

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

September 13, 2021

CALL TO ORDER

Chair Campbell called the regular board meeting to order at 4:02 p.m.

ROLL CALL

Commissioners present:

Chris Beale, City of Tacoma Councilmember
Marty Campbell, 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, Vice Chair of the Board, City of Tacoma Councilmember
Jason Whalen, City of Lakewood Deputy Mayor

Commissioners excused:

Victoria Woodards, Chair of the Board, Mayor of the City of Tacoma

Staff present:

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

OPENING REMARKS AND HOUSEKEEPING ITEMS

Chair Campbell welcomed board members, staff, and citizens to the virtual meeting and provided attendees instructions for participating in the meeting.

MOMENT OF SILENCE FOR OPERATOR BAN MAO

A moment of silence was held for Operator Ban Mao, who passed away on August 25, 2021. On behalf of the Board, Chair Campbell expressed condolences to the family members, friends and Pierce Transit staff members of Mr. Mao.

PRESENTATIONS

- 1. Honoring Operators of the Month for May Through August 2021 and Recognizing Honor Roll Recipients 2019 and 2020**

Assistant Transportation Manager Scott Gaines reviewed the accomplishments of the operators who were selected Operator of the Month for May – August 2021. The following individuals were awarded Operator of the Month:

- May – Luther Green
- June – Bobby Edmon
- July – Tabitha Bruhn
- August – Lisa Jorquera

Mr. Gaines detailed what it takes for an operator to earn Honor Roll. The following individuals earned Honor Roll in 2019 and 2020:

- 2019- Bun Hem
- 2019- Patrick Ward
- 2019- Tommy Jackson
- 2019 and 2020 – Alberto Rodriguez
- 2020 – Sirgii Kalinin
- 2020- Nicolae Jacot

2. 2021 Q1 and Q2 Employee Awards and Recognition

Director of Administration Amy Cleveland presented on the employees who received awards and recognition for their work at Pierce Transit during Q1 and Q2 of 2021. Mss. Cleveland detailed their achievements and accomplishments to the agency.

The following employees received the Public Safety Employee of the Quarter Award for Q1 2021 and received the Service Delivery and Support Employee of the Quarter Award for Q1 2021:

- Jason LeFevre, Public Safety Officer
- Katie Marcelia, Records Supervisor
- Dolan Johnson, Transit Deputy
- Tre Mathis, Public Safety Officer

The following employee received the Public Safety Employee Award for Q2 2021:

- Roger Ward, Sheriff Deputy

The following Dispatch employees were recipients of the Service Delivery and Support Employee of the Quarter award for Q2 2021 and were recipients of the Effectiveness and Efficiency Quarterly Award for Q2 2021:

Dispatch Team

- AJ Vital
- Ed Williams
- Vicky Simpson
- Judy Choate
- Michael Parker

- Sam Headrick
- Erik Dunn
- Brandon Patacer
- Dominic Choi
- Tiauna Mosely
- Christianna Benson
- Dawn Nielsen
- Tony Ndungu
- Leila McQuade
- James McCulloch
- Stephanie Jureidine

The following employees received the Administrative Staff Employee of the Quarter Award for Q1 and Q2 2021:

- Q1 – Randal Shultz, Senior Employee Services Analyst - Recruitment
- Q2 – Penny Grellier, Community Development Administrator

The following employee received the Effectiveness and Efficiency Quarterly Award for Q1 2021:

- Jessie Tonellato, Employee Services Specialist - Workforce Development

The following employees received the Excellence in Safety Quarterly Award for Q1 and Q2 2021:

- Q1 – Delmar Sherrell, Operator
- Q2 – Brentt Mackie, Safety Coordinator

3. Community Van Program Update

Community Development Administrator Penny Grellier presented on the item, noting that staff is returning to give the board a progress update on the revamped Community Van Program. Ms. Grellier reported that the agency has set aside 10 vehicles to administer the program at this time. Staff has simplified the reporting form and the van use agreement has been approved by the agency's insurance pool and details about the program are on the agency's website.

PUBLIC HEARING - Transit Development Plan (TDP): 2021-2026

Senior Planner Duane Wakan provided a PowerPoint Presentation, noting that the TDP is updated annually and is required by the Washington State Department of Transportation (WSDOT). Mr. Wakan reported that the TDP Plan details Public Transportation Priorities, Operational/Capital Investments and six-year Financial Plan and reviewed the nine elements that are required to be in the Plan per the WSDOT Guidelines.

