021, Service Delivery and Capital Committee Meeting has been cancelled. The next meeting is scheduled for August 19.

Update on CEO Recruitment Process

The CEO Search and Recruitment Committee has been interviewing candidates and has advanced three (3) candidates to move forward to the final interview process with the full Board. Final interviews with the Board are scheduled for Wednesday, June 30 from 1:00-5:00 p.m. There will be opportunities for the community and staff to engage with the candidates.

2. Sound Transit Update

Commissioner Keel reported that the realignment process is coming to a head and Pierce Transit/Pierce County projects are at the top of the list. He noted he is relying on Commissioners Woodards and Roscoe to continue to advocate for Pierce Transit/Pierce County.

3. Puget Sound Regional Council Transportation Policy Board Update

No report.

4. Commissioners' Comments

No comments.

EXECUTIVE SESSION

Chair Woodards announced that at the June 4, 2021, Special Board Meeting, Pierce Transit's legal counsel discussed potential legal risks of a proposed action that could result in adverse legal or financial consequences to the Agency. Not all of the commissioners were present for this meeting, so she would like to call a short executive session to have our legal counsel advise the members who were not present at the last meeting about the potential risks associated with a proposed action.

At 6:07 p.m., it was **moved** and seconded by Keel and Walker to recess into executive session for approximately 20 minutes to discuss potential legal risks of a proposed action that could result in adverse legal or financial consequences to the agency, pursuant to RCW 42.30.110 (1) (iii). It is anticipated that the Board will take formal action when it returns to open session.

Motion **carried**, 9-0.

At 6:27 p.m., it was announced to attendees that the executive session would be extended 10 minutes.

RECONVENE TO OPEN SESSION

Chair Woodards reconvened the regular meeting at 6:37 p.m.

OTHER BUSINESS

1. Authorize a Temporary Employment Agreement Between Pierce Transit and Sue Dreier

Chair Woodards noted that it was a goal to have a new Chief Executive Officer in place before Ms. Dreier retired. The Board feels it would be helpful to keep Ms. Dreier on as a temporary employee to assist the new Chief Executive Officer. She noted that contract will be extended through September 15, 2021 and may be terminated at any time.

Upon inquiry, General Counsel Millstein explained the benefits of structuring the contract for Ms. Dreier as a temporary employee as opposed to an on-call contract.

Commissioners Whalen and Campbell **moved** and seconded to approve a Temporary Employment Agreement Between Pierce Transit and Sue Dreier.

Motion **carried**, 9-0.

2. Honoring Sue Dreier for Serving as Pierce Transit’s Chief Executive Officer from May 2015 to June 2021

Chair Woodards commended Ms. Dreier for her service to Pierce Transit and wished Ms. Dreier well in her retirement. Chair Woodards reviewed the notable achievements that the agency accomplished under Ms. Dreier’s leadership.

Various commissioners commended Ms. Dreier for her service and Pierce Transit and wished her well. (*Commissioner Whalen left the meeting during discussion.*)

Ms. Dreier was also presented with a Pierce Transit engraved crystal bus to honor her for her service.

Ms. Dreier reiterated her gratitude for given the opportunity to serve Pierce Transit and thanked the employees and the Board for their work and confidence in her.

ADJOURNMENT

Commissioners Campbell and Keel **moved** and seconded to adjourn the meeting at 7:12 p.m.

Motion **carried**, 8-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
Board of Commissioners

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

June 30, 2021

CALL TO ORDER

Vice Chair Campbell called the special board meeting to order at 1:11 p.m. and temporarily chaired the meeting until Chair Woodards joined the meeting at 1:19 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, Vice Chair of the Board, Pierce County Councilmember
Ryan Mello, Pierce County Councilmember
John Palmer, Deputy Mayor for City of Puyallup (representing Puyallup and Edgewood)
Kim Roscoe, Mayor of Fife (*representing Fife/Milton/ Pacific/Auburn/Gig Harbor/
Ruston/Steilacoom*)
Kristina Walker, City of Tacoma Councilmember
Jason Whalen, Deputy Mayor for City of Lakewood
Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma

Commissioners excused:

Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)

Staff present:

Amy Cleveland, Interim Chief Executive Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board
Aaron Millstein, General Counsel from K&L Gates

OPENING REMARKS AND RECAP OF RECRUITMENT PROCESS TO DATE

Vice Chair Campbell welcomed attendees and recapped the CEO recruitment process to date. He also gave an outline about how the meeting would proceed, noting that majority of the meeting duration will take place in Executive Session and that decisions relating to the selection of a CEO candidate will occur in open session.

EXECUTIVE SESSION

At 1:16 p.m., the meeting was recessed into Executive Session for approximately 3.5 hours pursuant to RCW 42.30.110 (1) (g), for purposes of interviewing and reviewing the qualifications of applicants for public employment. (*Chair Woodards joined the meeting at 1:19 p.m.; General Counsel Aaron Millstein joined the meeting at 3:40 p.m.*) Vice Chair Campbell also announced that after deliberations, the Board will return to open session and is expected to discuss the strengths and abilities of the candidates and potentially select a candidate for employment. The Board may also discuss and consider a salary range based on industry data presented.

At 4:41 p.m., it was announced to attendees that the executive session would be extended 20 minutes.

At 5:00 p.m., it was announced to attendees that the executive session would be extended 15 minutes. (*Commissioner Whalen left the meeting at 5:00 p.m.*)

At 5:16 p.m., it was announced to attendees that the executive session would be extended five minutes.

RECONVENE BACK TO OPEN SESSION

The special meeting was reconvened at 5:25 p.m. Chair Woodards announced that the Board needs more time to deliberate about the candidates before selecting a candidate for employment and so the board is not ready to make the decision today. She spoke highly about the talent of the candidates that are being considered for the CEO position and thanked them for throwing their name in the hat and participating in the process.

Chair Woodards requested that staff set up a board meeting next week for further consideration and discussion to occur on the CEO candidate selection.