Mr. Wakan reported that Pierce Transit will receive public comments on the plan up to September 24, 2021 and noted that Plan adoption is scheduled for the October 11, 2021 board meeting.

Chair Campbell provided directions for participating in the public hearing and opened the public hearing at 4:32 p.m.

No comments were provided; the public hearing was closed at 4:35 p.m.

PUBLIC COMMENT

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

Clerk Jacobson announced that no written comments were received for public comment today.

The following individual(s) spoke during public comment:

- Julian Wheeler, Chair of Pierce County Accessible Communities Advisory Committee, invited members and staff to attend the committee's next meeting on September 14 at 9:30 a.m. He reminded attendees that this committee may be able to help with mobility/access type projects and that the committee is always looking for new members and new ideas.

Chair Campbell closed public comment.

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.)

At the request of Commissioner Roscoe, FS 2021-049 and FS 2021-050 were moved to Nos. 6 and 7 of the Action Agenda. Commissioner Roscoe also requested that in the future items such as the Recruitment Update not be placed on the Consent Agenda and suggested that staff consider placing informational items under "Staff Reports." (At approximately 4:41 p.m. *Commissioner Palmer left the meeting and Commissioner Keel joined the meeting*)

Commissioners Walker and Roscoe **moved** and seconded to approve the consent agenda as amended.

Motion **carried, 7-0.**

1. Approval of Vouchers, August 1, 2021 – August 31, 2021
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 376667 through 376827
Wire Nos. 8176 through 8429
No Advance Travel Checks
Total \$10,848,848.51

2. Approval of Minutes: August 9, 2021 Regular Board Meeting
3. Recruitment Update – For Informational Purposes Only
4. ~~FS 2021-049, Authorize the Chief Executive Office to execute Amendment No. 4 with Technical Security Integration, Contract PT 54-19, for an Additional Year of Service for Routine Physical Security System Testing and Maintenance Services Through September 30, 2022 for a total not to exceed amount of \$145,000~~
5. ~~FS 2021-050, Authorize the Chief Executive Officer to execute a Master On-Call Contract with TCF Architecture, PLLC, to provide architectural and engineering consulting services for an amount not to exceed \$1,500,000 over the five-year contract period.~~

ACTION AGENDA

1. FS 2021-051, Authority to Remove up to 214 Bus Stops Identified in the Bus Stop Balancing Program (10% of current stops) for the March 20, 2022 Service Change

Project Management Office Manager Heidi Soule reviewed the criteria that staff used to identify the bus stops to be removed from the system and noted that the intent of this program is to ultimately speed up the system for riders. The removal of identified stops is expected to continue through March 20, 2022. It was noted that staff determined there is no disparate impact to low income or minority populations.

Commissioner Mello noted that he met with staff to understand the equity analysis that was applied to this project and he believes that staff took a very thoughtful approach in their analysis and even added stops back in.

It was noted that in order to true up the timetables in the published schedules further analysis of the stops will be conducted and any necessary adjustments will be made during the September 2022 service change.

Commissioners Walker and Whalen **moved** and seconded to authorize staff to remove up to 214 stops as outlined in Exhibit A for the March 20, 2022 service change.

Motion **carried**, 7-0.

2. FS 2021-052, Approval of Transit Service Monitoring Results Contained within the 2021 Title VI Program Submittal to the Federal Transit Administration

Senior Planner Duane Wakan presented on the Title VI Monitoring Results and the Title VI Program Submittal (FS 2021-053), noting that the Federal Transportation Administration (FTA) requires that the governing body of the Agency consider and approve the Title VI Monitoring Results and Title VI Program, which is required every three years.

Mr. Wakan reviewed the elements of the plan that are required and noted that the agency is in compliance with FTA requirements.

Commissioners Keel and Whalen **moved** and seconded to adopt Resolution No. 2021-010, approving the 2021 Title VI Transit Service Monitoring Results Contained within the 2021 Submittal to the Federal Transit Administration as presented in Exhibit A.

Motion **carried**, 7-0.

3. FS 2021-053, Approval of the 2021 Title VI Program Submittal to the Federal Transit Administration

Commissioners Whalen and Keel moved and seconded to Adopt Resolution No. 2021-011, approving Pierce Transit's 2021 Title VI Program Submittal to the Federal Transit Administration as presented in Exhibit A.

Motion **carried**, 7-0.