SALARY AND BENEFIT PACKAGE FOR INTERIM CEO

Employee Services Manager Tara Schaak reviewed Pierce Transit's policy for employees who perform work outside of their classification and explained that the policy does not address employees serving in the Interim CEO capacity because the CEO position is a contract position as opposed to a position that has step ranges. The Board reviewed three options that would allow for a temporary salary increase for Amy Cleveland to serve as the Interim Chief Executive Officer until a new CEO is hired.

Commissioners Campbell and Palmer **moved** and seconded to authorize Option No. 3 as outlined in the document entitled Interim CEO Compensation Data, allowing for a temporary increase in compensation to Amy Cleveland for serving and performing the duties of the Interim Chief Executive Officer, retroactive to June 16, 2021, and through the duration of the assignment until the new CEO begins working in his or her capacity, or until removed by this Board of Directors, whichever is sooner. The salary will be for all work performed, prorated for the actual period of the Interim CEO assignment and subject to applicable deductions and withholding.”

Motion **carried**, 6-0. (*Commissioner Roscoe was not present for the vote.*)

ADJOURNMENT

Commissioners Campbell and Roscoe **moved** and seconded to adjourn the meeting at 5:36 p.m.

Motion **carried**, 7-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
Board of Commissioners

**PIERCE TRANSIT
CEO SEARCH AND RECRUITMENT SPECIAL COMMITTEE MEETING**

May 28, 2021

MINUTES

CALL TO ORDER

Chair Woodards called the meeting to order at 9:31 a.m.

ATTENDANCE

CEO Search and Recruitment Committee members present:

Marty Campbell, Pierce Transit Commissioner
Kimberly Farley, Deputy CEO of Sound Transit
Don Green, Pierce Transit CTAG Member
Kent Keel, Pierce Transit Commissioner
Ryan Mello, Pierce Transit Commissioner
Victoria Woodards, Pierce Transit Commissioner and Committee Chair

Staff and consultants present:

Amy Cleveland, Executive Director of Administration
Deanne Jacobson, Clerk of the Board
Monnett Smith, Senior Executive Assistant of Administration
Marissa Karras, Karras Consulting
Dennis Karras, Karras Consulting

OPENING REMARKS

Chair Woodards welcomed attendees to the meeting and noted that today's meeting is being convened today so that the committee members can receive a short update on the recruitment process to date. She noted that the committee members will recess into executive session to evaluate the qualifications of applicants for public employment. The committee is not expected to take any final action or disposition today when the committee returns to open session.

RECRUITMENT UPDATE

Consultant Marissa Karras reviewed a data sheet that provided an overview of the recruitment process and detailed the number of applications received, the number of applicants interviewed by the Karras Group, and a high-level overview of the qualifications of the candidate pool.

EXECUTIVE SESSION

At approximately 9:34 a.m., Commissioners Campbell and Mello **moved** and seconded to recess the meeting into Executive Session for approximately 1.5 hours pursuant to RCW 42.30.110 (1)(g) to evaluate the qualifications of applicants for public employment. It was noted that the committee will not be taking any action when it returns from Executive Session.

Motion **carried**, 5-0.

RECONVENE TO OPEN SESSION

Chair Woodards reconvened the meeting back to open session at 10:49 a.m. The members received a very short overview of the community outreach plan for stakeholders and employees to have the opportunity to interact with the CEO finalist candidates.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:53 a.m.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
CEO Search and Recruitment Committee

**PIERCE TRANSIT
CEO SEARCH AND RECRUITMENT SPECIAL COMMITTEE MEETING
VIRTUAL MEETING**

June 3, 2021

MINUTES

CALL TO ORDER

Chair Woodards called the meeting to order at 3:05 p.m.

ATTENDANCE

CEO Search and Recruitment Committee members present:

Marty Campbell, Pierce Transit Commissioner
Kimberly Farley, Deputy CEO of Sound Transit
Don Green, Pierce Transit CTAG Member
Kent Keel, Pierce Transit Commissioner (arrived at 3:39 p.m.)
Ryan Mello, Pierce Transit Commissioner
Victoria Woodards, Pierce Transit Commissioner and Committee Chair

Staff and consultants present:

Amy Cleveland, Executive Director of Administration
Deanne Jacobson, Clerk of the Board
Monnett Smith, Senior Executive Assistant of Administration
Marissa Karras, Karras Consulting
Dennis Karras, Karras Consulting

OPENING REMARKS

Chair Woodards welcomed attendees to the meeting and noted that the purpose of today's meeting is for the committee members to interview applicants for the CEO position and evaluate their qualifications.

EXECUTIVE SESSION

At approximately 3:07 p.m. Chair Woodards recessed the meeting into Executive Session for approximately 3.5 hours, pursuant to RCW 42.30.110 (1) (g), to evaluate the qualifications of applicants for public employment. It was noted that the committee may take final action with regards to making candidate recommendations to the full Board when it returns from (*Committee Member Keel left the meeting 6:52 p.m.*) Executive Session.

RECONVENE TO OPEN SESSION

At 6:54 p.m. Chair Woodards reconvened the meeting back to open session and noted that the committee has been in executive session interviewing applicants for the CEO position and further deliberation and interviews are still needed before the committee recommends the advancement of any candidates to the final Board process. The committee will need to meet again next week to complete its work.

ADJOURNMENT

There being no further business, Commissioners Campbell and Mello **moved** and seconded to adjourn the meeting at 6:55 p.m.

Motion **carried**, 5-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
CEO Search and Recruitment Committee

**PIERCE TRANSIT
CEO SEARCH AND RECRUITMENT SPECIAL COMMITTEE MEETING
VIRTUAL MEETING**

June 10, 2021

MINUTES

CALL TO ORDER

Chair Woodards called the meeting to order at 2:05 p.m.

ATTENDANCE

CEO Search and Recruitment Committee members present:

Marty Campbell, Pierce Transit Commissioner
Kimberly Farley, Deputy CEO of Sound Transit (*Joined the executive session at 4:01 p.m.*)
Don Green, Pierce Transit CTAG Member
Kent Keel, Pierce Transit Commissioner
Ryan Mello, Pierce Transit Commissioner
Victoria Woodards, Pierce Transit Commissioner and Committee Chair

Staff and consultants present:

Amy Cleveland, Executive Director of Administration
Brittany Carbullido, Deputy Clerk of the Board
Monnett Smith, Senior Executive Assistant of Administration
Marissa Karras, Karras Consulting
Dennis Karras, Karras Consulting

OPENING REMARKS

Chair Woodards welcomed attendees to the meeting and noted that the purpose of today's meeting is for the committee members to interview applicants for the CEO position and evaluate their qualifications.

EXECUTIVE SESSION

At approximately 2:06 p.m. Chair Woodards recessed the meeting into Executive Session for approximately 3.5 hours, pursuant to RCW 42.30.110 (1) (g), to evaluate the qualifications of applicants for public employment. It was noted that the committee may take action with regards to making candidate recommendations to the full Board when it returns Executive Session. (*Kimberly Farley joined the executive session at 4:01 p.m.*)

At 5:35 p.m. it was announced that the executive session would be extended 15 minutes.

At 5:50 p.m., it was announced that the executive session would be extended 10 minutes.

RECONVENE TO OPEN SESSION

At 6:00 p.m., Chair Woodards reconvened the meeting back to open session. (*Commissioner Ryan Mello left the meeting at 6:00 p.m.*) Chair Woodards announced that the committee members have just returned from executive session. Chair Woodards opened the floor for the commissioners to discuss whether the committee would like to advance any of the applicants to the next steps in the process and to discuss the candidates' qualifications, experience and attributes that stand out.

Commissioners Keel and Campbell **moved** and seconded to forward candidates A, B, and D to the next step in the process.

Motion **carried**, 5-0.

ADJOURNMENT

There being no further business, Commissioners Campbell and Keel **moved** and seconded to adjourn the meeting at 6:15 p.m.

Motion **carried**, 5-0.

Deanne Jacobson
Clerk of the Board

Victoria Woodards, Chair
CEO Search and Recruitment Committee

2nd QUARTER 2021

Report to Board of Commissioners

Sole Source Over \$10,000 Approved by the CEO

Contracts and Amendments - \$100,000 to \$200,000 Approved by the CEO

Sole Source Over \$10,000 Awarded from 4-1-21 – 6-30-21			
Name	Explanation	Amount	Eff. Date
None			

Contracts and Amendments - \$100,000 to \$200,000 awarded from 4-1-21– 6-30-21			
Name	Explanation	Amount	Eff. Date
Everblue Lock and Key	Unit priced contract for locksmithing services	\$100,000	5-31-21
Quality Press	Rider Alerts and Specialty Brochures Printing	\$108,801	6-8-21
Drug Free Business	Drug and Alcohol Testing Services	\$150,000	4-11-21
Cummins, Inc.	Generator Maintenance and Repair for Remote Radio Sites	\$119,963	4-26-21
Clary Longview LLC	Purchase of 3 Ford Explorers	\$128,441	4-14-21

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.

TITLE: Ratification of Emergency Contract No. 1235 to TRS Mechanical to Perform an Emergency Repair to Building 4 HVAC System

DIVISION: Maintenance

SUBMITTED BY: Frank Castro, Executive Director of Maintenance

RELATED ACTION:

N/a

ATTACHMENTS: Exhibit A, Declaration of Emergency

RELATION TO STRATEGIC PLAN: N/A

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: N/A

Operating Budget 1653 64610

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 30,000	This expenditure is not specifically budgeted; however, contingencies are in place for unforeseen circumstances.
Grant/Other Amounts	\$	
Total Expenditure	\$ 30,000	

BACKGROUND:

On June 22, 2012, the Building 4 central HVAC system had a catastrophic failure of both compressors. This failure resulted in having no cooling capacity for most of the office spaces in Building 4 thus creating a negative impact to staff in the affected areas. This is a potential health issue for some employees as the ambient temperatures are in excess of 80 degrees and projected to reach over 100 degrees. The repair of the system was expedited to allow for safe occupancy of the office areas.

An Emergency Public Works contract was issued to TRS Mechanical to replace the two failed compressor's associated fuses, contactors, filters, driers, and any additional parts that were damaged in the incident.

On June 25, 2021, the Interim Chief Executive Officer signed a Declaration of Emergency authorizing issuance of the emergency contract.

STAFF RECOMMENDATION:

Staff seeks ratification of Emergency Public Works Contract #1235 with TRS Mechanical to perform the repairs to Building 4 HVAC System, in an amount not to exceed \$30,000.

ALTERNATIVES:

There is no alternative. It is essential that the HVAC system be in good working order for the health and safety of employees.

PROPOSED MOTION:

Move to: Ratify Emergency Public Works Contract No. 1235 with TRS Mechanical to perform the repairs to Building 4 HVAC System in an amount not to exceed \$30,000.



DECLARATION OF EMERGENCY FOR PROCUREMENT OF PUBLIC WORKS, GOODS AND SERVICES

Effective immediately, all procurements for goods and services directly related to the emergency situation as stated below are exempt from competitive solicitation requirements per the following statute and Procurement Policy:

RCW 39.04.28

2.(b) If an emergency exists, the person or persons designated by the governing body of the municipality to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

In accordance with Pierce Transit Procurement Policy, as soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and listing of the item(s) procured under the contract. All emergency procurements shall be reported to the Board at the next subsequent meeting for ratification.

Description of emergency situation, operations and/or personnel affected and date of occurrence:

The building 4 central HVAC system has had a catastrophic failure of both compressors that occurred on June 22nd, 2021. This failure results in having no cooling capacity for most of the office spaces in building 4 thus creating a negative impact to any staff in the affected areas. This is a potential health issue for some employees as the ambient temperatures are in excess of 80° and projected to reach over 100°. The repair of the system must be expedited to allow for safe occupancy of the office areas.

Contractor Name and Scope of Work:

TRS Mechanical is the service contractor that will perform the repairs. The scope of work is to replace the two failed compressors associated fuses, contactors, filters, driers, and any additional parts that were damaged in the incident.

Total amount of contract (not to exceed) \$30,000.

Dated this 25th day of June 2021

A handwritten signature in black ink, appearing to read "Amy Cleveland", written over a horizontal line.