4. FS 2021-049 (Removed from the Consent Agenda), Authority to Execute Amendment No. 4 with Technical Security Integration, Contract PT-54-19, for an Additional Year of Service for Routine Physical Security System Testing and Maintenance Services Through September 30, 2022 for a Total not to Exceed Amount of \$145,000

Physical Security Systems Administrator Robert Minnick presented on the item and noted that staff seeks an additional year of service from the vendor to conduct routine testing, maintenance and alarm monitoring services across the entire Pierce Transit system. He responded to various questions pertaining to contract costs and described all the various security sites across the system that will be served by this contract.

Commissioners Keel and Roscoe **moved** and seconded to authorize the Chief Executive Office to execute Amendment No. 4 with Technical Security Integration, Contract PT-54-19, for an Additional Year of Service for Routine Physical Security System Testing and Maintenance Services Through September 30, 2022 for a total not to exceed amount of \$145,000.

Motion **carried**, 7-0.

5. FS 2021-050 (Pulled from Consent Agenda), Authorize the Chief Executive Officer to Execute a Multi-Year Master On Call Contract with TCF Architecture, PLLC, to Provide Architect and Engineering Consulting Services

Project Management Office Manager Heidi Soule presented on the item, noting that the on-call agreement will typically be used for smaller public work projects and for situations when time is of the essence. She clarified that each individual project agreed to will utilize a defined scope in a task order, and pricing will be set by a Master Contract.

A question and answer period ensued with regards to how this contract fits within the agency's Disadvantaged Business Enterprise (DBE) goals. It was also noted that staff will return by the end of the year to update the Board on the agency's DBE Program.

Commissioner Roscoe requested that the agency monitor how much is expended for the various task orders and track the vendors we do business with.

Commissioners Walker and Whalen **moved** and seconded to authorize the Chief Executive Officer to execute a Master On-Call Contract with TCF Architecture, PLLC, to provide architectural and engineering consulting services for an amount not to exceed \$1,500,000 over the five-year contract period.

Motion **carried**, 7-0.

6. FS 2021-054, Authority to Implement a COVID-19 Voluntary Vaccination Incentive Program to all Current and Eligible Pierce Transit Employees

Director of Employee Services Amy Cleveland presented on the item and she noted that the proposed vaccination incentive is intended to encourage more employees to become fully vaccinated and before the agency is required from a higher authority to mandate vaccination. She reviewed anticipated costs to implement the program, noting the agency will use federal monies expected later this year. Ms. Cleveland also reported that the agency is expecting that it will have to comply with OSHA's temporary emergency orders, but the agency is waiting for more guidance on this matter.

Commissioners Keel and Roscoe **moved** and seconded to authorize the Chief Executive Officer to implement the COVID-19 Vaccination Incentive Program to all current and eligible Pierce Transit employees pursuant to the COVID-19 Vaccination Incentive Program as presented in Exhibit A.

Motion **carried**, 7-0.

STAFF UPDATES

1. CEO'S Report

CEO Mike Griffus reported on the following items:

- Pierce Transit service change will go into effect September 19.
- Pierce Transit is holding a BRT virtual open house on September 23 from 4:30-6:30 p.m.
- Expressed that he enjoyed meeting individually with commissioners the last couple of weeks and giving each a tour of the agency.

INFORMATIONAL BOARD ITEMS

1. Chair's Report

Chair Campbell confirmed that the Board is not in a hurry to return to in person meetings for the remainder of 2021 due to the surge of the Covid-19 variant.

Chair Campbell announced that the September 16, 2021 Executive Finance Committee meeting will be cancelled, and the next meeting is scheduled for November 18, 2021.

Chair Campbell reminded the board that a study session will be held on September 30, 2021 from 1:00-5:00 p.m. Study Session topics include the 2022 Budget, the Bus Rapid Transit Project and the Base Master Plan Project.

2. Sound Transit Update

Commissioner Roscoe announced that the Sound Transit Northgate station opens October 2, 2021.

3. Puget Sound Regional Council Transportation Policy Board Update

Commissioner Mello announced that the board has been tasked to update the Regional Transportation Plan and make it consistent with Vision 2050.

4. Commissioners' Comments

None.

ADJOURNMENT INTO CLOSED SESSION

Commissioners Whalen and Keel **moved** and seconded to adjourn the meeting into closed session at 5:46 p.m. to discuss labor relations pursuant to RCW 42.30.140(b).

Motion **carried**, 7-0.



Deanne Jacobson
Clerk of the Board



Marty Campbell, Chair
Board of Commissioners