Amy Cleveland
Interim Chief Executive Officer

TITLE: Authority to Increase the Contract Authority Not to Exceed Amount with Wood Harbinger, Contract No. 1038, to Expand Existing Design Services to Allow for Additional Security Cameras in Various locations Across the Pierce Transit System

DIVISION: Finance

SUBMITTED BY: Hope Gibson, Senior Construction Project Manager

RELATED ACTION:

Fact Sheet No. 2020-057, Authorization to execute Contract No. 1038 with Wood Harbinger for Design Consulting Services to Replace Security and Emergency Warning System and Related Enhancements.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Employee

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: Security Enhancements

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Authority Amount	\$ 390,000	Increase Contract No. 1038 with Wood Harbinger for additional design services, related to design for providing cameras added at multiple existing sites. The total project budget is \$2,183,143.
Amount of Increase	\$ 90,000	
New Contract Authority Amount	\$ 480,000	

BACKGROUND:

In December of 2020, the Board approved a contract with Wood Harbinger to provide design services for updating Pierce Transit's security camera system and Emergency Warning System. The original contract proposed moderate revisions to the existing system, with an initial concept that included 103 new or relocated cameras at 18 sites.

During design, 116 cameras were proposed to be added to the scope. One third of the additional cameras were for Pierce Transit's main campus (Fuel and Wash stations and Building 4 and 5 parking lot reconfiguration) whose designs were not far enough along to determine all placement of the cameras when the contract was signed. Twenty-eight cameras were proposed to be added to Tacoma Dome Station and fourteen to Commerce after the subject matter expert did an extensive walkthrough with the consultants. Those four sites account for two-thirds (76) of the proposed added cameras. The remaining additional cameras were sprinkled through ten transit centers and park-and-rides as

more detailed assessments were done through the design process. The consultant is requesting \$90,000 for design services needed to add these cameras.

STAFF RECOMMENDATION:

Increasing the contract authority amount to \$480,000 for additional design services, providing cameras added at multiple existing sites.

ALTERNATIVES:

The alternative is to not fund the additional design and not install the additional cameras. This is not recommended, as the additional cameras were proposed through a collaborative effort between the agency's Subject Matter Expert and the consultant and were vetted with other security staff. They are anticipated to improve surveillance and ensure the Security Enhancements project results in a system that is well-equipped to serve the agency for several years to come.

PROPOSED MOTION:

Move to: Increase the contract authority not to exceed amount by \$90,000 with Wood Harbinger, Contract No. 1038, to expand existing design services to allow for additional security cameras in various locations across the Pierce Transit System, for a new contract not to exceed authority amount of \$480,000.

TITLE: Authority to Enter into Contract No. 1201 with Gillig LLC to Purchase Nine (9) Forty-foot, Low Floor, Compressed Natural Gas (CNG) Coaches Pursuant to Washington State Department of Enterprise Services (DES) State Cooperative Purchasing Schedule Master Contract No. 06719-01 Transit Buses: Heavy Duty

DIVISION: Maintenance

SUBMITTED BY: Frank Castro, Executive Director of Maintenance

RELATED ACTION: N/A

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 602 Bus Fleet Replacement 2021

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Local Amount	\$ 1,206,352	Authority to Enter into Contract No. 1201 with Gillig LLC to Purchase Nine (9) Forty-Foot, Low Floor, CNG Coaches. The Total Project Budget is \$6,209,100.
Grant	\$ 4,825,407	
Total Contract	\$ 6,031,759	
Authority Amount		

BACKGROUND:

The Agency budget for 2021 includes funding for up to nine (9) forty-foot, low floor, CNG replacement coaches.

Washington State DES has established a State Cooperative Purchasing Schedule currently available to Pierce Transit, Pierce Transit received the authorization to purchase nine (9) Transit Buses from DES Master Contract No. 06719-01 on June 23, 2021.

Pierce Transit seeks authority to enter into Contract No. 1201 with Gillig, LLC, to purchase nine (9) forty-foot, low floor, CNG coaches pursuant to Washington State DES State Cooperative Purchasing Schedule Master Contract No. 06719-01 Transit Buses: Heavy Duty that was competitively procured by DES. The coaches are expected to be delivered in the fourth quarter of 2022 with anticipated in-service beginning first quarter of 2023.

STAFF RECOMMENDATION:

Authorize the Chief Executive Officer to execute Contract No. 1201 with Gillig LLC for the purchase of nine (9) forty-foot, low floor, CNG replacement coaches.

ALTERNATIVES:

Do not enter into a contract with Gillig LLC. The coaches being replaced are currently sixteen (16) to seventeen (17) years old with average miles of 690,000. Replacement is consistent with Pierce Transit's Replacement Policy. These vehicles are becoming more unreliable and expensive to maintain.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to execute Contract No. 1201 with Gillig, LLC, to purchase nine (9) forty-foot, low floor, CNG Coaches for a total not to exceed amount of \$5,673,146 plus a contingency of \$358,613 for an authorized expenditure of \$6,031,759.

TITLE: Authority to Increase the Contract Authority not to Exceed Amount with Parametrix, Contract No. 1001, for General Contractor/Construction Manager (GC/CM) Advisory Services for the Base Master Plan Implementation Project Relating to the Fuel and Wash Station

DIVISION: Finance

SUBMITTED BY: Douglas Dickinson, Sr. Project Manager

RELATED ACTION:

Fact Sheet 2018-083, Authorization to Execute a Contract with Parametrix for General Contractor/Construction Manager Advisor Services for the Base Master Plan Implementation Phase 1 Projects.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: 525 Base Master Plan Implementation

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 525 Base Master Plan Implementation

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Authority Amount	\$ 332,806	The funds are budgeted as part of the Base Master Plan (MOBI) project.
Amount of Increase	\$ 253,000	
New Contract Authority Amount	\$ 585,806	

BACKGROUND:

A Base Master Plan Update was completed in 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, several projects were identified as priorities, including parking lot expansions, building expansions or renovations, and new adjacent facility construction. This project is intended to improve safety, transit vehicle circulation, increase efficiency and capacity for maintenance and operation of all vehicle types.

Due to the need for continued operations throughout the construction period, our Base Master Plan consultants recommended we use General Contractor/Construction Manager (GC/CM) as the desired method of project delivery. Since then we have entered into a contract with Absher Construction to use the GC/CM method of project delivery.

Pierce Transit hired Parametrix as the GC/CM consultant to ensure successful application with the State, as well as facilitate the process through construction for the first phases of the project.

The initial contract issuance with Parametrix provided for work through the construction contract award of Guaranteed Maximum Price (GMP) 1 and civil work for GMP-2 with a not to exceed value of \$332,806. This contract increase amount includes the support needed through the end of 2021 for construction support services for the Fuel and Wash Facility. The amendment includes Change Order review and negotiation with GC/CM, site progress walks, observation support, technical support, and other related tasks.

STAFF RECOMMENDATION:

Staff recommends that the Board authorize increasing the contract authority not to exceed amount to \$585,806 to support the execution of the Base Master Plan Implementation.

ALTERNATIVES:

Do not increase the contract authority not to exceed amount with Parametrix. This is not recommended as the Base must remain fully operational throughout the multi-year update. Pierce Transit wants to continue working with the firm as an advisor and utilize the firm's expertise to support the agency through 2021 with the construction of the Fuel and Wash Facility.

PROPOSED MOTION:

Move to: Increase the contract authority not to exceed amount by \$253,000 with Parametrix, Contract No. 1001, for GC/CM Advisory services for the Base Master Plan Implementation, for a new contract not to exceed authority amount of \$585,806.

TITLE: Authorization to Increase the Contract Authority not to Exceed Amount with Huitt-Zollars, Inc., Contract No. PT-04-18, for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Project Relating to Phase 1 of the New Maintenance Facility

DIVISION: Finance

SUBMITTED BY: Douglas Dickinson, Project Manager, Sr.

RELATED ACTION:

Fact Sheet No.: 2018-066 Authorization to Execute a Master Contract with Huitt-Zollars, Inc., for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Phase 1 Projects

Resolution No. 16-013 Cost sharing agreement with Sound Transit for Pierce Transit’s Base Master Plan Update

Fact Sheet 16-033 Authority to Execute a Master Contract and Task Order No. 1 with Schacht Aslani Architects for Consulting Services for the Pierce Transit Base Master Plan Update.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Financial

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: 525 Base Master Plan Implementation

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Current Contract Authority Amount	\$ 6,895,840.76	The Base Master Plan project budget for contracts through 2021 is approximately \$49,000,000, which includes construction of the new Fuel and Wash Facility and preliminary design for Phase I of the new Maintenance Facility. Additional budget will be added in future years for subsequent phases.
Amount of Increase	\$ 2,750,000.00	
New Contract Authority Amount	\$ \$9,645,840.76	

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, several projects were identified as priorities, including parking lot expansions, building expansions or renovations, and new adjacent facility construction. This project is intended to improve safety, transit vehicle circulation, increase efficiency and capacity for maintenance and operation of all vehicle types.

During the development of the Project, additional scope was added to contract without adding any additional funds, including evaluation of the existing Maintenance Building versus building new, study and preliminary design to add EV charging for BRT-1, evaluation, feasibility, and preliminary design to add maintenance repair services to the New Fuel & Wash Building and accommodate double-decker buses. In addition, funding for construction support for the Fuel & Wash Building was deferred until construction contract was awarded. Therefore, funds that otherwise would be available for architectural services for future phases were utilized earlier.

Staff is requesting this contract increase amount for Huitt-Zollars to produce schematic design options, design development of preferred options, professional estimates, construction documentation and construction support throughout the bidding and construction stages of the work for Phase 1 of the new Maintenance Facility Building. We anticipate that completion of the new maintenance building will be completed in several phases over the next 5-10 years as funding allows. The total cost for implementing the entire Base Master Plan project will exceed \$200,000,000. This amendment will provide architectural services for approximately the first third of the total project.

STAFF RECOMMENDATION:

Authorize increasing the master contract authority in a not to exceed amount of \$2,500,000 and a design contingency of 10% for Fuel & Wash construction support, and Phase 1 design to accommodate a new Maintenance Facility. The design contingency will only be used for annually approved rate fee escalation and any unforeseen design scope additions.

ALTERNATIVES:

Do not approve increasing the contract authority amount by \$2,750,000 and defer the design of the new Maintenance Facility and allow the master contract to expire. This is not recommended as the main base has reached its capacity and without these improvements Pierce Transit's ability to service and maintain the Pierce Transit and Sound Transit fleets in the future to support the service projected in the coming years will be compromised.

PROPOSED MOTION:

Move to: Increase the contract authority not to exceed amount by 2,750,000 with Huitt-Zollars, Inc., Contract No. PT-04-18, for Architectural and Engineering Design and Construction Support Services for the Base Master Plan Implementation Project Relating to Phase 1 of the New Maintenance Facility, for a new contract not to exceed authority amount of \$9,645,840.76.



Action Agenda



Pierce Transit
Stream

BRT Property Acquisition

Janine Robinson, Senior Planner

Brett Freshwaters, CFO

July 12, 2021

Presentation Agenda

We'll be discussing the following:

- Scale of BRT Property Acquisitions
- Acquisitions Timeline
- Board Actions
- Settlement Thresholds and Approval Authorities
- Progress Reporting
- Proposed Motion
- Questions



Scale of Acquisitions

The Types of Property Acquisitions

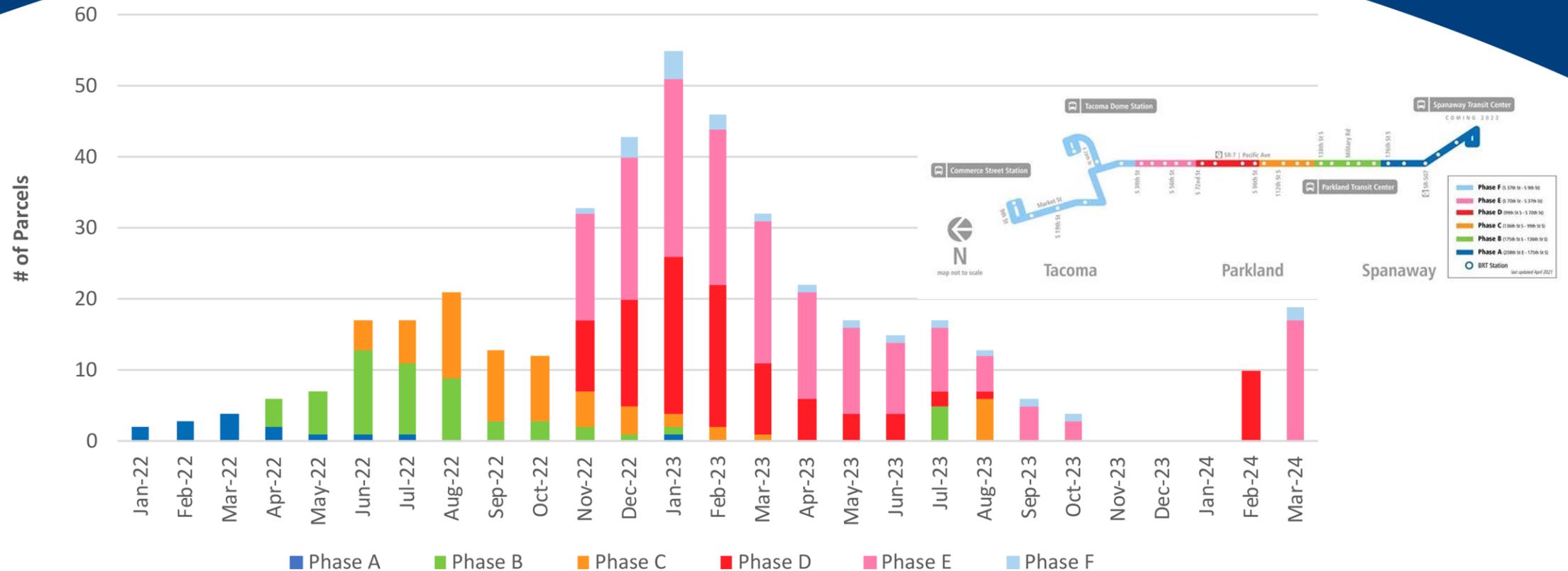


- ± 60% of properties are Commercial
- ± 30% of properties are Residential
- ± 10% of properties are considered Other
(recreation, institution, religious, unknown)

About half of the parcels require fee acquisition (outright purchase of a portion of the property).

Acquisitions Timeline

SHOWN BY CONSTRUCTION PHASE



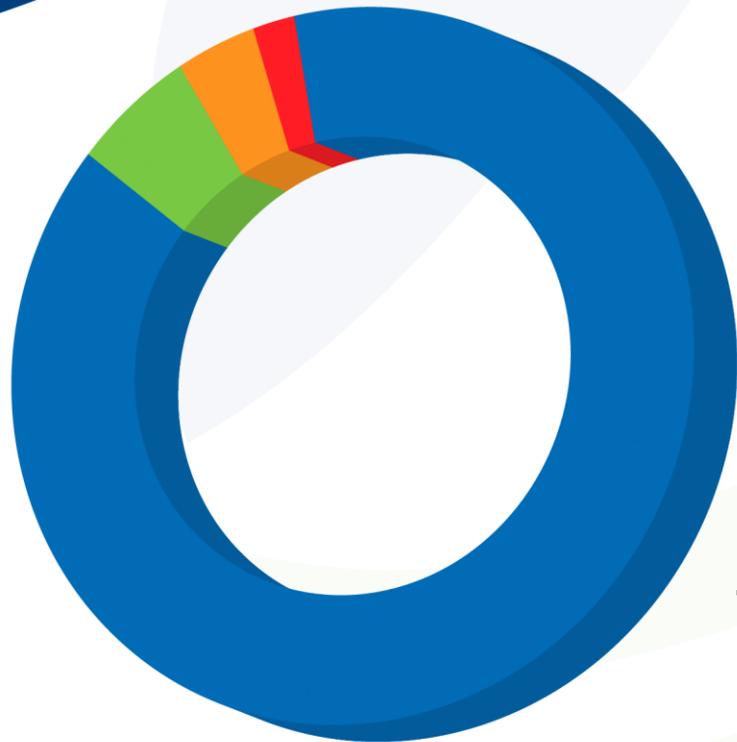
Board Actions



- Authority to acquire property needed for BRT Project, including through purchase, negotiation, and condemnation, if necessary. Includes determination of public use and necessity to acquire the property rights.
- Authority to acquire property with appraised value of \$1,000,000 or more (EFC or SDCC authority if value is greater than \$200,000)
- Approval of settlements that exceed [by \$50,000 or more] the appraisal of just compensation for the property.
- Authority to initiate condemnation legal proceedings.

Thresholds and Authorities

Offer/Settlement Thresholds and Party Responsible for Approval



- **90% or 323 parcels** \$0 to \$40,000 (Exec. Dir. Planning)
- **5% or 17 parcels** \$40,001 to \$75,000 (Exec. Dir. Finance)
- **4% or 14 parcels** \$75,001 to \$200,000 (CEO)
- **2% or 6 parcels** \$200,001 to \$1,000,000 (EFC or SDCC)
- **0% or 0 parcels** \$1,000,000+ (Board and FTA)

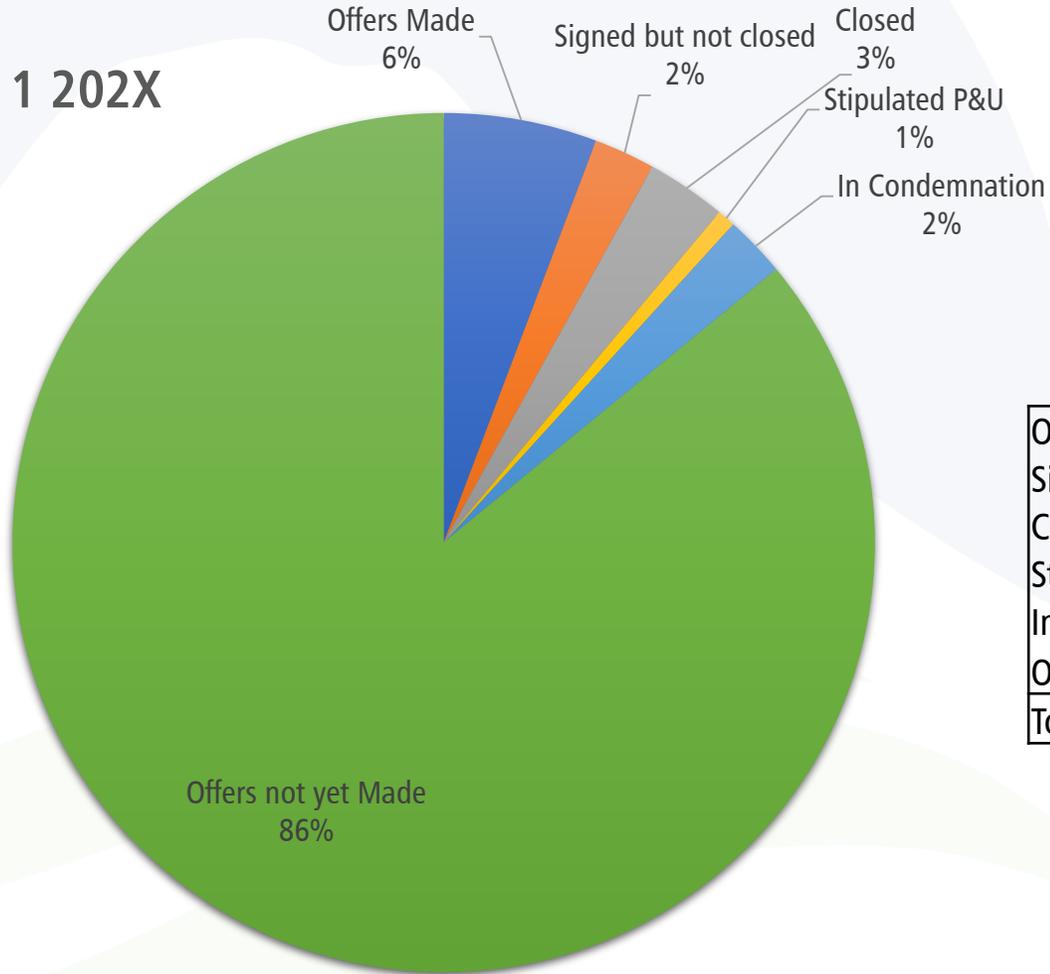
To break the **90%** under \$40,000 down a little further:

- **68% or 244 parcels** \$0 to \$10,000
- **54% or 196 parcels** \$0 to \$5,000

Progress Reporting

BRT Property Acquisition Status Quarterly Report Example

Quarter 1 202X



Offers Made	25
Signed but not closed	10
Closed	13
Stipulated P&U	3
In Condemnation	10
Offers not yet Made	374
Total in Process	61

EXPENDITURES VS. COST ESTIMATE
QUARTER 1 202X



■ Offers Made
 ■ Signed but not closed
 ■ Closed
 ■ Stipulated P&U
 ■ In Condemnation
 ■ Offers not yet Made

Proposed Motion

The Board of Commissioners delegates authority to the CEO or the CEO's designee to negotiate and agree to settlements for real property rights that exceed the appraisal of just compensation by \$50,000 or less for the Pacific Avenue/SR 7 BRT Project; and Direct Staff to Prepare Quarterly Property Acquisition Status Report to the Board of Commissioners Detailing the Property Acquisition Expenditures vs. Property Acquisition Cost Estimate for the Pacific Avenue/SR 7 BRT Project.



Have Any Questions?



Thank you for your time today.
If you have any questions regarding what we just covered or about property acquisition, please don't hesitate to ask.





Pierce Transit
Stream

BRT Property Acquisition

Janine Robinson, Senior Planner

Brett Freshwaters, CFO

July 12, 2021

TITLE: Delegation of Authority to the CEO to Negotiate and Agree to Settlements for Real Property Rights that Exceed the Appraisal of Just Compensation by \$50,000 or Less for the Pacific Avenue/SR 7 BRT Project; and Direct Staff to Prepare Quarterly Property Acquisition Status Report to the Board of Commissioners Detailing the Property Acquisition Expenditures vs. Property Acquisition Cost Estimate for the Pacific Avenue/SR 7 BRT Project

DIVISION: Planning & Community Development

SUBMITTED BY: Janine Robinson, Senior Planner

RELATED ACTION:

Resolution No. 18-025 - Adoption of the Locally Preferred Alternative (LPA) Mode, Termini, and Alignment for the Proposed Pacific Avenue/SR 7 Corridor Bus Rapid Transit (BRT) Project.

ATTACHMENTS: None

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION: N/A

BACKGROUND:

Pierce Transit's first Bus Rapid Transit (BRT) route in the Stream system is planned to replace a portion of the current Route 1 along the 14.4-mile corridor between Downtown Tacoma and Spanaway. Although the route will operate primarily in the public right-of-way (ROW), building this project will require Pierce Transit to purchase strips of land in sections of the route where there is not enough room for the project's street improvements (additional needed roadway areas, BRT station locations, and sidewalk installations). The project also requires acquisition of temporary construction easements (TCEs) to allow the contractor the space to build the project improvements and integrate them with adjacent properties.

With approximately 400 impacted properties spanning City of Tacoma, Pierce County, and WSDOT jurisdictions, the Pacific Avenue / SR-7 BRT project includes a very large property acquisition effort. It is anticipated that the acquisition effort will be broken down by phases, like the plan for the construction effort. The project is currently broken into six phases, with Phase A starting at the south end in Spanaway; Phase F is at the north end within the City of Tacoma not on SR-7.

The following data provides an idea of the scale of the acquisitions for the BRT project (note that this data is preliminary and is based on designs that are changing as the project is further refined):

- About 60% of properties are Commercial
- About 30% of properties are Residential
- About 10% of properties are considered Other (recreation, institution, religious, unknown)
- About half of the parcels require fee acquisition (outright purchase of property)
- Almost all parcels require TCE rights (temporary acquisitions for construction)
- Of the approximately 200 fee acquisitions, over 40% equate to less than 4% of the total lot area; about a quarter are less than 2% of the lot area

- Almost half of the TCEs require less than 4% of the lot area; the other half require between 5 and 14% of the lot area

In order to meet the goal of an operational BRT line in late 2024, all property rights must be secured by early 2024. These acquisitions are anticipated to begin with Segment 1 in the Spanaway area. The official acquisition process, which begins with property appraisals after the project has completed 60% design and our jurisdictional partners have signed off on the right of way (ROW) plans, would begin late 2021 with Phase A. This equates to about two years of active negotiations and settlements with property owners, which is an aggressive, but achievable, timeframe. On average, this equates to about 15 properties per month. We would expect to see a peak of settlements in the mid to latter part of the project schedule rather than an even distribution throughout each month of negotiations. When negotiations peak, we might realistically see that number doubled or tripled during some months, which may lead to a burdensome and overwhelming administrative approval process.

In property acquisition negotiations, a large majority of acquisitions are settled administratively. The law requires that just compensation be *no less than* the fair market value as determined by an appraisal, but also requires that an agency must negotiate in good faith with an owner to acquire property when under the threat of condemnation. Many times, an owner may bring new information to light that the appraiser was not aware of, leading to a reasonable settlement amount that is higher than the original offer. Other times, the cost and schedule risks of condemnation need to be considered. In any case, a great majority of the acquisitions on any large project will require administrative approval for settlements above the offer amount, and the Pacific Avenue/SR-7 BRT project is no exception.

Pierce Transit's Code *Chapter 3.13.110.C. Real Property Acquisition and Disposition*, states: "The acquisition price of individual properties (or ownerships) shall in no case exceed Pierce Transit's appraisal of fair market value or authorized budget limitations without further specific Pierce Transit Board approval." The purpose of the proposed action before the Board is for the Board to delegate approval of administrative settlements to the CEO or the CEO's designee, with a limit of \$50,000 above the appraised fair market value (determination of just compensation).

The Board's involvement in the various steps of the property acquisition process includes the following (step 3 applies to the action before the Board today):

Board Action in Property Acquisition Process	Explanation
1. Authority to acquire property needed for BRT Project, including through purchase, negotiation, and condemnation, if necessary. Includes determination of public use and necessity to acquire the property rights.	This is the general authorization to acquire the property needed for the BRT Project but is subject to the limitations in item numbers 2-4 below.
2. Authority to acquire property with appraised value of \$1,000,000 or more (EFC or SDCC authority if value is greater than \$200,000)	This would occur after appraisals are complete and prior to offers being made to property owners for properties above these thresholds.
3. Approval of settlements that exceed by \$50,000 or more the appraisal of just compensation for the property.	This is the subject of this Board action. Should the Board choose not to give authority to the CEO or the CEO's designee to agree to settlements that exceed the appraisal of just compensation by \$50,000 or less, every

	negotiation that results in an amount above the original offer amount would come to the Board (or EFC or SDCC). (Note that FTA approval is required if the settlement amount exceeds the original offer amount by more than \$50,000.)
4. Final action to authorize initiation of condemnation legal proceedings.	Potentially affected property owners would receive a Notice of Final Action at least 15 days prior to a public meeting at which the Board considers authorizing condemnation legal proceedings.

Should the Board approve this delegation of authority to agree to settlements with property owners up to an amount of \$50,000 over the original offer amount, Pierce Transit’s contract approval thresholds and authorities would still be followed for every transaction. This means that the Executive Director of Planning would approve settlements where the total offer falls under \$40,000 (estimated to be 90% of parcels); the Executive Director of Finance would approve settlements between \$40,000 and \$75,000 (est. 5% of parcels); the CEO would approve offers totaling \$75,000 to \$200,000 (est. 14% of parcels). All offers totaling \$200,000 to \$1,000,000 would come to the EFC or SDCC (est. 2% of parcels); and anything over \$1,000,000 would come to the Board (and to FTA) for approval (none currently estimated).

At the June 14, 2021, the Board of Commissioners meeting, staff presented on this item. After hearing and considering staff’s presentation, the Board directed staff to prepare a quarterly property acquisition status report to the Board of Commissioners detailing the property acquisition expenditures vs. property acquisition cost estimate for the Pacific Avenue/SR 7 BRT Project and bring back this item for final approval at the July 12, 2021 Board meeting.

Staff proposes to provide the Board of Commissioners with a quarterly update of the status of property acquisitions for the BRT project. The update would provide the following information:

1. Total number of properties
2. Number of offers made
3. Number of parcels closed
4. Number of parcels settled but not fully closed
5. Number of parcels not settled but with stipulated Possession and Use (allows construction to move forward prior to settlement)
6. Number of parcels in condemnation
7. Property acquisition expenditures vs. property acquisition cost estimate for all closed properties

STAFF RECOMMENDATION:

In real estate transactions, timely decision-making is often key to coming to agreement. With the volume of acquisitions needed for the Pacific Avenue/SR 7 BRT Project and the aggressive schedule, staff recommends that the Board delegate authority to the CEO or the CEO’s designee to agree to settlements with property owners in a timely manner by reducing the administrative burden in the approval process that could result in increased administrative costs and possible schedule delays. We believe this will make a significant contribution toward a successful project delivery while setting reasonable limits on the negotiation authority delegated to the CEO or the CEO’s designee. In addition, the quarterly property acquisition status update will allow the Board to monitor the acquisition process.

ALTERNATIVES:

1. Do not delegate authority to the CEO or the CEO's designee to agree to settlements with property owners for an amount up to \$50,000 above fair market value and have all settlements that exceed appraised amounts come to the Board for approval.
2. Choose a different amount of settlement authority to delegate to the CEO or the CEO's designee for settlement negotiations with property owners.

PROPOSED MOTION:

Move to: Delegate authority to the CEO, or the CEO's designee, to negotiate and agree to settlements for real property rights that exceed the appraisal of just compensation by \$50,000 or less for the Pacific Avenue/SR 7 BRT Project; and direct staff to prepare a quarterly property acquisition status report to the Board of Commissioners detailing the property acquisition expenditures vs. property acquisition cost estimate for the Pacific Avenue/SR 7 BRT Project.